

## Rules of Procedure for Membership (“Membership Rules”)

*Approved by Ontario Liberal Party Executive Council on June 24, 2019. Amended on December 22, 2019, May 24, August 20, September 20, & December 6, 2020, December 5, 2021 and 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 Membership (the “Membership Rules”) are enacted pursuant to sections 3.6 & 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.

2. *(repealed)*<sup>1</sup>

3. *(repealed)*

4. *(repealed)*

### 5. Requirements for Ontario Young Liberals Student Club Members

5.1 For the purposes of Ontario Young Liberals student club membership, a current registered student is defined as someone who is either:

- a) enrolled in a class that is currently taking place at the relevant institution, or
- b) was both enrolled in a class that took place at the relevant institution within the previous four months and is enrolled in an upcoming class that will take place within the next four months.

5.2 An individual must be under the age of twenty-six (26) to be a voting member of a student club. If a student club member turns twenty-six (26) years of age, they shall no longer have any voting rights as a member of that student club and cannot be elected to any position in the club or delegate position for the club. Despite the forgoing, if such an individual has been elected to a position in that student club prior to reaching the age of twenty-six (26), they may continue to serve in that office for the duration of their term of office.

5.3 To be eligible to be a member of a student club, an individual must be a current registered student at the corresponding institution. If an individual ceases to be a current registered student at that institution, they shall no longer have any voting rights as a member of that student club and cannot be elected to any position in the club or any delegate position for of the club. If such an individual has been elected to an office of that student club prior to ceasing to be a current registered student at that institution, they are deemed to have resigned from that office and the office shall be deemed vacant.

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<sup>1</sup> See Article 3 of the Constitution for more information on eligibility for Party membership (section 3.1) and membership in constituency associations (sections 3.9, 3.10, 3.11)

- 5.4 Where the Party recognizes separate clubs for different campuses of the same institution, then this section 5 shall apply to those different campuses as if they were different institutions.
- 5.5 An individual can only be a member of one (1) student club at a time. If a member joins a second student club, their membership in the first student club shall cease automatically, and section 5.3 shall apply as if that person had ceased to be a current registered student at the institution corresponding to the first student club.

## **6. Requirements for Ontario Young Liberals Riding Club Members**

- 6.1 In order to become a member of an Ontario Young Liberal riding club, an individual must join the corresponding constituency association. No separate membership may be issued in an Ontario Young Liberal riding club.
- 6.2 In electoral districts where the Party recognizes an Ontario Young Liberal riding club, the membership of the riding club shall be comprised of all members and associate members of the corresponding constituency association under the age of twenty-six (26) except that associate members shall not be entitled to vote at any general meetings of the riding club, including but not limited to, its annual general meetings.

## **7. Requirements for Ontario Women's Liberal Commission Women's Liberal Club Members**

- 7.1 In order to become a member of an Ontario Women's Liberal Commission women's Liberal club, an individual must identify as a woman.

8. *(repealed)*

## **9. Membership Applications**

- 9.1 A membership application is valid if and only if it was submitted online via the Party website.
- 9.2 The Party office may provide membership template documents to facilitate the recruitment of new members. Such template documents will not be accepted as valid membership applications.

10. *(repealed)*

## **11. Period And Duration**

11.1 *(Repealed)<sup>2</sup>*

11.2 *(Repealed)*

11.3 *(Repealed)*

- 11.4 Notwithstanding section 3.3 of the Constitution, the expiry date for all existing memberships where the most recent membership application or renewal was submitted prior to July 1, 2020 will remain the expiry date on record. This section shall be automatically repealed on December 31, 2024.

## **12. Submission Requirements**

12.1 *(repealed)*

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<sup>2</sup> See Article 3 of the Constitution for more information on membership periods (sections 3.2, 3.3, 3.4)

- 12.2 A membership application of any type must include the applicant's valid and current:
- a) first name and last name;
  - b) full residential address, including unit number, if applicable;
  - c) email address;
  - d) phone number; and
  - e) date of birth.
- 12.3 Any member who has not provided their date of birth for inclusion in the Party's membership records attends to vote or register at any meeting shall not be permitted to do so until they provide to the relevant Party official their date of birth as confirmed by government issued identification. No such member may renew his or her membership without providing their date of birth to the Party, through a new membership application or otherwise. For greater clarity, this requirement to provide a date of birth upon renewal applies to members who joined an affiliated association prior to the adoption, on June 24, 2019, of the requirement to provide a date of birth. This section shall be automatically repealed on December 31, 2024.
- 12.4 A membership application may, if the applicant does not have their own email address, include instead the valid and current email address of an immediate family member residing at the same residential address.
- 12.4.1 A membership application may, if the applicant does not have their own email address and is 65 years old or older, include instead the valid and current email address belonging to a family member residing elsewhere.
- 12.4.2 If the same email address, or email addresses controlled by the same individual, is provided for five or more members in their submitted membership applications, only the first four memberships, by order of date joining the Party, would be considered valid for the purpose of voting or registering at any meeting. Additional members shall not be permitted to vote or attend any meeting until such time as they provide to the relevant party official a valid email address where they can be contacted.
- 12.5 For the purposes of section 12.6, the "Designated Official" is:
- a) the Chief Returning Officer for a leadership contest, from the date that they are appointed until the election of the Leader is made public;
  - b) the Chief Returning Officer appointed pursuant to the Nomination Rules, from the date that they are appointed until the date of the provincial general election;
  - c) with respect only to a single affiliated association and a particular general meeting or nomination contest of that affiliated association, the returning officer appointed for that meeting, from the date of such person's appointment until the adjournment of that meeting; and
  - d) in all other cases, the Executive Director.
- 12.6 The Designated Official may take such steps as they deems necessary in order to confirm the validity of the information provided on a membership application, including, but not limited to, testing the email addresses and phone numbers of a random sample of applications in a bulk submission. If the Designated Official becomes aware of multiple instances of what they reasonably believe to be deliberate misrepresentation within a bulk submission, they may deem the membership applications of the entire bulk submission to be invalid.

### **13. Acceptance Date**

- 13.1 The acceptance date of valid online membership forms submitted prior to 5:00 p.m. shall be the date they were submitted. The acceptance date for valid online membership forms submitted after 5:00 p.m. shall be the following day.

## **14. Monthly Donors**

- 14.1 A “monthly donor” is any member who is currently donating to the Party or a constituency association as part of any monthly donation program that is administered by the Party, including any program that is branded as an Ontario Young Liberals or Ontario Women's Liberal Commission fundraising program.
- 14.2 A member who becomes a monthly donor shall be deemed to have submitted a membership renewal application on the day they become a participant of a monthly donation program.
- 14.3 On October 1 each year, all members who are monthly donors shall be deemed to have submitted their membership renewal applications on that day.
- 14.4 If the monthly donation of a member is directed to one or more constituency associations for electoral districts other than the one in which the donor resides, then the monthly donor shall also be deemed to have submit associate membership applications for each of those constituency associations in accordance to Rules 14.2 or 14.3 in addition to the renewal application for their general membership.

## **15. Renewals**

- 15.1 The Party office may use a specific membership renewal online application for membership renewals.

16. *(repealed)*

## **17. Maintenance of Membership Lists & Access to Information**

17.1 *(repealed)*

- 17.2 No person shall have access to a membership list unless they have completed the confidentiality agreement prescribed by the Executive Director, filed a written request to access a membership list, and continue at all times to meet the position criteria outlined herein.
- 17.3 Subject to section 17.2, the Executive Director, and any additional individual approved by the Executive Director, shall have access to membership information for the purpose of administering and maintaining the membership information.
- 17.4 Subject to section 17.2, the following individuals may have access to the membership information:
- a) The president, or an alternate officer designated in writing by the president, and the membership secretary of an affiliated association, for the applicable affiliated association
  - b) An individual authorized by the Executive Council for rebuilding a constituency association, for the applicable constituency association
  - c) An elected Liberal Caucus member, and up to two individuals designated in writing by said Liberal Caucus member, for the applicable constituency association
  - d) A nominated Liberal candidate for an upcoming election, and up to two campaign team members designated in writing by the said candidate, for the applicable constituency association
  - e) The approved nomination contestants and representatives designated in writing by the said approved nomination contestants
    - i) subject to the approval of the Nomination Commissioner, prior to the approval of a nomination plan, for the applicable constituency association with specific scope prescribed by the Nomination Commissioner
    - ii) subject to the approval of the returning officer, after the approval of a nomination plan that includes that person as a nomination contestant to be included on the nomination ballot at the nomination meeting, for the applicable constituency association

- f) The Leader and any individual authorized by the Leader
- g) *(repealed)*
- h) The Ontario Young Liberals President and any members of the Ontario Young Liberals executive authorized by the Ontario Young Liberals President, for all or any Ontario Young Liberal student clubs designated by the Ontario Young Liberals President
- i) The Ontario Women's Liberal Commission President and any member of the Ontario Women's Liberal Commission executive authorized by the Ontario Women's Liberal Commission President, for all or any women's Liberal clubs designated
- j) Each Regional Vice-President, for affiliated associations within their respective region

17.5 In applying these Rules, and despite any provision herein to the contrary:

- a) the Executive Council may restrict access with respect to one or more specified affiliated associations;
- b) the Nomination Commissioner may restrict access under sections 17.4 a, b, e and j of the Membership Rules for specific constituency associations prior their candidates being nominated; and
- c) the Chief Returning Officer for a Leadership Contest may restrict access from the date of their appointment until the election of the Leader is made public.