



**CONSTITUTION**  
of the  
**LIBERAL PARTY OF CANADA (QUÉBEC)**

*As adopted at the 2005 and amended at  
the 2009, 2012, 2014 and 2016  
Biennial Conventions*



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Last Update of the present Constitution: May 2016 by Marc Laperrière, president of the Legal Commission

## PREAMBLE

We, the Members of the Liberal Party of Canada (Quebec) are determined to live:

- in a just and prosperous society;
- in a bilingual, diversified and united Canada;
- in a world at peace; and

have decided to unite to attain these objectives. Therefore, we undertake to abide by the Canadian Charter of Rights and Freedoms, the Constitution of the Liberal Party of Canada and this Constitution and its by-laws.

## CHAPTER I - DEFINITIONS

As used in the Constitution of the Liberal Party of Canada (Quebec), the following terms shall have the meanings hereinafter set forth:

**Aboriginal:** A person of aboriginal status as defined by the Aboriginal Peoples' Commission in accordance with the Constitution of the Liberal Party of Canada;

**Ad hoc committee:** A group of people called upon to act for a particular goal and for a determined length of time;

**Appeal committee of the LPC(Q):** Committee of five (5) Members in good standing named by the Leader of the Liberal Party of Canada, one of whom is designated as chair, to decide on appeals referred to in Chapter XII of the present Constitution; (amended 2016 convention)

**Electoral District Association:** An association of Members of the Liberal Party of Canada within a constituency recognized by the Chief Electoral Officer;

**Eastern Quebec:** In accordance with Appendix "A" of this Constitution, the territory made up of the regions of Bas-Saint-Laurent/Gaspésie/ Côte-Nord, Chaudière-Appalaches, Saguenay/ Lac-Saint-Jean and Quebec City;

**Financial Agent:** The Financial Agent as defined under the *Canada Elections Act*;

**LPC(Q):** The Liberal Party of Canada (Quebec);

**Member:** A person whose name appears on the official membership list of the Liberal Party of Canada (Quebec) registered in the National register of members; (Amended at the 2009 Biennial Convention)

**Member in good standing:** A person whose name appears on the official membership list of the Liberal Party of Canada up to the expiration dated indicated on the list in accordance with section 8 of Chapter 2 of the national Constitution of the Liberal Party of Canada; (Amended at the 2009 Biennial Convention)

**National register of members:** The register maintained by the national headquarters of the Liberal Party of Canada in which appears the Members of the Liberal Party of Canada. This register is governed by the rules contained in section 7 of Chapter 2 of the Constitution of the Liberal Party of Canada; (Added at the 2009 Biennial Convention)

**Party or LPC:** The Liberal Party of Canada;

**Party Bodies:** The constituent and subordinate bodies identified in articles 5.1 and 5.2 of this Constitution;

**Past President:** The last president having completed at least the first twelve (12) months of their mandate; (Added at the 2012 Biennial Convention)

**Region:** A grouping of Electoral District Associations as identified in Appendix "A" of this Constitution;

**Rules of natural justice:** The fundamental rules in force in democratic societies including the right of all people involved in a dispute to be heard and the obligation for adjudicative bodies to make impartial and objective decisions;

**Secretariat of the LPC(Q):** The offices of the Liberal Party of Canada (Quebec) located in Montreal and any other place determined by the Board of Directors; (Amended at the 2012 Biennial Convention)

**Senior:** Any person who is sixty-five (65) years of age and over; (Amended at the 2009 Biennial Convention)

**Senior Liberal Club:** A club duly recognized by the Constitution of the Liberal Party of Canada, by the Seniors' Commission of the Liberal Party of Canada (Quebec), and by the Board of Directors of the Liberal Party of Canada (Quebec);

**Student Club:** A club duly recognized by the Constitution of the Liberal Party of Canada, by the Young Liberals' Commission of the Liberal Party of Canada (Quebec) and by the Board of Directors of the Liberal Party of Canada (Quebec)

**Supporter:** A person whose name appears on the official supporters list recorded on the National register of supporters; (Added at the 2012 Biennial Convention)

**Western Quebec:** In accordance with Appendix "A" of this Constitution, the territory made up of the regions of Cantons-de-l'Est, East of Montréal, West of Montréal, Lanaudière, Laurentides, Laval, Mauricie/Bois-Francis/Drummond, Montérégie, South Shore, Outaouais and Nord-du-Québec; (Amended at the 2012 Biennial Convention)

**Women's Liberal Club:** A club duly recognized by the Constitution of the Liberal Party of Canada, by the National Women's Liberal Commission, by the Women's Commission of the Liberal Party of Canada (Quebec) and the Board of Directors of the Liberal Party of Canada (Quebec);

**Written notice:** A notice written on paper or transmitted by electronic means; and

**Youth:** Any person who is twenty-five (25) years of age and under.

## CHAPTER II - GOALS AND PRINCIPLES

2.1 The goals of the LPC(Q) are as follows:

- a) to assert Quebec's role within Canada and promote the economic, social, cultural and political progress of the Quebec society;
- b) to coordinate the political involvement of its Members;
- c) to support Electoral District Associations in matters of organization, communication, financing and recruitment of members; (Added at the 2012 Biennial Convention)
- d) to participate in the preparation, distribution and implementation of the Liberal Party of Canada's program; and
- e) to promote the election of the official candidates of the Liberal Party of Canada.

2.2 The LPC(Q) and its Members, in pursuing the goals set forth in article 2.1, shall act in accordance with the following principles:

- a) the Electoral District Associations shall constitute the main base of the Party in every region of Quebec;

- b) the Electoral District Associations shall be open to all individuals, without discrimination or distinction, subject to the admissibility criteria set forth in Chapter III, Section 1 of this Constitution;
- c) the Electoral District Associations shall encourage participation by the greatest possible number of people in political debate; and
- d) the Electoral District Associations shall ensure the involvement and representation of Members at all levels of the LPC(Q).

2.3 All Members and officers of the LPC(Q) shall act responsibly, with integrity, transparency and respect for democracy.

2.4 The members of the Board of Directors of the LPC(Q), in pursuing the goals set forth in article 2.1, must archive all their respective reports filed during General Councils and Conventions. (Added at the 2009 Biennial Convention)

2.5 In the pursuit of its fundamental objectives and the conduct of its activities, the Party must promote the equal participation of men and women at all levels of the LPC(Q). (Added at the 2012 Biennial Convention)

### **CHAPTER III – MEMBERS AND SUPPORTERS**

(Abrogated at the 2009 Biennial Convention and amended at the 2012 Biennial Convention)

#### ***Section 1 :Members***

3.1.1 The rules governing the Members are those contained at Chapter 2 of the Constitution of the LPC. Appendix “B” of this Constitution reproduces the current text of said Chapter of the Constitution of the LPC. (Added at the 2009 Biennial Convention)

3.1.2 The Secretariat of the LPC(Q) will proceed to treat all requests for membership or renewal according to the national membership rules then in force and will request the national membership secretariat to emit a membership card if necessary.

In accordance with section 8 of Chapter 2 of the Constitution of the LPC, the card is issued for the applicable period. (Added at the 2009 Biennial Convention)

#### ***Section 2 :Supporters*** (Added at the 2012 Biennial Convention)

3.2.1 The rules governing Supporters are those contained in Chapter 3 of the LPC Constitution.

3.2.2. Appendix “C” of this Constitution reproduces the current text of said Chapter 3 of the LPC Constitution.

### **CHAPTER IV - ELECTORAL DISTRICT ASSOCIATION**

4.1 The Party shall recognize only one Liberal Electoral District Association in any federal constituency in the Province of Quebec.

4.2 Every Electoral District Association shall be governed by a Constitution of an Electoral District Association adopted by the General Council, and as amended at the General Meeting of the Electoral District Association in accordance with its Constitution.

4.3 A Electoral District Association shall respect the rules regarding the purposes, constitutions and certification of electoral district associations contained in Chapter 4 of the LPC Constitution.

Appendix "D" of this Constitution reproduces the current text of said Chapter of the LPC Constitution. (Added at the 2009 Biennial Convention and amended at the 2012 Biennial Convention)

## **CHAPTER V - CONSTITUENT AND SUBORDINATE BODIES**

5.1 The principal constituent bodies of the LPC(Q) are the Board of Directors, the General Council and the Convention.

5.2 The subordinate organizations are the Standing Commissions and the committees created under this Constitution.

## **CHAPTER VI - BOARD OF DIRECTORS**

### ***Section 1: Powers***

6.1.1 The powers of the Board of Directors are the following:

- a) to adopt the general by-laws required for the application of this Constitution;
- b) to establish an Administrative Committee and adopt by-laws to determine its responsibilities;
- c) to ratify the by-laws governing the internal administration as adopted by the Administrative Committee;
- d) to nominate two of its members to the Administrative Committee, other than the president, the secretary and the treasurer, for a period that it shall determine;
- e) to ratify the decisions of the Administrative Committee concerning contracting out, employment, definition of tasks and remuneration of management personnel of the LPC(Q);
- f) to adopt the budget of the LPC(Q) as proposed by the Administrative Committee and oversee its implementation;
- g) to appoint the auditors;
- h) to adopt and maintain a Code of Conduct that shall apply to the members of the Board of Directors as well as to all people employed by the LPC(Q), subject to ratification by the General Council;
- i) to authorize, in addition to the treasurer, other people from among its members to sign contracts, cheques and other negotiable instruments on behalf of the LPC(Q);
- j) to determine the location of the head offices, as well as all other offices of the LPC(Q);
- k) to ratify all recommendations of the Administrative Committee relating to real estate transactions of the LPC(Q);
- l) to ratify the appointment of non-elected members of the Standing Committees; (Amended at the 2012 Biennial Convention)
- m) The Board of Directors may delegate these powers relating to the organisation of the Convention and General Council to an organizing committee responsible for determining the agenda, the content and the budget;

The Board of Directors will then name a male and a female co-president;

This committee must report to the Board of Directors for approval of these decisions: (Amended at the 2016 Biennial Convention)

- n) to decide the date, place and time, as well as the agenda, of the Conventions and General Councils of the LPC(Q);
- o) to adopt and publicize the by-law concerning the selection of delegates, as well as the electoral and procedural rules of LPC(Q) Conventions;
- p) to fill, within thirty (30) days, any vacancies among its members, except for vacancies occurring with respect to the position of regional chair, which shall be filled by members of the executives of the affected Electoral District Associations. In the case of a vacancy occurring with respect to the position of a Standing Committee chair, the members of the affected committees shall proceed with the election of a replacement and submit the name of the said replacement to the Board of Directors within thirty (30) days; (Amended at the 2009 Biennial Convention)
- q) to create all *ad hoc* working committees, as they may be required in the best interests of the LPC(Q);
- r) to receive the reports from the Standing Committees as well as the vice-presidents of Revenue, Communications and Recruitment; (Added at the 2012 Biennial Convention)
- s) to suspend or remove from his or her position any person occupying a position on the Board of Directors of the LPC(Q), on any subsidiary body or in any Electoral District Association if this person manifestly does not fulfill their mandate or for serious reasons that may bring the LPC(Q) into disrepute.

The person subject to a suspension or removal procedure must be advised of the intention of the Board of Directors to suspend or remove them. This notice must be accompanied by a statement of the claims against them.

The person subjected to the claims may then, within five days of the notice of the intention to suspend or remove the, request via notice to the Director of Operations, to be heard by a committee of the Board of Directors composed of no more than five members, including the President and the president of the Legal Commission.

The committee must, as soon as possible after having heard the representations of person subject to the notice of intention to suspend or remove, make its recommendations to the Board of Directors who will decide by a two thirds vote of the members present.

The suspended or removed member may, within five (5) days of the decision of the Board of Directors, lodge an appeal with the Appeal Committee as outlined in Chapter XII of the present Constitution; (Amended at the 2016 Biennial Convention)

- t) to develop and adopt internal rules of procedure applicable to Electoral District Associations with regard to accounting;
- u) to determine all royalties due to the LPC(Q) from funds held by the Electoral District Associations;
- v) to hold appropriate inquiries and, as necessary, to place under trusteeship any Electoral District Association, or recommend to the Leader that an Electoral District Association's registration be revoked;

An Association may be put under trusteeship if its executive committee or Board of Directors does not fulfill its mandate, such as:

- to promote the election of the candidate of the Liberal Party of Canada, and also;



- spark the interest of Canadians in political engagement;
- promote and defend the values and policies of the Liberal Party of Canada in Quebec;
- promote the participation of it's members in the Canadian democratic life without discrimination or distinction;
- debate questions aimed at the advancement of Canadian society;
- promote and contribute to the diffusion of the LPC, his values and the realization of its projects;
- contribute to the development and the putting into action of the policies of the policies of the Liberal Party of Canada; (Preamble of the EDA Constitution)

The Board of Directors mandates a committee of three persons to investigate and hear the executive committee or the Board of Directors and to report to the Board of Directors and formulate all recommendations with respect to the opportunity of the putting under trusteeship.

The decision to place under trusteeship must be made by two thirds of the members of the Board of Directors present, upon recommendation of the President;

The executive committee of the Board of Directors of the association concerned may appeal the decision of the LPC(Q) Board of Directors within five days of the decision.

The placing under trusteeship must be reviewed every six months, or more often according to the decision of the Board od Directors. (amended at the 2016 Biennial convention)

- w) to convene a Special Convention of the LPC(Q) upon a written request stating the reasons therefore, from thirty-three per cent (33%) of the members of the General Council, representing at least forty (40) constituencies;
- x) to have elected representatives of the LPC(Q) to the positions required by the Constitution of the LPC; and (Amended at the 2009 Biennial Convention)
- y) to modify, as necessary, Appendix "A" of this Constitution following a modification of the electoral map, and oversee the resulting redistribution of Members.

#### 6.1.1.1 The Board of Directors must appoint a Election Chair within 5 days of the publication of the notice of a Convention

The Election Chair must, before taking office, pledge to act in a neutral and impartial manner and in the best interests of the LPC(Q) and sign a sworn written declaration to that effect.

The Election Chair is responsible for setting the rules with respect to the selection of delegates and the rules of election and submitting them to the Board of Directors within 7 days of their nomination.

If the Board of Directors is not satisfied with the rules concerning the selection of delegates and the election rules, it must submit its protest to the LPC(Q) Appeal Committee within two days of the tabling of these rules and regulations with the Board of Directors;

The appeal must be heard within three days following the notice of appeal. The decision of the Appeal Committee must be rendered in the briefest delay and is final. (amended at the 2016 Biennial convention)

## **Section 2: Composition**

6.2.1 The members of the Board of Directors are:

- a) the Leader of the LPC, or the Leader's representative;
- b) the president of the LPC(Q);
- c) one vice-president Revenue; (Added at the 2012 Biennial Convention)
- d) one vice-president Communications;(Added at the 2012 Biennial Convention)
- e) one vice-president Recruitment; (Added at the 2012 Biennial Convention)
- f) one vice-president (male), representing Western Quebec;
- g) one vice-president (female), representing Western Quebec;
- h) one vice-president (youth) (male), representing Western Quebec;
- i) one vice-president (youth) (female), representing Western Quebec;
- j) one vice-president (male), representing Eastern Quebec;
- k) one vice-president (female), representing Eastern Quebec;
- l) one vice-president (youth) (male), representing Eastern Quebec;
- m) one vice-president (youth) (female), representing Eastern Quebec;
- n) one English-speaking vice-president (male);
- o) one English-speaking vice-president (female);
- p) the secretary;
- q) the treasurer designated by the Board of Directors following the Convention, the treasurer must be trained accountant or equivalent; (amended at the 2016 biennial Convention)
- r) the chair of the Quebec Caucus in the Canadian Parliament;
- s) the past president of the LPC(Q);
- t) the chairs of the Standing Committees; (Amended at the 2012 Biennial Convention)
- u) the Director of Operations, as a non-voting member;
- v) the Quebec vice-president of the National Liberal Woman's Commission, without voting rights; (Added at the 2009 Biennial Convention) and;
- x) any other invited person, without voting rights.

6.2.2 In the case of incapacity or temporary absence of the president of the LPC(Q), the Board of Directors may designate, by an affirmative vote of its members, one of its Vice Presidents as temporary President. (Added at the 2012 Biennial Convention)

### **Section 3: Procedure**

6.3.1 The Board of Directors shall meet a minimum of six (6) times per year.

6.3.2 The quorum for any meeting of the Board of Directors is eight (8). (Amended at the 2012 Biennial Convention)

6.3.3 In order to call a meeting of the Board of Directors, written notice of at least five (5) days shall be given to the members by the secretary or failing this by the Director of Operations. This notice shall be accompanied by an agenda and the minutes of the last meeting. (Amended at the 2012 Biennial Convention)

6.3.4 Six (6) members may convene a special meeting of the Board of Directors. To this end, a request stating the reasons therefore shall be forwarded to the secretary, who shall call the special meeting without undue delay, in accordance with the provisions of article 6.3.3.

### **Section 4: The Administrative Committee**

#### Sub-section 1: Powers

6.4.1.1 The powers of the Administrative Committee are the following:

- a) to administer the day-to-day business of the LPC(Q) and carry out the decisions of the other constituent bodies;
- b) to adopt a by-law governing internal administration, subject to ratification by the Board of Directors;
- c) to fill, subject to ratification by the Board of Directors, non-elective vacant positions on the Standing Commissions and other committees of the LPC(Q);
- d) to hire the Director of Operations and other executive personnel of the LPC(Q), by an open and transparent selection process determined by the Board of Directors and in keeping with the job description determined by the Board of Directors; and. (Amended at the 2016 Biennial Convention)
- e) to submit to the Board of Directors any suggestions, projects or by-laws it deems necessary or useful.

#### Sub-section 2: Composition

6.4.2.1 The members of the Administrative Committee are:

- a) the president of the LPC(Q);
- b) the secretary;
- c) the treasurer;
- d) the Leader's representative;
- e) the chair of the Quebec Caucus in the Canadian Parliament;
- f) two (2) additional members chosen by the Board of Directors from among its members, at least one of whom shall be a woman, and for terms it shall determine; (Amended at the 2012 Biennial Convention)
- g) a representative chosen by the Executive of the Young Liberals of Canada (Quebec); and
- h) the Director of Operations of the LPC(Q), without the right to vote;

- i) any person invited to the Administrative Committee, according to the nature of the deliberations and decisions to be made. (Amended at the 2016 Biennial convention)

### Sub-section 3: Procedure

6.4.3.1 The Administrative Committee shall meet as often as necessary, but no less than eight (8) times per year.

6.4.3.2 The quorum for any meeting of the Administrative Committee is five (5) members.

6.4.3.3 Other than in an emergency situation, in order to call a meeting of the Administrative Committee, a written notice shall be given by the secretary to the members at least twenty-four (24) hours in advance. This notice shall be accompanied by an agenda.

6.4.3.4 The Administrative Committee reports to the Board of Directors and submits, at the beginning of each meeting, a report of its activities. Copies of the minutes are given to each member of the Board of Directors.

## CHAPTER VII - THE GENERAL COUNCIL

### **Section 1: Powers**

7.1.1 The General Council oversees the internal administration of the LPC(Q). Its powers are the following:

- a) to adopt a strategic plan that includes activities in the following areas: the recruitment of Members, finances and fundraising, policy, organization, and all other regulations of internal administration deemed necessary; (Amended at the 2016 Biennial Convention)
- b) to receive the reports of the Board of Directors of the LPC(Q), the treasurer and the chairs of the Standing Commissions as well as the vice-presidents of Revenue, Communications and Recruitment; (Amended at the 2012 Biennial Convention)
- c) to receive the audited financial statements of the LPC(Q) and be informed of all budgetary considerations;
- d) to ratify the decisions of the Board of Directors of the LPC(Q) within its jurisdiction;
- e) to make decisions with respect to amendments proposed to the Constitution of an Electoral District Association.

### **Section 2: Composition**

7.2.1 The members of the General Council are the following:

- a) the members of the Board of Directors of the LPC(Q);
- b) Quebec Members to the House of Commons representing the Party in the Parliament of Canada;
- c) five (5) members of each Standing Committee of the Party, in addition to the Commissions' respective chairs and secretaries; (Amended at the 2012 Biennial Convention)
- d) the president, the secretary, the financial agent, the policy chair, the finance chair and the membership chair as designated by the Constitution or the executive of the Electoral District Association, the youth vice-president (male) and the youth vice-president (female), Vice President (male) and the Vice President (female) of each Electoral District Association, or their substitutes duly authorized by resolution of the executive of the Electoral District Association; (Amended at the 2009 and 2012 Biennial

Convention)

- e) the past presidents of the LPC(Q);
- f) the members of the LPC(Q) sitting on the National Executive of the LPC;
- g) the president of each Women's Liberal Club, which Club shall be recognized in accordance with the provisions of the Constitution of the LPC, as well as by the National Liberal Women's Commission, the Women's Commission of the LPC(Q) and the Board of Directors of the LPC(Q) and, by default, a substitute designated by resolution of the executive of the said Club;
- h) the president of each Student Club, which Club shall be recognized in accordance with the provisions of the Constitution of the LPC, as well as by the Commission of the YLC(Q) and the Board of Directors of the LPC(Q) and, by default, a substitute designated by resolution of the executive of the said Club;
- i) the president of each Senior Liberal Club, which Club shall be recognized in accordance with the provisions of the Constitution of the LPC, as well as by the Seniors' Commission of the LPC(Q) and the Board of Directors of the LPC(Q) and, by default, a substitute designated by resolution of the executive of the said Club;
- j) the official candidates representing the Party in Quebec during the next federal election; and
- k) the candidates who represented the Party in Quebec during the previous federal election.

### ***Section 3: Procedure***

7.3.1 The General Council shall meet at least once (1) per year in accordance with a notice of convocation by the Board of Directors of the LPC(Q).

7.3.2 The quorum for any meeting of the General Council is one hundred (100) members.

7.3.3 To convene a meeting of the General Council, a written notice of at least thirty (30) days signed by the Secretary or failing this by the Director of Operations, shall be given to the members of the General Council. This notice shall be accompanied by an agenda and the minutes of the last meeting. (Amended at the 2012 Biennial Convention)

7.3.4 Upon a resolution by the Board of Directors, the powers and functions of a General Council may be conducted in conjunction with a Convention. (Added at the Biennial Convention in 2014)

### ***Section 4: Special General Council***

7.4.1 The Board of Directors of the LPC(Q) may convene a Special General Council in exceptional circumstances and for reasons which must be presented at the time of the said Council.

7.4.2 The agenda of the Special General Council shall be adopted by two-thirds (2/3) of the members present.

7.4.3 The Special General Council shall have the same powers as the regular General Council and may, in addition, debate and adopt policy resolutions.

7.4.4 The decisions and resolutions of the Special General Council are at all times subject to review by the Convention which follows.

7.4.5 Subject to the powers specifically granted to the Special General Council, the latter shall not replace a Convention of the Members of the LPC(Q).

7.4.6 The Special General Council shall be composed of all the members of the General Council, as well as the

following people:

- a) five (5) members of each Electoral District Association, as designated by the executive of each association; and
- b) such other people as may be designated by the Board of Directors of the LPC(Q).

7.4.7 A Special General Council is governed by the same procedural rules as those of a regular General Council.

#### **Section 5 : Expanded General Council** (added at the Biennial Convention in 2014)

7.5.1 The Board of Directors may by resolution declare that a General Council be an “Expanded General Council” to permit the participation of all members resident in Quebec.

7.5.2 An Expanded General Council shall be composed of all members of the General Council and any other member in good standing of the Liberal Party of Canada residing in the Province of Quebec.

7.5.3. An Expanded General Council may also be a Special General Council.

### **CHAPTER VIII - CONVENTIONS**

#### **Section 1: Powers**

8.1.1 The Convention is sovereign and its powers shall be:

- a) to be the ultimate arbiter of the means chosen to achieve the goals of the LPC(Q);
- b) to amend this Constitution;
- c) to adopt and amend the policies of the LPC(Q);
- d) to receive the reports of the chairs of the Standing Commissions as well as the Vice President Communications, the Vice President Revenue and the Vice President Recruitment; (Amended at the 2012 Biennial Convention)
- e) to elect by universal suffrage the following officers of the Party:
  - 1) the president;
  - 2) one vice-president Communications; (Added at the 2012 Biennial Convention)
  - 3) one vice-president Revenue; (Added at the 2012 Biennial Convention)
  - 4) one vice-president Recruitment; (Added at the 2012 Biennial Convention)
  - 5) the secretary;
  - 6) (repealed at the 2016 biennial Convention)
  - 7) one vice-president (male), representing Western Quebec;
  - 8) one vice-president (female), representing Western Quebec;

- 9) one vice-president (male,) representing Eastern Quebec;
- 10) one vice-president (female), representing Eastern Quebec;
- 11) one vice-president (youth) (male), representing Western Quebec;
- 12) one vice-president (youth) (female), representing Western Quebec;
- 13) one vice-president (youth) (male), representing Eastern;
- 14) one vice-president (youth) (female), representing Eastern Quebec;
- 15) one English-speaking vice-president (male);
- 16) one English-speaking vice-president (female);
- 17) the chair of the Senior's Commission, elected by all delegates present over the age of sixty-five (65); (amended at the 2014 biennial convention)
- 18) the chair of the Youth Commission, elected exclusively by the youth delegates at to the Convention;
- 19) the chair of the Women's Commission, elected exclusively by the female delegates at the Convention;
- 20) the chair of the Aboriginal Peoples' Commission, elected exclusively by the members of said Commission;
- 21) the regional chairs, elected by universal suffrage among the delegates of the Electoral District Associations of each region listed in Appendix "A" of this Constitution; and
- 22) the presidents of all other permanent Standing Commissions (Added at the 2009 Biennial Convention and amended at the 2012 and 2014 Biennial Conventions)

## ***Section 2: Composition***

### Sub-section 1: Ex-officio Delegates

8.2.1.1 The ex officio delegates at a Convention are all the members of the General Council.

### Sub-section 2: Delegates

8.2.2.1 The delegates at a Convention are:

- a) the elector-delegates;
- b) the alternate delegates; and
- c) the invited delegates.

8.2.2.2 Elector-delegates are:

- a) four (4) men from each Electoral District Association, duly elected at a general meeting called for that purpose;
- b) four (4) women from each Electoral District Association, duly elected at a general meeting called for that purpose;
- c) five (5) youth members from each Electoral District Association, duly elected at a general meeting called for that purpose;
- d) one (1) male senior from each Electoral District Association, duly elected at a general meeting called for that purpose;
- e) one (1) female senior from each Electoral District Association, duly elected at a general meeting called for that purpose;
- f) one (1) male aboriginal from each Electoral District Association, duly elected at a general meeting called for that purpose;
- g) one (1) female aboriginal from each Electoral District Association, duly elected at a general meeting called for that purpose;
- h) excluding the president, two (2) men and two (2) women from each Student Club, duly elected at a general meeting of the said Club which shall be recognized in accordance with the provisions of the Constitution of the LPC, as well as by the Commission of the YLC(Q) and the Board of Directors of the LPC(Q);
- i) excluding the president, two (2) members of each Women's Liberal Club, duly elected at a general meeting of the said Club which shall be recognized in accordance with the provisions of the Constitution of the LPC, as well as by the National Women's Liberal Commission, the Women's Commission of the of the LPC(Q) and the Board of Directors of the LPC(Q); (Amended at the 2012 Biennial Convention) and
- j) excluding the president, two (2) members of each Senior Liberal Club, duly elected at a general meeting of the said Club which shall be recognized in accordance with the provisions of the Constitution of the LPC, as well as by the Seniors' Commission of the LPC(Q) and the Board of Directors of the LPC(Q). (Amended at the 2012 Biennial Convention)

8.2.2.3 An alternate delegate may replace an elector-delegate, in accordance with the provisions of the by-law adopted for this purpose by the Board of Directors of the LPC(Q), and shall thereafter be entitled to exercise all the rights of the elector-delegate.

8.2.2.4 The alternate delegates are:

- a) six (6) members from each Electoral District Association, duly elected at a general meeting called for that purpose, including two (2) men, two (2) women and two (2) youth members (one man and one woman);
- b) one (1) male senior and one (1) female senior from each Electoral District Association, duly elected at a general meeting convened for this purpose;
- c) one (1) male aboriginal and one (1) female aboriginal from each Electoral District Association, duly elected at a general meeting convened for this purpose;
- d) one (1) male and one (1) female from each Student Club, duly elected at a general meeting of the said Club;



- e) two (2) members of each Women's Liberal Club, duly elected at a general meeting of the said Club; (Amended at the 2012 Biennial Convention) and
- f) one (1) male and one (1) female member of each Senior Liberal Club, duly elected at a general meeting of the said Club. (Amended at the 2012 Biennial Convention)

8.2.2.5 The Board of Directors may adopt rules allowing for alternative or individualized methods of delegate selection according to the circumstances. (added at the 2014 Biennial Convention)

8.2.2.6 The invited delegates are Members in good standing of an Electoral District Association registered at the Convention, but without voting rights.

### ***Section 3: Procedure***

8.3.1 A Convention shall take place at least every two (2) years in the Province of Quebec, barring exceptional circumstances such as a leadership race or a general election.

8.3.2 In the case of a Convention, a written notice from the Secretary or failing this, from the Director of Operations of at least ninety (90) days of its call shall be given to the secretary of each Electoral District Association. (Amended at the 2012 Biennial Convention)

8.3.3 In the event of a Special Convention, a written notice of its call shall be given to the secretary of each Electoral District Association within twenty (20) days of reception of a written request, with reasons stated therefore, in accordance with the provisions of article 6.1.1 w) of this Constitution. Such Convention shall be held between the fortieth (40th) and the ninetieth (90th) day following reception of this request. This notice shall indicate the reasons stated in the request.

8.3.4 At a Convention, the quorum for all plenary meetings is two hundred (200) Members. (Amended at the 2012 Biennial Convention)

8.3.5 All delegates in good standing registered at the Convention may speak and sponsor resolutions either in workshops or at plenary meetings.

8.3.6 All resolutions presented by a body of the LPC(Q) shall be duly adopted and received at the secretariat of the LPC(Q) at least thirty (30) days prior to the Convention.

8.3.7 Only ex officio and elector-delegates have the right to vote.

8.3.8 A Convention may also execute the functions of a General Council. (Added at the 2014 Biennial Convention)

### ***Section 4: Election of the Board of Directors***

#### ***Sub-section 1: Eligibility***

8.4.1.1 Any Member in good standing of the LPC, in Québec, may stand as a candidate for a position on the Board of Directors, except as provided by this Constitution.

8.4.1.2 A Member cannot stand as candidate for more than one position on the Board of Directors.

#### ***Sub-section 2: Candidacy and Membership List***

8.4.2.1 Each candidate shall complete and sign a nomination form, and obtain the signatures of at least twenty-five (25) Members in good standing of the LPC, in Québec, and then forward it to the Secretariat of the LPC(Q) at least thirty (30) days before the opening of the Convention. (Amended at the 2014 Biennial Convention)

8.4.2.2 If there is not at least one (1) candidate for each position as defined under this Constitution, the election chair shall ask for nominees among those present at the Convention and proceed with the election.

8.4.2.3 In the event that no nominations are received, the vacancies shall be filled within thirty (30) days of the holding of the election by resolution of the Board of Directors.

As appropriate, in the absence of a candidate, the vacancies will be filled within thirty (30) days of an election by resolution of the Board of Directors. If this consists of a vacancy within a Standing Commission of the Party, the Commission may fill this vacancy within thirty days of an election, in default of which the Board of Directors will proceed with the nomination by resolution.

8.4.2.4 Upon the request of any Member who has filed a valid nomination form, the Director of Operations of the LPC(Q) shall, within two (2) days of such a request, provide the list of ex officio delegates and elector-delegates registered at the Convention to the requesting Member.

### Sub-section 3: Balloting System

8.4.3.1 In accordance with the Convention agenda, the election chair shall read out the nominations received and allow the candidates to address the Members present by a draw. Each of the candidates shall be allotted an equal amount of time to speak, at the discretion of the election chair, not exceeding five (5) minutes. (Amended at the 2012 and 2014 Biennial Conventions)

8.4.3.2 The election chair shall proceed with voting and the counting of ballots, and shall then announce the names of the elected candidates.

8.4.3.3 Further to an election by "preferential" ballot, the candidate who wins an absolute majority of the votes is declared elected by the election chair. (Amended at the 2009 Biennial Convention)

8.4.3.4 In the event of a tied vote, the election chair shall then draw lots. (Amended at the 2009 Biennial Convention)

### Sub-section 4: Electors

8.4.4.1 Only ex-officio delegates and elector-delegates have the right to vote. They may only vote if they are in possession of a document recognized by the election chair attesting to the eligibility of said delegates' right to vote.

8.4.4.2 The LPC(Q) Director of Operations, in consultation with the election chair, shall ensure that measures are in place to allow elector-delegates observing religious holidays an alternative method to vote, provided the elector-delegate has submitted a written request at least 14 days prior to the opening of the Convention. (Added at the 2014 Biennial Convention.)

### Sub-section 5: Duration of Term

8.4.5.1 All "elected" members of the Board of Directors assume their positions at the end of the Convention during which they were elected; their terms of office expire at the end of the next Convention.

8.4.5.2 An "elected" member of the Board of Directors at a Convention cannot hold the same position for more than two consecutive terms. However, after an absence of at least one full term, a Member may run for a position on the Board of Directors that he or she previously held.

### Sub-section 6: Resignation and Vacancies

8.4.6.1 A member of the Board of Directors of the LPC(Q) who wishes to resign from his or her position shall deliver a written notice of resignation to the president of the LPC(Q). This resignation shall become effective at the time it is accepted by resolution of the Board.

8.4.6.2 Any vacancy to the post of officer of the LPC(Q) must be filled within thirty (30) days of an election by resolution of the Board of Directors.

If this consists of a vacancy within a Standing Commission of the Party, the Commission may fill this vacancy within thirty (30) days of an election, in default of which the Board of Directors will proceed with the nomination by resolution.

## **CHAPTER IX - LPC(Q) COMMISSIONS**

### **Section 1: General Objectives** (Amended at the 2012 Biennial Convention)

9.1.1. The structure of the LPC(Q) provides for the establishment of Standing Commissions that aim to serve and represent Members in specific areas of interest and specific activities, in accordance with the goals and principles enumerated in Chapter I of this Constitution.

9.1.2 The Standing Commissions are defined by their specific mission. Standing Commissions with respect to special interests are involved with the promotion and safeguarding of the rights of their members within the Party and society. Standing Commissions with respect to activities are involved with defending the interests of the Party and its membership.

### **Section 2 : Standing Commissions of Interests** (Added at the 2012 Biennial Convention)

9.2.1 The Standing Commissions of Interests are:

#### **a) The Young Liberals of Canada (Quebec) Commission**

The Young Liberals of Canada (Quebec) Commission has the mission of ensuring the participation of young people aged twenty-five (25) years and under within the LPC(Q).

As such, the Commission has the mandate to:

- a) promote and defend the interests of its members;
- b) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the president of the Young Liberals of Canada Commission(Quebec), the second on the anniversary date of the first. (Amended at the 2016 Biennial Convention)
- c) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 Biennial Convention)
- d) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

#### **b) The Women's Liberal Commission**

The Women's Liberal Commission has the mission of defending and promoting the rights and interests of women.

As such, it has the mandate to:

- a) seek out, encourage and help women to stand as candidates for elected positions with the LPC(Q);

- b) support the nomination and election of women to the House of Commons and the appointment of women to the Senate;
- c) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.
- d) To develop policies from a women's perspective. (Amended at the 2012 Biennial Convention)
- e) To submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the president of the Women's Liberal Commission, the second on the anniversary date of the first. (Amended at the 2012 Biennial Convention)
- f) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council;

### **c) The Aboriginal People's Commission**

The Aboriginal People's Commission has the mission of promoting the rights and interests of Aboriginal Peoples in Quebec.

As such, it has the mandate to;

- a) seek out, encourage and help aboriginal people to stand as candidates for elected positions with the LPC(Q);
- b) support the nomination and election of aboriginal people to the House of Commons and the appointment of aboriginal people to the Senate;
- c) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the president of the Aboriginal People's Commission, the second on the anniversary date of the first. (Amended at the 2016 Biennial Convention)
- d) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 Biennial Convention)
- e) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

### **d) Senior's Commission**

The Senior's Commission has the mission of promoting the rights and interests of seniors.

As such, it has the mandate to:

- a) support and provide counsel to the LPC(Q) with respect to all questions concerning seniors;
- b) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution;
- c) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the president of the Seniors Commission, the second on the anniversary date of the first; (Amended at the 2016 Biennial Convention)
- d) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 Biennial Convention)

**d) Multiculturalism Commission**

The Multiculturalism Commission has the mission of promoting the rights and interests of cultural communities.

As such, it has the mandate to;

- a. develop an analytical perspective on the many issues of interest to cultural communities in order to adequately represent them;
- b. seek out, encourage and help members of cultural communities to stand as candidates for elected positions within the LPC(Q);
- c. support the nomination and election of members of cultural communities to the House of Commons and the appointment of members of cultural communities to the Senate;
- d. assist in the achievement of all other objectives consistent with the goals and principles of this Constitution;
- c) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the president of the Multiculturalism Commission, the second on the anniversary date of the first; (Amended at the 2016 Biennial Convention)
- d) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 Biennial Convention)

**Section 3 – Commission of Regions** (Added at the 2012 Biennial Convention)

Sub-section 1: Mandate

9.3.1.1 The Commission of Regions is a subsidiary body of the LPC(Q) and reports to the Board of Directors.

The Commission of Regions has the mandate to:

- a) Verify the status of the organization, communication, financing and recruitment in each of the regions;
- b) Identify measures to support Electoral District Associations with respect to their organization, communication, financing and recruitment, in cooperation with the President, the Director of Operations, the Commission President and Vice Presidents;
- c) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the president of the Commission of regions, the second on the anniversary date of the first; (Amended at the 2016 Biennial Convention)
- d) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 Biennial Convention)
- e) Promote the specific interests of each region.

Sub-section 2: Procedure

9.3.2.1 The Commission of Regions will meet at least four (4) times each year.

9.3.2.2. Regional chairs may, by positive vote of the members of the Commission, call any other meetings of the Commission.

9.3.2.3. The quorum for the Commission of Regions is nine (9) members;

Sub-section 3: Composition

9.3.3.1 The members of the Commission of Regions are:

- a) the President of the Organization Commission; (Amended at the 2014 Biennial Convention)
- b) the regional chairs of each region listed in Appendix "A" of this Constitution;  
and, without the right to vote:
  - c) the President of the LPC(Q);
  - d) the President of the Policy Commission;
  - e) the Vice President Revenue;
  - f) the Vice President Communications;
  - g) the Vice President Recruitment;
  - h) one of the two Anglophone Vice Presidents, to be determined between them;
  - i) the Director of Operations.

Sub-section 4: Regional chairs

9.3.4.1 The mandate of a Regional chair is:

- a) to verify the status of the organization, communication, financing and recruitment in each of the regions and identify measures of support;
- b) to receive all recommendations from Electoral District Association presidents in their region with respect to improving their organization, financing activities, communications and recruitment;
- b) to receive all policy proposals from the Electoral District Association presidents in their region and to bring them to the Commission of Regions;
- d) to submit to the President of the Commission of Regions all regional questions of an urgent nature;
- e) to report on their activities and the decisions of the Commission of Regions to the Electoral District Associations in their region.

9.3.4.2 The Regional chairs must hold at least four (4) meetings per year with the other Electoral District Association presidents in their region;

## Sub-Section 5: Eligibility and election of Regional chairs

9.3.5.1. To be eligible to sit as a Regional chair, a Regional Chair must be an executive member of an Electoral District Association in their region. (Amended at the 2014 Biennial Convention)

9.3.5.2 Regional chairs will remain in their positions for the whole of their mandate, unless they resign. (Added at the 2014 Biennial Convention)

## Sub-section 6: Accountability and Removal

### 9.3.6.1 Removal or Suspension of the Regional chairs

The Board of Directors may, by positive vote of two-thirds of its members, remove or suspend a Regional chair if this person manifestly does not fulfill their mandate or if there are serious reasons that may bring the LPC(Q) in disrepute;

The Electoral District Association presidents may, by a positive vote of two-thirds of the members in their region, ask the Board of Directors to remove or suspend their Regional chair if this person manifestly does not fulfill their mandate or if there are serious reasons that may bring the LPC(Q) in disrepute;

A Regional chair who is suspended or removed may, within five (5) days of the decision, lodge an appeal with the Appeal Committee established in Chapter XII of this Constitution;

A Regional chair so removed or suspended is, if no appeal is lodged or if the Appeal Committee maintains the decision, replaced by a person designated by a positive vote of the Electoral District Association presidents of the region concerned.

## **Section 4: Standing Commissions – Activities** (Amended at the 2012 Biennial Convention)

9.4.1 The Standing Commissions - Activities are:

### **a) The Policy Commission**

The Policy Commission has as it's mandate to:

- a) support and collect policy resolutions from the Electoral District Associations;
- b) see to the development of LPC(Q) policies;
- c) see to the holding of regional consultations for policy development for the LPC(Q) at the request of the Board of Directors;
- d) see to the preparation and the publication policy resolutions for Conventions;
- e) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the president of the Policy Commission, the second on the anniversary date of the first. (Amended at the 2016 Biennial Convention)
- f) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 Biennial Convention)

- g) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

To these ends, the Commission may invite all other persons to sit on the Policy Commission so that the composition of the Commission is representative of the diverse regions of Quebec and so that the Commission can be assisted by those most capable of addressing a particular issue.

**b) The Organization Commission** (Amended at the 2012 Biennial Convention)

The Organization Commission has as its mandate to:

- a) support Electoral District Associations by proposing strategies and plans for organizational matters;
- b) to participate in the development of a plan for electoral organization;
- c) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the president of the Organization Commission, the second on the anniversary date of the first; (Amended at the 2016 Biennial Convention)
- d) to submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 Biennial Convention)
- e) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

To these ends, the president of the Commission may invite all other persons to sit on the Organization Commission so that the composition of the Commission is representative of the diverse regions of Quebec and so that the Commission can be assisted by those most capable of addressing a particular issue.

**c) The Legal Commission** (Added at the 2014 Biennial Convention)

The Legal Commission has as its mandate to:

- a) Support the Board of Directors, Standing Commissions and EDAs in matters involving the interpretation and application of this Constitution and other Party regulations and by-laws;
- b) Maintain and adapt the current Constitution and its associated rules and by-laws;
- c) Ensure the compliance with and application of the Constitution and other associated documents in the context of the activities of the Board Directors and its associated bodies;
- d) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the president of the Legal Commission, the second on the anniversary date of the first. (Amended at the 2016 Biennial Convention)
- e) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 Biennial Convention)
- f) Assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

To these ends, the president of the Commission may invite all other persons to sit on the Legal Commission so that the composition of the Commission is representative of the diverse regions of Quebec and so that the Commission can be assisted by those most capable of addressing a particular issue.



**Section 5: Composition** (Amended at the 2012 and 2014 Biennial Conventions)

9.5.1 Each Standing Commission consists of at least the following members, including:

- a) One (1) chair, elected respectively by:
  - 1) the youth delegates to the Convention, representing the Young Liberals of Canada (Quebec);
  - 2) the female delegates to the Convention, representing the Women's Commission;
  - 3) all delegates to the Convention, aged 65 or older; (amended at the 2014 Biennial Convention)
  - 4) the members of the Aboriginal Peoples' Commission who are delegates at the Convention, representing the Aboriginal Peoples Commission; and
  - 5) the ex officio and elector-delegates at the Convention, representing the other Commissions.
- b) The following ex officio members:
  - 1) one (1) representative of the Quebec Caucus in the Parliament of Canada, with the exception of the Legal Commission;
  - 2) the president of the LPC(Q) or such person's representative;
  - 3) the treasurer of the LPC(Q) or such person's representative; and
  - 4) the Director of Operations of the LPC(Q) or such person's representative.
- c) In order to ensure better representation and subject to ratification by the Board of Directors, a Commission may appoint any other person it deems appropriate.

9.5.2 The Young Liberals of Canada (Quebec) is composed of a president and:

- a) a secretary;
- b) a vice-president, finance;
- c) a vice-president, policy;
- d) a vice-president, organization;
- e) a vice-president, communications;
- f) a vice-president responsible for Student Clubs, elected by the youth delegates to the Convention;
- g) the four (4) "youth" vice-presidents sitting on the Board of Directors of the LPC(Q), including:
  - 1) a "youth" vice-president (male), representing Western Quebec;
  - 2) a "youth" vice-president (female), representing Western Quebec;
  - 3) a "youth" vice-president (male), representing Eastern Quebec;
  - 4) a "youth" vice-president (female), representing Eastern Quebec; and
- h) the past president.

9.5.3 The Women's Liberal Commission of the LPC(Q) is composed of a president and:

- a) a vice-president representing Western Quebec;
- b) a vice-president representing Eastern Quebec;
- c) a secretary;
- d) a treasurer;
- e) a vice-president, policy;
- f) a vice-president, organization;
- g) a vice-president, communications;
- h) a vice-president responsible for Clubs;
- i) the vice-president representing Quebec on the National Women's Liberal Commission; and
- j) the past president.

9.5.4 The Seniors' Commission of the LPC(Q) is composed of a president and:

- a) a vice-president representing Western Quebec;
- b) a vice-president representing Eastern Quebec;
- c) a secretary;
- d) a treasurer;
- e) a vice-president, policy;
- f) a vice-president, organization;
- g) a vice-president, communications;
- h) a vice-president responsible for Clubs; and
- i) the past president.

9.5.5 The Multicultural Commission of the LPC(Q) is composed of a president and:

- a) a vice-president representing Western Quebec;
- b) a vice-president representing Eastern Quebec;
- c) a secretary;
- d) a treasurer;
- e) a vice-president, policy;
- f) a vice-president, organization;

- g) a vice-president, communications; and
- h) the past president.

9.5.6 The Aboriginal Peoples' Commission of the LPC(Q) is composed of a president and:

- a) a vice-president representing Western Quebec;
- b) a vice-president representing Eastern Quebec;
- c) a secretary;
- d) a treasurer;
- e) a vice-president, policy;
- f) a vice-president, organization;
- g) a vice-president, communications; and
- g) the past president.

**Section 6: Procedure** *(Amended at the 2012 Biennial Convention)*

9.6.1 A Standing Commission, other than the Commission of Regions shall meet at least six (6) times per year.

9.6.2 The quorum for any Commission meeting is five (5) members.

9.6.3 In order to call a Commission meeting, a written notice of at least five (5) days shall be given to the members by the secretary. This notice shall be accompanied by an agenda.

9.6.4 A Commission meeting, other than for the Commission of Regions, may be called by the chair or upon request of two-thirds (2/3) of its members.

9.6.5 A meeting is presided over by the chair or, in the chair's absence, by one of the members of the Commission chosen by the chair.

9.6.6 A Commission shall adopt a by-law governing internal administration subject to ratification by the Board of Directors.

9.6.7 The Board of Directors must approve the budget of every event or meeting of a commission that generates an expenditure; *(Amended at the 2016 Biennial Convention)*

**CHAPTER X –ROLE AND RESPONSIBILITY OF DIRECTORS** *(Added at the 2012 Biennial Convention)*

**Section 1: President**

10.1.1 The President of the LPC(Q) chairs meetings of the Board of Directors, the Administrative Committee and the general assemblies of the Party. Among other responsibilities, the President must supervise the affairs and administration of the LPC(Q).

Among other responsibilities, the President must supervise the affairs and administration of the LPC(Q) and their decisions are subject to the approval of the Administrative Committee (Amended at the 2016 biennial Convention).

The President is a member of the National Board of Directors of the LPC.

## **Section 2: Vice-Presidents**

10.2.1 As well as their specific responsibilities, the Vice Presidents are responsible for assisting the President as needed and to submit to the Board of Directors an annual action plan.

### **Sub-section 1: The Vice President Revenue**

10.2.1.1 The mandate of the Vice President Revenue is to:

- a) support Electoral District Associations by developing and proposing fundraising activities and strategies;
- b) participate in the Commission of Regions in order to identify, with Regional chairs, the existing and potential ways to support fundraising activities;
- c) ensure the development and expansion of the fundraising programs known as the Victory Fund and the Laurier Club;
- d) work in cooperation with the Chief Revenue Officer of the LPC;
- e) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the Vice President Revenue, the second on the anniversary date of the first.; (Amended at the 2016 biennial Convention).
- f) ) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 biennial Convention).
- g) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

### **Sub-section 2: Vice President Communications**

10.2.2.1 The mandate of the Vice President Communications is to:

- a) support Electoral District Associations by developing and proposing communications strategies and plans;
- b) participate in the Commission of Regions in order to identify, with Regional chairs, existing and potential ways to support communications;
- c) ensure the development of communications strategies and plans for the LPC(Q);
- d) investigate and put in place measures to permit more efficient communications between the LPC(Q) and its members;
- e) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the Vice President Communications, the second on the anniversary date of the first; (Amended at the 2016 biennial Convention).

- f) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 biennial Convention).
- g) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

### **Sub-section 3: Vice President Recruitment**

10.2.3.1 The mandate of the Vice President Recruitment is to:

- a) support Electoral District Associations and Commissions in setting and attaining goals for the recruitment and renewal of members and supporters;
- b) participate in the Commission of Regions in order to identify, with Regional chairs, existing and potential ways to support recruitment;
- c) work with the Director of Operations to see to the development and putting into place of recruitment and renewal strategies on a regional or provincial basis;
- d) ensure effective communication between Electoral District Associations, Commissions and the Board of Directors of the LPC(Q) and the National Membership Secretary;
- e) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the Vice President Recruitment, the second on the anniversary date of the first; (Amended at the 2016 biennial Convention).
- f) To submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 biennial Convention).
- g) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

### **Sub-section 4: English-speaking Vice Presidents**

10.2.4.1 The mandate of the English-speaking Vice Presidents is to:

- a) promote, in all regions of Quebec, the participation of the Anglophone community in political activities within the LPC(Q);
- b) submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the Vice President Recruitment, the second on the anniversary date of the first; (Amended at the 2016 biennial Convention).
- c) submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 biennial Convention).
- d) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution;

### **Sub-section 5: Vice Presidents East and West Quebec (Amended at the 2014 Biennial Convention)**

10.2.5.1 The mandate of the Vice Presidents East and West Quebec is to;

- a) support Electoral District Associations within their regions to set and achieve their organizational, recruitment and fundraising objectives;
- b) assist the electoral district associations in establishing and achieving their organization, recruitment and financial objectives;
- c) participate in the Commission of Regions in order to identify, with the regional chairs, existing and potential measures to support the Electoral District Association;
- d) prepare, jointly with the regional presidents, an action plan for their respective regions, as well as with the Presidents of the Communications and Organization Commissions. (Amended at the 2016 Biennial Convention)
- e) submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 Biennial Convention)
- f) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

### **Section 3: Presidents of the Policy Commission, Organization Commission and Legal Commission**

#### **10.3.1 President of the Policy Commission**

The mandate of the President of the Policy Commission is to:

- a) chair the Policy Commission;
- b) participate in the Commission of Regions to receive all policy recommendations from Regional chairs and their Electoral District Associations;
- c) support and collect policy resolutions from the Electoral District Associations;
- d) to invite the Officers responsible for Policy from Electoral District Associations having adopted specific policy proposals to present these proposals to the Policy Commission;
- e) be a member of the National Platform and Policy Committee; f)
- f) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the Vice President Recruitment, the second on the anniversary date of the first; (Amended at the 2016 biennial Convention).
- g) to submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 biennial Convention).
- h) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

#### **10.3.2 President of the Organization Commission**

The mandate of the President of the Organization Commission is to:

- a) chair the Organization Commission;
- b) chair the Commission of Regions; (amended at the 2014 Biennial Convention)

- c) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the Vice President Recruitment, the second on the anniversary date of the first; (Amended at the 2016 biennial Convention).
- d) to submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 biennial Convention).
- e) assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

**10.3.3 President of the Legal Commission** (Added at the 2014 Biennial Convention)

The mandate of the President of the Legal Commission is to:

- a) Support the Board of Directors, Standing Commissions and EDAs in matters involving the interpretation and application of this Constitution and other Party regulations and by-laws;
- b) Maintain and adapt the current Constitution and its associated rules and by-laws;
- c) Ensure the compliance with and application of the Constitution and other associated documents in the context of the activities of the Board Directors and its associated bodies;
- d) Prepare and update a calendar of dates and delays to be met by members of the Board of directors, and in their respective responsibilities; (Amended at the 2016 biennial Convention).
- e) to submit to the Board of Directors an annual action plan, the first within 60 days of the taking of office of the Vice President Recruitment, the second on the anniversary date of the first; (Amended at the 2016 biennial Convention).
- f) to submit a follow up with respect to the plan and an activity report at least two times per year or upon request of the President and at the Convention and General Council; (Amended at the 2016 biennial Convention).
- g) Assist in the achievement of all other objectives consistent with the goals and principles of this Constitution.

**Section 4: Secretary and Treasurer**

10.4.1 The Treasurer has the responsibility to ensure the prudent financial management of the LPC(Q) and the appropriate keeping of all books and bank accounts related to the activities of the LPC(Q), to present a budget to the Board of Directors each year and to present audited financial statements to the LPC(Q) Biennial Convention.

10.4.2 The Secretary is responsible for calling all meetings of the Board of Directors, the Administrative Committee and all assemblies of the LPC(Q). The Secretary drafts and circulates minutes of said meetings to all concerned parties.

**CHAPTER XI - INTEGRITY AND TRANSPARENCY**

**Section 1: General Principals**

11.1.1 The Members and the employees of the LPC(Q) have the obligation to serve the Party with integrity and transparency.

11.1.2 The Board of Directors of the LPC(Q) shall adopt integrity and transparency rules, which shall be respected by its Members and employees, subject to ratification by the General Council.

11.1.3 The members of the Board of Directors and the General Council shall, at all times, during the execution of their functions, remain loyal to the values expressed in the texts of the Constitutions of the Liberal Party of Canada (hereinafter "LPC"), the LPC(Q), and of an Electoral District Association. (Amended at the 2016 Biennial Convention)

## **Section 2: Conflicts of Interest**

11.2.1 In accordance with this Constitution, a Member is in a situation of conflict of interest whenever such person is in a position where his or her personal interests might prevail over the interests of the Party and its Members.

11.2.2 An "elected" member of the Board of Directors cannot be:

- a) an employee of a Member of Parliament or Senator, as well as a member of the personnel of a Cabinet Minister's office; OR; (Amended at the 2016 Biennial Convention)
- b) an employee of a Member of Parliament or Senator; or,
- c) a member of the National Liberal Caucus.

11.2.3 For the purposes of this section, the term "employee" includes people working on a contractual basis.

11.2.4 Members of the Board of Directors must avoid placing themselves in situations of conflict of interest, meaning in a situation where they are or appear to be in a position to advance their personal interests or those of a third party to the detriment of the interests of the LPC(Q). (Amended at the 2016 Biennial Convention)

In the case of a real or perceived conflict of interest the member of the Board of Directors must immediately disclose the nature of the conflict and abstain from deliberating and voting on the question that is the object of the conflict. (Amended at the 2016 Biennial Convention)

## **Section 3: Sanctions**

11.3.1 Any person in violation of the provisions of this Chapter shall be subject to the procedures of suspension or removal as set forth in article 6.1.1 r). (Amended at the 2009 Biennial Convention)

## **CHAPTER XII - LPC(Q) APPEALS COMMITTEE**

12.1 The members of the Appeals Committee, including its Chair, must be named appointed by the Party Leader as soon as possible following the Convention, for a mandate that concludes 30 days after the following Convention; (Amended at the 2016 Biennial Convention)

12.2 The Chair of the Committee will determine the composition of each bench charged with hearing and deciding an appeal; (Amended at the 2016 Biennial Convention)

12.3 Any person appointed to the Appeals Committee shall provide a written commitment to remain strictly impartial and neutral in any election held under this Constitution and the LPC Constitution.

12.4 A member of the Board of Directors cannot be a member of the Appeals Committee.

12.5 The Appeals Committee is responsible for:



- a) hearing appeals related to the election of a Member at any convention of the LPC(Q);
- b) hearing appeals of decisions made by the Board of Directors of the LPC(Q) relating to:
  - 1) the suspension or removal of an individual holding a position on the Board of Directors of the LPC(Q), any subsidiary body or an Electoral District Association; or (Amended at the 2009 Biennial Convention)
  - 2) the placing under trusteeship of an Electoral District Association;
- c) interpreting the Constitution of the LPC(Q) and its by-laws, upon referral by the Board of Directors of the LPC(Q); and
- d) interpreting the Constitution of the Electoral District Association and the by-laws adopted by such Association, upon referral by the executive of an Electoral District Association.

12.6 The Appeals Committee is responsible for establishing its own rules relating to evidence and procedure.

12.7 The decisions of the Appeals Committee are final.

## **CHAPTER XIII - OTHER PROVISIONS**

### ***Section 1: Interpretations and General Application***

13.1.1 Unless the context indicates otherwise, the use of the plural includes the singular and the use of the masculine gender includes the feminine gender.

13.1.2 The headings of all articles and sections in this Constitution are included for convenience of reference only and do not alter the content or interpretation of this Constitution in any way.

13.1.3 In the event of any conflict between the provisions of this Constitution and those of the Constitution of the Liberal Party of Canada, the provisions of the Constitution of the Liberal Party of Canada shall prevail.

13.1.4 All decisions taken pursuant to the provisions of the present Constitution are decided by a majority vote, unless otherwise stated. In the case of tied votes, the chair of the session has a determining vote. (Added at the 2012 Biennial Convention)

### ***Section 2: Calculation of Delays***

13.2.1 Within this Constitution, "business day" means any day that is not a Saturday, Sunday or a legal holiday; and "non-business day" means Saturday, Sunday or a holiday.

13.2.2 In calculating any time limit fixed by this Constitution:

- a) all calculations are made in days and hours;
- b) the day marking the beginning of the time limit is counted, but the last day is not; and (Amended at the 2012 Biennial Convention)
- c) non-business days are counted, but when the last day is a non-business day, the time limit is extended to the next business day.

## CHAPTER XIV - AMENDMENTS

14.1 This Constitution may be amended by a vote of two-thirds (2/3) of the Members in good standing having the right to vote, registered and present in the room at the time of the vote, at a Convention of the LPC(Q).

14.2 To be put to a vote at a Convention, an amendment shall be sent to the secretary of the LPC(Q) at least thirty (30) days before the opening of the Convention. The secretary of the LPC(Q) shall submit the amendment to the president and to the secretary of each Electoral District Association at least fifteen (15) days before the opening of the Convention.

14.3 Following each Convention in which the Constitution has been modified, the Legal Commission of the LPC(Q) shall oversee its publication and, subject to ratification by the Board of Directors, may:

- a) re-number the articles according to the changes that have been made;
- b) correct the cross-references between articles;
- c) correct any typographical errors;
- d) correct any spelling errors;
- e) in order to make the text coherent, modify the vocabulary without changing the meaning; and
- f) minimize any discrepancies between the French and English versions, as long as the meaning is not changed.

14.4 In between each Convention, the LPC(Q) Legal Commission has jurisdiction to bring any necessary modification to this Constitution so as to respect all amendments, additions or repeals made to the Constitution of the Liberal Party of Canada or of an Electoral District Association. These modifications must be submitted for ratification at the subsequent LPC(Q) Convention. (Added at the 2009 Biennial Convention and amended at the 2012 Biennial Convention))

## CHAPTER XV - COMING INTO FORCE OF THE CONSTITUTION (Amended at the 2012 and 2014 Biennial Conventions)

15.1 These modifications to the Constitution will come into force once they are adopted by the 2016 Biennial Convention; (Amended at the 2016 Biennial Convention)

15.2 By the present, the Convention gives the Legal Commission of the LPC(Q) the mandate of assessing the implementation of the present Constitution, to report on this work at the next Convention and, if necessary, to propose amendments to ensure its effective implementation.

## CHAPTER XVI TRANSITIONAL PROVISIONS

16.1 Upon the coming into force of these modifications to the Constitution:

- a) The modification to paragraph q) of article 6.2.1 concerning the treasurer comes into force at the next Convention and the elected post of treasurer is abolished at the opening of the next Convention; (Amended at the 2016 Biennial Convention)

- b) The modification to paragraph e) 6) of article 8.1.1 concerning the treasurer comes into force at the opening of the next Convention; (Amended at the 2016 Biennial Convention)
- c) Article 8.1.1.1 concerning the Chair of Elections comes into force at the end of the 2016 Convention; (Amended at the 2016 Biennial Convention)
- d) Paragraph c) of article 8.2.2.2 concerning the number of youth delegates comes into force at the opening of the next Convention. (Amended at the 2016 Biennial Convention)

**LIST OF REGIONS**

**Bas Saint-Laurent/Gaspésie/Côte Nord :**

Gaspésie--Îles-de-la-Madeleine  
Haute-Gaspésie--La Mitis-Matane--Matapédia  
Manicouagan  
Montmagny--L'Islet--Kamouraska--Rivière-du-Loup  
Rimouski-Neigette--Témiscouata--Les Basques

**Cantons-de-l'Est :**

Brome--Missisquoi  
Compton-Stanstead  
Richmond-Arthabaska  
Shefford  
Sherbrooke

**Chaudière-Appalaches :**

Beauce  
Lévis-Bellechasse  
Lotbinière--Chutes-de-la-Chaudière  
Mégantic--L'Érable

**Est de Montréal / East of Montreal :**

Ahuntsic  
Bourassa  
Hochelaga  
Honoré-Mercier  
La Pointe-de-l'Île  
Laurier--Sainte-Marie  
Papineau  
Rosemont--La Petite-Patrie  
Saint-Léonard--Saint-Michel

**Lanaudière :**

Berthier--Maskinongé  
Joliette  
Montcalm  
Repentigny

**Laurentides :**

Argenteuil-Papineau-Mirabel  
Laurentides-Labelle  
Marc-Aurèle-Fortin  
Rivière-des-Mille-Îles  
Rivière-du-Nord  
Terrebonne-Blainville

**Laval :**

Alfred-Pellan  
Laval  
Laval-Les Îles

**Mauricie/Bois Francs/Drummond :**

Bas-Richelieu--Nicolet-Bécancour  
Drummond  
Saint-Maurice-Champlain  
Trois-Rivières

**Montérégie :** (Amended at the 2012 Biennial Convention)

Beauharnois-Salaberry  
Chambly-Borduas  
Saint-Hyacinthe-Bagot  
Saint-Jean  
Vaudreuil-Soulanges

**Nord du Quebec :**

Abitibi--Baie-James--Nunavik-Eeyou  
Abitibi-Témiscamingue

**Quest de Montréal / West of Montreal :**

Jeanne-Le Ber  
Lac-Saint-Louis  
LaSalle--Émard  
Mont-Royal  
Notre-Dame-de-Grâce-Lachine  
Outremont  
Pierrefonds-Dollard  
Saint-Laurent-Cartierville  
Westmount--Ville-Marie

**Outaouais :**

Gatineau  
Hull-Aylmer  
Pontiac

**Quebec :**

Beauport-Limoilou  
Charlesbourg--Haute-Saint-Charles  
Louis-Hébert  
Louis-Saint-Laurent  
Montmorency--Charlevoix--Haute-Côte-Nord  
Portneuf--Jacques-Cartier  
Quebec

**Saguenay/Lac Saint-Jean :**

Chicoutimi--Le Fjord  
Jonquière-Alma  
Roberval--Lac-Saint-Jean

**Rive-Sud/ South Shore :** (Added at the 2012 Biennial Convention)

Longueuil-Pierre-Boucher  
Saint-Lambert  
Brossard-La Prairie  
Chateauguay-Saint-Constant  
St-Bruno St-Hubert  
Verchères-Les Patriotes

### **NATIONAL RULES GOVERNING MEMBERS**

(Added at the 2009 Biennial Convention)

#### **CHAPTER 2: MEMBERSHIP – CONSTITUTION OF THE LIBERAL PARTY OF CANADA**

##### **4. Qualification for membership**

Membership in the Party is open without discrimination based on race, national or ethnic origin, colour, religion, sex, sexual orientation, age or mental or physical disability. To be eligible for membership in the Party, a person must:

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

##### **5. Application and admission**

- (1) A person may apply for membership in the Party by completing an application form and delivering it to an office designated by the National Board of Directors or submitting it electronically in a manner prescribed by the National Board of Directors.
- (2) The Party must promptly admit as a member of the Party each person who has applied in accordance with Subsection 5(1), has paid the current membership fee and meets the requirements of Section 4.
- (3) Despite Subsection 5(2), the Party may refuse to admit any person as a member of the Party if it has reasonable grounds to believe that a person does not meet the requirements of Section 4.

##### **6. Membership fees**

- (1) The National Board of Directors, in consultation with the Council of Presidents, may set the fees for membership and for associate membership in an EDA.
- (2) Each member of the Party must personally pay their own membership fee.
- (3) All membership fees will be shared between the Provincial and Territorial Associations (PTAs) and the Electoral District Associations (EDAs) as determined by the National Board of Directors in consultation with the Council of Presidents on the condition that the Party will be entitled to be reimbursed from such fee revenue for its reasonable direct costs for selling memberships and for maintaining a national register of the members of the Party.

##### **7. National register of members**

- (1) The National Office is responsible to maintain a national register of the members of the Party.
- (2) Subject to reasonable procedures prescribed by the National Board of Directors to ensure compliance with applicable privacy legislation, each Constituent Body is entitled to timely access to all information concerning the identification of the member contained in the national register of members about all members of the Party who are entitled to participate in the affairs of the Constituent Body and each member of the House of Commons who is also a member of the Caucus is entitled to timely access to the information contained in the national register of members about all members of the Party who are entitled to participate in the affairs of the EDA for the electoral district represented by that member of the House of Commons.

## **8. Term of membership and renewal**

- (1) Membership in the Party takes effect on the date prescribed by the National Board of Directors that is no later than the next business day after the application for membership is delivered or submitted in the province or territory in which the applicant for membership lives and remains current for a period established by the National Board of Directors.
- (2) At any time before the expiry of their membership, a member of the Party who continues to meet the requirements of Section 4 may renew that membership by completing an application for membership and delivering it with the current membership fee to an office designated by the National Board of Directors or submitting it electronically with the current membership fee in a manner prescribed by the National Board of Directors.
- (3) A membership renewal takes effect on the day immediately following the expiry of the current membership and continues in force for the same period as a new membership that begins on that day.
- (4) A member of the Party who does not renew their membership in accordance with Subsection 8(2) may apply to join the Party again in accordance with Section 5.

## **9. Expiry of membership**

A member's membership in the Party expires:

- (a) when the member's current membership term expires;
- (b) when the member no longer meets all the requirements of Section 4;
- (c) when the membership is terminated by the National Board of Directors;
- (d) when the member resigns; or
- (e) when the member dies.

## **10. Rights of members**

- (1) A member of the Party has the right to receive newsletters, information, membership services, and notices of general meetings and other activities from the Party, from their PTA, from their EDA, from any Commission or Commission Club of which they are a member and from the EDA of which they are an associate member.
- (2) Subject to the relevant provisions of this Constitution, a member of the Party has the right to:
  - (a) attend, speak, and vote at a general meeting of their EDA or any Commission or Commission Club of which they are a member;
  - (b) attend and speak (but not vote) at a general meeting of any EDA of which they are an associate member;
  - (c) be selected as a delegate or an alternate delegate to any convention or general meeting of the Party or any Commission of which they are a member;
  - (d) subject to the relevant provisions of the Constitution of their PTA, be selected as a delegate or an alternate delegate to any convention or general meeting of that PTA;
  - (e) be elected to any office in the Party;
  - (f) subject to the relevant provisions of the Constitution of their PTA, be elected to any office in that PTA;
  - (g) subject to the relevant provisions of the Constitution of their PTA and the Constitution (if any) of the EDA in which the election to office is sought, be elected to any office in an EDA in the province or territory in which the member lives whether or not the member lives in the electoral district represented by the EDA;
  - (h) vote on the Leadership Vote and on the Leadership Endorsement Ballot conducted in their EDA;
  - (i) subject to the relevant provisions of the Constitution of their PTA, appeal to an appeals tribunal established by their PTA in relation to all matters arising under the Constitution of their PTA, the Constitution (if any) of their EDA or the Constitution (if any) of the EDA of which they are an associate member;
  - (j) appeal to the Permanent Appeal Committee;
  - (k) communicate with, and to receive available services from, the National Office in English or French.
- (3) Subject to Chapter 12, a member of the Party has the right to seek to be a candidate of the Party for election to the House of Commons.

## 11. Bylaws

- (1) The National Board of Directors may make any bylaw in accordance with the procedure set out in Section 26 to regulate the procedures of applying for membership, renewing membership and the expiry of membership, but any bylaw that the National Board of Directors makes must be consistent with this Constitution.
- (2) Bylaws anticipated by Subsection 11(1) may include but are not limited to:
  - (a) the delegation of authority for processing applications for membership to the PTAs and the designation of PTA and other offices as the offices where applications for membership and renewals of membership may be delivered;
  - (b) the manner in which applications for membership and renewals of membership may be submitted electronically;
  - (c) the forms to be completed for applications for membership and renewals of membership;
  - (d) the designation of members as "inactive" in cases where the mailing address for a member in the records maintained by the *National Office* is no longer current;
  - (e) additional membership requirements applicable only to provinces in which the PTA is also a provincial party.



**NATIONAL RULES GOVERNING SUPPORTERS**

(Added at the 2012 Biennial Convention)

**12. Qualification as a supporter**

To be eligible to become a supporter of the Party, a person must be either a member of the Party or a person who:

- (a) is at least 18 years of age;
- (b) supports the purposes of the Party;
- (c) is qualified as an elector who may vote in accordance with part 11 of the *Canada Elections Act* or ordinarily lives in Canada; and
- (d) is not a member of any other federal political party in Canada.

**13 Application and admission**

(1) A person may apply to become a supporter of the Party by completing an application form and delivering it to an office designated by the National Board of Directors or submitting it electronically in a manner prescribed by the National Board of Directors.

(2) The Party must promptly admit as a supporter of the Party each person who has applied in accordance with Subsection 13(1) and meets the requirements of Section 12.

(3) Despite Subsection 13(2), the Party may refuse to admit any person as a supporter of the Party if it has reasonable grounds to believe that a person does not meet the requirements of Section 12.

**14 National register of supporters**

(1) The National Office is responsible to maintain a national register of the supporters of the Party.

(2) Subject to reasonable procedures prescribed by the National Board of Directors to ensure compliance with applicable privacy legislation, each Constituent Body is entitled to timely access to all information concerning the identification of the supporter contained in the national register of supporters about all supporters of the Party who are entitled to participate in the affairs of the Constituent Body and each member of the House of Commons who is also a member of the Caucus is entitled to timely access to the information contained in the national register of supporters about all supporters of the Party who are entitled to participate in the affairs of the EDA for the electoral district represented by that member of the House of Commons.

**15 Term of registration as a supporter**

Registration as a supporter of the Party takes effect on the date prescribed by the National Board of Directors that is no later than the next business day after the application to become a supporter is delivered or submitted in the province or territory in which the applicant lives.

**16 Deregistration of supporters**

A person ceases to be a supporter of the Party:

- (a) when the supporter no longer meets all the requirements of Section 12;
- (b) when the supporter's registration is terminated by the National Board of Directors; or
- (c) when the supporter presents to the Party a request to be no longer registered as a supporter.

**17 Rights of supporters**

Subject to the relevant provisions of this Constitution, a supporter of the Party has the right to vote on the Leadership Vote conducted in their EDA.

## **18 Bylaws**

(1) The National Board of Directors may make any bylaw in accordance with the procedure set out in Section 34 to regulate the procedures of applying to become a supporter, but any bylaw that the National Board of Directors makes must be consistent with this Constitution.

(2) Bylaws anticipated by Subsection 18(1) may include but are not limited to:

- (a) the delegation of authority for processing applications to the PTAs and the designation of PTA and other offices as the offices where applications for to become a supporter may be delivered;
- (b) the manner in which applications to become a supporter may be submitted electronically;
- (c) the forms to be completed for applications to become a supporter;
- (d) the designation of supporters as “inactive” in cases where the mailing address for a supporter in the records maintained by the National Office is no longer current;
- (e) additional requirements applicable only to supporters in provinces in which the PTA is also a provincial party.

**National Rules Governing Electoral District Associations**

(Added at the 2009 Biennial Convention)

**CHAPTER 4: ELECTORAL DISTRICT ASSOCIATIONS (Riding Associations) – CONSTITUTION OF THE LIBERAL PARTY OF CANADA (National)**

**19. Purposes, constitutions and certification of EDAS**

- (1) Each Electoral District Association (EDA) is responsible to pursue actively the following purposes and activities:
- (a) to participate in public affairs by endorsing the person who is the candidate of the Party for election to the House of Commons for its electoral district, by ensuring that the association has an effective election readiness organization and plan and by implementing that plan;
  - (b) to provide a forum for its members to have their say and influence the policies and platform of the Party and to encourage involvement in the policy development process of the Party;
  - (c) to raise money to support the fundamental purposes of the Party and the purposes and activities of the EDA;
  - (d) to communicate regularly with its members and with the public in its electoral district.
- (2) If an EDA has a Constitution then it must be consistent with this Constitution and the Constitution of its PTA and must:
- (a) incorporate the purposes set out in Subsection 19(1) and the principles set out in the Preamble and define its purposes in a manner consistent with Section 2;
  - (b) if the Constitution of its PTA does not provide for the rights of members of the EDA as set out in Section 10, provide for those rights for its members;
  - (c) provide for the election of a chief executive officer of the EDA (the “EDA President”) and officers primarily responsible for fundraising, membership and policy of the EDA (the “EDA Fundraising Chair, EDA Membership Chair and EDA Policy Chair”) by a vote of all its members;
  - (d) provide for an appeal procedure in respect of any action or decision of the EDA and any irregularities in connection with any meetings of the EDA except where an appeal is within the jurisdiction of the Permanent Appeal Committee;
  - (e) provide for the establishment and maintenance of proper financial records, minutes of meetings and correspondence; and
  - (f) provide for full financial disclosure in accordance with generally accepted accounting principles.
- (3) The Leader may refuse to certify as an electoral district association of the Party under the *Canada Elections Act* any association that does not meet the following criteria:
- (a) if the association has a Constitution, it complies with Subsection 19(2) and no provision of that Constitution is inconsistent with this Constitution or the Constitution of its PTA;
  - (b) the association has filed with the National Office a copy of the current Constitution of the EDA (if any) certified by the EDA President;
  - (c) the association has appointed as the financial agent of the association for the purposes of the *Canada Elections Act* a person approved in writing by the Chief Financial Officer;
  - (d) the association has appointed as the auditor of the association for the purposes of the *Canada Elections Act* a person approved in writing by the Chief Financial Officer;
  - (e) each of the EDA President and the EDA Policy Chair has been elected as an officer of the association by a general meeting of the association and has not served in their office for more than 27 months without being re-elected to that office by a vote of all its members;
  - (f) all officers of the association are members of the Party; and
  - (g) the association shares the purposes of the Party and governs itself in accordance with this Constitution, the Constitution of its PTA and the Constitution (if any) of the association.
- (4) The Party, on application signed by the Leader and two of its officers, may apply under the *Canada Elections Act* for the deregistration of an EDA if:

- (a) the association does not meet the criteria set out in Subsection 19(3);
- (b) the association does not fulfill any of its duties under Section 20;
- (c) the association has failed to make any of the filings required to be made by an electoral district association under the *Canada Elections Act*; or
- (d) the association, the financial agent of the association or the auditor of the association have not complied fully with the *Canada Elections Act*.

## **20. Rights and responsibilities of an Electoral District Association**

- (1) Subject to the relevant provisions of this Constitution, each EDA has the right to send delegates to any convention or general meeting of the Party.
- (2) Each EDA must hold a general meeting of all its members at least once every two years. The meeting must be no more than 27 months after the previous such general meeting. The EDA must promptly deliver to the *National Office* a copy of any notice it gives for such general meeting.
- (3) Each EDA must hold delegate selection meetings and candidate selection meetings as required by this Constitution.
- (4) Each EDA must make all filings required to be made by an electoral district association under the *Canada Elections Act* and must promptly provide a copy of such filings to the National Office and must comply with all financial reporting and internal control requirements established by Party Bylaw to ensure compliance with federal law.

## **21 Associate membership in an EDA:**

- (1) Only members of the Party may belong to an EDA. A member of the Party who does not live in the electoral district represented by an EDA may become an associate member in that EDA by application delivered to an office designated by the National Board of Directors or by submitting it electronically with the current membership fee in a manner prescribed by the National Board of Directors.
- (2) Associate membership in an EDA takes effect on the date prescribed by the National Board of Directors, remains current for a period established by the National Board of Directors and may be renewed in accordance with procedures established by the National Board of Directors.
- (3) Associate members have all the same rights as other members of the Party except 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 any Leadership Vote or Leadership Endorsement Ballot conducted in the EDA.
- (4) A member of the Party may be an associate member of only one EDA at any time but may transfer associate membership from one EDA to another by giving written notice to an office designated by the National Board of Directors or by submitting it electronically in a manner prescribed by the National Board of Directors.
- (5) 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 prescribed by the National Board of Directors.