



Ontario Liberal Party Rules of Procedure No. 5

## **Rules of Procedure for Annual Meetings** *("Annual Meeting Rules")*

*Approved by Ontario Liberal Party Executive Council on February 23, 2023  
and amended on June 9, 2024.*

**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. Definitions And Interpretation**

- 1.1. These Rules of Procedure for Annual Meetings (the "**Annual Meeting Rules**") are enacted pursuant to section 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.
- 1.2. Unless otherwise defined by these Annual Meeting Rules, all capitalized terms shall have the same meaning as in the Constitution of the Ontario Liberal Party.
- 1.3. If any provision of these Annual Meeting Rules conflicts with the Constitution, the Constitution shall prevail.
- 1.4. These Annual Meeting Rules applies to the annual meeting of the Ontario Liberal Party (the "Annual Meeting") convened pursuant to section 8 of the Constitution.

### **2. General**

- 2.1 Executive Council shall appoint two or more co-chairs to preside over the Annual Meeting (collectively "the Co-Chairs"). Only Members may be appointed as co-chairs. At least one co-chair shall be a Member identified as male and at least one co-chair shall be a member identified as female. At least one co-chair shall speak both English and French fluently.
  - 2.1.1 Executive Council may delegate the authority to appoint co-chairs to the committee charged with the organization of the Annual Meeting.
- 2.2 The President, one of the co-chairs, or their designate shall preside at each plenary session (the "**Presiding Chair**"), except otherwise specified in these Annual Meeting Rules.
- 2.3 Unless otherwise noted in the agenda of the Annual Meeting, all sessions shall be open to any attendees accredited to the Annual Meeting.
- 2.4 Only accredited delegates or alternates may address any session. An accredited delegate or alternate wishing to address a plenary session shall proceed at an appropriate time to a microphone and shall state their name and delegate/alternate accreditation and may speak for two minutes, or such other time as the Presiding Chair

deems appropriate, on each motion or amendment or topic under discussion, subject to Rule 2.5 below.

- 2.5 A motion, amendment or topic under discussion shall be subject to debate at the discretion of the Presiding Chair, or in any event, if at least twenty-five delegates rise in their places to signify their desire that debate take place.
  - 2.5.1 The Presiding Chair may, in their best judgement, declare and enforce equitable limits upon the total number of speakers for and against, the amount of time available to each speaker, and the total length time for the consideration of any item subject to debate.
  - 2.5.2 Despite Rule 2.5, after entertaining debate at least once in response to at least twenty-five delegates signifying their desire for further debate, the Presiding Chair may, in their best judgement, decline to further extend debate. The Presiding Chair's decision to do so is subject to Rule 2.10 below.
- 2.6 Every question submitted to a plenary session shall be decided by a show of hands of accredited delegates unless the Constitution or these Annual Meeting Rules provide otherwise.
- 2.7 The sessions shall proceed in the order set out in the agenda, subject only to Rules 2.8 to 2.10 below.
- 2.8 These Annual Meeting Rules and the agenda can be reconsidered or suspended in a plenary session by a vote of two thirds of those accredited delegates in attendance at the session.
- 2.9 In the event that a quorum is not present at a plenary session, the presiding officer of the plenary session shall adjourn it to such time during the annual meeting as the Chair of the plenary session shall, in his or her sole discretion, deem appropriate.
- 2.10 In a plenary session, an appeal may be taken from the Presiding Chair's decisions if such appeal is supported by at least fifty delegates standing in their places. The ruling of the Presiding Chair may be overturned by a vote of two thirds of the delegates voting on the appeal.

### **3. Rules Governing Executive Council Nominations and Elections**

- 3.1 Executive Council shall appoint the Returning Officer who shall act as the senior election official in respect of all aspects of the Executive Council election process, and who shall have the authority to appoint deputy returning officers who shall act at the direction of the Returning Officer
  - 3.1.1 Subject to the arbitration provisions of the Constitution, the rulings of the Returning Officer shall, in all instances, be final.
  - 3.1.2 Executive Council may delegate the authority to appoint the Returning Officer to the committee charged with the organization of the Annual Meeting.

- 3.2 Each nominee for positions listed in section 4.1 of the Constitution must have provided a letter of intent according to section 8.17 of the Constitution of the Ontario Liberal Party at least 21 days prior to the date of commencement of the annual meeting. This requirement may be waived in accordance with Section 8.18 where no notice of intent has been received for a position.
- 3.3 The Presiding Chair shall, at a plenary session, announce the names of the nominees for positions where only one nominee remains, and shall declare those nominees elected by acclamation.
- 3.4 Only those nominees who have not been acclaimed shall be called to speak.
- 3.4.1 Nominees for Executive Council offices, except for the office of President, will each be allocated 4 minutes of speaking time. Nominees for the office of President, will each be allocated 7 minutes.
- 3.4.2 All time allocated is inclusive of any demonstrations, setup, movement, and any speeches or remarks given by any nominators or supporters. Nominees may bring on stage other registered attendees to speak in support of their candidacy.
- 3.4.3 If a nominee withdraws, they must do so without making a speech and shall not use or allocated their time in favour of any other nominee.
- 3.5 The Presiding Chair shall call for nominations and candidate speeches, office by office in the following order, at a plenary session:
- a) Vice-President (Engagement);
  - b) Vice-President (Communications);
  - c) Vice-President (Organization);
  - d) Vice-President (Policy);
  - e) Secretary;
  - f) Treasurer;
  - g) Executive Vice-President; and
  - h) President.
- 3.6 The nominations and candidate speeches for the offices of Regional Vice President shall take place at regional meetings held pursuant to section 8.19 of the Constitution.
- 3.7 In numbers to be determined by the Returning Officer, each nominee may appoint scrutineers who may be present at the taking and counting of the ballots. The scrutineers may not hinder or interfere with the voting procedure and shall comply with all directions of the Returning Officer.
- 3.8 Voting for all contested positions shall be by secret ballot.
- 3.9 If three or more nominations have been received for any position, the election shall be by preferential ballot. A candidate will receive one vote where his or her name appears as the highest preference on a ballot. Where a candidate receives a majority of the votes counted, that candidate shall be declared elected. Where no candidate receives a majority of the votes counted, the candidate receiving the lowest number of votes shall be eliminated, and the ballots previously counted in favour of the candidate so

eliminated will be re-counted in favour of the remaining candidate for whom the highest preference is then indicated. Counting shall continue in this manner until one candidate receives a majority of the votes counted and shall thereby be elected.

- 3.10 Only accredited delegates to the Annual Meeting are eligible to vote. In order to be eligible to vote in the election of a Regional Vice President, a delegate must (a) be a delegate who represents a Constituency Association, Women's Liberal Club or Ontario Young Liberal Student Club situated or based within the corresponding Region, or (b) be a delegate who does not represent a Constituency Association, Women's Club or Young Liberal Club, and who resides in the corresponding Region.
- 3.11 After the polls are closed, the ballots shall be counted in a separate, private place by the deputy returning officers and in the presence of candidate scrutineers (if any), under the direction of the Returning Officer.
- 3.12 The Returning Officer shall decide how a ballot should be recorded in the event that the meaning of a ballot is doubtful.
- 3.13 The Presiding Chair shall announce the name of the nominees who has been elected but shall not announce the number of votes cast for each of the nominees.

#### **4. Rules Governing the Constitution Plenary Session**

- 4.1 All proposals to amend the Constitution ("**Proposed Amendment**") as set out in the report of the Constitution Committee shall be deemed properly to have been moved and seconded.
- 4.2 The Constitution plenary session shall be co-presided by:
  - a) the Chair of the Constitution Committee or their designate; and
  - b) one or more of the co-chairs or their designate(s).
- 4.3 Proposed Amendments shall be considered in the order set out in the Report of the Constitution Committee unless otherwise directed by the Chair of the Constitution Committee. Each Proposed Amendment is subject to debate if so required in accordance with Section 2.5.
  - 4.3.1 The Presiding Chairs of the Constitution plenary session may adjourn and reconvene the session at their discretion. The session, if adjourned, may be reconvened at any time prior to the conclusion of the Annual Meeting considered by the Co-Chairs to be appropriate on not less than one hour's notice to delegates of the reconvening given in a manner determined by the Co-Chairs.
- 4.4 The Presiding Chairs may allow one delegate or alternate, who is an authorized representative of the sponsor of a Proposed Amendment to speak for up to two (2) minutes to explain or clarify the nature and purpose of the Proposed Amendment, but not to advocate in support thereof.
  - 4.4.1 If the person advocates to a significant extent for the adoption of the amendment, the Presiding Chairs, for the purposes of ensuring balance between speakers for and against an amendment, in their discretion, may count the person as the first

speaker in favour, may limit the person's speaking time, and may grant additional speaking time to a speaker in opposition to the amendment.

- 4.4.2 Unless twenty-five delegates indicate that they wish a debate, the Proposed Amendment will immediately be put to a vote and there will be no debate.
- 4.4.3 In the case of a debate, speakers may speak for up to one (1) minute each. Only delegates or alternates may be recognized as speakers. Speakers (except the representative of the sponsor) may speak only once to any proposal. The Presiding Chairs must recognize speakers debating a proposal, alternating between those in favour and those opposed. The Presiding Chairs may, at any time, limit the number of speakers to two (2) speakers in favour of the Proposed Amendment and two (2) speakers opposed to the Proposed Amendment.
- 4.5 Proposed Amendments set out in the report of the Constitution Committee may not be further amended from the floor.
  - 4.5.1 Despite Rule 4.4, the Presiding Chairs may accept a proposed sub-amendment that is strictly in the nature of a correction or clarification of the wording, punctuation or grammar of the Proposed Amendment as it appears in the report of the Constitution Committee.
  - 4.5.2 Any sub-amendment proposed in accordance with Rule 4.5.1 is deemed to be adopted upon its acceptance by the Presiding Chairs unless objected to by a delegate. In the event that a delegate objects, the sub-amendment proposed shall require a simple majority vote in order to be accepted, and then Rule 4.6 below shall apply to the Proposed Amendment as amended.
- 4.6 A Proposed Amendment may be withdrawn at any time during the Constitutional Session by the person who proposed it, or by the Chair of the Constitution Committee in respect of an amendment proposed by that Committee, unless at least fifty delegates rise in their places to signify their desire that the amendment be considered.
- 4.7 A proposed constitutional amendment, in order to be adopted, must receive affirmative votes in excess of two thirds of those delegates voting upon it. Delegates shall have the right to have their abstentions noted and counted. Each Proposed Amendment shall be voted upon as a whole, unless separate votes are called for within the Proposed Amendment.
- 4.8 As provided in Rule 2.6, voting in the Constitutional session may be by the raising of hands, but for greater certainty, the Presiding Chairs may on any question require that only hands that hold voting cards issued to delegates will be counted.
- 4.9 Where mutually inconsistent proposals, or alternatives within a proposal, have been proposed ("**Options**"), such Options are to be identified by the Presiding Chair as they arise for consideration and the following procedure shall apply:
  - a) If debate is required in accordance with Rule 0, the Options shall be debated together;
  - b) Upon the conclusion of such debate, or upon the Chair's determination that no debate is to occur, a "Selection Vote" shall be conducted to select one Option

that will proceed as an amendment for further consideration in the Constitutional Session;

- c) Where, upon an initial Selection Vote, no single Option receives a majority of the votes cast, the Chair shall, immediately and without additional debate, conduct a second vote between the two Options which received the greatest number of votes;
- d) Once an Option has received a majority of the votes in a Selection Vote, that Option shall proceed for consideration, any other option considered together with it shall be declared by the Chair to have been defeated;
- e) The selected option may be subject to further debate if so required in accordance with Rule 0;
- f) Upon the conclusion of such debate, or upon the Chair's determination that no debate is to occur, a vote shall be conducted regarding the selected Option, which shall, in accordance with Rule 0, require an enhanced majority in order for it to be adopted as a constitutional amendment.

4.9.1 The Chair of the Constitution Committee or the Presiding Chairs may, in their best judgement and with consideration to the specific proposal(s), outline and apply alternative procedure for specific proposal(s). Such decision shall be subject to Rule 2.10.

## **5. Delegate Election**

5.1 A registration to attend the Annual Meeting shall be deemed as the registrant's notice of intention to stand for a delegate position ("intent notice"), unless the person qualifies for an ex-officio delegate position, or the person explicitly indicates that they do not wish to be considered for a delegate position.

5.2 All intent notices for delegate positions submitted by 11:59pm on the 49th day prior to the Annual Meeting shall have equal standing in contention for the available delegate positions in the relevant affiliated association.

5.3 If an affiliated association has more intent notices by 11:59pm on the 49th day prior to the Annual Meeting than available delegate positions under section 8.13 of the Constitution, the Returning Officer may allow for a period of time for those registrants to change their registrations to a different affiliated association in the same Region with vacant delegate positions. After that period of time has elapsed, if an affiliated association has more intent notices than delegate positions available, the Returning Officer shall schedule a Delegate Election Vote for that affiliated association. The Delegate Election Vote may take place online.

5.3.1 Such Delegate Election Vote does not preclude the affiliated association from holding meeting where delegate-candidates may present their candidacy to members.

5.4 After 11:59pm on the 49th day prior to the Annual Meeting, unfilled affiliated association delegate positions shall be filled be in chronological order of registration.