

Rules of Procedure for the Annual Meeting ("Annual Meeting Rules")

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

- 1.1. These Rules of Procedure for the Annual Meeting (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 terms shall have the same meaning as in the Constitution.
- 1.3. If any provision of these Annual Meeting Rules conflicts with the Constitution, the Constitution shall prevail.
- 1.4. These Annual Meeting Rules apply to the annual meetings convened pursuant to section 8 of the Constitution.

2. General

- 2.1. The 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 female. At least one co-chair shall speak both English and French fluently.
 - 2.1.1. The Executive Council may delegate the authority to appoint the 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 plenary 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 section 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 section 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 section 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. Only accredited delegates present at the plenary session shall be entitled to vote on questions considered by the annual meeting.
- 2.7 The sessions shall proceed in the order set out in the agenda, subject only to sections 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 chair of the plenary session shall adjourn it to such time during the annual meeting as the presiding chair of the plenary session shall, in their 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.
- 2.11 Upon confirmation of a member's entitlement to accreditation as a delegate or alternate delegate, delegate credentials or alternate delegate credentials shall be issued to that member.

3. Executive Council Nominations and Elections

- 3.1 The 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 The 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 elected officer of The Executive Council must have provided a written notice of their intent to stand for election at least 28 days prior to the date of start of the annual meeting. The notice must state for the candidate:
- a) their name;
 - b) residential address;
 - c) contact information including email address and phone number; and
 - d) the elected office they seek.
- 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 elected officers of The Executive Council, except for the office of President, will each be allocated 4 minutes of speaking time. Nominees for 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 allocate 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:
- 1) Vice-President (Engagement)
 - 2) Vice-President (Communications)
 - 3) Vice-President (Organization)
 - 4) Vice-President (Policy)
 - 5) Secretary
 - 6) Treasurer
 - 7) Executive Vice-President
 - 8) President
- 3.6 The nomination and candidate speeches for Regional Vice-Presidents shall take place at regional meetings held at the annual meeting. Such nominations shall be made and seconded by delegates who are members residing in an electoral district within in the region that the Regional Vice-President will represent.
- 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 nominee will receive one vote where his or her name appears as the highest preference on a ballot. Where a nominee receives a majority of the votes counted, that nominee shall be declared elected. Where no nominee receives a majority of the votes counted, the nominee receiving the lowest number of votes shall be eliminated, and the ballots previously counted in favour of the nominee so eliminated will be re-counted in favour of the remaining nominees for whom the highest preference is then indicated. Counting shall continue in this manner until one nominee receives a majority of the votes counted and shall thereby be elected.
- 3.10 Only accredited delegates at 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 accredited to represent an affiliated association situated or based within the corresponding region, or
 - b) be a delegate not accredited to represent an affiliated association 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. Constitution Plenary Session**
- 4.1 All proposals to amend the Constitution (“**amendment proposals**”) as set out in the report of the Constitution Committee shall be deemed properly to have been moved and seconded.
- 4.2 A plenary session where amendment proposals are to be considered or voted on (“**Constitution Plenary**”) 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 Amendment proposals 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 amendment proposal is subject to debate if so required in accordance with section 2.5.
- 4.3.1 The presiding chairs of the Constitution Plenary 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 proposer of an amendment proposal to speak for up to two (2) minutes to explain or clarify the nature and purpose of the amendment proposal, 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 or more delegates or alternates indicate that they wish a debate, the amendment proposal 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 proposer) 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 and two (2) speakers opposed.
- 4.5 Amendment proposals set out in the report of the Constitution Committee may not be further amended from the floor.
- 4.5.1 Despite section 4.5, 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 amendment proposal as it appears in the report of the Constitution Committee.
- 4.5.2 Any sub-amendment proposed in accordance with section 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 section 4.6 below shall apply to the amendment proposal as amended.

- 4.6 An amendment proposal may be withdrawn at any time during the Constitution Plenary by the proposer, or by the Constitution Committee Chair 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 An amendment proposal, in order to be adopted, must receive affirmative votes in excess of two-thirds of those delegates voting. Delegates shall have the right to have their abstentions noted and counted. Each amendment proposal shall be voted upon as a whole, unless separate votes are called for within the amendment proposal.
- 4.8 As provided in section 2.6, voting during the Constitutional Plenary 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 or credentials 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 chairs as they arise for consideration and the following procedure shall apply:
- a) If debate is required in accordance with section 4.4, the options shall be debated together.
 - b) Upon the conclusion of such debate, or upon the presiding chairs’ determination that no debate is to occur, an “**indicative vote**” shall be conducted to select one option that will proceed as incorporated into the amendment proposal for further consideration in the Constitution Plenary.
 - c) Where, upon an initial indicative vote, no single option receives a majority of the votes cast, the presiding chairs shall, immediately and without additional debate, conduct another indicative vote between the two options that received the greatest numbers of votes.
 - d) Once an option has received a majority of the votes in an indicative vote, that option shall proceed as incorporated into the amendment proposal for consideration. Other options considered together with it shall be deemed to have been defeated.
 - e) The amendment proposal with the selected option incorporated may be subject to further debate if so required in accordance with section 4.4;
 - f) Upon the conclusion of such debate, or upon the presiding chairs’ determination that no debate is to occur, a vote shall be conducted regarding the amendment proposal, which shall, in accordance with the Constitution, require an enhanced majority in order for it to be adopted as an amendment to the Constitution.
- 4.9.1 The Constitution Committee Chair 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 section 2.10.

5. Delegate Election

- 5.1 A member’s 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 start date of 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 start date of 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 a meeting where delegate candidates may present their candidacy to members.

5.4 After the 49th day prior to the annual meeting, unfilled affiliated association delegate positions shall be filled be in chronological order of registration.

6. Fee for Attendees

6.1 For each annual meeting, The Executive Council shall establish a fee schedule that members and other attendees shall be required to pay in order to attend the annual meeting.

6.1.1 The annual meeting fee schedule shall prescribe reduced fee amounts for each of the following group of attendees.

- a) all members who are 25 years of age or younger;
- b) all members who are 65 years of age or older, and
- c) all members who are low-income.