

Rules of Procedure for Commissions (“Commissions Rules”)

*Approved by Ontario Liberal Party Executive Council on June 9, 2024, amended on September 8, 2024.
Came into effect on September 22, 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. Application, Definitions and Interpretation

- 1.1. These Rules of Procedure for Commissions (the “**Commissions 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. 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. Unless otherwise defined by these Commissions Rules, all terms shall have the same meaning as in the Constitution.
- 1.3. The Ontario Liberal Party (the “**Party**”) recognizes, by Executive Council resolutions, the following commissions to which these Commissions Rules apply to:
 - a) the Ontario Young Liberals (“**OYL**”)
 - b) the Ontario Women's Liberal Commission (“**OWLC**”)
 - c) the Ontario Liberal Rural and Northern Commission (“**OLRNC**”)
- 1.4. The Executive Council may recognize the following types of affiliated associations that are affiliated with respective recognized commissions. Respective commissions are empowered with the governance of the following types of affiliated associations subject to the Constitution, these Rules, their constitutions and applicable internal rules, and the directions prescribed by the Executive Council:
 - a) A “**riding youth club**” or “**OYL riding club**” means an association of all members of the Ontario Young Liberals established in conformity with the boundaries of an electoral district and operates in conjunction with and in support of its constituency association and candidate.
 - b) A “**student club**” or “**OYL student club**” means an association of members of the Ontario Young Liberals established in relation to a post-secondary educational institution, or a geographically distinct campus thereof, and in which membership is limited exclusively to students currently enrolled at that institution or campus.
 - c) A “**electoral district women's Liberal club**” means an association of members of the Ontario Women's Liberal Commission with objectives to organize and mobilize Women Liberals in the electoral district specified in its name, and operates in conjunction with and in support of its constituency association and candidate.
 - d) An “**area women's Liberal club**” means an association of members of the Ontario Women's Liberal Commission with objectives to organize and mobilize Women Liberals in a geographical area specified in the club's constitution.
 - e) A “**Rural and Northern Commission regional committee**” or “**OLRNC regional committee**” is an association of members of the Ontario Liberal Rural and Northern Commission Regional Committees residing in an electoral district within a region as prescribed by the Ontario Liberal Rural and Northern Commission.

2. Constitution

- 2.1 Each commission shall be governed by a constitution.
- 2.2 Each commission constitution must adhere to the Constitution, the Rules of Procedures and by-laws. If any provisions of a commission constitution conflict with the Constitution, the Rules of Procedure or by-laws, then the Constitution, the Rules of Procedure or by-law shall prevail.

3. General Meetings

- 3.1 Each commission shall hold a general meeting in conjunction with every annual meeting of the Party.
- 3.2 The Returning Officer for the annual meeting shall serve as the Returning Officer for each commission's general meeting.
- 3.3 Delegates, alternates, and attendees to commission general meetings are required to have paid the annual meeting registration fee and to have presented themselves at the Ontario Liberal Party annual meeting registration for accreditation prior to the close of registration. Commissions may not charge additional fees for accreditation for delegates, alternates, or attendees to their general meetings
- 3.4 Elections shall be held for all elected executive positions of the commission at each general meeting of that commission.
- 3.5 Any person who wishes to seek election to a commission executive position must deliver written notice by the deadline and in the manner set out in section 8 of the Constitution.
- 3.6 In the event that no written notice has been submitted for a position prior to the deadline, the position shall remain vacant until after the annual meeting.
- 3.7 If a commission's executive position is contested by more than one candidate, the voting shall be conducted in conjunction with the elections for contested Executive Council positions at the annual meeting.
- 3.8 For any commission executive position that appears designed to only represent a geographical region of the province, such as, but not limited to, Regional Vice-President positions and Regional Coordinator positions, only:
 - i) delegates accredited to represent affiliated associations situated or based within the corresponding region; and
 - ii) delegates residing in the corresponding region who are not accredited to represent an affiliated associationwill be eligible to vote for those positions.

4. Regional Organization of Commissions

- 4.1 Upon a decision by the Party to amend the composition of its regions at the subsequent annual meeting, all commissions shall be deemed to have amended the composition of their regions in the same manner at their subsequent general meeting, unless specific dispensation from this section is granted by the Executive Council.

5. Recognition of Affiliated Associations

- 5.1 Affiliated associations under section 1.4 of these Rules may participate in any process of the Party if they are specifically recognized by the Executive Council and enumerated in the appendix of these Rules.
- 5.2 Each commission shall establish minimum criteria for recognition of affiliated associations subject to its governance. The criteria shall at a minimum:
- a) requires it to have 5 or more members;
 - b) requires it to hold general meetings annually to elect its executive committee; and
 - c) requires it to have at least three elected executive officers.
- 5.3 *(Did not come into force)*
- 5.4 Recognition of affiliated associations shall be subject to the following limitations.
- 5.4.1 There shall not be more than one student club for any post-secondary institution.
- 5.4.2 Notwithstanding 5.4.1, a separate student club may be recognized for a satellite campus of an institution if all the following conditions are met.
- i) No part of the satellite campus is within five kilometers of any part of the main campus.
 - ii) It can be reasonably demonstrated that the satellite campus serves a student body that is largely distinct from the main campus.
 - iii) The student club for the satellite campus shall consist of students that engage the majority of their in-person academic activities at the satellite campus.
- 5.4.3 There shall not be more than one OYL riding club for each electoral district.
- 5.4.4 There shall not be more than one electoral district women's Liberal club for each electoral district.
- 5.4.5 The Executive Council may withhold or revoke recognition of area women's Liberal club on the grounds that its coverage area is largely overlapping with other electoral district women's Liberal club or area women's Liberal club.
- 5.5 *(Did not come into force)*

6. Governance and operational requirements of affiliated associations

- 6.1 Rules under section 6 apply to all affiliated associations that are not constituency associations, including affiliated associations that are not affiliated with a recognized commission.
- 6.2 In addition to the requirements imposed by the constitution and rules of the relevant commission, each affiliated association must meet the following requirements as conditions of its continual recognition:
- a) An annual general meeting shall be called no later than one year following the previous annual general meeting, to elect the members of its executive committee. Notice of such meeting shall be provided by email to all members and the Executive Director of the Party no later than fourteen (14) days prior to the meeting.
 - b) A list consists of the names, email addresses, phone numbers and residential addresses of the members of its executive committee following an annual general meeting or any changes to its executive committee shall be provided by email to the Executive Director of the Party within twenty-one (21) days of the change.

- 6.3 Members of an affiliated association must have been a member of the Party for at least seven (7) days to be eligible to vote at meetings of the association. Members are subject to all other voting eligibility requirements applicable to the specific meeting and commission.
- 6.4 For any general meeting held to elect delegates to any annual meetings, conferences or meetings of the Party, the following procedures shall be followed:
- a) A person must be a member of the affiliated association to stand for election as a delegate for the 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.

Appendix to the Rules of Procedure for Commissions

LIBERAL

Affiliated Associations Recognized by the Ontario Liberal Party

(As of September 22, 2024)

i) Ontario Young Liberals student clubs

- Brock University Young Liberals
- Carleton University Young Liberals
- University of Guelph Young Liberals
- University of Ottawa Young Liberals
- Queen's University Liberal Association
- University of Toronto Young Liberals (St. George's Campus)
- University of Toronto Mississauga Young Liberals
- University of Waterloo Young Liberals
- Western University Young Liberals
- University of Windsor Young Liberals
- York University Young Liberals

ii) Ontario Young Liberals riding clubs

- Brantford—Brant
- Don Valley East
- Oakville
- Toronto—St. Paul's
- York Centre

iii) Ontario Women's Liberal Commission - electoral district women's Liberal clubs

- Carleton Women's Provincial Liberal Association
- Durham Women's Provincial Liberal Association
- Kanata-Carleton Women's Provincial Liberal Association
- Nepean Women's Provincial Liberal Association
- Orléans Women's Liberal Provincial Association
- Scarborough—Guildwood Women's Provincial Liberal Association
- Scarborough—Rouge Park Women's Provincial Liberal Association

iv) Ontario Women's Liberal Commission - area women's Liberal clubs

- Hamilton Region Women's Liberal Association
- Waterloo Region Women's Provincial Liberal Association
- Women's Liberal Association of York Region

v) Ontario Liberal Rural and Northern Commission Regional Committees

- OLRNC Northern Regional Committee
- OLRNC Eastern Regional Committee
- OLRNC Southwestern Regional Committee
- OLRNC South Central Regional Committee
- OLRNC Central-North Regional Committee
- OLRNC Central-East Regional Committee