

THE PROCESS OF POLICY CONSULTATION AND DEVELOPMENT

1. APPLICATION

- 1.1 This By-law is made pursuant to Section 17 of the Constitution of the Liberal Party of Canada (as adopted May 28, 2016 and as amended, restated, supplemented or otherwise modified from time to time, the “**Constitution**”). Capitalized terms used but not otherwise defined herein shall have the meaning given to them in the Constitution.
- 1.2 This By-law must be applied in a fair and equitable manner and must be interpreted in a manner which is fair and reasonable, having regard to all circumstances, and in the best interests of the Liberal Party of Canada.

2. POLICY SECRETARY

- 2.1 The Policy Secretary shall have the following responsibilities:
 - (a) Chair the National Policy Committee;
 - (b) Recognize the important role of the Provincial or Territorial Boards, Commissions and Electoral District Associations in the development of Party policy and encourage their active participation in the policy process;
 - (c) Ensure the purpose of Party policy process is aligned with the purpose of the Party as described in Section 2 of the Constitution, particularly as it relates to creating forums for Registered Liberals to have an impact on the public affairs of Canada and promoting advocacy for Liberal values, philosophies, principles and established policies; and,
 - (d) Ensure the implementation of this by-law and to otherwise do all such things as the Policy Secretary believes are necessary or desirable to ensure the duties and obligations contained in the Constitution are satisfied.

3. NATIONAL POLICY COMMITTEE

- 3.1 There shall be a National Policy Committee consisting of the following voting members:

- (a) the Policy Secretary who will be the Chair of the National Policy Committee;
- (b) one Policy Chair of each Provincial and Territorial Board;
- (c) one Policy Representative from each Commission recognized by the National Board in accordance with Section 31 of the Constitution;
- (d) the Leader or her or his designate; and
- (e) a representative appointed by Caucus Chair.

3.2 Without limiting the generality of the foregoing, the National Policy Committee shall:

- (a) coordinate the policy consultation and development process with all Provinces, Territories and Commissions with a view to maintaining consistent standards and a current written statement of the policies of the Party;
- (b) establish written procedures for policy development and prioritization for each national convention that must be presented to the National Board for ratification prior to being published;
- (c) publish and distribute established procedures for a National Convention no later than five (5) months in advance of that National Convention, or no later than eight (8) weeks following the announcement of a National Convention if that National Convention is announced for a date within a period of five (5) months;
- (d) provide education and training to Registered Liberals with respect to the policy development and prioritization process;
- (e) ensure that all resolutions being considered at National Convention are published and circulated at least two (2) months in advance of National Convention;
- (f) maintain up to date compilation of all current Party policies on the Party website;
- (g) establish a democratic process for the renewal of prioritized Party policies; and
- (h) any other policy-related functions set out in this By-law.

4. NATIONAL POLICY COMMITTEE MEETINGS

4.1 The National Policy Committee shall meet not less than four (4) times per calendar year.

4.2 A meeting of the National Policy Committee may be called on seven (7) day notice by:

- (a) the Policy Secretary; or

(b) any five (5) voting members of the Committee.

- 4.3 The National Policy Committee may meet in person, or by electronic means, but if they meet by electronic means, each member must be able to communicate with each other member.
- 4.4 A majority of voting members must be present, either in person or electronically, for a meeting of the National Policy Committee to be called to order or to continue.
- 4.5 A question at any meeting of the National Policy Committee will be determined by the majority of votes cast by the voting members who are present. The Chair may vote on any question, but if the vote is tied, the Chair does not have a second or deciding vote.
- 4.6 If notice of the resolution is given to all members of the National Policy Committee before it becomes effective, then a resolution approved in writing by a majority of the voting members of the Committee will be as valid and effective as if it had been passed at a properly convened meeting of the Committee.

5. REPORTING AND ACCOUNTABILITY

- 5.1 The Policy Secretary or their designate will report annually to the National Board and Registered Liberals regarding implementation of this by-law in a manner to be determined, from time to time, by the National Board.
- 5.2 The National Policy Committee must report through the Policy Secretary or their designate to the National Board and the Leader at any time the National Board or Leader require.

6. MISCELLANEOUS

- 6.1 A Registered Liberal (including a member of the Caucus or a candidate for election to the House of Commons) may not represent in any way that a policy or platform is a Party policy or part of the Party platform unless the policy or platform has been approved by Registered Liberals voting at a National Convention policy plenary session or the National Platform Committee, respectively.
- 6.2 Policy resolutions approved and prioritized by Registered Liberals at a National Convention plenary session are deemed to be Party policy for a period of eight (8) years, starting from the date of the National Convention. The National Policy Committee shall establish a democratic process for renewal of these priority resolutions and a category of archived Party policies that have been implemented by the Canadian Government.
- 6.3 The Leader will establish a National Platform Committee prior to each federal election campaign in consultation with Campaign Co-Chairs and National Caucus Chair. The NPC will seek input from the National Policy Committee through the Policy Secretary.

- 6.4 The National Policy Committee shall ensure that the Indigenous Peoples' Commission receive and have the opportunity to provide feedback with respect to any proposed policy resolution pertaining primarily to Indigenous peoples before it is considered by the National Policy Committee.
- 6.5 The National Policy Committee will organize an on-line debate and prioritization of the policies submitted by PTBs, Caucus and Commissions to the National Convention that is open to all Registered Liberals.
- 6.6 The National Board may, by a two-thirds (2/3rd) vote, adjust the timelines prescribed in section 3.2 of this By-law on account of significant unforeseen circumstances and when it is in the interest of the Party or the public interest do so. Such unforeseen circumstances may include, but are not limited to, electoral events, emergencies, and other major unforeseen events.