

**Liberal Party of Canada
Biennial Convention
January 2012**

**Party Bylaw 1
Procedures for the election of delegates to a Biennial Convention**

Marked to show amendments which are hereby submitted to the 2012 Biennial Convention of the Party under subsection 26(4) of the National Constitution. Under that subsection, the Party, by ordinary resolution, must confirm, amend or reject the amendments.

This Bylaw establishing the procedures referred to in subsection 63(1) of the National Constitution was made by the National Board of Directors pursuant to section 67 of the National Constitution at its meeting on July 29, 2008, and amended by the Council of Presidents at its meeting on December 9, 2008, and at the National Board of Directors meetings on January 24, February 17 and October 13, 2011

1. APPLICATION AND INTERPRETATION

1.1 Unless otherwise determined by the National ~~Executive~~[Board of Directors](#)¹, this Bylaw applies to the election of delegates to a Biennial Convention of the Liberal Party of Canada that is not a National Leadership Convention from:

- (a) federal Liberal electoral district associations; and
- (b) student clubs, women's clubs and seniors clubs constituted as contemplated by the constitution of the Liberal Party of Canada.

1.2 This Bylaw 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 For the purposes of this Bylaw, the following terms have the following meanings:

- (a) "Affiliated Constituent Body" means any EDA, Student Club, Women's Club or Seniors Club entitled to representation by delegates at the Convention;
- (b) "*Canada Elections Act*" means the *Canada Elections Act*, S.C. 2000, c. 9, as amended;

¹ [In the National Constitution, the term National Executive was changed to National Board of Directors at the 2009 Leadership and Biennial Convention in Vancouver, April 30 to May 2, 2009.](#)

- (c) “Commission” means, as the context may require, any or all of the Commission of Young Liberals of Canada, the National Women’s Liberal Commission, the Aboriginal Peoples’ Commission or the Senior Liberals’ Commission;
- (d) “Commission Returning Officer” means a person appointed under Subsection 2.3;
- (e) “Constitution” means, as the context may require, in relation to a PTA, a Commission or an Affiliated Constituent Body, the constitution, rules, bylaws or other constating documents of the PTA, Commission or Affiliated Constituent Body;
- (f) “Convention” means the Biennial Convention of the Liberal Party of Canada for which delegates are elected under this Bylaw;
- (g) “Cut-off Date” has the meaning assigned in Subsection 7.1;
- (h) “General Secretary” means the general secretary of the Convention appointed by the National ~~Executive~~Board of Directors pursuant to subsection 66(1) of the National Constitution;
- (i) “Local Returning Officer” means a person appointed under Subsection 2.4;
- (j) “Meeting” means a meeting called and held in accordance with this Bylaw for the purpose of electing delegates from an EDA or a Commission Club;
- (k) “National Constitution” means the constitution of the Liberal Party of Canada as adopted at the 2006 Leadership and Biennial Convention as amended from time to time;
- (l) “National ~~Executive~~Board of Directors” means the National ~~Executive~~Board of Directors of the Liberal Party of Canada constituted under chapter 6 of the National Constitution;
- (m) “National Management Committee” means the National Management Committee of the Liberal Party of Canada constituted under section 30 of the National Constitution;
- (n) “National Returning Officer” means the person appointed under subsection 66(2) of the National Constitution;
- (o) “Party” means the Liberal Party of Canada;
- (p) “Permanent Appeal Committee” means the Permanent Appeal Committee of the Liberal Party of Canada constituted under chapter 10 of the National Constitution;
- (q) “PTA” means one or more of the provincial or territorial associations that compose the federation of the Liberal Party of Canada under the National Constitution;

- (r) “Regional Returning Officer” means a person appointed under Subsection 2.2;
- (s) “Relevant PTA” means, as the context may require:
 - (i) the PTA for the province or territory in which the federal electoral district represented by an EDA is located;
 - (ii) the province or territory in which a Commission Club principally operates or with which it is identified or in which a majority of its members live; or
 - (iii) the province or territory in which a Meeting is held;
- (t) “Relevant Commission” means the Commission by which a Commission Club has been established;
- (u) “Returning Officer” means, as the context requires, a Regional Returning Officer, a Commission Returning Officer, a Local Returning Officer or a deputy returning officer but does not include the National Returning Officer or the Deputy National Returning Officer;
- (v) “Seniors Club” means a seniors club established by the Senior Liberals’ Commission under subsection 38(3) of the National Constitution and recognized for the purposes of the National Constitution;
- (w) “Student Club” means a student club established by the Commission of Young Liberals of Canada under subsection 37(3) of the National Constitution and recognized for the purposes of the National Constitution;
- (x) “Women’s Club” means a women’s club established by the National Women’s Liberal Commission under subsection 36(3) of the National Constitution and recognized for the purposes of the National Constitution.

1.4 **Terms defined in National Constitution.** Terms which are not defined in this Bylaw have the same meaning as in the National Constitution.

1.5 **Short title.** This Bylaw may be referred to as the “Rules of Procedure for the Election of Delegates”.

2. APPOINTMENT OF RETURNING OFFICERS

2.1 **Deputy National Returning Officer.**⁺² The National Management Committee may appoint a Deputy National Returning Officer to assist the National Returning Officer and, in doing so, must respect the principles set out in subsections 2(2) and 2(3) of the National Constitution. The National Management Committee may remove the Deputy National Returning Officer from office and, in that case, may appoint a successor.

⁺² Note that the National Returning Officer is appointed under subsection 66(2) of the National Constitution.

2.2 **Regional Returning Officers.** The executive of each PTA may, with the prior written approval of the National Returning Officer, appoint a member of the PTA as the chief electoral officer (referred to as a “Regional Returning Officer”) in respect of Meetings of EDAs within the geographic boundaries of the province or territory. The executive of the appointing PTA may remove its appointed Regional Returning Officer from office and, in that case, may, with the approval of the National Returning Officer, appoint a successor.

2.3 **Commission Returning Officers.** The executive of each Commission may, with the prior written approval of the National Returning Officer, appoint a member of the Commission as the chief electoral officer (referred to as a “Commission Returning Officer”) in respect of the election of delegates for that Commission. The executive of the appointing Commission may remove its Commission Returning Officer from office and, in that case, may, with the approval of the National Returning Officer, appoint a successor.

2.4 **Local Returning Officers.** A Regional Returning Officer may, after consultation with the National Returning Officer, appoint any member of the Liberal Party of Canada who has signed a declaration of neutrality in Form 1 at least 30 days before the Meeting (or such shorter period approved by the National Returning Officer) as:

- (a) the returning officer for a Meeting of an EDA (referred to as a “Local Returning Officer”);
- (b) after additional consultation with the Commission Returning Officer, the returning officer for a Meeting of a Commission Club (also referred to as a “Local Returning Officer”).

2.5 **Deputy Returning Officers.** A Local Returning Officer may appoint deputy returning officers and such other officials necessary for the conduct of the Meeting if the person appointed has, before the appointment, signed a declaration of neutrality in Form 1.

2.6 **Authority of the National Returning Officer.** Subject to direction given by resolution of the National [Executive Board of Directors](#) and subject to an appeal to the Permanent Appeal Committee, the National Returning Officer may:

- (a) specify the extent of the authority of Returning Officers (including the authority of a Regional Returning Officer to remove Local Returning Officers and the authority of Local Returning Officers to remove deputy returning officers and other meeting officials);
- (b) establish rules (consistent with this Bylaw, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any Relevant PTA or Relevant Commission) generally applicable to Returning Officers and to the conduct of Meetings;
- (c) give directions (consistent with this Bylaw, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any Relevant PTA or Relevant Commission) on a case by case basis with respect to the conduct of a Returning Officer or of a Meeting;

- (d) enact interpretation bulletins (consistent with this Bylaw, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any Relevant PTA or Relevant Commission) in order to clarify any provision of this Bylaw or the National Constitution;
- (e) overrule a direction given by a Regional Returning Officer or a Commission Returning Officer to a Local Returning Officer;
- (f) overrule a direction given by a Local Returning Officer in connection with a Meeting;
- (g) remove from office any Returning Officer.

2.7 Delegation by National Returning Officer. The National Returning Officer may, in writing, delegate all or part of her or his authority to the Deputy National Returning Officer and to other individuals and may revoke that delegation in her or his absolute discretion at any time.

2.8 Finality of decision of the National Returning Officer. Subject to direction given by resolution of the National ~~Executive~~Board of Directors and subject to an appeal to the Permanent Appeal Committee, a decision of the National Returning Officer is final and the interpretation bulletins enacted under Paragraph 2.6(d) apply as if they were part of this Bylaw.

2.9 Declaration of neutrality. Before or forthwith after their appointment, the Deputy National Returning Officer (if any) and each Regional Returning Officer and Commission Returning Officer must sign a declaration of neutrality in Form 2. If the Deputy National Returning Officer does not sign the declaration and deliver it to the National Returning Officer forthwith after their appointment, then their office may be declared vacant by the National President of the Liberal Party of Canada and the National Management Committee may appoint another person to that office in their place. If a Regional Returning Officer or a Commission Returning Officer does not sign the declaration and deliver it to the National Returning Officer forthwith after their appointment, then their office must be declared vacant by the National Returning Officer who may, after consultation with the PTA or Commission who appointed them, appoint another person to that office in their place. If a Local Returning Officer does not sign the declaration and deliver it to the Regional Returning Officer who appointed them forthwith after their appointment, then their office must be declared vacant by the Regional Returning Officer who may appoint another person to that office in their place.

2.10 Authority of Returning Officers. A Returning Officer may only exercise authority to the extent specified, from time to time, by the National Returning Officer or as specifically provided in this Bylaw and must, at all times, act in accordance with all rules established by the National Returning Officer and in accordance with all directions given by the National Returning Officer and, in the case of Local Returning Officers, given to him or her by the appointing Regional Returning Officer or Commission Returning Officer.

2.11 Delegation by Regional and Commission Returning Officers. A Regional Returning Officer and a Commission Returning Officer may, in writing, delegate all or part of their authority to other individuals and may revoke that delegation in their absolute discretion at any time.

3. ELECTION OF DELEGATES

3.1 **Delegates from EDAs.** ~~The~~Subject to Subsection 3.6, the 22 delegates from each EDA provided for in paragraphs 62(1)(k) and 62(1)(l) of the National Constitution must be elected at a local meeting called for the purpose of electing those delegates and held in accordance with this Bylaw.

3.2 **Delegates from Commission Clubs.** ~~The~~Subject to Subsection 3.6, the delegates from each Commission Club entitled to send delegates to the Convention in accordance with paragraph 62(1)(m) of the National Constitution must be elected at a meeting called for the purpose of electing those delegates and held in accordance with this Bylaw.

3.3 **Principal officers of Commission.** The executive of each Commission may, in its absolute discretion, determine who are the seven principal officers of the Commission provided for in paragraph 62(1)(f) of the National Constitution.

3.4 **Delegates elected by PTA executives.** The delegates provided for in paragraphs 62(1)(n) and (o) of the National Constitution may be elected in accordance with procedures adopted in the absolute discretion of the executive of the PTA electing them.

3.5 **Rules applicable to Meetings.** Each Meeting must be called and held in accordance with this Bylaw and other Party Bylaws. To the extent that the Constitution of a Relevant PTA is not inconsistent with this Bylaw and other Party Bylaws, each Meeting of an EDA must also be called and held in accordance with that Constitution. To the extent that the Constitution of a Relevant Commission is not inconsistent with this Bylaw and other Party Bylaws, each Meeting of a Commission Club must also be called and held in accordance with that Constitution. To the extent that the Constitution of an Affiliated Constituent Body is not inconsistent with this Bylaw, other Party Bylaws or the Constitution of a Relevant PTA or Relevant Commission, each Meeting of the Affiliated Constituent Body must also be called and held in accordance with that Constitution.

3.6 **Selection of delegates after conclusion of meeting.** If, at any time after the conclusion of a meeting called for the purpose of electing delegates and the promotion of all alternates, the number of delegates from an EDA or a Commission Club who will attend the convention is less than the number of delegates to be selected from that EDA or Commission Club, as the case may be, then the **Regional Returning Officer** appointed by the Relevant PTA or the **Commission Returning Officer** appointed by the Relevant Commission, as the case may be, may choose persons by lot from among those who have made application for delegate status to the National Returning Officer and those persons are deemed to be persons selected as alternate delegates to the convention from that EDA or Commission Club, as the case may be.

4. CALLING MEETINGS

4.1 **Call of EDA Meeting.** Each Meeting of an EDA may be called by:

- (a) the executive of the Relevant PTA; or

- (b) if authorized by the executive of the Relevant PTA or permitted or required by the Constitution of the Relevant PTA, the voting members of the executive of the EDA by resolution passed at a duly called and constituted meeting of the executive of the EDA.

4.2 **Call of Commission Club Meeting.** Each Meeting of a Commission Club may be called by:

- (a) the executive of the Relevant PTA; or
- (b) if authorized by the executive of the Relevant Commission or permitted or required by the Constitution of the Relevant Commission, the voting members of the executive of the Commission Club by resolution passed at a duly called and constituted meeting of the executive of the club.

4.3 **Approval of dates and locations.** The dates, times and locations of Meetings called under Paragraph 4.1(b) and 4.2(b) must be approved in advance by the Regional Returning Officer appointed by the Relevant PTA or the Commission Returning Officer appointed by the Relevant Commission, as the case may be.

4.4 **Dates of Meetings.** Each Meeting must, unless otherwise directed by the National Returning Officer or, in circumstances considered appropriate by the Permanent Appeal Committee on an appeal, by the Permanent Appeal Committee, be called on the notice required by this Bylaw so that the Meeting is held at least ~~34~~50 days before the Convention.

4.5 **Times of Meetings.** Each Meeting must be held on a day and at a time of day that is, in the opinion of the Regional Returning Officer or Commission Returning Officer, as the case may be, reasonably convenient for those members entitled to vote at the Meeting. In particular, the Commission Returning Officer for the Young Liberals of Canada must give due regard to the preoccupation or absence of students during periods of examinations and student holidays. No Returning Officer may deny a member person eligible to vote at a Meeting the opportunity to do so if they are in the line established by the Local Returning Officer for registration or voting at the expiry of the voting hours. Where appropriate, in order to permit orderly voting and to ensure that members have a fair opportunity to vote, the responsible Regional Returning Officer may (a) in their sole discretion, direct that voting hours for a particular Meeting be varied, ~~but in no event (other than an emergency declared by the Regional Returning Officer) may voting be conducted for less than five consecutive hours~~ and (b) with the approval of the National Returning Officer, (i) establish one or more advance polling stations open in the week before the Meeting (ii) provide for mail-in ballots.

4.6 **Deemed presence of members.** A member of the Party who attends in person at an advance polling station and a member of the Party who votes by mail-in ballot in accordance with the procedures established by a Regional Returning Officer for that ballot is deemed for all purposes of this Bylaw and the National Constitution to be present at the delegate selection meeting.

4.7 **Report on possible meeting locations.** Each Affiliated Constituent Body must at least 90 days before the Convention, or at such later time permitted by the responsible Regional

Returning Officer or Commission Returning Officer, submit a written report to the responsible Regional Returning Officer or Commission Returning Officer proposing one or more locations for the Meeting of the Affiliated Constituent Body which satisfy the following requirements:

- (a) the facilities available for the Meeting at each location must provide adequate space for all members who might reasonably be expected to vote at that location;
- (b) each location must be reasonably convenient in terms of the time and expense required to travel to that location by all members who might reasonably be expected to vote at that location but the location of a Meeting of an Affiliated Constituent Body related to a federal electoral district is not required to be within that federal electoral district and the Meeting of a Student Club is not required to be on any campus of the post-secondary institution for which the club is accredited;
- (c) where extraordinary geographic circumstances warrant, multiple meeting locations will be considered;
- (d) each location must be reasonably accessible to physically disabled persons;
- (e) the locations, taken together, must permit the Meeting to be conducted in an orderly and fair manner and otherwise in accordance with this Bylaw;
- (f) the locations, taken together, must ensure the reasonable enfranchisement of all members entitled to vote at the Meeting.

4.8 Additional requirement for multiple meeting locations. If the Meeting is to be conducted at more than one location, then the report must also include:

- (a) a timetable for the proceedings at each location (which may be different for each location);
- (b) a plan for the conduct of the ballot (including by means of a travelling ballot box or in any other way established by the National Returning Officer); and
- (c) a plan to ensure that each member entitled to vote only votes once.

4.9 Additional requirements for disabled person. If any location is not reasonably accessible to physically disabled persons, then the report must also include a plan for alternate arrangements which will reasonably accommodate such persons.

4.10 Final decision on meeting locations. Within 10 days after receiving a report on possible meeting locations, the Regional Returning Officer or Commission Returning Officer, as the case may be, must accept the report or direct that the meeting be held at one or more locations specified by the Returning Officer.

5. NOTICE OF MEETINGS

5.1 **Responsibility for notice of EDA meetings.** Each PTA is responsible (at its expense or that of the EDA) to ensure that notice of each Meeting of an EDA is given in accordance with this Bylaw.

5.2 **Responsibility for notice of Commission Club meetings.** Each Commission is responsible (at its expense or that of the Commission Club) to ensure that notice of each Meeting of a Commission Club is given in accordance with this Bylaw. With the consent of a PTA, a Commission may delegate part or all of this responsibility to one or more of the PTAs.

5.3 **Membership lists.** For the purposes of confirming the right to vote, to be selected as a delegate or alternate delegate or otherwise to participate in any Meeting, only information provided by the National Office or a PTA Office from information in the National Membership Registry may be used.

5.4 **Rules for notice.** In the case of the notice of each Meeting, the following rules apply to the notice of meeting:

- (a) the notice must be given:
 - (i) by mail to all those members entitled to vote at the Meeting and to all those members who would be entitled to vote at the Meeting if they renewed their membership in accordance with the Constitution of the Relevant PTA or Relevant Commission, as the case may be, at the residential address shown in the membership records maintained by the PTA or Commission or provided under Subsection 5.3 or to such other address as approved by the National Returning Officer; or
 - (ii) by any other means (such as email, posting on the website of the Liberal Party of Canada or of the Relevant PTA or by newspaper advertisement) approved by the National Returning Officer;
- (b) the notice must be given no fewer than 13 days before the Meeting, unless otherwise approved (whether before or after the notice is given) by the National Returning Officer;
- (c) the notice must be substantially in the form specified by the National Returning Officer.

5.5 **Computation of time.** In calculating the length of notice of 13 days, the day the notice is mailed (or otherwise given) and the day of the meeting are not to be counted. As an example, if a meeting is to be held on Friday, September 29, then 13 days notice of that meeting must be given on or before Friday, September 15.

5.6 **Failure to give notice and waiver of notice.** The accidental omission to give notice of any Meeting as required by the National Constitution and this Bylaw does not invalidate the notice, the Meeting or any proceedings at that meeting unless such omission is, in the opinion of

the National Returning Officer (which is subject to appeal to the Permanent Appeal Committee), so grave as to compromise fundamentally the fair conduct of the Meeting. Any person entitled to notice of a Meeting may, in writing or otherwise, waive or reduce the period of notice of such meeting.

5.7 **Additional advance notice.** If, in the opinion of the Regional Returning Officer, notice in addition to the notice required under Subsection 5.4 is required to ensure a representative attendance at a Meeting, then the Relevant PTA or Relevant Commission is responsible at its expense to give sufficient advance notice by advertisement or otherwise.

6. QUALIFICATIONS TO BE A DELEGATE

6.1 **Eligibility for delegate position.** To be eligible for election as a delegate, a person must satisfy the requirements of paragraph 63(4)(d) of the National Constitution³ but, in accordance with paragraph 23(2)(a) of the National Constitution, the National ~~Executive~~Board of Directors hereby reduces the time qualification established under subparagraph 63(4)(d)(i) of the National Constitution such that a person has a right to be selected as a delegate or alternate delegate to the Convention if that member has been a member of the Party since the Cut-Off Date. With respect to each Commission Club, a member of the Party must have been a member of the Commission Club before the Cut-off Date in order to be eligible for election as a delegate from the Commission Club.

6.2 **Additional age qualifications.** In addition to the requirements set out in Subsection 6.1, to be eligible for election as a youth delegate, a person must not be a person who will have celebrated their 26th birthday before the last day of the Convention,²⁴ and be at least 14 years of age on the Cut-off Date.³⁵ In addition to the requirements set out in Subsection 6.1, to be eligible for election as a seniors delegate, a person must be at least 65 years of age on the day of the Meeting.⁴⁶ Where age is in dispute, acceptable proof may only be a birth certificate, a Canadian-issued baptismal certificate, a Canadian citizenship card or certificate, Government of Canada immigration papers, a passport or such other documentation prescribed by the National Returning Officer.

6.3 **Youth~~and~~, seniors and aboriginal delegates.** Youth members seeking to be delegates are not restricted only to those delegate positions set aside for youth. Senior members seeking to be delegates are not restricted only to those delegate positions set aside for seniors. Aboriginal members seeking to be delegates are not restricted only to those delegate positions set aside for aboriginal persons.

³ [This includes the requirement that the person is present in person or consents in writing to be a delegate.](#)

²⁴ Under subsection 37(2) of the National Constitution as soon as a member has celebrated his or her 26th birthday they are no longer eligible as a Young Liberal. Each youth delegate must remain eligible throughout the Convention.

³⁵ If a person was not at least 14 on the Cut-off Date then they were not validly a member of the Party.

⁴⁶ To be a senior delegate one must be a senior on the day of their election.

~~6.4 — Selection as delegate from member's EDA only. A member of the Party only has the right to be selected as a delegate or an alternate delegate to any convention of the Party from the EDA which represents the electoral district in which the member lives or from the EDA of which the member was an associate member on the Cut-Off Date.⁵~~

6.5 **May only seek selection in one EDA.** A member may only seek to be selected as a delegate or an alternate delegate to any convention of the Party from one EDA.

6.6 **Selection as delegate from EDA and Commission Club.** A member of the Party who is selected as a delegate from an EDA and as a delegate from a Commission Club is deemed to be a delegate from the Commission Club and their selection as a delegate from the EDA is cancelled.⁶

7. MEMBERSHIP LISTS AND CHALLENGES

7.1 **Cut-offs.** With respect to each EDA and each Commission Club, the date before which a person must have been a member of the Party in order to be eligible to vote is referred to as the "Cut-off Date". With respect to each Commission Club, a member of the Party must have been a member of the Commission Club before the Cut-off Date in order to be eligible to vote at a meeting of the Commission Club.

7.2 **Notice of Cut-off Date.** The Cut-off Date must be specified in the notice calling the meeting.

7.3 **Challenges.** If a person entitled to vote or be elected as a delegate at the Meeting or any other interested party (who is a member of the Liberal Party of Canada) wishes to challenge any individual's right to vote or to be elected as a delegate, then the member must do so at least 72 hours before the scheduled time of the Meeting. Challenges may be made with respect to:

- (a) whether the member has provided proof that he or she or a member of their immediate family has paid for their membership⁶⁷;
- (b) whether the address shown on the membership list is accurate;
- (c) whether the member lives at such address;
- (d) where relevant to the class of membership, whether the age or birth date indicated on the membership list is correct;

⁵ —~~Note subsection 77(10) of the National Constitution which provides that "every member of the Party who, in accordance with the constitution of an EDA or of its PTA, would have been entitled to vote at a meeting (including ... a delegate selection meeting) of that EDA held on December 3, 2006, even though the member did not live in the electoral district represented by that EDA, is deemed for all purposes of this Constitution to live in that electoral district until the person ceases to be a member of the Party or votes at a meeting of an EDA that represents another electoral district." The effect of this provision is that "out of riding" members are "grandparented" and for the purposes of Subsection 6.4 is deemed to live in the electoral district and is therefore eligible to be selected as a delegate.~~

⁶⁷ See Article ~~26(2)(b)~~ of the National Constitution ~~as amended at the 2005 Biennial Convention.~~

- (e) whether the member is a member of another federal political party; and
- (f) whether any other qualifications under the Constitution of the Relevant PTA or Relevant Commission have been satisfied.

7.4 **Method of making challenge.** Challenges must be made in writing setting out the reasons for the challenge and must be delivered to the ~~Local Returning Officer~~National Membership Secretary or their designate.

7.5 **Adjudication of the challenge.** After receiving the challenge, the ~~Local Returning Officer~~National Membership Secretary or their designate is responsible to ensure that a copy of the challenge is available at reasonable hours for inspection by any person entitled to vote or be elected as a delegate at that Meeting. The ~~Local Returning Officer~~National Membership Secretary or their designate may at any time before or at the Meeting:

- (a) reject any challenge;
- (b) after giving the challenged individual an opportunity to answer the challenge, accept a challenge and decide that a challenged individual is not eligible to vote or not eligible to be elected as a delegate at the Meeting.

The ~~Local Returning Officer~~National Membership Secretary must not authorize the issue of a ballot to a challenged individual before deciding all challenges relating to that individual.

7.6 **Finality of decision.** The decision of the ~~Local Returning Officer~~National Membership Secretary may be appealed in accordance with Section 10 except insofar as the decision relates to matters within the sole competence of the appeals tribunal of the Relevant PTA, in which case the appeal lies only to that appeals tribunal.

8. CONDUCT OF DELEGATE ELECTION MEETING

8.1 **Meeting chair.** A Regional Returning Officer may, after consultation with the National Returning Officer, appoint any member of the Liberal Party of Canada as:

- (a) the chair of a Meeting of an EDA;
- (b) after additional consultation with the Commission Returning Officer, the chair of a Meeting of a Commission Club.

8.2 **Duties of meeting chair.** It is the duty of the meeting chair to ensure that meetings are conducted in a fair, orderly and democratic manner. The meeting chair may require the meeting to be delayed, adjourned, postponed or moved to another meeting location within the electoral district or may require any alteration of the physical arrangement of the meeting location as the chair may see fit in order to comply with the provisions of this Bylaw or to conduct an orderly and fair meeting.

8.3 **Conduct of the Meeting.** The conduct of each Meeting and the voting at the Meeting is under the sole control of the meeting chair appointed under Subsection 8.1 and the Local Returning Officer appointed for the Meeting. All members of the Liberal Party of Canada must

follow the direction of the meeting chair and the Local Returning Officer. The meeting chair and the Local Returning Officer may, except to the extent that it is not inconsistent with the National Constitution, this Bylaw and other Party Bylaws and any directions and interpretation bulletins issued by the National Returning Officer, rely on the current edition of *Robert's Rules of Order* or the *code Morin* for guidance in the conduct of the meeting and as a source of authority for their directions.

~~8.4 — **Challenges at Meeting.** At a Meeting, if a person entitled to vote or be elected as a delegate at the Meeting or any other interested party (who is a member of the Liberal Party of Canada) wishes to challenge any individual's right to vote on the basis that the person requesting a ballot is not the person named in the membership list, the member may request the Local Returning Officer to make reasonable inquiries to determine the identity of the member. The Local Returning Officer may limit such challenges from any person if, in their opinion, such challenges are not being made judiciously or with good reason. No other challenges of an individual's right to vote are permitted at the Meeting.~~

8.4 ~~8.5~~ **Identification standards.** ~~In addition to other qualifications set out in this Section~~ ~~Error! Reference source not found., to~~ To be eligible to vote at any Meeting, a person must provide the identification prescribed by Party Bylaws.

8.5 ~~8.6~~ **Separate ballot box.** Voters must be given an opportunity to mark their ballots in secret and must deposit their ballots in a separate sealed ballot box before leaving the room where the vote is being conducted.

8.6 ~~8.7~~ **Conclusion of voting.** At the conclusion of voting, the Local Returning Officer is responsible to count the ballots and report the results of the count to the Regional Returning Officer for the province or territory in which the ballot is conducted.

8.7 ~~8.8~~ **Review of unofficial results.** Each Regional Returning Officer must review the counts and calculations as soon as possible after receiving them and determine the official results. In any case where doubt exists as to the correct determination of the official results, the Regional Returning Officer must advise and consult with the National Returning Officer and comply with any instructions received from the National Returning Officer.

8.8 ~~8.9~~ **Notification of official results.** As soon as possible after the Regional Returning Officer determines the official results in respect of an Affiliated Constituent Body, the Regional Returning Officer must certify the results as official and communicate them to the National Returning Officer in accordance with procedures established by the National Returning Officer. The National Returning Officer must, forthwith upon receipt of such results, communicate them to the General Secretary.

8.9 ~~8.10~~ **Confirmation of election.** The General Secretary is responsible to send written confirmation of election and all necessary documentation to each elected delegate as soon as possible after receiving the required information from the National Returning Officer.

8.10 ~~8.11~~ **Custody of ballots.** After the conclusion of each Meeting, the Local Returning Officer must seal all ballots and all documents used in the tabulation of the result and retain them in a secure place or securely deliver them to the Regional Returning Officer. The Local

Returning Officer or the Regional Returning Officer having custody of the ballots and related documentation must retain them under seal until the earlier of:

- (a) an appeal of the result of the Meeting is submitted under this Bylaw; and
- (b) ten days have passed since the determination of the official result.

8.11 ~~8.12~~ **Transmittal of ballots on appeal.** If an appeal of the result of a Meeting is submitted under this Bylaw, then the Local Returning Officer or Regional Returning Officer having custody of the ballots and related documentation must forthwith transmit them to one of the Chairs of the Permanent Appeal Committee or their designate. At the conclusion of the appeal, the materials must be disposed of in accordance with the direction of the Permanent Appeal Committee.

8.12 ~~8.13~~ **Destruction of ballots.** If ten days have passed since the determination of the official result and there is no appeal of the result of a Meeting submitted under this Bylaw, then the Local Returning Officer or Regional Returning Officer having custody of the ballots and related documentation must destroy them in a manner that ensures that they are not subject to inspection by any person.

9. VACANCIES AND ALTERNATES

9.1 **Promotion of alternates before the Convention.** Where any delegate notifies the General Secretary in writing signed by the delegate⁷⁸ on or before 5:00 p.m., Ottawa time, on seventh day before the Convention, that the delegate does not intend to attend the convention, then the General Secretary or their designate may, if practicable prior to the opening of registration:

- (a) cancel the delegate's certificate of election;
- (b) determine the identity of the person who:
 - (i) was selected as an alternate delegate to the convention from the same Affiliated Constituent Body;
 - (ii) was not elected as a delegate and has not already been promoted to delegate;
 - (iii) in the case of an EDA, satisfies the greatest number of the following criteria:
 - (A) is a youth, if there are not six youth delegates from that EDA;
 - (B) is an aboriginal person, if there are not two aboriginal delegates from that EDA;

⁷⁸ A notice by fax is acceptable but the delegate's signature must be included in the notice and electronic versions which do not include the signature are not acceptable.

- (C) is a woman, if there are not ten delegates from that EDA who are women;
 - (D) is a man, if there are not ten delegates from that EDA who are men;
 - (E) is a senior, if there are not two delegates from that EDA who are seniors;
 - (F) received more votes than any other person who sought election from that EDA;
- (c) declare such person elected as a delegate and issue a certificate of election; and
 - (d) forthwith make reasonable efforts to notify him or her of this change of status.

9.2 **List of people entitled to promotion.** As soon as practicable after the close of registration at the Convention, the General Secretary or their designate must produce a list of those persons who are entitled to promotion to delegate status and make them available throughout the Convention.

9.3 **Promotion of alternates at Convention.** A delegate who fails to register before the close of registration at the Convention will be replaced by the person, if any, who:

- (a) was selected as an alternate delegate to the convention from the same Affiliated Constituent Body;
- (b) presents himself or herself for promotion to delegate at the time and place designated in the convention agenda for that purpose;
- (c) has not already been promoted to delegate; and
- (d) in the case of an EDA, satisfies the greatest number of the following criteria:
 - (A) is a youth, if there are not six youth delegates from that EDA;
 - (B) is an aboriginal person, if there are not two aboriginal delegates from that EDA;
 - (C) is a woman, if there are not ten delegates from that EDA who are women;
 - (D) is a man, if there are not ten delegates from that EDA who are men;
 - (E) is a senior, if there are not two delegates from that EDA who are seniors;

- (F) received more votes than any other person who sought election from that EDA; and
- (e) pays the fee required under the rules for the Convention.

10. APPEALS PROCEDURE

10.1 Decisions made in the delegate election process, including the results of a Meeting, may be appealed to the Permanent Appeal Committee in accordance with its rules.⁸⁹

10.2 An appeal to the Permanent Appeal Committee may only be commenced by notice of appeal in writing received not later than 72 hours after the time fixed for the commencement of a Meeting (or such longer time as the rules of the Permanent Appeals Committee may allow) or, if a decision is made outside a Meeting context, not later than 72 hours after the decision requiring review has been made (or such longer time as the rules of the Permanent Appeals Committee may allow).

10.3 Decisions of the Permanent Appeal Committee are final and not subject to appeal.

10.4 The Permanent Appeal Committee has all the powers necessary to give effect to its decisions, including, without limiting the generality of the foregoing, the powers to postpone a Meeting, declare a Meeting void, order a new Meeting, declare persons ineligible to vote at a Meeting and declare a nominee duly elected at a Meeting.

⁸⁹ The rules of the Permanent Appeals Committee provide that unless the Permanent Appeal Committee orders otherwise, the submission of an appeal will not constitute a basis for the delay of a Meeting and will not restrict any meeting official from taking any steps that he or she would otherwise take in furtherance of the process. Section 14.1 of the rules of the Permanent Appeals Committee provide that “Any notice of appeal shall be filed with the Permanent Appeal Committee by delivering the notice by hand, mail or facsimile to the relevant Provincial or Territorial Association office or such other location as may be specified by the Permanent Appeal Committee.”

Form 1

Declaration of neutrality for Local Returning Officer or Deputy Returning Officer

TO: National Returning Officer
Liberal Party of Canada Biennial Convention
~~400~~600 – 81 Metcalfe Street
Ottawa, Ontario K1P 6M8

RE: Delegate Election Meeting for _____ (the “DEM”)

I, _____, having agreed to accept appointment to the position of _____ for the DEM do hereby undertake and agree that, from this date, and continuing until 72 hours after the conclusion of the DEM or any appeal arising from the DEM, I will refrain from partisan activity on behalf of any person seeking to be elected as a delegate at the DEM.

I understand that the Liberal Party of Canada is relying upon me to abide by this undertaking and that any failure by me to do so may undermine the integrity of the Party’s process.

DATED: _____ ~~20XX~~2011

Witness

Appointee

FORM 2
**DECLARATION OF NEUTRALITY FOR DEPUTY NATIONAL RETURNING
OFFICER, REGIONAL RETURNING OFFICER OR COMMISSION RETURNING
OFFICER**

TO: National Returning Officer
Liberal Party of Canada Biennial Convention
~~400~~600 – 81 Metcalfe Street
Ottawa, Ontario K1P 6M8

I, _____, having agreed to accept appointment to the position of _____ for the upcoming Biennial Convention of the Liberal Party of Canada (the “Convention”), do hereby undertake and agree that, from this date, and continuing until all of my responsibilities arising from my acceptance of this position are complete, I shall conduct myself in an entirely neutral fashion in all respects in relation to the processes of electing the delegates to the Convention. To that end, and without limiting the generality of the foregoing:

- (a) I will exercise any discretion granted to me by virtue of this appointment or any other Liberal Party position that I may hold in a fair and objective fashion, consistent with maintaining the integrity of the Party’s procedures for election;
- (b) I will not support or otherwise assist a candidate for election as a candidate for election as a delegate by campaigning, either directly or indirectly, in support of or in opposition to the election of any person by the Liberal Party of Canada or by any association connected with it;
- (c) I will not permit my name to be used by another person or by a campaign in support of or in opposition to the election of any person by the Liberal Party of Canada or by any association connected with it; and
- (d) I will not publicly or otherwise express an opinion as to the desired outcome of the Party’s election process, and in particular, will not express any such opinion to any polling or media concern.


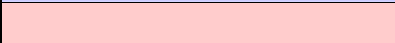
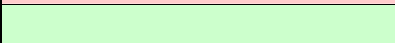
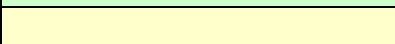

DATED: _____ ~~20XX~~2011

Witness

Appointee

Document comparison by Workshare Compare on January 10, 2012 10:37:41 PM

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Description	DMCANWEST-#5138-v5-Liberal_Party_of_Canada_Party_Bylaw_1_(Procedures_for_the_election_of_delegates_to_a_Biennial_Convention)
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	Deletion
	Moved from
	<u>Moved to</u>
	Style change
	Format change
	Moved deletion
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
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Insertions	48
Deletions	62

Moved from	1
Moved to	1
Style change	0
Format changed	0
Total changes	112

Liberal Party of Canada

National Membership Rules

Liberal Party of Canada

Biennial Convention

January 2012

National Membership Rules

Marked to show amendments which are hereby submitted to the 2012 Biennial Convention of the Party under subsection 26(4) of the National Constitution. Under that subsection, the Party, by ordinary resolution, must confirm, amend or reject the amendments.

This Bylaw is a consolidation of Bylaw 3 (originally made by the National Executive pursuant to section 11 of the National Constitution at its meeting on November 27, 2008) and Bylaw 4 (originally made by the National Executive pursuant to section 11 of the National Constitution at its meeting on January 9, 2009). The original consolidation with consequential amendments was made by the National Executive at its meeting on April 24, 2009. This Bylaw may be referred to as the “National Membership Rules”.

Sections 4, 7 and 9.9 in Part III of this Bylaw took effect on January 1, 2009 (the “National Membership Implementation Date”) and on that date the period referred to in subitem 4(1) of schedule A of the National Constitution expired. The other sections of Part III of this Bylaw took effect on January 18, 2009.

The consolidated version of this Bylaw as of May 1, 2009, was confirmed by the Party pursuant to subsection 26(4) of the National Constitution at its biennial convention in Vancouver on May 1, 2009.

Further amendments were made by the National Board of Directors on August 18, 2009, and October 30, 2011. Under subsection 26(5) of the National Constitution they are effective from the date that a resolution of the National Board of Directors is first published on the public website of the Party. These amendments must be submitted to the next convention of the Party.

Part I Interpretation

1. INTERPRETATION

1.1 This Bylaw 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.

[1.1.2 Nothing in this Bylaw shall be construed so as to limit the ability of the National Election Readiness Committee, in making rules for the conduct of candidate selection meetings, to adopt](#)

further measures, while respecting the intent of this Bylaw, in order to ensure the equitable conduct of such meetings and the protection of the franchise of Eligible Voting Members of the Liberal Party of Canada.

1.2 For the purposes of this Bylaw, the following terms have the following meanings:

- (a) “Business Day” means, with respect to any PTA Office, any day other than a Saturday, Sunday or any day designated as a holiday by the government of the province or territory in which the PTA Office is located;
- (b) “*Canada Elections Act*” means the *Canada Elections Act*, S.C. 2000, c. 9, as amended;
- (c) “Commission” means, as the context may require, any or all of the Commission of Young Liberals of Canada, the National Women’s Liberal Commission, the Aboriginal Peoples’ Commission or the Senior Liberals Commission;
- (d) “Constitution” means, as the context may require, in relation to a PTA, a Commission or an Affiliated Constituent Body, the constitution, rules, bylaws or other constating documents of the PTA, Commission or Affiliated Constituent Body;
- (e) “Distributing Office” means the PTA Office which distributes application for membership forms or application for renewal forms;
- (f) “Joint PTA” means a province where the PTA is also a provincial party;
- (g) “National Constitution” means the constitution of the Liberal Party of Canada as adopted at the 2006 Leadership and Biennial Convention as amended from time to time;
- (h) “National Executive” means the National Executive of the Liberal Party of Canada as constituted under chapter 6 of the National Constitution;
- (i) “National Management Committee” means the National Management Committee of the Liberal Party of Canada constituted under section 30 of the National Constitution;
- (j) “National Membership Implementation Date” means January 1, 2009;
- (k) “National Office” means, as the context requires, either:
 - (i) the staff employed by the Party at a place designated by the National Executive as the location of the National Office;
 - (ii) the place so designated as the location of the National Office;
- (l) “Party” means the Liberal Party of Canada;

- (m) “Permanent Appeal Committee” means the Permanent Appeal Committee of the Liberal Party of Canada as constituted under chapter 10 of the National Constitution;
- (n) “PTA” means one or more of the provincial or territorial associations that compose the federation of the Liberal Party of Canada under the National Constitution;
- (o) “PTA Office” means, as the context requires, either:
 - (i) the staff employed by a PTA at a place designated by the Membership Secretary as the location of an office of a PTA;
 - (ii) the place so designated as the location of an office of a PTA;
- (p) “Relevant PTA” means, as the context may require:
 - (i) the PTA for the province or territory in which the federal electoral district represented by an EDA is located; or
 - (ii) the province or territory in which a Commission Club principally operates or with which it is identified or in which a majority of its members are resident;
- (q) “Relevant PTA Office” means, as the context may require:
 - (i) a PTA Office located in the province or territory in which the federal electoral district represented by an EDA is located; or
 - (ii) a PTA Office located in the province or territory in which a Commission Club principally operates or with which it is identified or in which a majority of its members are resident;
- (r) “Relevant Commission” means the Commission by which a Commission Club has been established;
- (s) “Seniors Club” means a seniors club established by the Senior Liberals Commission under subsection 38(3) of the National Constitution and recognized for the purposes of the National Constitution;
- (t) “Student Club” means a student club established by the Commission of Young Liberals of Canada under subsection 37(3) of the National Constitution and recognized for the purposes of the National Constitution;
- (u) “Women’s Club” means a women’s club established by the National Women’s Liberal Commission under subsection 36(3) of the National Constitution and recognized for the purposes of the National Constitution.

1.2.1 Terms defined in the National Rules for the Selection of Candidates for the Liberal Party of Canada. Terms which are not defined in this Bylaw, but which are defined in the National Rules for the Selection of Candidates for the Liberal Party of Canada are defined as set out in those Rules, as amended from time to time.

1.3 Terms defined in National Constitution. Terms which are not defined in this Bylaw have the same meaning as in the National Constitution.

1.4 Authority of the Membership Secretary. Subject to direction given by resolution of the National Executive and subject to an appeal to the Permanent Appeal Committee, the Membership Secretary may:

- (a) establish rules (consistent with this Bylaw, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any Relevant PTA or Relevant Commission) generally applicable to the processing of applications for membership and applications for renewal, the distribution of application forms and the distribution of lists of members;
- (b) give directions (consistent with this Bylaw, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any Relevant PTA or Relevant Commission) on a case by case basis with respect to the processing of applications for membership and applications for renewal, the distribution of application forms and the distribution of lists of members;
- (c) enact interpretation bulletins (consistent with this Bylaw, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any Relevant PTA or Relevant Commission) in order to clarify any provision of this Bylaw or the National Constitution.

1.5 Delegation by Membership Secretary. The Membership Secretary may, in writing, delegate all or part of her or his authority with respect to a province or territory to an individual in that province or territory who is designated as the PTA Membership Secretary and may revoke that delegation in her or his absolute discretion at any time.

1.6 Finality of decision of the Membership Secretary. Subject to direction given by resolution of the National Executive and subject to an appeal to the Permanent Appeal Committee, a decision of the Membership Secretary is final and the interpretation bulletins enacted under Paragraph 1.4(c) apply as if they were part of this Bylaw.

Part II

Distribution of membership forms and membership information

2. DISTRIBUTION OF FORMS

2.1 Who may request forms and in what numbers. Application for membership forms and application for renewal forms may only be distributed by a PTA Office for use outside the PTA Office on request by the following persons and only in the following numbers:

- (a) to any person who is not a member of the Party and who lives in the province or territory in which the Distributing Office is located, one application for membership form;
- (b) to a member who lives in the province or territory in which the Distributing Office is located and whose membership will expire within three months, one application for renewal form;
- (c) in the case of an EDA for which the Distributing Office is a Relevant PTA Office, to each EDA President or other member designated in writing by the executive of an EDA, application for membership forms and application for renewal forms such that the number of such forms which have been issued to both the EDA President and other member and which have not been returned to a PTA Office does not exceed the sum of (i) the number of members of the Party who would have been entitled to vote at a delegate selection meeting of that EDA held, on the February 1 immediately preceding the request, for the purpose of electing delegates for a national convention plus (ii) 75;
- (d) in the case of a Commission Club for which the Distributing Office is a Relevant PTA Office, to each chief executive officer of a Commission Club, application for membership forms such that the number of such forms which have been issued and which have not been returned to a PTA Office does not exceed 25;
- (e) in the case of an electoral district located within the province or territory in which the Distributing Office is located, to each member of the Party who is a member of the House of Commons for that electoral district, application for membership forms such that the number of such forms which have been issued and which have not been returned to a PTA Office does not exceed 50;
- (f) to each member of the Party who is eligible for election as Leader under section 55 of the National Constitution (a Leadership Contestant), application for membership forms such that the number of such forms which have been issued and which have not been returned to a PTA Office does not exceed 100 for each electoral district located within the province or territory in which the Distributing Office is located;
- (g) to any member of the Party who lives in the province or territory in which the Distributing Office is located, application for membership forms such that the number of such forms which have been issued and which have not been returned to a PTA Office does not exceed 25;
- (h) to any person, application for membership forms in the number approved in writing generally or on a case by case basis by the Membership Secretary or a person or persons designated by the Membership Secretary for this purpose.
- (i) to any member of the Party who is a Qualified Nomination Contestant, application for membership forms, for use only in respect of the relevant EDA, in accordance with the following limits:

- (1) Up to 300 membership forms upon request, plus
- (2) For each form issued pursuant to Subparagraph 2.1(i)(1) and returned duly completed to the relevant PTA Office along with payment of the applicable membership fee, two additional membership forms.
- (3) Unsubmitted forms issued pursuant to this Paragraph 2.1(i) expire at the close of the Nomination Meeting in respect of which they are issued.

2.2 **Charge for multiple forms.** If any person requests, under Paragraphs 2.1(f), 2.1(g) or 2.1(gi), five or more forms, the PTA Office may, in accordance with the Constitution of its PTA, charge a non-refundable fee of \$1.00 per form.

2.3 No person who has received membership forms pursuant to Paragraph 2.1(c) shall provide such forms to the campaign of a Nomination Contestant (whether or not approved under the applicable Nomination Rules) or to any person involved in such a campaign, nor shall a Nomination Contestant (whether or not approved under the applicable Nomination Rules) or any person involved in such a campaign accept or otherwise make use of such forms in any way for the purposes of that campaign.

3. DISTRIBUTION OF MEMBERSHIP INFORMATION

3.1 **Entitlement to membership information from PTA Offices.** On compliance with Subsection 3.4, the following persons are entitled, on a written request, to receive from a PTA Office within a reasonable time to the following information:

- (a) in the case of an EDA for which the PTA Office is a Relevant PTA Office, to each EDA President or other member designated in writing by the executive of an EDA, information concerning the identification of members of the Party who live in the electoral district represented by the EDA or who are associate members of the EDA;
- (b) in the case of the election of officers on the executive of an EDA for which the PTA Office is a Relevant PTA Office, to each member of the Party who is recognized under the Constitution of the PTA or the EDA as a candidate in such election, information concerning the identification of members of the Party who are eligible to vote in such election;
- (c) in the case of a Commission Club for which the PTA Office is a Relevant PTA Office, to each chief executive officer of a Commission Club, information concerning the identification of members of the Party who are members of the Commission Club;
- (d) in the case of an electoral district located within the province or territory in which the PTA Office is located, to each member of the Party who is a member of the House of Commons for that electoral district, information concerning the

identification of members of the Party who live in the electoral district represented by the EDA or who are associate members of the EDA;

- (e) in the case of an electoral district located within the province or territory in which the PTA Office is located, to each member of the Party who has been approved to be a candidate of the Party for that electoral district in the next election, information concerning the identification of members of the Party who live in the electoral district represented by the EDA;
- (f) in the case of the election of officers on the executive of the PTA, to each member of the Party who is recognized under the Constitution of the PTA as a candidate in such election, information concerning the identification of members of the Party who are eligible to vote in such election.
- (g) in the case of a nomination meeting, to each Qualified Nomination Contestant, information concerning the identification of members of the Party who are eligible to vote at such meeting.

3.2 Obligations of confidentiality of PTA Offices. Except as provided in Subsections 3.1 or 3.5 or with the written consent of the Membership Secretary, a PTA Office must keep strictly confidential all information, and may not disclose to any person any information, concerning members of the Party or included in the National Membership Registry.

3.3 Entitlement to membership information from National Office. On compliance with Subsection 3.4, the following persons are entitled, on a written request, to receive from the National Office within a reasonable time the following information:

- (a) to each member of the Party who is eligible for election as Leader under section 55 of the National Constitution (a Leadership Contestant), information concerning the identification of all members of the Party;
- (b) in the case of the election of officers on the National Executive, to each member of the Party who is recognized under the National Constitution or the bylaws of the Party as a candidate in such election, information concerning the identification of members of the Party who are eligible to vote in such election;
- (c) in the case of the election of officers on the executive of a Commission, to each member of the Party who is recognized under the Constitution of the Commission as a candidate in such election, information concerning the identification of members of the Party who are eligible to vote in such election.

3.4 Requirement for confidentiality agreement. Each person who requests information under Subsections 3.1 or 3.3 must sign, and unconditionally deliver to the office to which the request is made, a confidentiality agreement in the form prescribed by the Membership Secretary.

3.5 Joint PTAs. Despite anything in this Bylaw, a Joint PTA may provide information in accordance with the Constitution of the PTA and all applicable privacy laws concerning the

identification of members who live in the province or territory of the PTA and are entitled to participate in the activities of the provincial or territorial wing of the PTA or otherwise concerning the participation of such members in those affairs.

3.6 **Meaning of “information concerning the identification of members”.** In this Bylaw, “information concerning the identification of members” means the name, address, telephone numbers, email address, age and dates of membership and renewal.

Part III Membership

4. TERM OF MEMBERSHIP

4.1 **Memberships based on calendar year.** Except as otherwise provided in this Bylaw and despite anything stated on a provincial or territorial application for membership form or application for renewal of membership form, a membership remains current for a period which expires on December 31.

4.2 **Memberships on or after January 1 but before ~~October~~September 1.** If a membership takes effect on a date on or after January 1 in any year, then the membership remains current, in the case of a one year membership, from the date it takes effect until December 31 of the same calendar year and, in the case of two, three, four and five year memberships until December 31 of the second, third, fourth and fifth calendar years after that date.

4.3 **Memberships on or after ~~October~~September 1.** If a membership takes effect on a date on or after ~~October~~September 1 in any year but before January 1 of the next year, then the membership remains current, in the case of a one year membership, from the date it takes effect until December 31 of the first calendar year that begins after that date and, in the case of two, three, four and five year memberships until December 31 of the second, third, fourth and fifth calendar years that begin after that date.

4.4 **Lifetime memberships.** Despite subitem 4(6) of schedule A of the National Constitution (and, in particular, the reference to a period of four years), if a person was immediately before December 2, 2006 (the “effective date” of the National Constitution) a “lifetime” member of the Party under the Constitution of their PTA in effect on that date, then the member’s current membership term expires when the member dies.

4.5 **Expiry of pre-existing memberships.** Except as provided in Subsection 4.4, all memberships current before National Membership Implementation Date which are not renewed in accordance with this Bylaw expire on December 31, 2010.

4.6 **Transition of pre-existing memberships expiring on or after July 1.** If (a) a person was a member of the Party before the National Membership Implementation Date, (b) their membership was not on a calendar year basis and (c) their membership expires after the National Membership Implementation Date in accordance with the provisions of the Constitution of their PTA on or after July 1 but before December 31, then the first renewal of that membership after the National Membership Implementation Date is current from the expiry until December 31 in

the year of expiry in addition to the number of years of the renewal. As an example, if the membership of a member of the Party in British Columbia expires on August 15, 2009, and that member renews their membership for two years, the renewed membership would expire on December 31, 2011.

5. APPLICATIONS FOR MEMBERSHIP

5.1 **Mandatory use of National Membership forms.** Except as provided in Subsections 5.2 and 5.3, all applications for membership must be made on an original of the National Membership Application form approved by the National Management Committee and all applications for renewal of membership must be made on the original of the National Membership Renewal form approved by the National Management Committee.

5.2 **Permitted use of provincial or territorial forms.** In each province and territory, until a date prescribed by the Membership Secretary for that province or territory, applications for individual membership may be made on either the National Membership Application form or the application form approved by the PTA of that province or territory and all applications for renewal of individual membership may be made on either the National Membership Renewal form or the renewal form approved by the PTA of that province or territory.

5.3 **Electronic forms.** Applications for membership and for renewal of membership may be submitted electronically through the public website of the Party in a form approved by the National Management Committee if the method of submission provides for the online payment of the full amount of the current membership fees by charge to the applicant's credit card or by direct debit to the applicant's bank account.

5.4 **Content of National Membership forms.** Each National Membership Application form and each National Membership Renewal form must contain:

- (a) [except in the case of downloadable forms](#), the name of the province or territory in which the PTA Office distributing the form (the "Distributing Office") is located;
- (b) [except in the case of downloadable forms](#), a unique identification number;
- (c) a method of electing for the automatic renewal of membership by charge to the member's credit card or by pre-authorized debit to the member's bank account;
- (d) in the case of forms for use by a Joint PTA, information reasonably required by that PTA to process memberships in that provincial party and to collect the related fee.

5.5 **Validity of National Membership Application forms.** A National Membership Application form is valid only as an application for membership by a person who lives in the province or territory in which the Distributing Office is located.

6. RENEWALS

6.1 **Renewal notices.** For all memberships for which the current term expires on or after December 31, 2009, the National Office is responsible to send a renewal notice on or before November 1 of the calendar year in which the term expires. The National Office may send such notices electronically, but if a membership is not renewed by November 15 of the calendar year in which the term expires, then the National Office must send such notice by mail.

6.2 **Automatic renewal of membership.** If an application for membership or an application for renewal of membership contains an election for automatic renewal of membership by charge to the member's credit card or by pre-authorized debit to the member's bank account, then no further application for renewal of membership is required and their membership will be automatically renewed if a valid charge for the renewal fee is processed.

6.3 **Renewal grace periods until June 30, 2009.** If the Constitution of a member's PTA permits that member to renew their membership after it expires with the effect that the person renewing thereby retains their eligibility to vote at a meeting or be elected as a delegate, then that member may renew their membership in accordance with that Constitution on or before June 30, 2009, and if they do so before the close of voting at a meeting, then that person is deemed to be eligible to vote at the meeting or be elected as a delegate at the meeting, as the case may be.

7. METHOD OF PAYMENT

7.1 **Fee required with all applications.** All applications for membership and all applications for renewal of membership must be accompanied by the required membership fee.

7.2 **Acceptable methods of payment.** The following are the only acceptable methods of payment of membership fees:

- (a) by charge to the applicant's credit card or debit card or by personal cheque of the applicant;
- (b) by charge to the credit card or debit card or by personal cheque of a person in the applicant's immediate family who lives at the same address as the applicant; or
- (c) by cash, provided the applicant confirms on the Membership Application or Renewal Form that the fee is being paid from the applicants own funds or that of an immediate family member.

8. PROCESSING OF APPLICATIONS

8.1 **Delivery of applications for membership.** A person must provide with an application for membership payment in full of the current membership fee by a method provided for in Section 7. A person may deliver a National Membership Application form to any PTA Office but, in the case of an application form approved by the PTA of a province or territory and permitted under Subsection 5.2, must deliver such form to a PTA Office of that province or territory.

8.2 Recording of receipt. If a PTA Office receives an application for membership, the PTA Office must forthwith mark the application to accurately record (a) the time and date of its receipt and (b) the amount and form of payment received with the application.

8.3 Transmittal by receiving PTA Office to processing PTA Office. If a PTA Office (the “Receiving Office”) receives a National Membership Application for which it was not the Distributing Office, then the Receiving Office must forthwith notify the principal PTA Office for the province or territory in which the Distributing Office of the form is located and then promptly transmit the original National Membership Application and accompanying payment to that PTA Office and the time and date of receipt of the application by the Receiving Office is the relevant time and date of receipt for the purposes of Subsection 8.8.

8.4 Transmittal of electronic applications to processing PTA Office. In the case of applications for membership submitted electronically in accordance with Subsection 5.3 (an “Online Application”), the National Office must forthwith transmit the information contained in the application and the accompanying payment to the principal PTA Office for the province or territory in which the applicant appears to live.

8.5 Transmittal by EDA or Commission Club to processing PTA Office. If an EDA or a Commission Club receives a National Membership Application, it must promptly transmit the original National Membership Application and accompanying payment to the principal PTA Office for the province or territory in which the Distributing Office of the form is located and the time and date of receipt of the application by the EDA or Commission Club is not relevant for the purposes of Subsection 8.8.

8.6 Membership Processing Office. The following PTA Offices are responsible for verifying applications for membership and entering information from those applications into the National Membership Registry, and a PTA Office that is so responsible is, in respect of an application, referred to as a “Membership Processing Office”:

- (a) in the case of an application made on a National Membership form, the Distributing Office;
- (b) in the case of an application made as an Online Application, the principal PTA Office of the province or territory in which the applicant appears on the face of the application to live;
- (c) in the case of an application made on a form approved by the PTA of a province or territory and permitted under Subsection 5.2, the principal PTA Office of that province or territory.

8.7 Responsibility of Membership Processing Office to verify applications. The Membership Processing Office is responsible to verify to its reasonable satisfaction that (a) in the case of an application made on a National Membership form, the applicant appears on the face of the application to live in the province or territory in which the Distributing Office is located, (b) unless the application is made as an Online Application, the application is made on an original form required or permitted under this Bylaw, (c) all required information on the application has been completed, (d) the current membership fee has been paid in full by a method provided for in

Section 7 and (e) the applicant for membership meets the requirements of section 4 of the National Constitution.

8.8 Effective date of membership. If an application for membership is verified in accordance with Subsection 8.7, then membership in the Party takes effect as follows:

- (a) if the application for membership and accompanying payment are received by a PTA Office before 5:00 p.m., local time, on a Business Day, on the date the application for membership is received by the PTA Office;
- (b) if the application for membership and accompanying payment are received by a PTA Office after 5:00 p.m., local time, on a Business Day, on the first Business Day after the application for membership is received by the PTA Office;
- (c) if the application for membership and accompanying payment are delivered to by a PTA Office by a commercial courier and the courier's waybill or other document produced by the courier clearly indicates the date and time the application and accompanying payment were received for shipment and if
 - (i) that date and time are before 5:00 p.m., local time, on a Business Day, on the date the application for membership was received for shipment by the courier;
 - (ii) that date and time are after 5:00 p.m., local time, on a Business Day, on the first Business Day after the application for membership was received for shipment by the courier;
- (d) if an Online Application and accompanying payment are submitted electronically before 5:00 p.m., local time, on a Business Day for the Membership Processing Office for that application, on the date of submission;
- (e) if an Online Application and accompanying payment are submitted electronically after 5:00 p.m., local time, on a Business Day for the Membership Processing Office for that application, on the first Business Day after the date of submission.

8.9 If application not verified. If an application for membership is not verified in accordance with Subsection 8.7, then the application and accompanying fee must be returned to the applicant forthwith.

8.10 Retention of records. The Membership Processing Office must retain a copy of each application for membership (either in original form or in a legible archival form) for one year after the expiry of the membership or, in the case of forms which contain an election for automatic renewal, for 20 years.

9. IDENTIFICATION STANDARDS

9.1 General. In addition to other qualifications set out in National Constitution and any bylaws of the Party, and subject to Subsection 1.1.2, to be eligible to vote at any delegate

selection meeting for a national convention of the Party or any candidate selection meeting for an EDA, a member must provide to a deputy returning officer at the meeting the following proof of his or her identity and residence:

- (a) one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the member and their name and address; or
- (b) two pieces of identification included in the most recent notice published by the Chief Electoral Officer of Canada as identification authorized by the Chief Electoral Officer under the *Canada Elections Act* each of which establish the member's name and at least one of which establishes the member's address.

9.2 **Identification under *Indian Act*.** For the purposes of Paragraph 9.1(b), a document issued by the Government of Canada that certifies that a person is registered as an Indian under the *Indian Act* constitutes an authorized piece of identification.

9.3 **Proof by vouching of another member.** A member may instead prove their identity and residence by signing a prescribed verification of their identity and residence if the member is accompanied by a member who is entitled to vote at the meeting and who

- (a) provides to the deputy returning officer the piece or pieces of identification referred to in Paragraph 9.1(a) or 9.1(b), respectively; and
- (b) vouches for him or her in writing in the prescribed form.

9.4 **Limits on vouching.** No member may vouch at a meeting for more than one member who is not a close relative of the vouching member or for more than six close relatives of the vouching member. For the purposes of this Subsection, a "close relative of the vouching member" is any of the following persons who has the same home as the vouching member:

- (a) the spouse of the vouching member where "spouse" means a person who
 - (i) is married to another person, and is not living separate and apart, within the meaning of the *Divorce Act* (Canada), from the other person, or
 - (ii) is living and cohabiting with another person in a marriage-like relationship, including a marriage-like relationship between persons of the same gender;
- (b) a relative of the vouching member who has not yet celebrated their 19th birthday;
- (c) a relative of the spouse of the vouching member who has not yet celebrated their 19th birthday.

9.5 **Vouched member may not vouch.** A member who has been vouched for at a meeting may not vouch for another member at that meeting.

9.6 **Deemed proof of residence.** If the address contained in the piece or pieces of identification provided under Subsection 9.1 or Paragraph 9.3(a) does not prove the member's residence but is consistent with information related to the member that appears in the National Membership Register, the member's residence is deemed to have been proven.

9.7 **No signature challenges.** No challenge is permitted at a meeting that the signature of a person claiming the right to vote does not match the signature on the application for membership or application for renewal in their name.

9.8 **Student Clubs.** In the case of a Student Club, a person must also provide the proof of current enrolment at the post-secondary institution in respect of which the Student Club is accredited.

9.9 **Proof of age.** Where age is in dispute, acceptable proof may only be a birth certificate, a Canadian-issued baptismal certificate, a Canadian citizenship card or certificate, Government of Canada immigration papers, a passport or such other documentation prescribed by the National Returning Officer.

10. COMMISSIONS

10.1 **Membership in APC, YLC and SLC.** Any member of the Party who satisfies the requirements for membership of the Aboriginal Peoples' Commission, the Commission of Young Liberals of Canada or the Senior Liberals' Commission is deemed to be a member of that Commission without payment of any membership fee in addition to the fees for membership in the Party.

10.2 **Membership in NWLC.** Unless the National Women's Liberal Commission has imposed additional membership requirements on the effective date of a member's membership, any member of the Party who is a woman is deemed to be a member of the National Women's Liberal Commission without payment of any membership fee in addition to the fees for membership in the Party.

10.3 **Requirements for club membership.** Each Commission Club must clearly set out in its Constitution all requirements for membership in the Club and notify those requirements to the Relevant PTA Office.

10.4 **Notice of intention to join a club.** A member of the Party who notifies the Relevant PTA Office in writing of their intention to join a Commission Club and who is verified by that PTA Office as satisfying the requirements for membership set out in the Constitution of the Commission Club will, effective on the date of the notification, become a member of the Commission Club and have all rights of membership including the right to attend, speak, and vote at a general meeting of the Commission Club.

10.5 **Online notice of intention to join a club.** With the approval of the Membership Secretary, a Commission may provide for notification of an intention to join a Commission Club through a public website of the Commission, and the Commission must promptly transmit any notification received on its website to the Relevant PTA Office.

10.6 **Membership restricted to one club at a time.** A member of the Party may only be a member of one club established by each Commission at any one time.

10.7 **No fees for membership of a club.** A Commission Club may not require the payment of any membership or other fee in order to be entitled to exercise voting rights within that club.

11. ASSOCIATE MEMBERSHIP

11.1 **Application for associate membership.** Subject to Subsection 11.3, the member may join as an associate member any EDA in Canada (including an EDA which represents an electoral district in a province or territory outside the province or territory in which the member lives) by:

- (a) delivering an application for associate membership in a form approved by the National Membership Secretary together with the current associate membership fee to the Relevant PTA Office; or
- (b) submitting an on-line membership application on the public web site of the Party together with the current associate membership fee.

11.2 **Responsibility for notices to associate members.** The PTA of each EDA is responsible to give notice to each associate member of the EDA of each general meeting of the EDA and the PTA may delegate this responsibility to the EDA.

11.3 **Limit on associate memberships.** A member may only be an associate member in one EDA.

11.4 **Transfer of associate membership.** A member of the Party may transfer associate membership from one EDA to another by giving written notice to the Relevant PTA Office. When a member transfers membership from one EDA to another, associate membership in the first association will end, and membership in the second association will begin, on the date the notice is received at the Relevant PTA Office.

11.5 **Term, expiry date and fees.** The National Executive may establish a term and expiry date for associate membership and may impose a fee for the associate member in addition to any fee set for any regular member who lives in the electoral district represented by the EDA in an amount not to exceed the fee set for the regular member for a similar term.

11.6 **Limits on associate membership rights.** Although an associate member of an EDA has the right to receive notice of and to attend all general meetings of the EDA, an associate member does not have the right to vote at any general meeting of the EDA (including a delegate selection meeting or a candidate selection meeting for the EDA) or on any part of the Leadership Vote conducted within the EDA.

11.7 **Associate membership not required for participation in affairs of EDA.** Nothing in this Bylaw requires a member of the Party who does not live in the electoral district represented by an EDA to be an associate member of that EDA in order to be elected to any office in that

EDA or to otherwise participate in the affairs of the EDA to the extent permitted by the National Constitution, the Constitution of their PTA and the Constitution (if any) of the EDA.

12. NATIONAL MEMBERSHIP REGISTRY

12.1 Meaning of NMR. The National Membership Registry (NMR) is the national register of the members of the Party maintained by the National Office in accordance with subsection 7(1) of the National Constitution and, as the context requires, means the information recorded in that register and all corrections recorded in that register.

12.2 Authority of NMR. For the purposes of confirming membership and the right to vote or otherwise participate in any meeting of the Party (including delegate selection meetings or candidate selection meetings), only information provided by the National Office or a PTA Office from information in the National Membership Registry may be used.

Document comparison by Workshare Compare on January 12, 2012 2:29:35 PM

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Document 1 ID	file://H:\My Documents_Documents for Workshare comparison\DMCANWEST-#5714-v1-Liberal_Party_of_Canada_Party_Bylaw_National_Membership_Rules_(Bylaws_3_and_4).DOC
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Document 2 ID	file://H:\My Documents_Documents for Workshare comparison\DMCANWEST-#5714-v6-Liberal_Party_of_Canada_Party_Bylaw_National_Membership_Rules_(Bylaws_3_and_4).DOC
Description	DMCANWEST-#5714-v6-Liberal_Party_of_Canada_Party_Bylaw_National_Membership_Rules_(Bylaws_3_and_4)
Rendering set	Standard

Legend:	
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Moved cell	
Split/Merged cell	
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Moved from	0
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Format changed	0
Total changes	33

**Liberal Party of Canada
Biennial Convention
January 2012**

**Party Bylaw 5
Procedure for the election of Party and Commission Officers at a National
Biennial Convention**

Marked to show amendments which are hereby submitted to the 2012 Biennial Convention of the Party under subsection 26(4) of the National Constitution. Under that subsection, the Party, by ordinary resolution, must confirm, amend or reject the amendments.

This Bylaw establishing the procedures referred to in subsection 22(3) of the National Constitution was made pursuant to sections 26 and 67 of the National Constitution by a resolution approved in writing by a majority of the National Board of Directors on March 10, 2009, on March 17-18, 2011 and amended by a resolution at a meeting of the National Board of Directors on July 9, 2011, and to the extent applicable to the election of officers of a Commission, has been adopted by that Commission.

1. APPLICATION AND INTERPRETATION

1.1 Unless otherwise determined by the National ~~Executive~~Board of Directors, this Bylaw applies to the election of Executive Officers (as defined in paragraph 22(1)(a) of the National Constitution) at a National Biennial Convention of the Liberal Party of Canada and, if adopted by a Commission, to the election of officers of that Commission at a National Biennial Convention of that Commission.

1.2 This Bylaw 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 For the purposes of this Bylaw, the following terms have the following meanings:

- (a) “Candidate’s Chief Agent” means an individual appointed in writing by a Candidate in Form 6 delivered to the Convention Returning Officer;
- (b) “Co-Chairs” mean the co-chairs of the Convention;
- (c) “Commission” means, as the context may require, any or all of the Commission of Young Liberals of Canada, the National Women’s Liberal Commission, the Aboriginal Peoples’ Commission or the Senior Liberals’ Commission;
- (d) “Commission Officers” means the officers who, under the Constitution of a Commission, are to be elected at a National Biennial Convention of the Commission;

- (e) “Commission Returning Officer” means a person appointed under subsection 2.3 of the Rules of Procedure for the Election of Delegates;
- (f) “Constitution” means, as the context may require, in relation to a Commission, the constitution, rules, bylaws or other constituting documents of the Commission;
- (g) “Convention” means the National Biennial Convention of the Party or of one of its Commissions, as the case may be;
- (h) “Convention Returning Officer” means the person appointed under subsection 66(3) of the National Constitution;
- (i) “General Secretary” means the general secretary of the Convention appointed by the National ~~Executive~~Board of Directors pursuant to subsection 66(1) of the National Constitution;
- (j) “National Constitution” means the constitution of the Liberal Party of Canada as adopted at the 2006 Leadership and Biennial Convention as amended from time to time;
- (k) “National ~~Executive~~Board of Directors” means the National ~~Executive~~Board of Directors of the Liberal Party of Canada constituted under chapter 6 of the National Constitution;
- (l) “National Returning Officer” means the person appointed under subsection 66(2) of the National Constitution;
- (m) “Party” means the Liberal Party of Canada;
- (n) “Party and Commission Officers” means the Executive Officers and the Commission Officers;
- (o) “Party Officers” has the same meaning as Executive Officers as defined in paragraph 22(1)(a) of the National Constitution;
- (p) “Permanent Appeal Committee” means the Permanent Appeal Committee of the Liberal Party of Canada constituted under chapter 10 of the National Constitution;
- (q) “Returning Officer” means, as the context requires, a designate of the Convention Returning Officer, but does not include the Convention Returning Officer;

1.4 **Terms defined in National Constitution.** Terms which are not defined in this Bylaw have the same meaning as in the National Constitution.

1.5 **Short title.** This Bylaw may be referred to as the “Rules of Procedure for the Election of Party and Commission Officers”.

2. APPOINTMENT OF RETURNING OFFICERS

2.1 **Authority of the Convention Returning Officer.** Subject to direction given by resolution of the National ~~Executive~~Board of Directors and subject to an appeal to the Permanent Appeal Committee, the Convention Returning Officer may:

- (a) establish rules (consistent with this Bylaw, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any relevant Commission) generally applicable to the election of Party and Commission Officers;
- (b) enact interpretation bulletins (consistent with this Bylaw, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any relevant Commission) in order to clarify any provision of this Bylaw or the National Constitution.
- (c) make decisions on logistical matters which are not provided for in this Bylaw, but consistent with this Bylaw, other Bylaws, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any relevant Commission.

2.2 **Delegation by Convention Returning Officer.** The Convention Returning Officer may in writing, in his or her discretion, delegate all or part of her or his authority to a Deputy Convention Returning Officer and to other individuals (including the National Returning Officer and the Regional Returning Officers appointed under the Rules of Procedure for the Election of Delegates), and the Convention Returning Officer has the power to appoint persons (including delegates) as registration clerks, associate returning officers, deputy returning officers and poll clerks and may appoint any other assistants to assist the Convention Returning Officer in his or her duties, and the Convention Returning Officer may revoke that delegation or overturn those appointments in her or his absolute discretion at any time. Any such individuals may act only if they have signed a declaration of neutrality in Form 7.

2.3 **Delegation to Commission Returning Officers.** In the case where a Commission Returning Officer has been appointed under subsection 2.3 of the Rules of Procedure for the Election of Delegates, this individual is responsible to act as the chief electoral officer (referred to as a “Commission Returning Officer”) in respect to the election of Commission Officers at the National Biennial Convention of the Commission held at the same time as the National Convention in respect of which the individual was appointed a Commission Returning Officer. In the absence of a Commission Returning Officer, the Convention Returning Officer is responsible to oversee the conduct of the voting to take place at the National Biennial Convention of the Commission.

2.4 **Finality of decision of the Convention Returning Officer.** Subject to direction given by resolution of the National ~~Executive~~Board of Directors and subject to an appeal to the Permanent Appeal Committee, a decision of the Convention Returning Officer is final and the interpretation bulletins enacted under Paragraph 2.1(b) apply as if they were part of this Bylaw.

3. NOMINATION OF CANDIDATES

3.1 **Definition of “Candidate”.** In this Bylaw, a person who has been approved by the Convention Returning Officer as a Candidate under Subsection 3.4 and who has not been disqualified under Subsection 3.6 is referred to as a “Candidate” and all such person are referred to collectively as “Candidates”.

3.2 **Qualifications.** To be eligible for election as a Party Officer or Commission Officer, a person must satisfy the requirements of the National Constitution and the Constitution of the relevant Commission, as the case may be, and, in addition, must at least ~~30~~62 days before the opening day of the Convention, deliver to the Convention Returning Officer or their designate care of the National Office original copies of:

- (a) a nomination form, in Form 1, signed by a nominator and a seconder, both of whom must be members of the Party, and signed by the Candidate consenting to their nomination;
- (b) a form indicating support for the Candidate, in Form 2, signed by at least ~~25 persons (other than the nominator and seconder) who have the right to be delegates to the Convention of the Party or the Convention of the Commission, as the case may be~~ 15 members of the Party and 10 delegates, including ex-officio delegates;
- (c) a damage waiver form, in Form 3, waiving any responsibility of the Party for damage caused by the campaign of the Candidate;
- (d) a declaration of compliance, in Form 4, indicating that the Candidate agrees to abide by the Liberal Party of Canada Code of Conduct;
- (e) a confidentiality and data-use undertaking, in Form 5; and
- (f) a fully refundable deposit in the sum of \$200, which will be returned to the Candidate following the adjournment of the Convention;
- (g) such further undertakings in writing required by the National ~~Executive~~Board of Directors.

3.3 **Access to List of Ex-Officio Delegates.** Upon presentation of the duly completed documents and deposits required under Paragraphs 3.2(a), (c), (d), (e) and (f), a Candidate is entitled to receive a list of ex-officio delegates (that is, the persons who have the right to be delegates to the Convention under paragraphs 62(1)(a) to (e) and 62(1)(g) to (j) of the National Constitution) for the purpose of collecting the signatures required under Paragraph 3.2(b) and for the purpose of soliciting their support and votes at the Convention.

3.4 **Review of nomination.** The Convention Returning Officer is responsible to review all documents delivered as contemplated by Subsection 3.2 for compliance with the requirements of this Bylaw, the National Constitution and the Constitution of the relevant Commission, if applicable. If the documents delivered by a prospective Candidate meet all requirements of this

Bylaw, the National Constitution and the Constitution of the relevant Commission, if applicable, then the Convention Returning Officer must, within 48 hours following the time of receipt, notify that prospective Candidate that they have been approved as a Candidate. If the documents delivered by a prospective Candidate do not meet all requirements of this Bylaw and the National Constitution, then the Convention Returning Officer must notify that prospective Candidate in writing that they are not accepted as a Candidate and the reasons for that lack of acceptance. Subject only to a direction otherwise by the Permanent Appeal Committee, a decision of the Convention Returning Officer under this Section 3 is final.

3.5 Authorizing a representative. Following their approval under Subsection 3.4, a Candidate may appoint in writing, in Form 6, a Chief Agent to act as their official representative until the end of the contest.

3.6 Sanctions. If the Convention Returning Officer determines that a Candidate or any of the representatives of the Candidate has not complied with the National Constitution, this Bylaw, the Constitution of a relevant Commission, if applicable, the other Party Bylaws or any undertakings given under this Bylaw, then depending on the gravity of non-compliance, the Convention Returning Officer may impose one or more of the following sanctions on the Candidate:

- (a) make the non-compliance public;
- (b) direct that the speaking time allotted to the Candidate at the Convention be reduced in comparison to the time allotted to the other Candidates;
- (c) direct that facilities made available to, or amenities provided to, the Candidate at the Convention be restricted or less advantageous in comparison to the facilities made available to, or amenities provided to, the other Candidates; or
- (d) disqualify the Candidate.

4. CAMPAIGNING BY CANDIDATES

4.1 Posting of campaign material on website. The Party is responsible to provide on its public website a page to each Candidate accepted under Subsection 3.4 which may include:

- (a) a biography of a maximum of 350 words;
- (b) a high-resolution photograph of the Candidate;
- (c) contact information; and
- (d) a link to the personal website for the Candidate.

[4.1.1 Each Candidate accepted under Subsection 3.4 can use the LPC logo for all campaign materials.](#)

4.2 Posting of campaign material at Convention. Candidates may post campaign material approved by the Convention Returning Officer in space allocated by the General Secretary no

earlier than the opening of the registration period for delegates at the Convention as specified in the official agenda of the Convention. All campaign material must have been submitted to the Convention Returning Officer for approval no later than four days prior to the start of Convention. Any costs related to the non-compliance of a Candidate with instructions provided by the Convention Returning Officer or the General Secretary will be subtracted from the deposit contemplated by Paragraph 3.2(f) and additionally charged to the Candidate if the costs are higher than the sum of the deposit.

4.3 **Allocation of non-delegate interchangeable passes.** Each Candidate will be allocated two non-delegate interchangeable passes providing access to the Convention for the days on which campaigning and voting is ongoing in respect to the election of Party and Commission Officers. Lost passes will not be replaced.

5. ELECTION OF PARTY AND COMMISSION OFFICERS

5.1 **Presentation of Candidates.** The Co-Chairs of the Convention of the Party or one of its Commissions, as the case may be, are responsible for presenting the Candidates to the relevant Convention at a session of the relevant Convention scheduled for the speeches by Candidates in the reverse of the order of the list of offices found in paragraph 22(1)(a) of the National Constitution, in the case of Party Officers, or of the lists of offices found in the Constitution of each Commission, in the case of Commission Officers, as follows:

- (a) if there is only one Candidate for an office, the Candidate will not be entitled to address the Convention and the Co-Chairs will declare such Candidate elected by acclamation.
- (b) if there is more than one Candidate for an office, then before the speeches, the Co-Chairs will draw lots to determine the order of presentation and during the speeches:
 - (i) the Co-Chairs will announce the names of all the Candidates for the office in the alphabetical order of the family names of the Candidates;
 - (ii) in the order determined by the drawing of lots, the Co-Chairs will call upon the Candidates to come to the podium to make a presentation;
 - (iii) the presentation of each Candidate will be timed from the moment that the Co-Chairs call upon them to come to the podium to make their presentation, and the length of the presentation will include the time used in coming to the podium and the speech of the Candidate.

5.2 **Duration of presentations.** The Convention Returning Officer has sole discretion over the duration of speeches by Candidates, and following the close of the nomination period provided under Subsection 3.2, is responsible to determine that duration based on the time dedicated to all speeches in the official agenda of the Convention and the number of Candidates who have not been acclaimed.

5.3 **Eligibility to vote for Party Officers.** All delegates accredited at a Convention of the Party have the right to cast a vote in the election of Party Officers.

5.4 **Eligibility to vote for Commission Officers.** All delegates accredited at a Convention of a Commission who meet the demographic requirements specified in the Constitution of that Commission have the right to cast a vote in the election of Commission Officers of that Commission.

5.5 **Ballots for delegates.** A registered delegate will be issued only with ballots for offices for which they are entitled to vote.

5.6 **Secret ballot.** Voting for the election of Party and Commission Officers will be by secret ballot.

5.7 **Voting procedure.** For each office, there will be only one ballot and the Candidate who receives a plurality of the votes cast in that ballot will be elected. In the case of a tie vote, the winner will be decided in a manner determined by the Convention Returning Officer.

5.8 **Chief Scrutineer.** Unless otherwise stated by the Candidate or their Chief Agent, the Chief Agent for each Candidate must act as Chief Scrutineer for that Candidate.

5.9 **Scrutineers.** The Chief Scrutineer for each Candidate will be allocated with the number of interchangeable scrutineer passes permitted by the Convention Returning Officer. The Chief Scrutineer may distribute these passes to delegates or persons having received access under Subsection 4.3 for them to be present in the voting area immediately before and during voting and to observe the counting of the ballots for that office on behalf of a Candidate.

6. GENERAL CONDUCT OF ELECTIONS

6.1 **Integrity of ballots.** The Convention Returning Officer must at all times guarantee the integrity of the ballots and ballot boxes by ensuring:

- (a) the production of ballots that cannot readily be reproduced; and
- (b) that ballots and ballot boxes are kept securely.

6.2 **Qualifications to vote.** All registered delegates wishing to vote must wear their official delegate pass, and any person not wearing such a delegate pass may only vote upon the specific determination of the Convention Returning Officer that the person is a properly registered and accredited delegate and has not previously voted.

6.3 **Time and place of voting.** Voting will take place at the time and in the place provided in the official agenda of the Convention. The Convention Returning Officer may, in his or her discretion, determine that voting opens at a different time than that provided in the official agenda of the Convention and closes later ~~than~~ the time provided in the official agenda of the Convention. The Convention Returning Officer, in his or her discretion, may suspend voting at any time. Each registered delegate within the voting area at the close of voting is entitled to vote.

6.4 **Advance polls.** If, for religious reasons or a personal, family or medical emergency, or for some other similar reason, a registered delegate is unable to vote at the times specified in the official agenda of the Convention for the election of Party and Commission Officers, he or she, upon signing an affidavit setting out such reason, and, subject to the approval of the Convention Returning Officer, may be permitted to vote at an advance poll at the time and place designated by the Convention Returning Officer.

6.5 **Conduct of scrutineers.** Each scrutineer must wear the scrutineer pass provided by the Convention Returning Officer, indicating only the name of the candidate on whose behalf he or she acts. While in the voting area during voting, a scrutineer must not wear any pass (other than that provided by the Convention Returning Officer), accoutrement or garment or act in any manner that indicates support for a particular candidate and must not interfere in any way with the voting and counting procedures. The Convention Returning Officer has complete authority to control the activities of scrutineers to ensure there is no interference and no breach of this Bylaw.

6.6 **Control over voting areas.** The Convention Returning Officer may designate an area as the “voting area” for all purposes of this Bylaw. Only the Convention Returning Officer, the associate returning officers, deputy returning officers, poll clerks, scrutineers, registered delegates in the process of voting and those so authorized by the Convention Returning Officer may enter the voting area. No campaigning is allowed at any time in the voting area. The Convention Returning Officer has full authority over such areas and any other area designated by her or him as necessary for the voting procedure. Access may be restricted accordingly. Throughout the voting process the Convention Returning Officer may take all steps necessary to maintain order in the voting stations and voting and counting areas.

6.7 **Assistance in voting.** Any registered delegate requiring assistance to vote may be accompanied by another registered delegate of his or her own choosing to the appropriate voting station under the supervision of the Convention Returning Officer or may request the assistance of the Convention Returning Officer.

6.8 **After polls close.** Once the voting stations have closed and the counting of ballots has begun and until the result of a ballot has been announced officially, no person in the voting or counting areas, except for the Convention Returning Officer, her or his assistants and anyone authorized by her or him, may leave the voting or counting areas or communicate in any way whether verbally, visually, electronically or otherwise with anyone outside the voting or counting areas or carry or use any communications device including, without limitation, a cell phone or a Blackberry.

6.9 **Challenges.** If a scrutineer wishes to challenge the actions of a designate or appointee of the Convention Returning Officer, such a challenge must be presented to the Convention Returning Officer by the Chief Scrutineer for the Candidate.

6.10 **Announcement of results.** In respect of each office to be elected, the Convention Returning Officer must report to the Co-Chairs the total number of delegates eligible to vote, the number of ballots cast for each Candidate, the number of ballots spoiled and the name of the successful Candidate. The Co-Chairs must then announce, at the time specified in the official agenda of the Convention, the name of the successful Candidate and may announce any of the

other information provided by the Convention Returning Officer. The Convention Returning Officer must not otherwise disclose any portion of the results, other than for the purpose specified in Subsection 6.12.

6.11 Challenges following the announcement of results. If, following the announcement of the results, a Chief Scrutineer wishes to challenge the results of the election for which the Candidate they represent appeared on the ballot, she or he must present a written request to the Convention Returning Officer no later than two hours following the later of (a) the announcement of the results and (b) the close of the period provided in the official agenda of the Convention for the announcement of the results in respect to the election of Party and Commission Officers.

6.12 Destruction of ballots. Upon the adjournment of the Convention and in the absence of instructions to the contrary from the Co-Chairs, following the period provided under Subsection 6.11, the Convention Returning Officer may destroy the ballots.

Form 1
NOMINATION OF A PARTY OR COMMISSION OFFICER

**Election of Officers of the Liberal Party of Canada
Élection des dirigeants du Parti libéral du Canada**

**ACCEPTANCE OF NOMINATION
ACCEPTATION DE LA CANDIDATURE**

**I, the said
Je, soussigné** _____

**hereby consent to my name being submitted for nomination for the position of
consens par la présente à me porter candidat au poste de**

**of the Liberal Party of Canada or of its Commissions
du Parti libéral du Canada ou de l'une de ses Commissions**

**Signature of candidate
Signature du candidat**

Given under my hand at
Donné sous mon seing à _____

**this
ce** _____

**day of
jour de** _____

**Signature of nominator
Signature du proposeur**

**Signature of seconder
Signature du secondeur**

We, who are ~~persons who have the right to be delegates to the Convention~~ members of the Liberal Party ~~or of Canada or delegates, including ex-officio delegates, to~~ the Convention of the Party or the Commission, as the case may be, at which _____ *[name of Candidate]* (the “**prospective** Candidate”) seeks election as a Party or Commission Officer and whose signatures and identifying information appear below, hereby declare our support for the nomination for election of the prospective Candidate as a Party or Commission Officer at the upcoming Convention:

Delegate <u>Member/ex-officio</u> 's name (printed)	Delegate <u>Member/ex-officio</u> 's signature	Delegate status (for example, ex-Status (i.e., member or ex-officio delegate or EDA or Commission Club from which elected as a delegate)	Province or Territory
1.			
2.			
3.			
4.			
5.			
6.			
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8.			
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11.			
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17.			
18.			
19.			
20.			

Note: Attach as many copies of this page as may be required.

FORM 3
DAMAGE WAIVER FORM

For valuable consideration, I hereby agree, as a candidate for elected office of the Liberal Party of Canada or one of its Commissions, to assume personal responsibility for any damages incurred with respect to my campaign for office.

I further agree that such damages include any damage caused by the affixing of my campaign materials to the sites of the Convention and to any public or private property in ~~Vancouver~~[the vicinity of any sites of the Convention or in the municipality in which the Convention is held.](#)

Signature: _____

Name: _____

Date: _____

FORM 4
DECLARATION OF COMPLIANCE WITH THE CODE OF CONDUCT

CODE OF CONDUCT

The Liberal Party of Canada is dedicated to the principles of individual freedom, responsibility and human dignity in the framework of a just society, and political freedom in the framework of meaningful participation by all persons. It is the expectation of the Party that all candidates for elected office of the Liberal Party of Canada or one of its Commissions, at all times, conduct themselves in accordance with these ideals and with regard for the history and traditions of the Party.

Principles of Integrity

Competing for Public Support Responsibly. We compete vigorously for public support, but we do not disparage those competing against us. Instead, we present our own strengths. We respect our confidential information. We never engage in illegal conduct. We will work with other Liberals on Party matters for the benefit of the Party and the public good.

Working with Others. We choose those with whom we work, keeping in mind our commitment to honour the public trust. We do not work with people or businesses whose values are incompatible with ours. Where a volunteer or an outside service provider will have a significant role in Party activities, we make sure that they follow this Code of Conduct.

Donations and Fundraising. We strive to keep accurate reports of who is providing financial and other support for the Liberal Party of Canada. We do this so we can have sufficient funds to carry on the business of the Party. We report actual contributions and incur and report expenses only in accordance with Party policies and the rules and regulations of the *Canada Elections Act*.

Using Information Responsibly. We protect confidential information obtained as well as private personal information about our people and others. We safeguard such information vigilantly. We use and disclose such information only for appropriate purposes and in accordance with law and personal standards. Consistent with our confidentiality obligations, we use and share our insights and knowledge within the Liberal Party of Canada for the purpose of enhancing our ability to serve our members.

Documenting Our Business. We maintain appropriate documentation of business transactions in accordance with all legal and personal requirements. We never destroy or alter, or counsel the destruction or alteration of, documents for any illegal or improper purpose. We formulate our document retention policies with these requirements in mind.

Employing Legally Protected Resources. We use a wide variety of resources, such as personal information and online resources that are developed through the hard work of persons inside and outside the Party. We respect the restrictions on use and reproduction that are a condition of our access to such information.

Volunteers/Employees

Personal Conduct

The Liberal Party of Canada expects the highest levels of personal conduct by all of us. Honesty and integrity form the cornerstones of relationships inside and outside the Liberal Party of Canada.

Volunteers

Volunteers play a vital role in the fulfillment of many of our goals. In some cases, the volunteer is highly visible. In other cases, volunteer activities are not well formalized or widely recognized. It is therefore very important to ensure our volunteers preserve and strengthen the reputation of the Liberal Party of Canada by acting consistently with this Code of Conduct.

Conduct in the Community

Everyone has the right to work in an environment free of harassment. Harassment creates an intimidating or hostile work environment and disrupts or interferes with another's work. Ethical personal conduct while doing Liberal Party of Canada activities means treating oneself and others with respect and fairness.

Harassment is any unwelcome or unwanted attention or discriminatory conduct based on an individual's race, colour, religion, sex, national origin, age, medical condition or disability, sexual orientation, or any illegal or inappropriate basis. It can include other verbal, nonverbal, or physical abuse. Something that is considered harmless by one individual may be perceived as harassment by another. The Liberal Party of Canada expects all of us to conduct ourselves in an appropriate manner and to conduct Party business with appropriate behaviour and integrity. If harassment does occur, we should report incidents as prescribed by the *Harassment Policy* adopted by the National [Executive Board of Directors](#). All candidates for elected office of the Liberal Party of Canada or one of its Commissions should familiarize themselves with the *Harassment Policy*.

Proprietary Information

We will safeguard all proprietary information by marking information accordingly, keeping it secure and limiting access to those who have a need to know in order to do their work. Proprietary information includes any information that is not generally known to the public and is helpful to the Liberal Party of Canada. It also includes information that others have entrusted to us. The obligation to preserve proprietary information continues even after relationships with Liberal Party of Canada end.

Communications

The Liberal Party of Canada recognizes the vital role that clear and effective communication plays in sustaining relationships and safeguarding public confidence in its activities. Openness and transparency of operations are a key goal, subject to the demands of political confidentiality. Effective internal communication is of vital importance to the success of the Liberal Party of Canada, and open and honest two-way communication is encouraged.

All records and communications should be clear, truthful and accurate. Political and business records and communications often become public through litigation, government investigations and the media. We will avoid exaggeration, colourful language, guesswork, legal conclusions or derogatory remarks or characterizations of people. This applies to communications of all kinds, including e-mail and "informal" notes or memos. Records should always be retained and destroyed according to the standard record retention policies.

Staff of all candidates for elected office of the Liberal Party of Canada or one of its Commissions should familiarize themselves with the *Communications Protocol* that forms part of the *National [Executive Board of Directors](#) Orientation Handbook*. When they relate to the Liberal Party of Canada rather than to the campaign of the candidates for elected office of the Liberal Party of

Canada or one of its Commissions, media communications and enquiries should be referred to the appropriate Liberal Party of Canada spokesperson. No candidate for elected office of the Liberal Party of Canada or one of its Commissions or volunteer or staff working with a candidate may represent themselves as official spokespeople of the Liberal Party of Canada unless they have been so designated by the National ~~Executive or~~ [Board of Directors or the](#) National Director.

Unauthorized Use of Liberal Party of Canada Assets

We are obligated to protect the assets of the Liberal Party of Canada. Party property, such as cash or other party funds, database information, or office equipment, may not be used for personal or any other reason other than Party business. Any misuse or misappropriation of Liberal Party of Canada funds, information, equipment, facilities or other assets may be considered criminal behaviour and can bring severe consequences.

Expenses may not be charged to the Liberal Party of Canada unless they are for Liberal Party of Canada purposes and must be accompanied by the appropriate authorizations and in the process set out by the *Expenditure Authorization Guidelines* as set out in the National ~~Executive~~ [Board of Directors](#) *Orientation Handbook*.

Liberal Party of Canada computers may not be used to access inappropriate Internet sites or to obtain or store unauthorized software (that is, pirated or unlicensed). Assigned Liberal Party of Canada property must be maintained in good condition.

Doing Business with Others

We will not do business with others who are likely to harm the Liberal Party of Canada's reputation. We will not use a third party to perform any act prohibited by law or by this Code of Conduct.

The Wider Community

Public Image

Our reputation and identity are among the Liberal Party of Canada's most valuable assets. No one should act in a way, or make any statement in any media, including Internet chat rooms and our internal electronic media, that adversely affects the reputation or image of the Liberal Party of Canada in the community at large. Only those designated by the National ~~Executive~~ [Board of Directors](#) or the National Director may act as official spokespeople for the Liberal Party of Canada.

Political Contributions

The Liberal Party of Canada seeks financial support for the Party and its Candidates, who stand behind the principles of a strong private sector and democratic government. Financial support shall only be given as permitted by *Canada Elections Act* and in accordance with *Ethical Fundraising Guidelines* approved by the National ~~Executive~~ [Board of Directors](#).

Candidates for elected office of the Liberal Party of Canada or one of its Commissions will undertake its fundraising activities with the same high ethical standards and accountability that the Party holds for all its operations. These standards will respect the donor's privacy with respect to solicitation and ensure that our fundraising staff and volunteers adhere to applicable professional codes of ethics and standards of practices.

Communicating to External Audiences

We are expected to cooperate with reasonable requests for information from government agencies and regulators. All information provided must be truthful and accurate. We will not alter or destroy documents or records in response to an investigation or other lawful request. The Liberal Party of Canada encourages us to contribute to our communities through involvement with other charitable, political, community service and personal organizations. We are free to do so as long as we make it clear that our views and actions are not those of the Liberal Party of Canada.

Compliance with Law

We act at all times in full compliance with both the letter and the spirit of legislative and regulatory requirements. We are not expected to commit or condone an unethical or illegal act or to instruct others to do so. We benefit from and comply with Canadian laws. We are expected to be sufficiently familiar with any laws that apply to our work to recognize potential dangers and to know when to seek legal advice. If in doubt, we should seek the guidance of independent legal counsel.

DECLARATION OF COMPLIANCE WITH THE CODE OF CONDUCT

I shall comply with the letter and spirit of this Code of Conduct and with the policies and procedures of the Liberal Party of Canada, and I shall communicate any suspected violations promptly to the National ~~President~~[Director](#) of the Liberal Party of Canada.

I have read and agree to comply with this Code of Conduct and I have communicated, and will communicate, the contents of this Code of Conduct to those with whom I work during my campaign as a candidate for elected office of the Liberal Party of Canada or one of its Commissions for office.

I have no knowledge of any violation. I agree that if I come into knowledge of any violation under this Code of Conduct, I shall promptly inform the National ~~President~~[Director](#) of the Liberal Party of Canada.

Witness

Candidate

FORM 5
CONFIDENTIALITY AND DATA-USE UNDERTAKING

I, _____, undertake as follows:

- I understand the importance of protecting personal information gathered from the list of delegates.
- I understand that my campaign may use the lists of delegates provided to a candidate for Party or Commission Officers only for the purposes of communicating in connection with my candidacy with delegates, including soliciting contributions, support and votes.
- I understand the Liberal Party will send one message per position to all delegates via e-mail introducing the candidates for office and that subsequent messages from my campaign via e-mail must allow delegates to unsubscribe from such messages;
- I will ensure that my campaign limits e-mail communications to all delegates eligible to vote for my candidacy to one e-mail ~~between March 15 and April 7 and one e-mail between April 14 and May 2~~in the three week period from the 49th day before the first day of the Convention and one e-mail in the three week period immediately preceding the first day of the Convention;
- I will take appropriate measures to protect the confidentiality of the personal information on the lists. I undertake that my campaign will not disclose the lists to anyone without the written permission of the Liberal Party of Canada.
- I will ensure that neither I nor my campaign keeps any copy of the lists after the close of the convention and I undertake to return or destroy my copy forthwith after the close of the convention.

Candidate: _____

Position Sought: _____

Signature: _____

This _____ [day] of _____ [month], _____ [year]

FORM 6
APPOINTMENT OF CANDIDATE'S CHIEF AGENT

TO: Convention Returning Officer
Liberal Party of Canada National Biennial Convention
~~400~~600 – 81 Metcalfe Street
Ottawa, Ontario K1P 6M8

I, _____, a Candidate under the bylaw on the procedure for the election of Party and Commission Officers at a National Biennial Convention made under the National Constitution (the "Bylaw"), do hereby appoint _____ to be my Chief Agent and to exercise on my behalf the authority granted to a Candidate's Chief Agent until such time as I appoint a replacement or this appointment is revoked in writing, whichever first occurs.

DATED: _____ of _____, 20____

Witness

Candidate

CONTACT INFORMATION FOR CANDIDATE'S CHIEF AGENT

Until otherwise directed in writing by the Candidate or the Candidate's Chief Agent named in this Appointment, communications from the Liberal Party of Canada to the Candidate's Chief Agent may be directed to:

Name: (Mr./Mrs./Ms/Dr.) _____

Mailing address: _____

City: _____

Province/Territory: _____ Postal code: _____

Telephone (residence): (_____) _____

Telephone (business): (_____) _____

Telephone (cellular): (_____) _____

Fax: (_____) _____

Email: _____

FORM 7
DECLARATION OF NEUTRALITY FOR DESIGNATES AND APPOINTEES OF THE
CONVENTION RETURNING OFFICER

TO: Convention Returning Officer
Liberal Party of Canada National Biennial Convention
~~400~~600 – 81 Metcalfe Street
Ottawa, Ontario K1P 6M8

I, _____, having agreed to accept appointment to the position of _____ for the National Biennial Convention and hereby undertake and agree that, from this date, and continuing until 72 hours after the conclusion of the Convention or any appeal arising from the elections taking place at Convention, I will refrain from partisan activity on behalf of any of the Candidates.

I understand that the Liberal Party of Canada is relying upon me to abide by this undertaking and that any failure by me to do so may undermine the integrity of the Party's process.

DATED: _____ of _____, 20____

Witness

Appointee

Document comparison by Workshare Compare on January 10, 2012 10:54:58 PM

Input:	
Document 1 ID	file://H:\My Documents\ Documents for Workshare comparison\DMCANWEST-#7170-v1-Liberal_Party_of_Canada_Party_Bylaw_5_(Rules_of_Procedure_for_Election_of_Party_Officers).DOC
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Document 2 ID	file://H:\My Documents\ Documents for Workshare comparison\DMCANWEST-#7170-v3-Liberal_Party_of_Canada_Party_Bylaw_5_(Rules_of_Procedure_for_Election_of_Party_Officers).DOC
Description	DMCANWEST-#7170-v3-Liberal_Party_of_Canada_Party_Bylaw_5_(Rules_of_Procedure_for_Election_of_Party_Officers)
Rendering set	Standard

Legend:	
Insertion	
Deletion	
Moved from	
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Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	35
Deletions	51
Moved from	0
Moved to	0

Style change	0
Format changed	0
Total changes	86