

PROCEDURES FOR LEADERSHIP VOTE

(Registration, ID Verification and Voting)

These procedures are established by the Leadership Vote Committee under paragraph 44 of the Liberal Party of Canada Constitution.

1. Interpretation

- 1.1. These Procedures shall 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 (LPC).

2. Right to Vote

- 2.1 Every Registered Liberal who meets the following criteria has the right to vote in the Leadership Vote:
 - (a) The individual is a Canadian citizen, permanent resident, or has status under the Indian Act;
 - (b) The individual ordinarily resides in Canada (i.e. their primary place of residence for at least 183 days per year is a Canadian residential address);
 - (c) The individual has been a Registered Liberal in accordance with By-law 4 for the 41 days immediately preceding the day of the Leadership Vote (i.e. registered prior to January 27, 2025 at 5:00 pm ET);
 - (d) The individual complies with the registration and ID verification procedures established herein.

3. Verification of Identity and Address

- 3.1. In order to receive a ballot for the Leadership Vote, a Registered Liberal who meets the criteria set out in section 2 must verify their identity and address during the established verification period in accordance with this section.

- 3.2. **Verification period.** The verification period shall commence on February 20, 2025, and close on March 7, 2025, at 5:00 pm ET (the “Verification Period”). A Registered Liberal who has not completed the verification process before the end of the Verification Period shall not be entitled to vote. Notwithstanding the foregoing, a Registered Liberal who has commenced the verification process before the end of the Verification Period and has been unable to complete the verification process within the Verification Period due to extraordinary circumstances, may, with the consent of the Chief Electoral Officer, complete the verification process prior to the close of voting.
- 3.3. **Methods of verification.** A Registered Liberal must verify their identity and address either in-person at a participating Canada Post office during business hours or by using the Canada Post Identity+ mobile app.
- 3.4. To complete verification, a Registered Liberal whose name does not appear on Elections Canada's List of Electors shall be required to provide proof of Canadian citizenship, permanent resident status in Canada, or status under the Indian Act.
- 3.5. **Acceptable Identification.** A list of acceptable identification documents for each method of identification is appended to these procedures as Appendix A. There may be different identification requirements depending on the method of verification selected.
- 3.6. **Attestations.** In addition to verifying identity and address, a Registered Liberal must attest, in writing (or by electronic acknowledgement), to the following:
 - (a) that they are a Canadian citizen, have status under the Indian Act, or are a permanent resident of Canada, with a Canadian residential address as their primary place of residence for at least 183 days of the year;
 - (b) that they are eligible to make a financial contribution under the *Canada Elections Act* s.363(1);
 - (c) acknowledgement that any misrepresentation by them in any certification in the verification process may result in a fine of up to \$10,000, plus any costs incurred by the Liberal Party of Canada;
 - (d) acknowledgement that unlawful interference in a political process of a registered political party is a federal offence; and

- (e) that they undertake and agree that any decision of the Chief Electoral Officer (subject only to appeal to the Permanent Appeals Committee) in respect of any matter in relation to these Procedures shall be final and binding.
- 3.7. Registered Liberals who require assistance with the verification process may contact the National Office for support.
- 3.8. The Chief Electoral Officer or her designates will adjudicate and have the final authority to determine all questions or disputes over voter verification and the right to vote.
- 3.9. A Registered Liberal shall be eligible to receive a ballot once they have successfully completed the verification process, and their citizenship, permanent resident status, or status under the Indian Act has been confirmed, as applicable. Any Registered Liberal who fails to complete the verification process successfully shall be ineligible to receive a ballot.

4. Voting

- 4.1. The voting period includes advance polling days and the Leadership Vote, during which eligible voters can cast their ballots ("Voting Period").
- 4.2. The Voting Period will begin on February 26, 2025 at 8:00 am ET with advance polls which will continue until the opening of the Leadership Vote on March 9, 2025 at 9:00 am ET and conclude at 3:00 pm ET (the "Close of Voting"). The Chief Electoral Officer shall have jurisdiction to determine the remedy, if any, with respect to downtime or lack of availability of voting at any time, with a view to ensuring a fair process. Without limiting the generality of the foregoing, the Chief Electoral Officer may in her sole discretion determine that a period of voting outage or unavailability does not require a remedy.
- 4.3. Voting instructions shall be delivered to each Registered Liberal who has successfully completed the verification process described herein in accordance with section 3.
- 4.4. A voter may cast their ballot online or, where authorized by the Chief Electoral Officer, by phone (automated message). The Chief Electoral Officer shall advise which class of voters may vote by phone.

- 4.5. Each voter's ballot shall count for the electoral district corresponding to their address of residence, as verified in accordance with section 3. The National Voters List shall be determinative of the issue of residence.
- 4.6. The vote shall be conducted by preferential ballot on which the voter indicates their preference for leadership contestants by marking their first and subsequent ranking of leadership contestants. A ballot is not spoiled because the voter has not indicated a preference for all leadership contestants.
- 4.7. The vote is secret and anonymous.
- 4.8. A Registered Liberal may only vote once.
- 4.9. No ballot can be submitted after the Close of Voting.
- 4.10. **Scrutineering.** The Chief Electoral Officer shall provide to each Leadership Contestant's campaign team all such access to information, applications and facilities for the purposes of scrutineering as, in her sole determination, is reasonable, necessary and practical in all the circumstances, with a view to ensuring a fair Leadership Vote.
- 4.11. **Tabulation.** All ballots cast shall be tabulated using the designated voting tool in accordance with Section 47 of the Constitution.
- 4.12. **Communication of result.** The results will be announced March 9, 2025 at a time and location to be determined by the Leadership Vote Committee.

APPENDIX A

ACCEPTABLE IDENTIFICATION DOCUMENTS

All proof of identity and address documents must be valid, and in their original format.

Verification using the Canada Post Identity+ mobile application

Accepted **PRIMARY ID** as proof of identity and address:

- Provincial or territorial driver's licence
- Provincial or territorial photo ID with an address displayed

Accepted as **SECONDARY ID** if you need to prove your Canadian citizenship, permanent resident status in Canada, or status under the Indian Act:

- Canadian Passport
- Certificate of Indian Status Card
- Canadian Permanent Resident Card

Verification in-person at a Canada Post Office

Accepted **PRIMARY ID** as proof of identity:

- Provincial or territorial driver's licence
- Provincial or territorial photo ID with an address displayed
- Canadian Passport (additional proof of address required)
- Certificate of Indian Status Card (additional proof of address required)
- Canadian Permanent Resident Card (additional proof of address required)
- Canadian Forces ID (additional proof of address required)
- Quebec Provincial Health Card (additional proof of address required)

Accepted **SECONDARY ID** if you need to prove your Canadian citizenship, permanent resident status in Canada, or status under the Indian Act:

- Canadian Passport
- Certificate of Indian Status Card
- Canadian Permanent Resident Card
- Birth Certificate issued by a Canadian province or territory

Accepted **PROOF OF ADDRESS**:

- Major credit card statement along with related valid credit card
- School, College or University Report Card or Transcript
- Insurance Policy
- Vehicle Ownership or Insurance document
- Municipal tax notice
- Recent utility bill (residential telephone, cable TV, public utilities commission, hydro, gas or water)
- Canada Child Tax Benefit statement
- Income Tax assessment – most recent
- Government cheque or Government cheque stub with individual's name and address
- Statement of Employment Insurance Benefits Paid (T4E)
- Canada Pension Plan Statement of Contributions/Quebec Pension Plan Statement of Participation
- Statement of Benefits from Provincial Workplace Safety or Insurance Board
- Statement of Direct Deposit for Provincial Works or Provincial Disability Support Program
- Statement of Old Age Security (T4A) or Statement of Canada Pension Plan Benefits (T4AP)