



Ontario Liberal Party Rules of Procedure No. 2

Rules of Procedure for Constituency Associations *("Riding Association Rules")*

Approved by Ontario Liberal Party Executive Council on December 4, 2022.

NOTE: These Rules of Procedure supplement and are subordinate to the Ontario Liberal Party Constitution. Please refer to the Ontario Liberal Party website for the most current version of these documents.

1. Authority and Amendments

- 1.1 These Rules of Procedure for Constituency Associations (the "Riding Association Rules") are enacted pursuant to sections 5.9(e) of the Constitution of the Ontario Liberal Party (the "Constitution") and are subject in all respects to the provisions of that Constitution. In the event of a conflict between any provision in these Rules and any provision in the Constitution, the Constitution, only to the minimum extent necessary in order to resolve that conflict, shall prevail.
- 1.2 All rules previously adopted by the Executive Council relating to subject matter addressed in these Rules are hereby repealed. All resolutions previously adopted by the Executive Council relating to subject matter addressed in these Rules are hereby repealed except to the extent that such resolutions remain consistent with these Rules.
- 1.3 Further to section 5.10 of the Constitution, Executive Council may amend these Rules at any time, subject to any limitations in the Constitution.
- 1.4 All authority and responsibility assigned to the Secretary of the Ontario Liberal Party in sections 15.17 and 15.23 of the Constitution is hereby delegated to the Ontario Liberal Party office.
- 1.5 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the constituency association in all cases to which they are applicable and in which they are not inconsistent with either the Constitution of the Ontario Liberal Party, the By-laws and Rules of Procedure of the Ontario Liberal Party currently in effect, or the constituency association constitution.
- 1.6 All officer positions referred to in these Rules refer to officer of the constituency association in question unless otherwise specified.

2. Presiding Officers of General Meetings of Members

- 2.1 The President of the Ontario Liberal Party or their delegate shall appoint the presiding officer and, if an election is to take place, the returning officer, of any general meeting of members of a constituency association. The President of the Ontario Liberal Party may appoint the president of the constituency association in question as the presiding officer if and only if the President of the Ontario Liberal Party deems it appropriate.

3. Executive Committee

- 3.1 A constituency association must have an executive committee (the “Executive Committee”) consisting of, at a minimum, the following elected officers:
- a) a President;
 - b) a Secretary; and
 - c) a Treasurer.
- 3.2 The Executive Committee shall appoint or re-appoint a Chief Financial Officer, who may or may not be the elected Treasurer, at the earliest possible opportunity following an annual meeting. The Executive Committee shall give written notice to the Executive Director of the Ontario Liberal Party of such appointment within fourteen (14) days of the appointment.
- 3.3 The Executive Committee shall have charge of the administration of the affairs of the constituency association, subject to the direction of the annual meeting and any general meetings of the constituency association.
- 3.4 The Executive Committee shall meet at the call of the President or at the written request of any five (5) members, or one-third of the current members, whichever is less, of the elected or ex-officio members of the Executive Committee¹. Notice of the time, place and manner of a meeting of the Executive Committee shall be given by the Secretary to each member of the Executive Committee at least five (5) days prior to the meeting.
- 3.5 The presence of eight (8) members, or half of the current members, whichever is less, of the members entitled to vote at the Executive Committee meeting shall constitute a quorum for the transaction of business. Except as otherwise specified herein, questions arising at any meeting of the Executive Committee shall be decided by a majority of votes.
- 3.6 If any elected member of the Executive Committee is absent without cause for three (3) consecutive meetings, the Executive Committee shall have the authority to declare that member's position vacant by resolution supported by at least two-thirds of the voting members present.
- 3.7 In the event of a vacancy occurring in any elected position, the Executive Committee shall by resolution appoint a person to hold the office until the next annual meeting.

4. Committees

- 4.1 The Executive Committee may form committees and appoint committee chairs for such committees from time to time to lead the constituency association's effort in specific areas including but not limited to: nominating, constitution, organization, policy, membership, communications, engagement, fundraising, finance, and social. Such committees shall perform functions as the Executive Committee may delegate or direct from time to time.
- 4.2 The Executive Committee shall give written notice to the Executive Director of the Ontario Liberal Party of such appointments of committee chairs within fourteen (14) days

¹ As listed in section 4.1 and 4.3 of the constituency association constitution.

of the appointments.

- 4.3 The Executive Committee may appoint any members of the constituency association, who may or may not be members of the Executive Committee to serve as chairs or members of the committees.

5. Annual Meeting ²

- 5.1 The Executive Committee shall submit a request to the Executive Director of the Ontario Liberal Party to hold an annual meeting not later than twenty-eight (28) days before the intended meeting date. The request must include:

- a) a copy of the constituency association's constitution;
- b) proposed date, time, location of the annual meeting;
- c) proposed agenda of the annual meeting;
- d) if the Executive Committee or its Constitution Chair intend to table proposed amendments to the constituency association's constitution, a notice to that effect.

The Executive Director of the Ontario Liberal Party may reject the request, request amendments to the request, or request additional time for consideration of the request by responding to the request in writing within fourteen (14) days of receiving the notice. The request is deemed accepted in the absence of such response.

- 5.2 The notice of the annual meeting shall be provided to all members and immediate past members of the constituency association. Such notice shall be provided by email via email address on record by the Ontario Liberal Party office.
- 5.3 The annual meeting shall
- a) receive reports from the President and the Treasurer, and may receive reports from any other members of the Executive Committees;
 - b) appoint an auditor by resolution. If the auditor becomes unable or unwilling to perform his or her responsibilities, the Executive Committee shall appoint an auditor until the next Annual meeting.
- 5.4 All members in good standing of the constituency association, including non-voting member, shall be entitled to attend the annual meeting, stand for election and hold office in the constituency association.
- 5.5 If there is a contest for any of the elected Executive Committee positions, the elections for these positions shall be conducted by secret ranked ballot.
- 5.6 The presence of three or more members entitled to vote at the meeting shall constitute a quorum.

6. General Meetings of Members

- 6.1 A special general meeting of members of a constituency association may be called

² Please see sections 15.23 to 15.28 of the Party's Constitution for provisions governing annual meetings of constituency associations.

- a) by the President;
 - b) by the Executive Committee by resolution; or
 - c) on being petitioned in writing by at least twenty-five (25) members in good standing, where reasons for the general meeting is stated in the petition.
- 6.2 A special general meeting of members must be called by the President or the Executive Committee on being petitioned in writing by at least twenty-five (25) members in good standing. If the special general meeting is not called by the President or the Executive Committee within five (5) days of the presentation of the petition, the petitioners may present the petition to the President of the Ontario Liberal Party and request that a special general meeting of members be called. The President of the Ontario Liberal Party, or their designate, must within seven (7) days call the general meeting or, if they deem the reasons for the general meeting to be improper, respond to the request in writing.
- 6.3 Written notice must be given fourteen (14) days in advance of all general meetings of members to all members and immediately past members and to the Executive Director of the Ontario Liberal Party.
- 6.4 The Executive Council of the Ontario Liberal Party or a Board of Arbitration may declare null and void any general meeting for which or at which proper procedures have not been followed.
- 7. Amendments to Constituency Association Constitution**
- 7.1 Other than amendments proposed by the Executive Committee or the Constitution Chair, amendments may be proposed by any three (3) members in good standing by submitting the amendments in writing to the Secretary at least seven (7) days prior to the meeting at which the proposed amendments are to be moved. The Secretary shall refer any such proposed amendments to the Constitution Chair. All proposed amendments to be moved at a general meeting must be provided to the Executive Director of the Ontario Liberal Party at least five (5) days prior to the meeting and be made available to members at least two days prior to the meeting.
- 7.2 If amendment of the constituency association constitution was duly adopted, the Executive Committee must forward a copy of the amended constitution to the Executive Director of the Ontario Liberal Party within four weeks after the adoption of the amendments. Within ninety (90) days of receipt by the Executive Director of the Ontario Liberal Party of any such amended constitution, the Executive Council of the Ontario Liberal Party may declare some or all of such constituency association constitution to be null and void.