

## Rules of Procedure for the Executive & Provincial Councils (“Governance Councils Rules”)

*Approved and adopted by Ontario Liberal Party Executive Council 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. Definitions And Interpretation

- 1.1. These Rules of Procedure for the Executive & Provincial Councils (the “**Governance Councils 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 Rules, all terms defined in the Constitution shall have the same meaning as in the Constitution of the Ontario Liberal Party.

### 2. Meetings of the Executive Council

- 2.1 The President shall preside at a meeting of the Executive Council unless they are otherwise unable to do so.
  - 2.1.1 In the absence or inability of the President, the Executive Vice-President shall preside at a meeting of the Executive Council unless they are otherwise unable to so.
  - 2.1.2 In the absence or inability of both the President and Executive Vice-President to preside, the members who are present shall elect a meeting chair among themselves to preside that specific meeting, until the President or the Executive Vice-President arrives or is able to preside.
- 2.2 Questions voted on by the Executive Council shall be decided by a majority of votes cast.
- 2.3 An elected member of the Executive Council shall not be absent from three consecutive regular meetings of the Executive Council without the authorization of the Executive Council. For greater clarity, regrets for absence being communicated and registered do not constitute authorization for absence. An elected member may seek authorization for absence after having registering regrets for past meetings.

### 3. Authorities, Delegations and Membership

- 3.1 The Executive Council may, from time to time, delegate any power or authority granted to it by this Constitution to a member of the Executive Council or a committee established by the Executive Council. The Executive Council may, at any time, rescind a delegation of power or authority it previously made.
- 3.2 A member of the Executive Council shall possess and may exercise all powers and shall perform the duties that may be assigned to them by the Executive Council.

- 3.3 A Regional Vice-President shall discharge the following in respect of the region that they have carriage of:
- a) Stay abreast of and provide relevant updates to the Executive Council on the political activity and other concerns within or affecting the region
  - b) Communicate the decisions of the Executive Council and the Provincial Council to the affiliated associations in the region and proactively support their meaningful implementation in the region
  - c) Provide advice specific to the region and execution leadership and support within the region for province-wide organizational programs and initiatives led by the Vice President (Organization)
  - d) If deemed appropriate or requested by the Executive Council, appoint area coordinators with carriage of specific constituency associations, and coordinate their activities
- 3.4 Party members shall be advised of any vacancies of elected office of the Executive Council, the process and requirements to put their name forward, and a deadline to for meeting the requirements that is not less than 7 days away, unless the Executive Council determines that it is not advisable or practical to do so.
- 3.5 The Executive Council may appoint any Party member to any office that has become vacant, provided that they meet the criteria for election for the office at the time of their appointment.
- 3.6 A commission may designate on an ongoing basis, in its constitution or by resolution of its executive committee, one of its officers elected at its most recent annual meeting to serve on the Executive Council in place of its president.

#### **4. Committees**

- 4.1 The Executive Council shall appoint a member to be the chair of a special or ad-hoc committee at the time it is established.
- 4.2 The Executive Council may issue directions, specific instructions or requests, or guidelines to any standing committees and any special committees that it has established to regulate the committee's activities.
- 4.3 Each of the vice-presidents with the portfolios of Policy, Organization, Communications and Engagement may establish ad hoc committees as needed to assist with the organization and promotion of matters within their area of responsibility.
- 4.3.1 The relevant portfolio vice-president shall be the chair of the committee or shall at the time the committee is established, appoint a member to be the chair of the ad hoc committee.

#### **5. Provincial Council**

- 5.1 Questions voted on by the Provincial Council shall be decided by a majority of votes cast.
- 5.2 Provincial Council may determine the form and manner of notice of its meetings that is required to be given.
- 5.3 Presidents of constituency associations who wishes to designate a proxy for a particular meeting shall give written notice to the President and the Executive Director no later than 24 hours prior to the start time specified in the meeting notice. The President may waive the time requirement and accept proxy designations up to the call to order of the meeting.
- 5.3 For each meeting of the Provincial Council that is held in person, the Executive Council shall establish a meeting fee schedule that a member of the Provincial Council or permitted attendees shall be required to pay to attend the meeting.

- 5.3.1 The 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 less
  - b) All members who have attained the age of 65
  - c) All members who are low-income
- 5.4 The Executive Council may schedule a meeting of the Provincial Council to be held in person in conjunction with another events or meetings as it deems appropriate and may open the attendance of the meeting to Party members who are not voting members of the Provincial Council, provided that they have paid the prescribed fee. Such attendees shall not have voting rights on questions to be voted on by the Provincial Council.
- 5.4.1 Attendees who are not members of the Provincial Council shall not have standing rights to address the Provincial Council. The Provincial Council may invite specific attendees to speak and may allow attendees to speak at specific or all parts of its proceedings.
- 5.4.2 The Provincial Council may conduct in camera sessions that preclude the presence of attendees who are not voting members.