

# ELECTORAL DISTRICT ASSOCIATIONS

## 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.
- 1.3 This By-law shall govern all matters relating to the establishment, responsibilities, removal and limitations of Electoral District Associations (“EDA” and/or “EDAs”).

## 2. ESTABLISHMENT

- 2.1 The National Board may recognize an electoral district association if:
  - (a) a general meeting held for the purposes of the election of a board of directors as per this By-law has taken place;
  - (b) the Registered Liberals elected to the Board of Directors ensure the sound management of the Electoral District Association’s finances, including the approval of budgets, expenses and fundraising targets; and
  - (c) this association meets the obligations set out in this By-law, the Constitution and the *Canada Elections Act*.
- 2.2 The National Board may revoke the recognition of any EDA that ceases to serve the purposes of an EDA or meet the criteria to be recognized or that engages in actions that are harmful to the Party. The revocation will be performed after notice is given to the EDA Board of Directors, who will be entitled to a hearing.

### 3. RIGHTS AND OBLIGATIONS

- 3.1 Pursuant to Section 12 of the Constitution of the Liberal Party of Canada adopted on May 28, 2016, the National Board may recognize one electoral district association for each federal electoral district, which will be responsible for:
- (a) endorsing and supporting the Candidate of the Party for election to the House of Commons for its electoral district;
  - (b) engaging in, and supporting, field organizing, outreach and fundraising in its electoral district;
  - (c) facilitating input into Party policy by registered Liberals in its electoral district consistent with the Party policy process established by the National Board and in accordance with the Constitution.

### 4. COMPOSITION

- 4.1 **Board of Directors.** The EDA shall have a volunteer Board of Directors with the following positions:
- (a) the following voting officers, to be elected in accordance with Section 5.1 of this By-law:
    - (i) Chair;
    - (ii) Vice-Chair;
    - (iii) Secretary;
    - (iv) Organization Chair;
    - (v) Policy Chair;
  - (b) up to six (6) voting directors at large; to be elected in accordance with Section 5.1 of this By-law;
  - (c) the following non-voting officers, to be selected and appointed by the Board of Directors in accordance with Section 5.2 of this By-law:
    - (i) Treasurer;
    - (ii) Fundraising Chair;
  - (d) the following additional voting board members:

- (i) the current Member of Parliament for the electoral district who is a current member of the Liberal Caucus or the Speaker of the House of Commons (so long as the Speaker is a Registered Liberal), up until such time as a candidate for election to the House of Commons has been nominated;
- (ii) the nominated candidate for election to the House of Commons for the electoral district; and
- (iii) a representative of each Commission recognized in accordance with By-law 1 – Commissions.

4.2 **Addition of non-voting directors.** An EDA Board of Directors may, by resolution, select, and establish the method of selecting, additional non-voting members that it deems necessary to meet its obligations under Section 12 of the Constitution. The EDA Secretary shall notify the National Office of any establishment of, or changes to, these offices.

## 5. ELECTION OF OFFICERS AND DIRECTORS TO THE BOARD OF DIRECTORS

5.1 Officers and Directors at large listed in section 4.1 (a) and (b) shall be elected at a General Meeting of the EDA by Registered Liberals pursuant to By-law 6 – Elections.

5.2 The Treasurer and the Fundraising Chair shall be selected and appointed by the Board of Directors by resolution of a majority vote.

5.3 Each officer and director at large must meet the following criteria:

- (a) must be a Registered Liberal;
- (b) a person holding a position listed in Section 4.1 (a) or (b) may not hold a voting position on any other EDA.

5.4 If there is a vacancy in the office of the Chair, the Vice-Chair must assume the office of the Chair, and the office of the Vice-Chair will be vacated.

5.5 If there is a vacancy in any other office, then in the case of offices typically elected at a General Meeting or appointed, the Board of Directors must, within sixty (60) days, appoint a Registered Liberal to assume the functions of the vacant office for the remainder of their predecessor's term. Any person who has been removed from an EDA Board of Directors is not eligible to assume the functions of a vacant office for the remainder of the term.

5.6 Each officer and director at large shall serve until the next General Meeting of the EDA.

## 6. ROLES AND RESPONSIBILITIES

### 6.1 Chair:

- (a) call meetings of the EDA in accordance with this By-law;
- (b) chair meetings of the Board of Directors of the EDA;
- (c) carry out any other responsibilities that serve to fulfill the main purpose set out in Section 12 of the Constitution.

### 6.2 Vice-Chair:

- (a) stand in for officers who are absent or unable to act;
- (b) support the Chair in the performance of her or his mandate;
- (c) carry out any other responsibilities that serve to fulfill the main purpose set out in Section 12 of the Constitution.

### 6.3 Secretary:

- (a) prepare and send notices, agendas and minutes for meetings of the Board of Directors;
- (b) notify the Party of any change within the Board of Directors;
- (c) monitor and ensure the maintenance of the list of Registered Liberals in the electoral district;
- (d) carry out any other responsibilities that serve to fulfill the main purpose set out in Section 12 of the Constitution.

### 6.4 Organization Chair:

- (a) working with the PTB and the Liberal MP or nominated candidate, help implement an election readiness program;
- (b) contribute to the training and management of volunteers in the electoral district;
- (c) working with Party staff, monitor the use of data management tools for the purposes of Sections 6.4(a) and (b);
- (d) carry out any other responsibilities that serve to fulfill the main purpose set out in Section 12 of the Constitution.

#### 6.5 Policy Chair:

- (a) provide assistance in the implementation of the policy development process in accordance with By-law 3 – The Process of Policy Consultation and Development;
- (b) carry out any other responsibilities that serve to fulfill the main purpose set out in Section 12 of the Constitution.

#### 6.6 Voting Directors:

- (a) carry out any responsibilities entrusted to them by the Board of the Directors that serve to fulfill the main purpose set out in Section 12 of the Constitution.

#### 6.7 Treasurer:

- (a) prepare an annual budget and present it to the Board of Directors for ratification;
- (b) oversee the financial administration of the EDA.

#### 6.8 Fundraising Chair:

- (a) establish annual fundraising targets for the Electoral District Association and develop fundraising activities to meet these targets;
- (b) ensure that fundraising activities follow the financial rules for federal political parties;
- (c) carry out any other responsibilities that serve to fulfill the main purpose set out in Section 12 of the Constitution.

## 7. COMMITTEES

7.1 An EDA Board of Directors may, by resolution, form standing and special committees as appropriate.

7.2 Subject to any additional criteria established by the EDA Board of Directors, all members of standing and special committees must be Registered Liberals.

## 8. MEETINGS AND PROCESS

8.1 The EDA Board of Directors must meet at least four (4) times per calendar year.

8.2 A meeting of the Board of Directors may be called on a minimum of seventy-two (72) hour notice by:

- (a) the Chair; or
  - (b) any five (5) voting members of the EDA Board of Directors.
- 8.3 Meeting notices, including agendas, shall be sent to all voting and non-voting officers and directors, staff of the Liberal Member of Parliament, if that Member of Parliament is on the Board of Directors, and the National Office or designated staff member.
- 8.4 Staff of the Liberal Member of Parliament, if that Member of Parliament is on the Board of Directors, and any Party staff, may attend any meeting of the Board of Directors.
- 8.5 At least twenty percent (20%) of voting Directors and Officers, including at least fifty percent (50%) of the Officers listed in Section 4.1 (a), excluding vacant positions, must be present, in person or electronically, for a meeting to be called to order or to continue.
- 8.6 The EDA Board of Directors 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.
- 8.7 An EDA member who has a conflict of interest with respect to a matter being considered by the EDA must declare themselves to be in conflict and recuse themselves from the meeting for that discussion and must not vote in respect of that matter. An EDA Board of Directors may, by a two-thirds (2/3) majority vote, declare a member of the EDA Board of Directors to be in conflict of interest, and that member must recuse themselves from the meeting for that discussion and must not vote in respect of that matter. In such circumstances, the absence of such board member shall not deny quorum for a meeting that has otherwise been duly called.
- 8.8 Unless otherwise provided by this By-law, the authority for deciding questions of procedure for meetings of the EDA or any of its constituent bodies shall be the current edition of *Robert's Rules of Order, Newly Revised* or the *Code Morin* in Quebec.

## 9. CONDUCT OF THE BOARD OF DIRECTORS

- 9.1 The members of EDA Boards of Directors must behave in accordance with the Party Code of Conduct and, without limiting the foregoing, conduct themselves according to the highest standards and in a manner that will not be detrimental to the interests and reputation of the Liberal Party of Canada.
- 9.2 A member of the EDA Board of the Directors who is absent from three consecutive meetings without a valid reason is considered to have resigned their position.
- 9.3 **Removal of a member from the Board of Directors.** Subject to appeal to the National Board, a subcommittee established for this purpose by the National Board including the relevant PTB Director may, on its own or following the recommendation of a PTB, through a motion supported by two-thirds (2/3) of the members of the subcommittee, remove an officer or

director at large from the EDA Board of Directors and declare a vacancy. An EDA Board of Directors may, by resolution, request that the applicable PTB make such a recommendation. There shall be a minimum of three (3) members of the subcommittee. No person who has been removed from an EDA Board of Directors shall be eligible to assume any position on the Board of Directors for the remainder of the term.

## 10. GENERAL MEETINGS

10.1 **Powers.** The General Meeting may exercise the following powers:

- (a) to determine the general direction of the EDA's activities;
- (b) to receive the annual reports of the association's Officers;
- (c) to determine the number of non-voting officers who will sit on the Board of Directors of the EDA;
- (d) to see to the adoption of all resolutions necessary for the EDA to function effectively; and,
- (e) to ensure the election of EDA Officers and Directors.

10.2 **Frequency.** General Meetings shall be held every twelve (12) to twenty-four (24) months.

10.3 **Call.** Notice of at least twenty-eight (28) days shall be given by the Party Secretary or their designate to every Registered Liberal who resides in the Electoral District. Both the notice and an agenda shall be posted on a Party website that can be accessed by Registered Liberals.

10.4 **Appointment of the Meeting Chair and Returning Officer.** The Party Secretary, or their designate, will, in consultation with the PTB, appoint a meeting chair for the duration of the General Meeting. The National Returning Officer, or their designate, will appoint a Returning Officer for the General Meeting when elections for members of the Board of Directors are to take place.

10.5 **Holding of the General Meeting.**

- (a) the General Meeting must be held at a time and place that is reasonably accessible by Registered Liberals resident in that electoral district;
- (b) the time and place for holding the General Meeting shall be determined by the Party Secretary, or their designate, taking into account the recommendation of the EDA Board of Directors and after consulting with the Liberal Member of Parliament or nominated candidate, if applicable, and the relevant PTB.;

- (c) an EDA's Board of Directors may, by resolution, choose to simultaneously hold its general assembly in two (2) or more places in the electoral district in order to facilitate the participation of a maximum number of registered Liberals, provided that:
  - (i) the resolution specifies the places where the meetings will be held; and
  - (ii) the locations must be far enough away that a single Registered Liberal could not vote at both locations during the same assembly.

10.6 **Conduct of the General Meeting.** The Meeting Chair may delay the opening of the Meeting, suspend the Meeting, postpone the Meeting or request that changes be made to the physical organization of the meeting location in order to comply with this By-law, the Constitution, or any other by-law of the Party.

10.7 **Quorum.** The quorum is the lesser of the following: ten (10) Registered Liberals resident in the electoral district or twenty percent (20%) of the total number of Registered Liberals resident in the electoral district. The quorum must be maintained throughout the voting period.

10.8 **Balloting.**

- (a) a person in attendance who has been a Registered Liberal for seven (7) days is entitled to vote, except in cases where a General Meeting is held that involved the selection of a candidate for an election, in which case the currently Registered Liberals who are entitled to vote shall be determined by the rules adopted by the National Board for such meetings;
- (b) voting by proxy is not permitted;
- (c) the vote on a resolution is performed by a show of hands or by secret ballot at the Meeting Chair's discretion.
- (d) the votes are decided by a simple majority. In the event of a tie, there shall be a second vote. If there should still be a tie after the second vote, the vote shall be decided by a drawing of lots.

10.9 **Submission of Results.** The results of the General Meeting shall be submitted by the Meeting Chair, or their designate, to the National Office as soon as possible after the meeting is held.

10.10 **Special General Meeting.**

- (a) A Special General Meeting ("SGM") shall be called within thirty (30) days of receipt by the Party Secretary, or their designate, of a written request to this effect signed



by at least thirty percent (30%) of the Registered Liberals resident in the electoral district.

- (b) Notice shall be given by the Party Secretary, or their designate, at least twenty eight (28) days in advance to every Registered Liberal resident in the electoral district. The notice shall be accompanied by an agenda, which may not include the removal of the Board of Directors and shall be posted on a Party website that can be accessed by Registered Liberals.
- (c) A SGM may also be convened by the EDA Board of Directors by resolution. A vote may be taken at a SGM only on issues included in the notice.
- (d) The procedural rules of a regular General Meeting also apply to a SGM.

## 11. TRANSITION

- 11.1 **Composition of EDAs.** The existing EDA shall be continued until the next general meeting, at which time an EDA Board composition consistent with this By-law must be approved by the Registered Liberals at that General Meeting. The EDA may request that the National Board call a SGM for this purpose prior to the next General Meeting.

## 12. MISCELLANEOUS

- 12.1 EDA Resources. An EDA shall not use official EDA resources to endorse or promote the candidacy of a Nomination Contestant. Individual members of the EDA Board of Directors may personally endorse or promote a Nomination Contestant but are prohibited from using any EDA resources to advantage a particular Nomination Contestant.

# 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)~~ (c) publish and distribute established procedures for a National Convention ~~within no later than eight-five (85) weeks-months in advance of the announcement~~ 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;
- ~~(e)~~(d) provide education and training to Registered Liberals with respect to the policy development and prioritization process;
- ~~(d)~~(e) ensure that all resolutions being considered at National Convention are published and circulated at least two (2) months in advance of National Convention;
- ~~(e)~~(f) maintain up to date compilation of all current Party policies on the Party website;
- ~~(f)~~(g) establish a democratic process for the renewal of prioritized Party policies; and
- ~~(g)~~(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 (2/3<sup>rd</sup>) 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.

# RULES GOVERNING REGISTRATION AS REGISTERED LIBERALS

## 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. REGISTRATION

- 2.1 Any person may register as a Registered Liberal, provided that they meet the requirements set out by the National Board, attached to this By-law as “Schedule A”.

2.2 Any person who enrolls in a national fundraising program will be deemed to have submitted an application to register as a Registered Liberal, unless they clearly indicate a contrary intention on the enrollment form.

2.2.3 Each Registered Liberal will remain registered for a period of three (3) years from the effective date of registration.

2.3.4 The effective date of registration will be:

- (a) for an application submitted by an online form via the Liberal Party website, on the date the form was submitted (in the local time of the residence of the applicant);
- (b) for an application submitted on a paper form received by the National Office, if the form is received at the National Office on a weekday prior to 5:00 PM Eastern Time, on the date the form is received at the National Office; or
- (c) for an application submitted on a paper form received by the National Office, if the form is received at the National Office after 5:00 PM Eastern Time, on the next business day;
- (d) for an application submitted to the National Office by commercial courier and the courier’s waybill or other document produced by the courier clearly indicated the date and time the application was received for shipment, and if:

- (i) the date and time are before 5:00 PM local time on a business day, on the date the application was received for shipment; or
- (ii) the date and time are after 5:00 PM local time on a business day, on the next business day after the application was received for shipment.

2.42.5 A Registered Liberal may renew their registration any time before it expires. The Registered Liberal will remain registered for a period of three (3) years from the date of renewal. The date of renewal will be established further to the conditions outlined in Section 2.4.

2.6 Should a Registered Liberal's registration be set to expire while they are making monthly contributions to ~~a national fundraising the "Victory Fund" or any equivalent monthly donation~~ program, their registration will be automatically renewed for a period of three (3) years from the expected date of expiry.

2.52.7 ~~Should a Registered Liberal stop making monthly contributions to a national fundraising program, their registration will be automatically renewed for a period of three (3) years from the date the final contribution is received.~~

2.62.8 The National Office will inform each Registered Liberal that their registration will expire, no less than thirty (30) days prior to the expiry date.

2.72.9 A Registered Liberal can deregister at any time by request to the National Office. Requests for deregistration must be made by the Registered Liberal in question. In the case of death or incapacity, a family member or the EDA Secretary may advise the National Office. Deregistration will take effect immediately.

### 3. APPLICATION FOR REGISTRATION

3.1 All applications for registration, and for renewal of registration, must be made on either:

- (a) the prescribed paper form, ~~freely available for download~~, approved by the Management Committee; or
- (b) a designated electronic form on a website approved by the Management Committee.

3.2 All applications for registration must be delivered to the National Office. The National Office will record the time and date of receipt of each application received. Paper applications may be delivered by hand, by mail, by courier or by fax or digital scan, in which case the original must follow within thirty (30) days.

3.3 Any PTB, EDA, Commission, or other party receiving an application for registration must promptly transmit the application to the National Office. The time and date of receipt of the application by any party other than the National Office is not relevant for the purposes of this By-law.

- 3.4 For each application, the National Office will verify that:
- (a) it was made on an approved paper or electronic form, in accordance with section 2.1 of this By-law;
  - (b) the application contains all information required by the National Board; and
  - (c) that the applicant meets any qualifications for registration established by the National Board as outlined in "Schedule A".
- 3.5 The Party Secretary or their designate may establish additional validation and verification procedures applicable to all or any applications.
- 3.6 If an application for registration is not verified in accordance with Sections 3.4 and 3.5, the applicant must be informed as soon as possible, unless the reason for the registration not being verified is that the contact information provided is incomplete or invalid.
- 3.7 The Party Secretary or their designate may refuse any application for registration that does not meet the criteria established by the National Board as outlined in "Schedule A".

## 4. RIGHTS AND OBLIGATIONS

- 4.1 Each Registered Liberal shall have the rights accorded to them as outlined in Section 10 of the Constitution.
- 4.2 Each Registered Liberal shall support and promote the purposes of the Liberal Party of Canada and respect the rights of all other Registered Liberals, as outlined in the Constitution.
- 4.3 The Party Secretary may revoke, suspend or reinstate the status of any Registered Liberal who does not act in accordance with Section 4.2 or who no longer meets the qualifications for registration established by the National Board as outlined in "Schedule A". In the event that the Party Secretary is unable to be contacted or declares themselves in a conflict of interest, the President may exercise this power.
- 4.4 Any such action taken in accordance with Section 4.3 is subject to ratification by the Management Committee within seven (7) days from the time that the decision was made.

## 5. RECORDS AND INFORMATION

- 5.1 Only information provided from the National Register may be used for the purposes of confirming registration and the right to vote or otherwise participate in any meeting of the Party.
- 5.2 The National Office will retain a copy of each application for registration (either in original form or in a legible archival form) for three (3) years.



## 6. ACCESS TO INFORMATION

6.1 The persons holding the following positions are entitled, upon written request and compliance with Sections 6.2 and 6.3, to receive the following information:

- (a) to each EDA Chair or other Registered Liberal designated in writing by the EDA Chair, to each Registered Liberal who is a member of the House of Commons for that electoral district, and to each Registered Liberal who has been approved as a candidate of the Party for that electoral district in the next election, information concerning Registered Liberals who live in that electoral district;
- (b) to each PTB Director or other Registered Liberal designated in writing by the PTB Director, information concerning Registered Liberals who live in that province or territory;
- (c) in the case of a Commission, Club or Section, to each Chair of that Club or Section or other Registered Liberal designated in writing by the Chair, information concerning Registered Liberals who are members of that Commission, Club or Section, as the case may be;
- (d) in the case of an election of officers to any office of the Party, to each Registered Liberal who has been approved to be a candidate in that election in accordance with the By-law 6 – Elections, information concerning Registered Liberals eligible to vote in such election;
- (e) in the case of a nomination meeting, to each Qualified Nomination Contestant, information concerning Registered Liberals eligible to vote at such meeting;
- (f) to each Registered Liberal who is eligible for election as Leader in accordance with the Constitution, information concerning all Registered Liberals; and
- (g) any other persons authorized by the Party Secretary or their designate.

6.2 Information about Registered Liberals requested in accordance with Section 6.1 will be provided in the form or platform prescribed by the Party Secretary or their designate.

6.3 Each person who requests information about Registered Liberals in accordance with Section 6.1 must complete a confidentiality agreement prescribed by the Party Secretary.

6.4 For the purposes of Section 6.1, information concerning Registered Liberals includes name, address, phone number, and email address, when available and other information as required.

## 7. AUTHORITY OF THE PARTY SECRETARY

7.1 Subject to direction given by resolution of the National Board, and subject to an appeal to the Permanent Appeals Committee, the Party Secretary may:

- (a) establish rules, consistent with the Constitution, this By-law, and any other by-laws established by the National Board, generally applicable to the processing of applications for registration and applications for renewal, the distribution of application forms and the distribution of information of Registered Liberals;
- (b) give direction, consistent with the Constitution, this By-law, and any other by-laws established by the National Board, in a case by case basis with respect to the processing of applications for registration and applications for renewal, the distribution of application forms and the distribution of information of Registered Liberals;
- (c) enact interpretation bulletins, consistent with the Constitution, this By-law, and any other by-laws established by the National Board, in order to clarify any provision of this By-law or the Constitution as it relates to the processing of applications for registration and applications for renewal, the distribution of application forms and the distribution of information of Registered Liberals.

7.2 The Party Secretary may, in writing, delegate all or part of their authority to an individual and may revoke that delegation in their absolute discretion at any time.

7.3 Subject to direction given by resolution of the National Board and subject to an appeal to the Permanent Appeals committee, a decision of the Party Secretary or their designate is final and the rules and interpretation bulletins enacted under Section 7.1 apply as if they were part of this By-law.

## 8. TRANSITIONAL PROVISIONS

8.1 This By-law will take effect on April 1, 2017. Until that time, the “Interim Registered Liberal by-law” adopted by the National Board of Directors on October 18, 2016 will remain in force.

8.2 The term of registration for any Registered Liberal whose Effective Date is prior to April 1, 2017 shall be three (3) years from the original effective date of their registration.

8.3 If, prior to the adoption of the Constitution on May 28, 2016, a person had been formally granted, by a PTA or EDA, the honorary status of “lifetime” member of the Party, that person’s registration shall only expire upon their death.

## SCHEDULE A

### Qualifications for Registration

Registration in the Liberal Party of Canada is open without discrimination based on race, national or ethnic origin, colour, religion, sex, sexual orientation, age or physical disability.

To be eligible for Registration in the Party, a person must:

- (a) be at least fourteen (14) years of age;
- (b) support the purposes of the Party;
- (c) ordinarily live in Canada or, for Canadians living abroad, be qualified as an elector who may vote in accordance with part 11 of the Canada Elections Act;
- (d) not be a member of any other federal political party in Canada; and
- (e) while Registered as a Liberal, not have publicly declared an intention to be a candidate for election to the House of Commons other than as a candidate of the Party.

# RULES FOR ATTENDANCE AND REGISTRATION AT CONVENTIONS

## 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.
- 1.3 This By-law applies to all conventions of the Party, including National Conventions and PTB Conventions.

## 2. RIGHT TO ATTEND AND VOTE

- 2.1 Any Registered Liberal may register to attend any convention.
- 2.2 Any Registered Liberal who has registered and paid the applicable fee established by the National Board may attend any convention.
- 2.3 The following people have the right to vote at a convention:
  - (a) at a National Convention, any Registered Liberal who has registered and paid the fee established by the National Board and is in attendance at the convention;
  - (b) at a Provincial Convention, any Registered Liberal who resides in such province or territory who has paid the fee established by the National Board and is in attendance at the convention;
- 2.4 In the case of voting for an election of officers, additional qualifications may be established in By-law 6 – Elections.

### 3. FEES AND REGISTRATION

- 3.1 The National Board may establish registration fees for a convention. The National Board may delegate the setting of fees to a relevant subcommittee of the National Board for a Provincial Convention.

### 4. AGENDA

#### 4.1. Preparing the agenda.

- (a) Prior to a National Convention, the agenda shall be fixed by the National Director, in consultation with the Management Committee;
- (b) Prior to a Provincial Convention, the agenda shall be fixed by the National Director, in consultation with the PTB Chair.