



Ontario Liberal Party Rules of Procedure No. 2

Rules of Procedure for Constituency Associations (“Riding Associations Rules”)

*Approved by Ontario Liberal Party Executive Council on December 4, 2022,
and amended on September 8, 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. Authority and Amendments

- 1.1 These Rules of Procedure for Constituency Associations (the “Riding Associations 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- 1.2 All rules previously adopted by Executive Council relating to subject matter addressed in these Rules are hereby repealed. All resolutions previously adopted by Executive Council relating to subject matter addressed in these Rules are hereby repealed except to the extent that such resolutions remain consistent with these Rules.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 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 in section 15 of the Constitution is hereby delegated to the 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, the Rules of Procedure 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 Party President 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 Party President may appoint the president of the constituency association in question as the presiding officer if and only if the Party President deems it appropriate.

3. Executive Committee

- 3.1 A constituency association must have an 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 general meeting. The executive committee shall give written notice to the Executive Director 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 general 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 general meeting.
- 3.8 The following shall be ex-officio voting member of the executive committee:
- a) the President of the Young Liberal Riding Club, if one has been established and is affiliated with a constituency association
 - b) If an Ontario Women's Liberal Commission Club has been established in a manner that strictly conforms to the boundaries of the electoral district corresponding to the constituency association, and the Club is affiliated with that constituency association, then the President of such Club shall be an ex-officio member of the Executive of the constituency association.

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

3.8.1 The following shall be ex-officio non-voting members of the executive committee:

- a) the Party's Regional Vice-President whose responsibilities include the constituency association, or their delegate;
- b) in instances of overlapping federal and provincial electoral district with identical boundaries, the Chair of the Liberal Party of Canada Electoral District Association representing such federal electoral district, if the constituency association constitution provides for their present

3.9 At least one elected member of the executive committee shall be a member who has not yet attained the age of twenty-six (26).

3.10 The constituency association shall provide a list consist of the names, email addresses, phone numbers and residential addresses of the members of its executive committee to the Regional Vice-President whose responsibilities include the constituency association and the Executive Director following any changes to its executive committee within twenty-one (21) days of the change.

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 such appointments of committee chairs within fourteen (14) days 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 General Meeting ²

5.1 The executive committee shall submit a request to the Executive Director to hold an annual general 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 general meeting;
- c) proposed agenda of the annual general 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;
- e) if the executive committee so determined, a request for confirmation votes for any uncontested positions

² Please see section 15 of the Party's Constitution for provisions governing annual general meetings of constituency associations.

- 5.1.1 The Executive Director 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 general meeting shall be provided to all members of the constituency association by the Party office. Such notice shall:
- a) be provided at least fourteen (14) days prior to the meeting
 - b) be provided by email via email address on the Party's record
 - c) state the membership cutoff date for members to be eligible to vote, which is seven (7) days prior to the meeting
 - d) list the executive committee positions to be elected at the meeting
 - e) state that members intending to stand for elected executive committee positions must notify the Party office, via email at least 7 days prior to the meeting, the position they intend to seek election for
- 5.3 The annual general meeting shall, in addition to holding election for executive committee positions
- a) receive reports from the President and the Treasurer, and may receive reports from any other members of the executive committee.
 - 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 general meeting.
- 5.4 All members of the constituency association shall be entitled to attend the annual general 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.
- 5.5.1 In the event that fewer members notify the Party of their intention to stand for an office than the number of positions for that office, members so nominated shall be acclaimed to the positions, unless the executive committee has requested a confirmation vote for all uncontested positions.
- 5.5.2 Elected executive positions that are unfilled at the annual general meeting shall be filled by the executive committee of the association by appointment to serve until the next annual general meeting.
- 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
- 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, 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 for a date no less than twenty-eight (28) days and no more than fifty-six (56) days upon the presentation of the petition.
- 6.2.1 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 Party and request that a special general meeting of members be called.
- 6.2.2 The President of the Party, or their designate, must within seven (7) days call the special 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 of a special general meeting called, and a copy of the petition if it was called pursuant to section 6.2, must be provided to the Executive Director at least twenty-one (21) days prior to the meeting. The Party shall issue the notice to all members of the constituency association. Such notice shall:
- a) be provided at least fourteen (14) days prior to the meeting
 - b) be provided by email via email address on the Party's record
 - c) state the membership cutoff date for members to be eligible to vote, which is seven (7) days prior to the meeting;
 - d) state the reasons for the special general meeting as stated in the petition, and that it was initiated by a petition by at least twenty-five (25) members, if the meeting was called pursuant to section 6.2.
- 6.4 Executive Council or a Board of Arbitration may declare null and void any general meeting for which or at which proper procedures have not been followed.
- 6.5 For any general meeting held to elect delegates and alternate delegates to a duly called convention, conference or meeting of the Party, the following procedures shall be followed:
- a) One must be a member or associate member of the constituency association to stand for election as a delegate for the constituency association
 - b) One ballot shall be cast for all positions
 - c) The persons receiving the highest number of valid votes shall be delegates up to the required number and the persons receiving the next highest number of valid votes shall be alternates up to the required number, provided that if the required women's or youth's or men's positions are not thus filled, the women, youth or men respectively receiving the highest number of valid votes shall be elected to their respective positions as delegates and alternates.
 - d) Where a person is a member of more than one constituency association, the person shall vote at meetings of only one of those constituency associations.

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 by submitting the

amendments in writing to the Secretary at least seven (7) days prior to the general 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 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 constituency association constitution to the Executive Director within four weeks after the adoption of the amendments. Within ninety (90) days of receipt by the Executive Director of any such amended constituency association constitution, Executive Council may declare some or all of such constituency association constitution to be null and void.

8. Redistribution

- 8.1 Upon their appointment, or upon introduction of legislation updating the electoral boundaries for Ontario, the Chief Redistribution Officer shall prepare and distribute the **Redistribution Table** with at minimum the following information:

- a) a list of all old electoral districts and the list of corresponding new electoral districts and the proportion of the old electoral district's registered voters that is being distributed to the respective new electoral district.
- b) for each new electoral district, indication whether it would be
 - i) an unchanged constituency association
 - ii) an inherited constituency association, and which old electoral district would it inherit from; and
 - iii) a new constituency association requiring a founding meeting.

8.1.1 The Redistribution Table shall be prepared exclusively with publicly available data published by the relevant government agencies including electoral district redistribution commissions, Elections Ontario, Elections Canada, Government of Ontario or Government of Canada. Data from other objective and credible sources may only be used if no data from government sources are available, or if the data available is not sufficient to prepare the table.

8.1.2 The proportion value in the Redistribution Table shall be stated in percentage with at least one decimal place.

8.1.3 Prior to the passing of the relevant redistribution legislation, the Chief Redistribution Officer shall prepare, and update upon the publication of significant updates, preliminary versions of the Redistribution Table, and shall circulate each update to members of Executive Council.

8.1.4 Upon the passing of the relevant redistribution legislation, the Chief Redistribution Officer shall finalize the Redistribution Table and circulate it to all members of Executive Council and Provincial Council.

- 8.2 Upon the passing of the relevant redistribution legislation, the Chief Redistribution Officer shall either confirm that the Effective Date prescribed in the legislation is the applicable Effective Date for the purpose of section 18 of the Constitution, or to state a

suitable earlier Effective Date for the purpose of section 18 of the Constitution. This determination shall be put forward for ratification of Executive Council, and once ratified shall be communicated to all members of Provincial Council forthwith.

8.3 Executive Council shall, when they deem it appropriate to do so, fix the following:

- a) **Asset Preservation Date**, with retroactive effect to the most recent end of a calendar month, after restrictions on expenses by constituency association shall be imposed
- b) **Asset Determination Date**, to the last day of a month it deems appropriate, on which all transfer of assets and liabilities shall be determined.

8.3.1 Executive Council may fix a different Asset Preservation Dates, a different Asset Determination Dates, or both for a specific old constituency association, If extraordinary circumstances justify such a decision.

8.4 No old constituency association may, between the Asset Preservation Date and the transfers of its assets and liabilities to its component new constituency associations, incur expense or new liabilities that are in total exceed 20% of its asset, or \$10,000, whichever is less. This restriction shall cease its application to old constituency associations that are deemed unchanged constituency associations in the final Redistribution Table.

8.4.1 An old constituency association may request in writing from the Chief Redistribution Officer permission to incur expenses up to specific dollar amount that is higher than the limit prescribed in s. 8.3. In consultation with the relevant Regional Vice-President, the Chief Redistribution Officer may grant such permission or may grant permission for a different specific dollar amount limit.

8.4.2 Each old constituency association shall file a summary statement of their assets and liabilities as of the Asset Preservation Date and another statement as of the Asset Determination Date, with appropriate banking or financial statements demonstrating the accuracy of each statement to the Chief Redistribution Officer.

8.4.3 The Chief Redistribution Officer shall prescribe the specific forms of the statements of asset and liabilities, and shall fix due dates for the two statements, and communicate them to all old constituency associations.

8.4.4 If the Chief Redistribution Officer has reasonable grounds to believe that an old constituency association would or had:

- i) unduly depleted or diverted its assets
- ii) provided incomplete or misleading information, or
- iii) provided materially inaccurate or misleading statements of its assets and liabilities

they may, in consultation with the relevant Regional Vice-President, request Executive Council to convene a special meeting to consider placing the constituency association in trusteeship.

- 8.5 Subject to the authority of the Chief Redistribution Officer to make a direction, no assets of any old constituency association shall be transferred to an overlapping new constituency association until the executive committee of such overlapping constituency association has agreed to assume the liabilities of all component constituency associations which such new constituency association is required to assume.
- 8.6 The Chief Redistribution Officer has authority to determine any dispute regarding the transfer of assets and liabilities between any old and new constituency associations. In exercising that authority, they may for a specific dispute
- a) at the request of the affected constituency associations, appoint a mediator to assist in the resolution of the dispute
 - b) refer the dispute to the Arbitration Committee for determination and direction by a hearing panel
 - c) upon receiving submission of all impacted constituency association, determine the dispute

Determination made under sub-sections b) and c) are final and are not subject to further appeal, and the Chief Redistribution Officer shall issue a direction on behalf of the Party to the old constituency associations subject to the determination requiring it to transfer its assets and liabilities as determined to the impacted new constituency associations or to the Ontario Liberal Party, and file the order with the Chief Electoral Officer.

- 8.7 The Chief Redistribution Officer shall, in consultation with and assistance from the presidents of the relevant component old constituency associations, and in consultation of the Executive Director, determine the date and location of the founding meeting of each new constituency association. The notice of the founding meeting shall be provided to all members residing in the new electoral district of the constituency association. Such notice shall be provided at least fourteen (14) days prior to the founding meeting, by email via email address on record. The notice shall state that members residing in the electoral district will automatically become a members of the new constituency association corresponding to the electoral district at the founding meeting.