



Constitution and Bylaws of the Liberal Party of Canada in British Columbia

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PREAMBLE¹

The Liberal Party of Canada in British Columbia is committed to the view that the dignity of each individual man and woman is the cardinal principle of democratic society and the primary purpose of all political organization and activity in such a society.

The Liberal Party of Canada in British Columbia is dedicated to the principles that have historically sustained the Party: individual freedom, responsibility and human dignity in the framework of a just society, and political freedom in the framework of meaningful participation by all persons. The Liberal Party of Canada in British Columbia is bound by the constitution of Canada and the *Canadian Charter of Rights and Freedoms* and is committed to the pursuit of equality of opportunity for all persons, to the enhancement of our unique and diverse cultural community, to the recognition that English and French are the official languages of Canada, and to the preservation of the Canadian identity in a global society.

In accordance with this philosophy, the Liberal Party of Canada in British Columbia subscribes to the fundamental rights and freedoms of persons under the rule of law and commits itself to the protection of these essential values and their constant adaptation to the changing needs of modern Canadian society.

The Liberal Party of Canada in British Columbia recognizes that human dignity in a democratic system requires that all citizens have access to full information concerning the policies and leadership of the Party; the opportunity to participate in open and public assessment of such means, such modifications of policies and leadership as they deem desirable to promote the political, economic, social, cultural and general well-being of Canadians.

To realize this objective, the Liberal Party of Canada in British Columbia strives to provide a flexible and democratic structure whereby all Canadians can obtain such information, participate in such assessment and militate for such reform through open communications, free dialogue and participatory action both electoral and non-electoral. This Constitution sets forth the institutions, systems and procedures by which the Liberal Party of Canada in British Columbia, in co-operation with its electoral district associations, works to implement these ideas on behalf of all its members.

1 The preamble is taken from the preamble to the constitution of the Liberal Party of Canada (the *National Constitution*) and is included because of the requirement in paragraph 14(3)(a) of the *National Constitution* that the constitutions of a provincial or territorial association (PTA) must incorporate the principles set out in the preamble.

PART 1 – THE PARTY

CHAPTER 1 – FOUNDING PROVISIONS

1 Establishment and name

There is an association named “The Liberal Party of Canada in British Columbia”, which is referred to throughout this Constitution as “the Party”. The Party is one of the provincial and territorial associations that comprise the federation called the Liberal Party of Canada and constituted under the *National Constitution*.²

2 Role and purpose³

- (1) The fundamental purposes of the Party are –⁴
- (a) to participate in the public affairs of Canada by endorsing members of the Party as candidates of the Party for election to the House of Commons and supporting their election;⁵
 - (b) to advocate and support Liberal philosophies, principles and policies;
 - (c) to promote membership in the Party;
 - (d) to raise money to support the fundamental purposes of the Party;
 - (e) to provide a forum for members of the Party to have their say and influence the policies and platform of the Party;
 - (f) to coordinate the activities of supporters of the Party;
 - (g) to ensure equitable representation of aboriginal peoples at all levels of the Party; and
 - (h) to seek to achieve a common ground of understanding among the people of the different provinces and territories of Canada.
- (2) In pursuing its fundamental purposes and in all its activities, the Party must promote

2 See subsection 14(1) of the *National Constitution*.

3 See subsection 14(1) of the *National Constitution*.

4 See subsection 2(1) of the *National Constitution*.

5 See one of the requirements for registration as a political party under paragraph 366(2)(j), *Canada Elections Act*. See also subsection 521.1(5), *Canada Elections Act*.

the equal participation of men and women at all levels of the Party.⁶

(3) The Party is responsible for:⁷

- (a) organization and election readiness and policy development in British Columbia, for representing British Columbia to the Liberal Party of Canada nationally and for implementing national programs and initiatives in British Columbia;
- (b) developing on an annual basis, in concert with the members of the Party, a strategic plan for British Columbia that proposes activities in the areas of membership recruitment; finance and fundraising; policy development; EDA compliance; EDA organization, election readiness and policy development; administration of Party elections (including a Leadership Vote, a Leadership Endorsement Ballot, candidate selection meetings and delegate selection meetings); and election readiness;
- (c) communicating regularly with its members and with the public in British Columbia in connection with the provincial affairs of the Party.

3 Scope

The Party will operate throughout British Columbia.

4 Authority of the Constitution⁸

This Constitution is the source of all rights and responsibilities within the Party, and subject to the *National Constitution*, is the final authority concerning any dispute within the Party.

PART 2 – PARTY STRUCTURES

CHAPTER 2 – MEMBERSHIP

5 Membership

Any member of the Liberal Party of Canada who lives in British Columbia is a member in good standing of the Party as long as their membership in the Liberal Party of Canada is

6 See subsection 2(2) of the *National Constitution*.

7 See subsection 14(2) of the *National Constitution*.

8 See also section 3 of the *National Constitution*.

current and they have paid all required membership fees. A member's membership of the Party expires when the member's membership in the Liberal Party of Canada expires.

6 Rights of members

- (1) A member has the right to receive newsletters, information, membership services, and notices of conventions, general meetings and other activities from the Party, their EDA and any EDA of which they are an associate member.
- (2) Subject to the relevant provisions of this Constitution, a member in good standing has the right to –⁹
 - (a) attend, speak, and vote at a general meeting of their EDA;¹⁰
 - (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 provincial convention of the Liberal Party of Canada in British Columbia;¹¹
 - (d) in accordance with the *National Constitution*, be selected as a delegate or an alternate delegate to any national convention of the Liberal Party of Canada;¹²
 - (e) in accordance with the *National Constitution*, vote on the Leadership Vote and on the Leadership Endorsement Ballot (as those terms are defined in the *National Constitution*);
 - (f) be elected to any office in the Party or in any EDA;
 - (g) in accordance with the *National Constitution*, be elected to any office in the Liberal Party of Canada;¹³

9 See section 10 of the *National Constitution*.

10 Additional requirements are set out in subsection 9(6) (general meetings), paragraph 51(3)(a) (delegate selection meetings for provincial conventions) and 55(3)(a) (delegate selection meetings for national conventions). See also the “grandfathering” provisions in subsection 67(8).

11 See chapter 11 for the details of the process of selection as a delegate; additional requirements are set out in paragraph 51(3)(d) and 55(3)(c).

12 See chapter 16 of the *National Constitution*. See also chapter 12 for details of the process of selection as a delegate to national conventions.

13 See paragraphs 22(1)(a) and 61(4)(a) of the *National Constitution*.

- (h) appeal to the Appeals Board.¹⁴
- (i) in accordance with the *National Constitution*, appeal to the Permanent Appeal Committee;¹⁵
- (j) in accordance with the *National Constitution*, communicate with, and to receive available services from, the *National Office* in English or French.

CHAPTER 3 – ELECTORAL DISTRICT ASSOCIATIONS

7 Establishment¹⁶

- (1) Each “Electoral District Association” under the *National Constitution* is an Electoral District Association (EDA) under this Constitution for the electoral district in respect of which the EDA is certified under the *Canada Elections Act*. Together with any bylaws made by the EDA in accordance with section 16, the provisions of this chapter are the constitution of the EDA.
- (2) Each EDA must govern itself in accordance with this Constitution and the *National Constitution*, must share the purposes of the Party and is responsible to pursue actively the following purposes and activities:¹⁷
 - (a) to participate in public affairs by endorsing the person who is the candidate of the Liberal Party of Canada 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 Liberal Party of Canada and to encourage involvement in the policy development process of the Liberal Party of Canada;
 - (c) to raise money to support the fundamental purposes of the Liberal Party of Canada and the purposes and activities of the EDA;
 - (d) to communicate regularly with its members and with the public in its electoral district.
- (3) Subject to the relevant provisions of this Constitution, an EDA has the right to –

14 The procedure for appeal is set out in section 42.

15 See chapter 14 of the *National Constitution*.

16 See paragraph 28(2)(a) for the responsibility of the Party Executive to ensure there is an active EDA.

17 See subsection 12(1) of the *National Constitution*.

- (a) send delegates to any provincial convention of the Liberal Party of Canada in British Columbia;
 - (b) in accordance with the *National Constitution*, send delegates to any national convention of the Liberal Party of Canada;
 - (c) in accordance with the *National Constitution*, select a candidate of the Liberal Party of Canada for election to the House of Commons of Canada.
- (4) An EDA may propose amendments to this Constitution in accordance with section 66.

8 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 one EDA by application delivered to *Party Headquarters*.
- (2) 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.
- (3) A member of the Party may transfer associate membership from one EDA to another by giving written notice to *Party Headquarters*.
- (4) When a member transfers membership from one EDA to another, associate membership in the first association will end, and membership in the second association will begin, on the date the notice is received at *Party Headquarters*.

9 Meetings of an EDA

- (1) Each EDA must hold an annual general meeting during every calendar year. The meeting must be no more than 15 months after the previous annual general meeting.
- (2) Each EDA must hold meetings for the selection of delegates to provincial conventions (“provincial delegate selection meetings”) as required by this Constitution and must hold meetings for the selection of delegates to national conventions (“national delegate selection meetings”) and candidate selection meetings as required by the *National Constitution* and this Constitution.
- (3) The EDA Executive may call a general meeting and must notify every member of the association at least 27 days before an annual general meeting of the EDA or a general meeting to amend the bylaws of the EDA and at least 13 days before any other general meeting of the EDA other than a candidate selection meeting or a delegate selection meeting words and before any meeting of the EDA Executive that is open to all members of the EDA.
- (4) A notice referred to in subsection (3) must be in the form and by the method

prescribed by the Party Executive.¹⁸

- (5) The EDA Executive must notify every member of the Party who lives in the electoral district represented by the EDA before any provincial delegate selection meeting, any national delegate selection meeting and any candidate selection meeting in accordance with the rules governing those meetings.
- (6) Subject to the *National Constitution* and this Constitution, every member of the Party has the right to attend, speak, and vote at any general meeting of their EDA, if that member –
 - (a) is present at the meeting; and
 - (b) has been a member of the Party in good standing for the 41 days¹⁹ immediately preceding that meeting.

10 EDA Executive

- (1) Each EDA must have an executive consisting of the following voting members: –
 - (a) An EDA President
 - (b) An EDA Vice-President
 - (c) An EDA Secretary
 - (d) An EDA Treasurer
 - (e) An EDA Policy Chair
 - (f) An EDA Membership Chair
 - (g) An EDA Communications Chair
 - (h) An EDA Organization Chair
 - (i) An EDA Fundraising Chair
 - (j) An EDA Election Readiness Chair
 - (k) A representative of each Commission (who, in the case of the women's commission and the seniors' commission, must be a representative of any club of that commission established in the electoral district in accordance with the

18 See Party Executive resolution 98.10.31.05.

19 The Party Executive may shorten this time; see paragraph 28(3)(b).

procedures prescribed by the National Women's Liberal Commission or the Senior Liberals' Commission, as the case may be)²⁰

- (1) The Past EDA President, who is the person, other than the existing EDA President, who most recently occupied the office of EDA President.
- (2) In addition to the members of the EDA Executive required by subsection (1), an EDA Executive may include as many other EDA Vice-Presidents, and as many members-at-large, as are required by its bylaws.
- (3) At each annual general meeting of an EDA, the members of the Party who are entitled to vote at a general meeting of the EDA by secret ballot must elect all the members of the EDA Executive, except –
 - (a) the EDA Election Readiness Chair;
 - (b) the representative of each Commission; and
 - (c) the Past EDA President.
- (4) The EDA Election Readiness Chair will be appointed directly by the EDA Executive.
- (5) The representative of each Commission will be appointed directly by the Commission or club that they represent.
- (6) All members of the EDA Executive serve until the annual general meeting following their election or appointment.
- (7) The EDA Executive may appoint a person to fill any vacancy in an elected position in the EDA Executive, but those appointments must be referred to the members for confirmation at the next general meeting of the EDA.

11 Qualification for EDA Executive

- (1) A person must be a member in good standing of the Party to qualify for election or appointment as a member of the EDA Executive and to continue to hold office in the EDA Executive.
- (2) Any member of the Party is eligible for election as a member of any EDA Executive, whether or not they live in the electoral district represented by that association.²¹

²⁰ See subsection 36(30) and 38(3) of the *National Constitution*.

²¹ The result of this provision is that a person may be a voting member of the EDA Executive even though they cannot vote at general meetings of the EDA.

- (3) No person may
 - (a) hold more than one elected position on the EDA Executive at the same time; or
 - (b) hold a position on more than one EDA Executive at the same time.
- (4) A person who has resigned the office of EDA President cannot subsequently serve as the Past EDA President unless they are first re-elected to the office of EDA President.
- (5) The Party Executive may exempt an EDA Executive from the application of paragraph (3)(a).

12 Responsibilities and powers of Executive

Each EDA Executive is responsible to –

- (a) manage the affairs of the EDA;
- (a) promote the objectives of the EDA;
- (b) promote the objectives of the Party in the electoral district;
- (c) administer the EDA in accordance with the *National Constitution*, the Constitution and Bylaws of the Party and the bylaws of the EDA;
- (d) plan and conduct the activities of the EDA, including fundraising and election readiness;
- (e) hold candidate selection meetings and delegate selection meetings as required by the *National Constitution* and this Constitution;²² and
- (f) appoint the EDA Fundraising Chair, the EDA Election Readiness Chair and an EDA Nominations Chair (from outside the EDA Executive).

13 Meetings of an EDA Executive

- (1) The EDA Executive may meet at any time but must meet at least four times a year and at least two of those meetings must be open to all members of the EDA.
- (2) The EDA Executive may, by resolution, make rules for the conduct of its business. The following general requirements must be met:

22 See section 51 (delegate selection meetings for provincial conventions) and section 55 (delegate selection meetings for national conventions).

- (a) The EDA President is responsible to call regular meetings of the EDA Executive and must give the members of the EDA Executive at least seven days' notice of each regular meeting.
 - (b) Before a meeting of the EDA Executive may be called to order, and, in order for the meeting to continue, a majority of the voting members of the EDA Executive must be present.
 - (c) A question at any meeting of the EDA Executive will be determined by the majority of votes cast by the members who are present.
- (3) The EDA may meet in person or by electronic means, but if they meet by electronic means, each member must be able to hear, and be heard by, each other member.
 - (4) A resolution approved in writing by all the members of the EDA Executive will be as valid and effective as if it had been passed at a properly convened meeting of the EDA Executive.

14 Officers' responsibilities and powers

- (1) The EDA President
 - (a) is responsible to
 - (i) preside at all meetings of the EDA except a candidate selection meeting;
 - (ii) represent the EDA at, and make an oral report to, each meeting of the B.C. Federal Liberal Council;²³
 - (iii) report to the members at the annual general meeting of the EDA;
 - (iv) give notices to members of the EDA as required by the *National Constitution* and this Constitution;
 - (v) ensure that all other members of the EDA Executive perform their duties as set out in this section; and
 - (b) is a member of all committees of the EDA except the EDA Nominations Committee.
- (2) If the EDA President is absent from office, or there is a vacancy in the office of EDA President, the EDA Vice-President must assume the EDA President's duties. If the bylaws of the EDA provide for more than one Vice-President, then the Vice-Presidents will assume the duties of the EDA President under this subsection in the

23 The EDA President is a member of the B.C. Federal Liberal Council (see paragraph 21(1)(a)) and a member of the Council Presidents under the National Constitution.

order of the number of votes received at the annual general meeting at which they were elected.

- (3) Each Vice-President of an EDA is responsible to assist the President of that EDA as required.
- (4) The EDA Secretary is responsible to –
 - (a) keep a record of all meetings of the EDA Executive and all general meetings of the EDA and to distribute minutes of those meetings to the EDA Executive;
 - (b) send a written list to the Party Secretary showing the names and addresses of all members of the EDA Executive and all chairs of committees of the EDA, within seven days of their election or appointment;
 - (c) send a copy of the current bylaws of the EDA to the National Office, within seven days of its enactment or amendment; and
 - (d) send a copy of the minutes of each annual general meeting of the EDA to the Party Secretary, within seven days after the holding of the meeting.
- (5) The EDA Treasurer is responsible to –
 - (a) administer the finances of the EDA;
 - (b) keep proper books of account and make them available to the Party Executive;
 - (c) report on the finances of the EDA to the members at each annual general meeting;
 - (d) send the consolidated financial statements of the EDA for the preceding calendar year to the Party Treasurer and to the chief financial officer of the Liberal Party of Canada by March 31 in each year; and
 - (e) comply with all financial reporting and internal control requirements prescribed by the Party Executive or under the *National Constitution*.
- (6) The EDA Policy Chair is responsible to –
 - (a) chair the EDA Policy Committee, if any;
 - (b) plan and chair regular policy forums for the EDA; and
 - (c) send all resolutions proposed by the EDA to the Party Policy Chair at least 41 days before the relevant convention of the Party.
- (7) The EDA Membership Chair is responsible to –
 - (a) chair the EDA Membership Committee, if any;

- (b) conduct membership drives in the electoral district;
 - (c) send all completed membership application forms and fees submitted to the EDA Membership Chair to *Party Headquarters* in a timely manner.
- (8) The EDA Nominations Chair²⁴ must act independently of the EDA Executive and is responsible to –
- (a) chair the EDA Nominations Committee, if any;
 - (b) notify all members of the EDA of any upcoming election of officers of the EDA Executive and invite nominations for those offices;
 - (c) ensure that there is at least one candidate for each office of the EDA Executive at each annual general meeting of the EDA; and
 - (d) conduct the election of the EDA Executive.
- (9) An EDA Nominations Chair who seeks election to any position on the EDA Executive must resign as Nominations Chair.
- (10) The EDA Executive may assign other functions to any member of the EDA Executive at any time.

15 Committees of an EDA

- (1) The EDA Executive may, by resolution, establish any number of committees²⁵ consisting of members of the Party, for any purpose except to exercise a power that the EDA Executive is required to exercise.
- (2) The EDA President is always a member of every committee established by the EDA Executive.
- (3) The EDA Executive may at any time revoke or override any authority given to, or any act done by, any committee established under subsection 15(1).
- (4) A committee established under subsection 15(1), may meet at any time, and may make rules for the conduct of its business. The following general requirements must be met:
 - (a) The chair of each committee is responsible to call regular meetings of the

24 The EDA Nominations Chair is appointed under paragraph 12(f).

25 As an example the EDA Executive might establish one or more of the following committees: EDA Policy Committee, EDA Membership Committee, EDA Nominations Committee, EDA Fundraising Committee, EDA Communications Committee, EDA Election Readiness Committee or EDA Bylaws Committee.

committee and must give its members at least seven days' notice of each regular meeting.

- (b) Before a meeting of a committee may be called to order, and, in order for the meeting to continue, a majority of the committee members must be present.
 - (c) A question at any committee meeting will be determined by the majority of votes cast by the members who are present.
 - (d) Every committee must keep regular minutes of its meetings, and must report on its meetings and other activities to the EDA Executive at any time the Executive requires.
- (5) A resolution approved in writing by all the members of the committee will be as valid and effective as if it had been passed at a properly convened meeting of that committee.
- (6) A committee may appoint assistants.

16 Bylaws of an EDA

- (1) An EDA may make any bylaw to regulate the affairs of the EDA if the following requirements are met: –
- (a) The resolution to make the bylaw is considered at a meeting of the EDA of which notice is given in accordance with subsection 9(4). The notice of meeting must state the intention to consider the proposed bylaw.
 - (b) The resolution to make the bylaw is passed by two-thirds of the votes cast by members of the Party present and entitled to vote at the meeting.
 - (c) The bylaw is consistent with the *National Constitution*, this Constitution and the Bylaws of the Party.
- (2) A bylaw, or an amendment or repeal of a bylaw, is not effective until a copy, certified by the EDA President, has been deposited with the National Office.

CHAPTER 4 – COMMISSIONS

17 Participation of Commissions

- (1) A British Columbia provincial association or commission (referred to in this Constitution as a “Commission”) has the right to participate in the affairs of the Party and its organs as set out in this Constitution and to exercise its rights under section 18 only if the following conditions have been met:
- (a) The Commission must be the British Columbia provincial association or

commission established in accordance with the provisions of the constitution and bylaws of each of the Commission of Young Liberals of Canada, the National Women's Liberal Commission, the Aboriginal Peoples' Commission of the Liberal Party of Canada and the Senior Liberals' Commission of the Liberal Party of Canada.²⁶

- (b) A principal officer of the Commission of Young Liberals of Canada, the National Women's Liberal Commission, the Aboriginal Peoples' Commission of the Liberal Party of Canada or the Senior Liberals' Commission of the Liberal Party of Canada, as the case may be, has certified that the British Columbia provincial association/commission meets the condition set out in paragraph (a).
- (c) The Commission has deposited with the Party Registrar of Bylaws a copy of its current constating documents,²⁷ certified by a principal officer of the Commission.
- (d) The Commission has held an annual general meeting within the last 15 months with the notice of that meeting given under the supervision of the Party Secretary to those shown as eligible to vote on the membership lists maintained under the supervision of the Party Secretary, and the Commission has sent a copy of the minutes of that annual general meeting to the Party Secretary.
- (e) Each subsidiary organization of a Commission has held an annual general meeting within the last 15 months with the notice of that meeting given under the supervision of the Party Secretary to those shown as eligible to vote on the membership lists maintained under the supervision of the Party Secretary, and the Commission has sent a copy of the minutes of that annual general meeting to the Party Secretary.
- (f) The Commission has sent the financial statements of the Commission for the preceding calendar year to the Party Treasurer by March 31 in each year.
- (g) The Commission has established written procedures satisfactory to the Party Treasurer for its internal financial control and, in the opinion of the Party Treasurer, has satisfactorily followed those procedures.
- (h) The Commission has established written procedures satisfactory to the Party Executive for the governance of itself and its subsidiary organizations (including student clubs, women's clubs and aboriginal clubs, as the case may be) and, in the opinion of the Party Executive, has satisfactorily followed those

26 See chapter 8 of the *National Constitution*.

27 This would include any constitution, bylaws or other constating document.

procedures.²⁸

- (i) With respect to any account maintained by a Commission and any of its subsidiary organizations (including student clubs, women's clubs and aboriginal clubs) with a bank, trust company, credit union or similar financial institution, the following conditions have been met:
 - (i) the name of the account contains the name of the Commission or subsidiary organization concerned;
 - (ii) the Commission has directed that institution that, if the Commission or the subsidiary organization is declared "inactive" by the Party Executive, then all of the interest of the Commission or the subsidiary organization in that account will vest in the Party Treasurer as trustee for the Commission.
 - (j) The membership lists of the Commission and each of its subsidiary organizations are maintained under the supervision of the Party Secretary and the Party Secretary is regularly and promptly informed of all changes in such membership lists.
 - (k) The Commission has taken all reasonable steps to ensure that each of its subsidiary organizations whose membership lists are not maintained under the supervision of the Party Secretary send their current membership lists to the Party Secretary at the time of the call of each of their annual general meetings.
 - (l) The Commission has taken all reasonable steps to ensure that each of its subsidiary organizations deposit with the Party Registrar of Bylaws a copy of their current constating documents, certified by a principal officer of the subsidiary organization.
- (2) The Party Executive may declare a Commission or any of its subsidiary organizations "inactive" if the Commission does not meet one or more of the conditions set out in subsection (1).
 - (3) The Party Executive may, with respect to a Commission and any subsidiary organization (including student clubs, women's clubs and aboriginal clubs) and after consultation with that Commission or subsidiary organization, waive the satisfaction of any of the conditions set out in subsection (1).
 - (4) Subject to review by the B.C. Federal Liberal Council, the Party Executive may suspend the right of the subsidiary organization of a Commission (including student clubs, women's clubs and aboriginal clubs) to participate in the affairs of the Party

28 In the view of the Constitution Committee these procedures should include at least procedures for appeals to the Party Appeals Board or to the appellate tribunals established under the national constitutions of the commissions.

and its organs if the following requirements are met: –

- (a) A subsidiary organization whose right to participate may be suspended under this section has received notice, at least 13 days before the meeting at which the resolution will be considered, of the resolution, of the time and place of the meeting, of their right to address the Party Executive at the meeting at which a resolution to terminate their membership is considered, and of their right to appeal.
 - (b) The resolution to suspend the right to participate is considered at a meeting of the Party Executive of which 13 days' notice is given to all members of the Executive. The notice of meeting must state the intention to consider the proposed suspension.
 - (c) The resolution to suspend a membership is passed by two-thirds of the votes cast by members of the Executive present and entitled to vote at the meeting.
 - (d) If the subsidiary organization does not meet one or more of the conditions set out in subsection (1).
- (5) If the Party Executive suspends the right of the subsidiary organization of a Commission (including student clubs, women's clubs and aboriginal clubs) to participate in the affairs of the Party and its organs, then the Party Executive must submit the suspension to the next meeting of the B.C. Federal Liberal Council, and the B.C. Federal Liberal Council, by resolution, must either confirm, amend, or reject the suspension.
- (6) The Party Executive must report the suspension to the Party at its next biennial general convention, and if the Party, by resolution passed in accordance with subsection (8), does not confirm the suspension, then it will cease.
- (7) The Party Executive or the B.C. Federal Liberal Council may recommend to the Party the suspension of the right of a Commission to participate in the affairs of the Party and its organs and to exercise its rights under section 18.
- (8) The Party, by resolution at a convention, may suspend the right of a Commission to participate in the affairs of the Party and its organs and to exercise its rights under section 18 and may suspend the right of any subsidiary organization of a Commission (including student clubs, women's clubs and aboriginal clubs) to participate in the affairs of the Party and its organs if the following requirements are met: –
- (a) A Commission or subsidiary organization whose right to participate may be suspended under this section has received notice, at least 13 days before the convention at which the resolution will be considered, of the resolution, of the time and place of the meeting, of their right to address the convention at the meeting at which a resolution to terminate their membership is considered.

- (b) The resolution to suspend the right to participate is considered at a convention of which 13 days' notice is given to all delegates to the convention registered 20 days before the convention. The notice of meeting must state the intention to consider the proposed suspension.
- (c) The resolution to suspend is passed by two-thirds of the votes cast by delegates present at the convention.

18 Rights

- (1) Each Commission and each student club, women's club and aboriginal club has the right to send delegates and alternate delegates to a convention as provided for in chapter 11, if it holds a delegate selection meeting in accordance with this Constitution.
- (2) Each Commission, in writing signed by one of the principal officers of the Commission, may appoint –
 - (a) one voting member of the Party Executive;
 - (b) one voting member of each EDA Executive (who, in the case of the women's commission, must be a representative of the club if there is a women's club established on a federal constituency basis in accordance with the procedures prescribed by the National Women's Liberal Commission for the EDA);
 - (c) one member of the Appeals Board;
 - (d) one member of each Convention Committee;
 - (e) one or more members of committees as provided in this Constitution or in the Bylaw establishing the committee.
- (3) Each Commission may propose amendments to this Constitution in accordance with section 66.

19 Commission membership

A member of the Party need not belong to any Commission, and may belong to more than one Commission.

20 Finances and property of a Commission

The Party is not responsible for election or other debts incurred by a Commission.

CHAPTER 5 – B.C. FEDERAL LIBERAL COUNCIL

21 Composition of the B.C. Federal Liberal Council

- (1) For the purposes of this Chapter 5, the term “Member Association” (“MA”) means:
- (a) each EDA; and
 - (b) each Commission.

The B.C. Federal Liberal Council consists of:

- (a) The following voting members:
 - Each MA President
 - The voting members of the Party Executive²⁹
 - Each member of the B.C. Caucus.
 - (b) The non-voting members of the Party Executive who have the right to attend and speak and make motions, but may not vote, at meetings of the B.C. Federal Liberal Council.
- (2) An EDA President, in writing, may appoint another member of that president’s EDA Executive whose name appears on the current list of members of the EDA Executive maintained by the Party Secretary as an alternate to attend, speak and vote on behalf of that president at a meeting of the B.C. Federal Liberal Council.
- (3) In the absence of an EDA President and an alternate appointed in accordance with subsection (2), an EDA Vice-President whose name appears on the current list of members of the EDA Executive maintained by the Party Secretary may attend, speak and vote on behalf of that president at a meeting of the B.C. Federal Liberal Council. If the bylaws of the EDA provide for more than one Vice-President and more than one Vice-President asserts the right to represent the EDA President under this subsection, then no Vice-President may exercise that right unless only one of them is specifically authorized to do so by the bylaws of the EDA.

22 Responsibilities and powers of the B.C. Federal Liberal Council

- (1) The B.C. Federal Liberal Council is responsible to –
- (a) promote the objectives of the Party;

²⁹ See paragraphs 27(1)(a) and (b) for a list of voting members of the Party Executive.

- (b) encourage the formation of regional groups to meet and consider issues that affect a particular area;
 - (c) advise and assist the standing committees of the Party;
 - (d) approve all business of the Party except business required to be conducted at a convention;
 - (e) review and approve, or review and recommend amendments to or rejection of, administrative policies and plans developed by the Party Executive;
 - (f) with a vote of a majority of members of the B.C. Federal Liberal Council (whether or not present at the meeting), amend or reject the administrative policies and plans adopted by the Party Executive;
 - (g) review all administrative decisions of the Party Executive to ensure that those decisions are in accordance with this Constitution, the Bylaws and the policies of the Party;
 - (h) deliver a written report to the Party's biennial general convention; and
 - (i) confirm the appointment of the Party Treasurer and the General Legal Counsel.
- (2) Any recommendations under paragraph 22(1)(e) must be considered by the Party Executive at its next scheduled meeting.
 - (3) The B.C. Federal Liberal Council may, subject to an appeal to the Appeals Board and to any resolution of the biennial general convention, establish policies binding on the Party Executive, EDAs and EDA Executive concerning the interpretation of this Constitution or the Bylaws of the Party or the bylaws of an EDA.
 - (4) The B.C. Federal Liberal Council, in writing signed by the Chair or the Deputy Chair, may appoint two members of the Appeals Board.
 - (5) The B.C. Federal Liberal Council may propose amendments to this Constitution in accordance with section 66.
 - (6) The B.C. Federal Liberal Council may call an extraordinary convention of the Party by resolution if the following requirements are met: –
 - (a) The resolution to call the convention is considered at a meeting of the B.C. Federal Liberal Council of which 13 days' notice is given to all members of the Council. The notice of meeting must state the intention to consider the proposed call of a convention.
 - (b) The resolution to call a convention is passed by two-thirds of the votes cast by members of the Council present and entitled to vote at the meeting.

23 Officers of the B.C. Federal Liberal Council

- (1) Each year,³⁰ the EDA Presidents who are present at the biennial general convention of the Party must elect an EDA President to be the Chair of the B.C. Federal Liberal Council until the next biennial general convention of the Party.
- (2) If a vacancy occurs in the office of the Chair of the B.C. Federal Liberal Council, the EDA Presidents who are at the next B.C. Federal Liberal Council meeting must elect an EDA President to fill the vacancy until the next biennial general convention of the Party.
- (3) The B.C. Federal Liberal Council may appoint a Deputy Chair to assist the Chair.

24 Meetings of the B.C. Federal Liberal Council

- (1) The B.C. Federal Liberal Council must meet at least four times each year. Those four meetings must be scheduled as follows:
 - (a) one must be held in conjunction with the biennial general convention of the Party; and
 - (b) at least one must be held outside of the Greater Vancouver Regional District.
- (2) The Chair of the B.C. Federal Liberal Council must set the date and place for regular Council meetings and is responsible to ensure that at least seven days' notice is given for each meeting.
- (3) An extraordinary meeting of the B.C. Federal Liberal Council may be called at any time, on at least seven days' notice, by:
 - (a) the *Leader*;
 - (b) the Chair of the B.C. Federal Liberal Council;
 - (c) the Party President;
 - (d) the Party Executive; or
 - (e) one-third of the voting members of the B.C. Federal Liberal Council, of whom 10 must be MA Presidents.
- (4) A meeting of the B.C. Federal Liberal Council may not begin until, and may continue only as long as, at least the following persons are present:

30 The phrase "each year" was not amended at the time that provisions relating to biennial conventions were adopted. This phrase should read "every second year".

- (a) MA Presidents or their alternates, who are not members of the Party Executive, and who represent at least one-third of the total number of MAs, and
 - (b) four Table Officers of the Party Executive.
- (5) The B.C. Federal Liberal Council may meet in person or by electronic means, but if they meet by electronic means, each member must be able to hear, and be heard by, each other member.
 - (6) The *Leader* or another person designated by the *Leader* may report to a meeting of the B.C. Federal Liberal Council.
 - (7) The Party Executive is responsible to deliver a written report to each meeting of the B.C. Federal Liberal Council, and each member of the Party Executive is responsible to attend each meeting of the B.C. Federal Liberal Council and to make an oral report if so requested.
 - (8) Each EDA President is responsible to deliver a written report to each meeting of the B.C. Federal Liberal Council, and may make an oral report to the meeting.

25 Committees of the B.C. Federal Liberal Council

- (1) The B.C. Federal Liberal Council may, by bylaw, establish any number of committees consisting of members of the Party.
- (2) The B.C. Federal Liberal Council may at any time revoke or override any authority given to, or any act done by, any committee established under subsection 25(1).
- (3) A committee established under subsection 25(1) may meet at any time, and may make rules for the conduct of its business. The following general requirements must be met:
 - (a) The chair of each committee is responsible to call regular meetings of the committee and must give its members at least seven days' notice of each regular meeting.
 - (b) Before a meeting of a committee may be called to order, and, in order for the meeting to continue, a majority of the committee members must be present.
 - (c) A question at any committee meeting will be determined by the majority of votes cast by the members who are present.
 - (d) Every committee must keep regular minutes of its meetings, and must report on its meetings and other activities to the B.C. Federal Liberal Council at any time the B.C. Federal Liberal Council requires.
- (4) A resolution approved in writing by all the members of the committee will be as

valid and effective as if it had been passed at a properly convened meeting of that committee.

- (5) A committee may appoint assistants.

26 Bylaws of the B.C. Federal Liberal Council

- (1) The B.C. Federal Liberal Council may make any bylaw to regulate its affairs, but any bylaw it makes must be consistent with the *National Constitution* and this Constitution.
- (2) A bylaw, or an amendment or repeal of a bylaw, is not effective until a copy, certified by the B.C. Federal Liberal Council Secretary, has been deposited with the Party Registrar of Bylaws.

CHAPTER 6 – PARTY EXECUTIVE

27 Composition of the Party Executive

- (1) The Party Executive consists of –
- (a) the following voting members (referred to in this Constitution as the “Table Officers”):
- The Party President
- The Party Vice-President
- The Party Secretary
- The Party Communications Chair
- The Party Finance Chair
- The Party Membership Chair
- The Party Organization Chair
- The Party Policy Chair
- The Party Nominations Chair
- (b) the following additional voting members:
- The Past Party President, who is the person, other than the existing Party President, who most recently occupied the office of Party President

The Party Treasurer³¹

One representative of each Commission

The Chair of the B.C. Federal Liberal Council or their designate.

- (c) the following non-voting members who have the right to attend and speak and make motions, but may not vote, at meetings of the Party Executive:

The Leader's Representative

The Party Constitutional Adviser

Members of the Party who are members of the National Executive of the Liberal Party of Canada³²

Members of the Party who are voting members of the national executive of any commission of the Liberal Party of Canada.

- (2) A person must be a member in good standing of the Party to qualify for election or appointment as a member of the Party Executive and to continue to hold office in the Party Executive.
- (3) Each biennial general convention of the Party must elect the Table Officers by secret ballot, according to the procedures set down in the Bylaws.
- (4) The Table Officers serve until new officers are elected at the next biennial general convention.
- (5) A person who has resigned the office of Party President cannot subsequently serve as the Past Party President unless they are first re-elected to the office of Party President.
- (6) The *Leader*, in writing, may appoint a representative to be called the "Leader's Representative."³³
- (7) If there is a vacancy in the office of –
- (a) the Party President, the Party Vice-President must assume the functions of the President; and

31 The Party Treasurer is appointed by the Party Executive and this appointment is confirmed by the Federal Liberal Council. See subparagraph 28(1)(g)(ii) and subsections 28(5), (6) and (7).

32 See section 22 of the *National Constitution*.

33 See paragraph 27(1)(c).

- (b) any other Table Officer, the Party Executive, by a majority vote of those present and entitled to vote, must promptly elect a member of the Party to the vacant office.
- (8) A person who assumes the vacant office holds that office only for the unexpired portion of their predecessor's term of office.
- (9) A Table Officer who, without reasonable excuse, misses three consecutive meetings of the Party Executive automatically forfeits membership on the Party Executive, unless the remaining members of the Executive, by a majority vote of those present and entitled to vote, choose to continue that member in office.

28 Responsibilities and powers of the Party Executive

- (1) The Party Executive is responsible to –
 - (a) manage the affairs of the Party;
 - (b) manage the finances of the Party;
 - (c) promote the objectives of the Party;
 - (d) make administrative decisions in accordance with this Constitution, the Bylaws and the policies of the Party and oversee their implementation;
 - (e) develop plans and administrative policies for the Party and present them to the B.C. Federal Liberal Council for approval;
 - (f) establish procedures for determining the sharing of revenues between the Party as a whole and the EDAs;³⁴
 - (g) appoint
 - (i) two members of the Appeals Board;
 - (ii) the Party Treasurer;³⁵
 - (iii) the Party Constitutional Adviser;
 - (iv) the chairs of any convention, or ad hoc, committee;
 - (v) the Chief Electoral Officer and the Credentials Committee for the conventions of the Party;

34 See paragraph 14(3)(j) of the *National Constitution*.

35 This appointment must be confirmed by the Federal Liberal Council. See subsections 28(5), (6) and (7).

- (vi) in consultation with the Convention Co-Chairs, the Convention Treasurer;
 - (vii) the General Legal Counsel (who must be a lawyer qualified to practice law in British Columbia);³⁶
 - (viii) the Party Registrar of Bylaws;
 - (ix) representatives of the Party to the committees of the Liberal Party of Canada, and in doing so, the Party Executive must attempt to correct any imbalance in the representation of men and women among the appointments of the Party to those standing committees;³⁷
 - (x) the co–chairs and delegation secretary for the B.C. delegation at each national convention;
- (h) select
- (i) 15 of members of the Party Executive as delegates to each national convention;³⁸
 - (ii) ten delegates, five of whom must be men and five of whom must be women, as additional delegates to each national convention;³⁹
- (k) consult with the Permanent Appeals Committee of the Liberal Party of Canada on the appointment of additional persons to conduct adjudications arising from candidate selection, leadership selection or delegate selection to any national convention⁴⁰ and whenever consulted, the Party Executive must assert that only members of the Appeals Board may be so appointed;⁴¹
- (l) deliver a written report to each meeting of the B.C. Federal Liberal Council;
- (m) at its first meeting in each year, establish the largest amount that may be paid out of the petty cash account maintained by the Party Treasurer and the aggregate limit for cheques in respect of petty expenses during any one

36 This appointment must be confirmed by the Federal Liberal Council. See subsections 28(5), (6) and (7).

37 See paragraphs 44(1)(b) and 15(1)(e) of the *National Constitution*.

38 See paragraph 62(1)(n) of the *National Constitution*.

39 See paragraph 62(1)(o) of the *National Constitution*.

40 See subsection 44(2) of the *National Constitution*.

41 Paragraph 44(1)(b) of the *National Constitution* also provides for the appointment of one representative from the provincial association.

month;⁴²

- (n) designate a location as *Party Headquarters* and publish that location to the members of the Party; and
 - (o) establish the date and place of the next biennial general convention within 18 months of the conclusion of the last biennial general convention of the Party.⁴³
- (2) The Party Executive is also responsible to –
- (a) ensure that there is an active EDA in each electoral district and that each EDA operates in accordance with this Constitution;
 - (b) call a general meeting of an EDA to select delegates or a candidate if that EDA has failed to do so;
 - (c) call a meeting of an EDA Executive to conduct the business of that EDA, if the EDA Executive has failed to do so;
 - (d) call a general meeting of an EDA to dismiss that EDA Executive and elect a new EDA Executive, if that EDA Executive fails to perform its duties in accordance with this Constitution and the Bylaws of the Party or the bylaws of the EDA; and
 - (f) whenever redistribution of electoral districts affects the boundaries of those districts, call a general meeting in each new electoral district to establish a new EDA and elect an EDA Executive.
- (3) The Party Executive may –
- (a) reduce any time qualification established in this Constitution or the Bylaws during which a person must have been a member of the Party in good standing;
 - (b) reduce the amount of notice required under this Constitution for any general meeting of an EDA (including candidate selection meetings and delegate selection meetings) or for any delegate selection meeting of a Commission;
 - (c) extend the time before which an EDA or a Commission must hold one of its general meetings (including a delegate selection meeting).
- (4) The Party Executive may propose amendments to this Constitution in accordance with section 66.

42 See subsections 58(4) and (6).

43 See subsection 52(1).

- (5) The Party Executive must submit to the next meeting of the B.C. Federal Liberal Council the confirmation of any appointment of the Party Treasurer and the General Legal Counsel, and the B.C. Federal Liberal Council, by resolution, must either confirm or reject the appointment.
- (6) The appointment of the Party Treasurer and the General Legal Counsel is effective until it is confirmed or rejected by the B.C. Federal Liberal Council under subsection (5).
- (7) If an appointment is rejected by the B.C. Federal Liberal Council, no subsequent appointment of the same person is effective until the appointment is confirmed by the B.C. Federal Liberal Council.

29 Responsibilities and powers of members of the Party Executive

- (1) By November 1 in each year, each member of the Party Executive is responsible to submit a preliminary budget for their office to the Party Treasurer.
- (2) Each member of the Party Executive is responsible to attend each meeting of the B.C. Federal Liberal Council and to make an oral report if so requested.
- (3) Each Table Officer is responsible to deliver a written report to the biennial general convention of the Party.

30 Responsibilities of Table Officers

- (1) The Party President is a member of all committees of the Party except the Party Nominations Committee, and is responsible to –
 - (a) preside at meetings of the Party Executive and at conventions of the Party;
 - (b) supervise the affairs of the Party and be responsible for the administration of the Party;
 - (c) send notice of the date and place of the next biennial general convention of the Party to all members of the B.C. Federal Liberal Council within 18 months⁴⁴ of the conclusion of the last biennial general convention of the Party;⁴⁵
 - (d) ensure that potential candidates of the Liberal Party of Canada for election to Parliament are advised of the legal requirements for candidacy;
 - (e) attend meetings of the national executive of the Liberal Party of Canada or

44 See paragraph 28(1)(o).

45 See subsection 52(5).

ensure that a nominee attends on their behalf;⁴⁶ and

- (f) attend as a delegate at national conventions of the Liberal Party of Canada.
- (2) The Party Vice-President is responsible to –
- (a) assist the Party President as required;
 - (b) assume the duties of the Party President in the Party President’s absence, or if there is a vacancy in the office of the Party President; and
 - (c) perform any other duties assigned by the Party Executive.
- (3) The Party Secretary is responsible to –
- (a) keep a record of all proceedings of the meetings of the Party Executive, the B.C. Federal Liberal Council, the Convention Committee, and the Party;
 - (b) keep a register of all EDA annual general meetings; and
 - (c) carry out duties assigned to the Party Secretary in Bylaws.
- (4) The Party Treasurer is a member of every Convention Committee, and is responsible to –
- (a) ensure the prudent financial administration of the Party;
 - (b) ensure that no disbursement is made without authorization of the Party Executive or as provided in the Bylaws;
 - (c) present audited financial statements to the biennial general convention of the Party;
 - (d) present a budget as a guide for expenditures to the Party Executive by December 15 each year;⁴⁷
 - (e) ensure that each EDA provides financial statements to the Party Treasurer and to the chief financial officer of the Liberal Party of Canada by March 31 each year; and
 - (f) send consolidated financial statements of the Party for the preceding calendar year to the chief financial officer of the Liberal Party of Canada by March 31 in each year.

46 See paragraph 22(1)(b) of the *National Constitution*.

47 Each of the members of the Party Executive is required to submit a budget by November 1; see subsection 29(1).

- (5) The Party Communications Chair is responsible to –
- (a) be responsible for the publication of the party newsletter;
 - (b) assemble, and distribute as required, all Table Officer and committee reports before the biennial general convention of the Party; and
 - (c) chair the Party Communications Committee, if any.
- (6) The Party Finance Chair is responsible to –
- (a) encourage and organize Party and EDA fundraising activities; and
 - (b) chair the Party Finance and Fundraising Committee.
- (7) The Party Membership Chair is responsible to –
- (a) keep a register of all members of the Party;
 - (b) keep a register of all EDA Executives;
 - (c) require current membership lists from the Commissions;
 - (d) with the Party Membership Committee,⁴⁸ conduct drives for new members and for membership renewals; and
 - (e) chair the Party Membership Committee, if any.
- (8) The Party Organization Chair is responsible to –
- (a) with the Party Organization Committee,⁴⁹ conduct sessions on electoral district association organization and election readiness; and
 - (b) chair the Party Organization Committee, if any.
- (9) The Party Policy Chair is responsible to –
- (a) coordinate the development of policy;
 - (b) report policy resolutions to the Party Executive before the biennial policy conference of the Party;
 - (c) send a copy of each policy resolution to all members of the B.C. Federal Liberal Council and to every registered delegate at least 20 days before the

48 Note that this is not a standing committee and may not have been established.

49 Note that this is not a standing committee and may not have been established.

convention at which the resolution is to be considered;

- (d) record the results of all policy workshops, plenary sessions at biennial policy conference⁵⁰ of the Party, and special policy conferences;
 - (e) advise all EDAs of every policy motion approved at convention within 55 days of the close of convention; and
 - (f) chair the Party Policy Committee.
- (10) The Party Nominations Chair is answerable only to the biennial general convention of the Party and is responsible to –
- (a) chair the Party Nominations Committee;
 - (b) conduct the election of the Table Officers at the biennial general convention.
- (11) A Party Nominations Chair who seeks election as one of the Table Officers must resign as Party Nominations Chair.

31 Meetings of the Party Executive

- (1) The Party Executive must meet at least nine times each calendar year.
- (2) The Party Executive may meet in person or by electronic means, but if they meet by electronic means, each member must be able to hear, and be heard by, each other member.
- (3) A meeting of the Party Executive may be called on 72 hours' notice by –
 - (a) the Party President; or
 - (b) any four members of the Party Executive.
- (4) A majority of the voting members of the Party Executive must be present before a meeting of the Executive can be called to order, or for it to continue.
- (5) A resolution approved in writing by all the voting members of the Party Executive will be as valid and effective as if it had been passed at a properly convened meeting of the Party Executive.

50 The word convention is pluralized under the authority granted to the Party Constitutional Adviser to make editorial changes to the Constitution.

32 Party Bylaws

- (1) The Party Executive may make any bylaw to regulate the affairs of the Party, but any bylaw that the Party Executive makes must be consistent with this Constitution.
- (2) The Party Executive must promptly submit a bylaw, or an amendment or repeal of a bylaw, to the Party Registrar of Bylaws.
- (3) Upon receiving a bylaw from the Party Executive, if the next meeting of the B.C. Federal Liberal Council takes place before the next biennial general convention of the Party, the Party Registrar of Bylaws must submit the bylaw to the next meeting of the B.C. Federal Liberal Council, and the B.C. Federal Liberal Council, by resolution, must either confirm, amend, or reject it.
- (4) Upon receiving a bylaw from the Party Executive, if the next meeting of the B.C. Federal Liberal Council does not take place before the next biennial general convention of the Party, the Party Registrar of Bylaws must submit the bylaw to the Party at its next biennial general convention, and the Party, by ordinary resolution, must confirm, amend, or reject it.
- (5) The Party Registrar of Bylaws must submit a bylaw, or an amendment or repeal of a bylaw, that has been confirmed or amended by the B.C. Federal Liberal Council, to the Party at its next biennial general convention, and the Party, by ordinary resolution, must confirm, amend, or reject it.
- (6) A bylaw, or an amendment or repeal of a bylaw, is effective in its original form from the date that a copy of the resolution of the Party Executive is deposited with the Party Registrar of Bylaws, until it is amended or rejected by the B.C. Federal Liberal Council under subsection (3) or until it is repealed. An amended bylaw continues in effect in its amended form until it is repealed.
- (7) If a bylaw, an amendment or a repeal is rejected by the B.C. Federal Liberal Council or the Party, no subsequent resolution of the Party Executive to make, amend or repeal a bylaw having substantially the same purpose or effect is effective until it is confirmed or amended by the B.C. Federal Liberal Council and the Party.

CHAPTER 7 – COMMITTEES

33 Standing committees of the Party

- (1) The Party has the following standing committees:
 - (a) The Party Nominations Committee
 - (c) The Party Finance and Fundraising Committee
 - (e) The Party Policy Committee.

- (2) Each standing committee must report in writing to the biennial general convention, and each standing committee other than the Party Nominations Committee must report in writing to the Party Executive at any time the Party Executive requires.

34 Creation of new committees

- (1) The Party Executive, by bylaw made in accordance with section 32, may establish:
- (a) any number of committees, consisting of members of the Party Executive, to which the Executive may delegate any power that the Party Executive is required to exercise, except
 - (i) the power to change the membership of, or fill vacancies in, a committee; or
 - (ii) the power to appoint or remove officers; and
 - (b) any number of other committees, consisting of members of the Party, for any purpose except to exercise a power that the Party Executive is required to exercise.⁵¹
- (2) The Party President and the Leader's Representative are always members of every committee established by the Party Executive.
- (3) The Party Executive may at any time revoke or override any authority given to or any act done by any committee established pursuant to this section.

35 Conduct of committee business

- (1) A standing committee, and a committee established under section 34, may meet at any time, and may make rules for the conduct of its business. The following general requirements must be met:
- (a) The chair of each committee is responsible to call regular meetings of the committee and must give its members at least seven days' notice of each regular meeting.
 - (b) Before a meeting of a standing committee may be called to order, and, in order for the meeting to continue, at least $\frac{1}{4}$ of the members must be present; but if a committee has less than 12 members, at least 3 members of the committee must be present. Before a meeting of any other committee may be called to order, and, in order for the meeting to continue, a majority of the committee members must be present.

51 Examples of the committees that might be established are a Party Organization Committee, a Party Membership Committee and a Party Communications Committee.

- (c) A question at any committee meeting will be determined by the majority of votes cast by the members who are present.
- (d) Every committee must keep regular minutes of its meetings, and must report on its meetings and other activities as follows:
 - (i) Every committee established under section 34 must report to the Party Executive in writing at any time the Executive requires.
 - (ii) The Party Nominations Committee must report in writing to the biennial general convention of the Party.
 - (iii) The Party Finance and Fundraising Committee must report in writing to the biennial general convention of the Party and to the Party Executive and the *Leader* at any time the Executive and the *Leader* require.
- (2) A committee may meet in person or by electronic means, but if they meet by electronic means, each member must be able to hear, and be heard by, each other member.
- (3) A resolution approved in writing by all the members of a committee will be as valid and effective as if it had been passed at a properly convened meeting of that committee.
- (4) By November 1 of each year, the chair of each committee must deliver to the Party Treasurer a preliminary budget for the estimated expenditures of the committee for the following year.
- (5) A committee may appoint assistants.

36 Party Nominations Committee

- (1) The Party Nominations Committee consists of –
 - (a) the Party Nominations Chair;
 - (b) a representative of the B.C. Federal Liberal Council; and
 - (c) other members, who may be appointed by the Party Nominations Chair in consultation with the Party Executive.
- (2) The Party Nominations Committee is responsible to –
 - (a) maintain a record of the talents and expertise of members of the Party;
 - (b) solicit more than one candidate for each office listed in paragraph 27(1)(a) and present a full complement of candidates for election at the biennial general convention of the Party; and

- (c) present a report to the biennial general convention of the Party.

37 Party Finance and Fundraising Committee

- (1) The Party Finance and Fundraising Committee consists of –
 - (a) the Party Finance Chair;
 - (b) the following additional members:
 - the Party President
 - the Leader’s Representative
 - the Party Treasurer
 - any number of other persons, who do not have to be members of the Party, appointed by the Party Executive.
- (2) The Party Finance and Fundraising Committee is responsible to –
 - (a) coordinate all fundraising;
 - (b) by November 1 of each year, deliver a fundraising plan for the following year, including a budget for all fundraising expenditures and an estimate of revenue, to the Party Executive for approval; and
 - (c) encourage and assist EDAs to conduct fundraising activities.

38 Party Policy Committee

- (1) The Party Policy Committee consists of –
 - (a) the Party Policy Chair;
 - (b) the following additional members:
 - the Party President
 - one representative of the B.C. Federal Liberal Council
 - one representative of each Commission
 - five persons elected at the biennial policy conference in a manner established by bylaw made by the Party Executive in accordance with section 32.
- (2) The Party Policy Committee is responsible to –

- (a) establish plans and organize seminars, meetings and policy conferences;
- (b) assist and encourage the EDAs and Commissions in the development of policy resolutions;
- (c) at the request of the B.C. Caucus, assist the B.C. Caucus in the development of policy resolutions;
- (d) establish rules for the general content and format of policy resolutions;
- (e) review, amend for clarity and consistency, categorize, consolidate and coordinate the policy resolutions submitted to policy conferences; and
- (f) maintain a cumulative record of all policies passed at biennial policy conference.

CHAPTER 8 – OTHER PARTY OFFICES

39 Party Registrar of Bylaws

- (1) The Party Executive is responsible to appoint the Party Registrar of Bylaws.
- (2) The Party Registrar of Bylaws is responsible to –
 - (a) maintain accurate and up to date versions of this Constitution and all bylaws deposited with the Registrar;
 - (b) provide reasonable access to the originals or copies of the bylaws deposited with the Registrar;
 - (c) make arrangements for the publication of current versions of this Constitution and all bylaws deposited with the Registrar;
 - (d) maintain a copy of all written decisions and all memorandums of oral decisions of the Appeals Board; and
 - (e) ensure that a current version of this Constitution is filed with the National Office.⁵²

52 See subsection 15(3) of the *National Constitution*.

CHAPTER 9 – APPEALS BOARD

40 Composition of the Appeals Board

- (1) The Appeals Board consists of –
 - (a) two members of the Party, who are not members of the Party Executive, appointed by the Party Executive;
 - (b) two representatives of the B.C. Federal Liberal Council;
 - (c) a representative of each Commission.
- (2) A member of the Appeals Board serves until their successor is appointed.
- (3) Whenever consulted by the Permanent Appeals Committee of the Liberal Party of Canada on the appointment of additional persons to conduct adjudications arising from candidate selection, leadership selection or delegate selection to any national convention,⁵³ the Party Executive must assert that only members of the Appeals Board may be so appointed.

41 Chair

The Appeals Board must elect a chair from among its members.

42 Right and form of appeal

- (1) Any member of the Party has the right to appeal to the Appeals Board, in writing accompanied by the payment referred to in subsection 42(3), concerning any of the following matters:
 - (a) an action or decision of the Party, the Party Executive or the B.C. Federal Liberal Council;
 - (b) an action or decision of an EDA or EDA Executive;
 - (c) an action or decision of a Commission, Commission Executive or subsidiary organization of a Commission (including student clubs, women's clubs and aboriginal clubs) if:
 - (i) the action or decision relates to the participation of the Commission, Commission Executive or subsidiary organization in the affairs of the Party (including the selection of delegates or alternate delegates);

53 See subsection 44(2) of the *National Constitution*.

- (ii) the constitution or rules governing the Commission, Commission Executive or subsidiary organization provide for an appeal to the Appeals Board in respect of the action or decision; or
 - (iii) all parties to the appeal agree;
- (d) an irregularity in connection with
- (i) a meeting of the Party, the Party Executive, the B.C. Federal Liberal Council, an EDA or an EDA Executive;
 - (ii) a meeting of a Commission or subsidiary organization of a Commission (including student clubs, women's clubs and aboriginal clubs) insofar as it relates to the selection of delegates or alternate delegates; or
 - (iii) a meeting held under the provisions of this Constitution.
- (e) a decision of the Credentials Committee of a provincial convention;
- (f) to the extent permitted by the rules of procedure related to appeals arising from candidate nominations, leadership selection and delegate selection to any national convention, an irregularity in connection with those matters,⁵⁴
- (g) a decision of the Party Executive or the B.C. Federal Liberal Council on the interpretation of this Constitution or the Bylaws of the Party;⁵⁵
- (h) a policy established by the B.C. Federal Liberal Council concerning membership in the Party or the interpretation of this Constitution or the Bylaws of the Party or an EDA.⁵⁶
- (2) A person appealing under subparagraph (1)(d) or (f), concerning an irregularity in connection with a meeting, must deliver a written notice stating the reasons for the appeal to the Appeals Board at *Party Headquarters* within three days after that meeting (or such longer time as the Appeals Board may allow). In all other cases a person appealing must deliver a written notice stating the reasons for the appeal to the Appeals Board at *Party Headquarters* promptly after becoming aware of the matters that are the subject of the appeal and in no case later than 30 days after the action, decision or the establishment of the policy, as the case may be.
- (3) A member of the Party making an appeal to the Appeals Board must pay to the Party an amount of \$250, and this amount must be returned to that person in the

54 See section 45 of the *National Constitution*.

55 See subsection 67(1) and (2).

56 See subsection 22(3).

circumstances that their appeal is substantially successful on its merits.

43 Powers, duties and procedures

- (1) The chair of the Appeals Board (or, in the absence of the chair, the deputy chair of the Appeals Board) must, within 30 days after a notice of appeal is received by *Party Headquarters* under section 42, establish a panel of one or more members of the Appeals Board to consider the appeal, and that panel must do so within a reasonable time. The chair of the Appeals Board (or, in the absence of the chair, the deputy chair of the Appeals Board) may terminate an appointment to a panel and may fill a vacancy on a panel.
- (2) A panel of the Appeals Board may establish procedures with respect to any appeal it considers, and these procedures may include but are not limited to –
 - (a) requirements for the conduct of the appeal by way of written argument and dispensing with any hearing;
 - (b) disclosure of documents to all parties in advance of any hearing;
 - (c) disclosure of all witnesses with a résumé of their evidence to all parties in advance of any hearing;
 - (d) the time, location and form of a hearing, if any;
 - (e) requirements for written submissions and argument in connection with a hearing.
- (3) If, after considering an appeal under paragraph 42(1)(a), (e), (g) or (h), the panel of the Appeals Board considering the appeal determines that there has been a manifest error or bad faith or that there are no reasonable grounds for the action or decision and that an order of the panel is in the best interests of the Party, it may make an order to correct the wrong done.
- (4) If, after considering an appeal under paragraph 42(1)(b) or (c), the panel of the Appeals Board considering the appeal determines that a wrong action has been taken and that an order of the panel is in the best interests of the Party, it may make an order to correct the wrong done.
- (5) If, after considering an appeal under paragraph 42(1)(d) or (f), the panel of the Appeals Board considering the appeal determines that a substantial irregularity has occurred and that a declaration of the panel is in the best interests of the Party, it may declare the results of the meeting to be invalid, and it must then –
 - (a) order a new meeting to be held in place of the invalid meeting;
 - (b) determine the notice to be given for the new meeting; and

- (c) supervise the conduct of the new meeting.
- (6) A member making an appeal has the right to attend any meeting at which the appeal is considered and to make representations concerning the appeal.
- (7) An entity whose action is being appealed has the right to be represented at the hearing at which the appeal is considered.
- (8) The panel of the Appeals Board considering the appeal may invite other persons to appear before it or make written or oral submissions when considering an appeal.

44 Bylaws of the Appeals Board

- (1) The Appeals Board may make any bylaw to regulate its procedure, but any bylaw it makes must be consistent with the *National Constitution*, this Constitution and the Bylaws of the Party.
- (2) A bylaw, or an amendment or repeal of a bylaw, is not effective until a copy, certified by the chair of the Appeals Board, has been deposited with the Party Registrar of Bylaws.

PART 3 – POLITICAL OFFICES

CHAPTER 10 – B.C. CAUCUS

45 Composition

In this Constitution, “the B.C. Caucus” means those members of the Party who are members of the House of Commons and the Senate in the Parliament of Canada.

46 Rights

- (1) The B.C. Caucus may appoint –
 - (a) two members of each Convention Committee;
 - (d) one or more members of committees as provided in this Constitution or in the Bylaw establishing the committee.
- (2) Any member of the B.C. Caucus has the right to –
 - (a) attend, speak and vote at a meeting of the B.C. Federal Liberal Council;
 - (b) be a delegate to any provincial convention of the Party in accordance with chapter 11.

47 Limitation of authority of Constitution

- (1) The rights of the B.C. Caucus set out in this Constitution are in addition to any other rights of the B.C. Caucus.
- (2) This Constitution does not impose any responsibilities on the B.C. Caucus.

PART 4 – ELECTIONS AND CONVENTIONS

CHAPTER 11 – PROVINCIAL CONVENTIONS

48 General and extraordinary conventions

- (1) The Party must hold a biennial general convention once every two calendar years and no more than 27 months after the previous biennial general convention of the Party, subject to subsection 52(8).⁵⁷
- (2) At any time except within 90 days of a biennial general convention, the Party may hold an extraordinary convention to deal with any issue or issues of extraordinary importance.
- (3) The business of the biennial general convention of the Party is to –⁵⁸
 - (a) elect the Table Officers;
 - (b) receive reports from the B.C. Federal Liberal Council and from each Table Officer;⁵⁹
 - (c) receive the audited financial statements of the Party;⁶⁰ and
 - (d) elect the auditor or auditors.
- (4) The biennial general convention of the Party may consider any other business as determined by the Party Executive.

57 The members of the Party assembled at the 2000 annual convention resolved that the first biennial general convention take place in the calendar year 2002.

58 The annual convention should also elect five members of the Party Policy Committee. See paragraph 38(1)(b).

59 The B.C. Federal Liberal Council is required to deliver a written report under paragraph 22(1)(h) and each Table Officer is required to deliver a written report under section 29(3). It is the responsibility of the Party Communications Chair to assemble these reports; see paragraph 30(5)(b).

60 See subsection 60(3).

- (5) The *Leader* has the right to report to the Party at every biennial general convention.

49 Biennial policy conference

- (1) The Party must hold a biennial policy conference once every two calendar years.⁶¹
- (2) The business of the biennial policy conference of the Party is to –
- (a) consider policy resolutions from each of the EDAs and each of the Commissions;
 - (b) prioritize the resolutions that are sent to any national convention of the Liberal Party of Canada.

50 Right to attend and vote

- (1) The following persons have the right to be delegates to each convention and policy conference:
- (b) each member of the Party Executive;
 - (c) the *Leader*;
 - (d) each member of the Queen's Privy Council for Canada who is a member of the Party;
 - (e) each member of the B.C. Caucus;
 - (f) each person who has served as a member of the House of Commons or the Senate of Canada and who is a member of the Party;
 - (g) each person who has been selected as a candidate of the Liberal Party of Canada for election to Parliament in the next election (Nominated Candidates);
 - (h) each person who was selected as a candidate of the Liberal Party of Canada for election to Parliament in the immediate past election but who was not elected (Defeated Candidates) and who is a member of the Party;
 - (i) each EDA President;
 - (j) up to 35 persons accredited at the convention or conference as delegates from each EDA;

61 The members of the Party assembled at the 2000 annual convention resolved that the first biennial policy convention take place in the calendar year 2001.

- (k) up to 25 persons accredited at the convention or conference as delegates from each Commission; and
- (l) the following persons accredited at the convention or conference as delegates from each “Commission Club” (as that term is defined in the National Constitution) that has been recognized for the purposes of the National Constitution for at least one year before the date of the call to the convention or conference.
 - (i) up to four youth from each student club;
 - (ii) up to four women from each women’s club.
- (2) Every delegate who has paid the registration fee has the right to attend and vote at a convention.
- (3) Every alternate delegate who has paid the registration fee has the right to attend the convention as an observer but may not vote.
- (4) Persons will be accredited as delegates from an EDA or a Commission in the following order of priority until the full complement of delegates is reached (35 for each EDA and 25 for each Commission):
 - (a) Persons who have been selected as a delegate to the convention from that EDA or Commission.
 - (b) Persons who have been selected as an alternate delegate from that EDA or Commission in order of their standing in the election.
 - (c) Any member of the Party who has applied to the Party to be accredited as a delegate, who is approved in writing by a voting member of the EDA Executive or a principal officer of the Commission, as the case may be, and a Table Officer of the Party Executive and who, notwithstanding paragraph 51(3)(d), satisfies the greatest number of the following criteria:
 - (i) in the case of a delegate from an EDA, lives in the electoral district represented by that EDA;
 - (ii) in the case of a delegate from a Commission, is eligible for membership in that Commission; and
 - (iii) has been a member of the Party in good standing for the 76 days immediately preceding the convention.⁶²

62 That is 42 days immediately preceding the date of a delegate selection meeting if it had been held on the last possible date.

- (5) The Credentials Committee may determine whether a person is a delegate selected at a meeting held in accordance with this Constitution.

51 Delegate selection meetings

- (1) Each EDA must hold a delegate selection meeting to select delegates and alternate delegates to provincial conventions at the time, and in accordance with the procedures, established by the Party Executive.
- (2) Each Commission or Club that holds a delegate selection meeting in accordance with this section has the right to send delegates and alternate delegates to a provincial convention.
- (3) The following rules govern every delegate selection meeting:
- (a) Every member of the Party has the right to attend a delegate selection meeting of the EDA that represents the electoral district in which that member lives⁶³ at the time of the meeting, and has the right to vote at that meeting if that member: –
- (i) is present at the meeting;
- (ii) has been a member of the Party in good standing for the 41 days⁶⁴ immediately preceding the meeting.
- (b) Every member of a Commission or Club has the right to attend a delegate selection meeting of the Commission or Club, and has the right to vote at that meeting if that member: –
- (i) is present at the meeting;
- (ii) has been a member of the Party in good standing for the 41 days⁶⁵ immediately preceding the meeting.
- (c) Each EDA and each Commission may elect any number of alternate delegates.
- (d) Every member of the Party has the right to be selected as a delegate or an alternate delegate to any convention of the Party from the EDA that represents the electoral district in which that member lives⁶⁶ at the time of the meeting, if

63 But see the “grandfathering” provisions in subsection 67(8).

64 The Party Executive may shorten this time; see paragraph 28(3)(b).

65 The Party Executive may shorten this time; see paragraph 28(3)(b).

66 But see the “grandfathering” provisions in subsection 67(8).

that member –

- (i) is a member of the Party in good standing for the 41 days⁶⁷ immediately preceding the meeting;
 - (ii) is present in person or consents in writing to be a delegate.
- (e) At least 76 days before the convention and at least 27 days before the delegate selection meeting, notice must be given under the supervision of the Party Secretary to all members who have the right to vote at the meeting of the date, time and place of the delegate selection meeting.
- (f) At least 48 days before the convention, the EDA, Commission or Club, as the case may be, must hold its delegate selection meeting.
- (g) At least 41 days before the convention, the EDA President or the principal officer of the Commission or Club, as the case may be, must deliver to the Party Secretary –
- (i) a list of the names and addresses of the delegates and alternate delegates selected from the EDA, Commission or Club; and
 - (ii) a certificate signed by the EDA President or a principal officer of the Commission or Club, as the case may be, stating that the persons named on the list were properly elected as delegates and alternate delegates to the convention at a meeting held in accordance with this Constitution.
- (4) A notice referred to in paragraph (4)(e) must be in the form and by the method prescribed by the Party Executive.

52 Call of conventions

- (1) The Party Executive may call the biennial general convention of the Party and must establish the date and place of the next biennial general convention within 18 months⁶⁸ of the conclusion of the last biennial general convention of the Party.
- (2) The Party Executive may call the biennial policy conference of the Party and must establish the date and place of the next biennial policy conference within 18 months of the conclusion of the last biennial policy conference of the Party.
- (3) The Party Executive may call an extraordinary convention of the Party at any time.
- (4) The B.C. Federal Liberal Council may call an extraordinary convention of the Party

⁶⁷ The Party Executive may shorten this time; see paragraph 28(3)(b).

⁶⁸ See paragraph 28(1)(o).

if the requirements of subsection 22(6) are met.

- (5) The Party President is responsible to send notice of the date and place of the next biennial general convention of the Party to all members of the B.C. Federal Liberal Council within 18 months of the conclusion of the last biennial general convention of the Party.
- (6) The Party President is responsible to send notice of the date and place of the next biennial policy conference of the Party to all members of the B.C. Federal Liberal Council within 18 months of the conclusion of the last biennial policy conference of the Party.
- (7) At least 119 days before any convention, the Party Executive must notify members of the Party in writing of the date, time and place of the convention.
- (8) If a writ is issued under the *Canada Elections Act* for a general election or if a national leadership convention is called by the Liberal Party of Canada, then the Party President, after consultation with the Party Executive, must reschedule any convention of the Party for a date within six months of the original date.

53 Convention Committee and convention officials

- (1) The Party Executive is responsible to establish a Convention Committee for each convention and conference.
- (2) The Convention Committee is responsible to plan, organize and carry out the convention or conference for which it has been established.
- (3) A Convention Committee must consist of:
 - (a) two Convention Co-Chairs appointed by the Party Executive;
 - (b) the Party President;
 - (c) the Leader's Representative;
 - (d) the Party Treasurer;
 - (e) a Convention Treasurer appointed by the Party Executive on the recommendation of the Co-Chairs;
 - (f) the Party Secretary;
 - (g) the Party Communications Chair;
 - (h) the Party Policy Chair;
 - (i) two representatives of the B.C. Caucus;

- (j) the Party Constitutional Adviser;
 - (k) a representative appointed by each Commission;
 - (l) other members of the Party appointed by the Co-Chairs in consultation with the Party Executive.
- (4) The Party Executive must appoint –
- (a) a Chief Electoral Officer who will be responsible to make all arrangements necessary for the conduct of any balloting at the convention or conference;
 - (b) a Credentials Committee which will be responsible to adjudicate all disputes over accreditation and may determine whether a person is a delegate selected at a meeting held in accordance with this Constitution.
- (5) The Chief Electoral Officer and the Credentials Committee must act independently of the Party Executive and each of the candidates for any office of the Party.
- (6) The Convention Committee may establish registration fees for the convention or conference.

54 Bylaws

- (1) The Party Executive, by bylaw made in accordance with section 32, may regulate the procedures of delegate selection meetings and the convention or conference, but any bylaw it makes must be consistent with the *National Constitution* and this Constitution.
- (2) Bylaws anticipated by subsection 54(1) may include but are not limited to –
- (a) length of notice for delegate selection meetings;
 - (b) the length of membership to be eligible to vote at a delegate selection meeting;
 - (c) the form of certificate of delegates from an EDA or Commission;
 - (d) procedures for accreditation of members including the provision of proof of residency;
 - (e) voting procedures at delegate selection meetings and conventions or conferences;
 - (f) nomination criteria for elections at conventions or conferences;
 - (g) candidate deposit requirements for elections at conventions; and
 - (h) candidate spending limitations for elections at conventions.

CHAPTER 12 – NATIONAL CONVENTIONS

55 Delegate selection meetings

- (1) Each EDA must hold a delegate selection meeting to select delegates and alternate delegates to national conventions at the time, and in accordance with the procedures, established by the *National Constitution*.⁶⁹
- (2) The Party Executive must appoint the co–chairs and a delegation secretary for the B.C. delegation to each national convention.
- (3) Except to the extent that they are in conflict with the *National Constitution* and the rules adopted under the *National Constitution*, the following rules govern the selection of delegates to any national convention or national leadership convention:
 - (a) Every member of the Party has the right to attend a delegate selection meeting of the EDA that represents the electoral district in which that member lives⁷⁰ at the time of the meeting, and has the right to vote at that meeting if that member: –
 - (i) is present at the meeting;
 - (ii) has been a member of the Party in good standing for the 41 days immediately preceding the meeting.
 - (c) Every member of the Party has the right to be selected as a delegate or an alternate delegate to any convention of the Party from the EDA that represents the electoral district in which that member lives⁷¹ at the time of the meeting, if that member –
 - (i) is a member of the Party in good standing for the 41 days immediately preceding the meeting;
 - (ii) is present in person or consents in writing to be a delegate.
 - (d) At least 76 days before the convention and at least 27 days before the delegate selection meeting, notice must be given under the supervision of the Party Secretary to all members who have the right to vote at the meeting of the date, time and place of the delegate selection meeting.

69 See chapter 16 of the *National Constitution*.

70 But see the “grandfathering” provisions in subsection 67(8).

71 But see the “grandfathering” provisions in subsection 67(8).

56 Bylaws

- (1) The Party Executive, by bylaw made in accordance with section 32, may regulate the procedures of delegate selection meetings for national conventions, but any bylaw it makes must be consistent with the *National Constitution*, any rules adopted under the *National Constitution* and this Constitution.
- (2) Bylaws anticipated by subsection 56(1) may include but are not limited to –
 - (b) the length of membership to be eligible to vote at a delegate selection meeting;
 - (d) procedures for accreditation of members including the provision of proof of residency.

PART 5 – MISCELLANEOUS

CHAPTER 13 – FINANCES

57 Fundraising

The Party may raise funds through any method approved by the Party Executive.

58 Banking

- (1) The Party Executive is responsible to open and maintain an account in the name of the Party at any financial institution, and –
 - (a) deposit to that account all moneys it receives, within three business days of receipt; and
 - (b) pay all the expenses of the Party by cheque drawn on that account.
- (2) The Party Executive may invest, on any conditions, any surplus funds not required for current expenses, in savings accounts, securities, or deposit accounts in any bank or financial institution.
- (3) Payments from the Party's funds must be approved by the Party Treasurer or the designate of the Party Treasurer and signed by any two persons, one of whom must be a Table Officer and the other of whom must be a Table Officer or a person authorized by the Party Executive.
- (4) Despite subsection (1), the Party Treasurer may maintain a petty cash account, out of which amounts of less than the amount set annually by the Party Executive may be

paid.⁷²

- (5) Funds required for the petty cash account may be provided only by drawing a cheque signed in the manner specified in subsection (3).
- (6) Unless the Party Executive approves, during any one month, cheques in respect of petty expenses must not exceed in aggregate the limit set annually by the Party Executive.⁷³
- (7) The Party Treasurer may determine the form of records to be kept for the petty cash account.

59 Fiscal year

The fiscal year of the Party begins each January 1 and ends the following December 31.

60 Audits

- (1) One or more auditors must be elected by members of the Party at the biennial general convention of the Party each year. No member of the Party Executive may be an auditor.
- (2) The Party Executive may fill a casual vacancy in the office of the auditor.
- (3) The Party Executive is responsible to place before each biennial general convention of the Party the most recent audited financial statements of the Party.

61 Property

- (1) The Party Executive holds, as property of the Party but subject to subsection (2) –
 - (a) any gift or contribution made to the Party;
 - (b) any gift or contribution made to an officer or officeholder of the Party in the course of service to the Party;
 - (c) any revenue raised by the Party from any source;
 - (d) any account in a financial institution in the name of the Party;
 - (e) anything purchased with any revenue or gift or contribution, or exchanged for any property of the Party;

72 See paragraph 28(1)(m).

73 See paragraph 28(1)(m).

- (f) copyright in any material or publication either –
 - (i) produced at the expense of the Party; or
 - (ii) contributed to the Party by the original creator of that material or publication;
 - (g) any right or benefit conferred on the Party;
 - (h) anything else that would be generally recognized as being the property of the Party in accordance with ordinary commercial conduct.
- (2) The Party Executive must ensure that any amount it receives that is subject to subsection 36(1) of the *Canada Elections Act* is paid to the Federal Liberal Agency (as the chief agent of the Liberal Party of Canada appointed under the *Canada Elections Act*) and that any amount it receives that is subject to subsection 217(1) of the *Canada Elections Act* is paid to the official agent of the candidate for whose benefit the amount is received in accordance with the procedures established from time to time by that agency.
 - (3) The Party Executive must establish policies for the acquisition, maintenance, insurance, management, use and disposal of property of the Party.
 - (4) The Party Executive may establish a corporation for the purposes of holding and managing the property of the Party as nominee or trustee.

62 Debt and credit

- (1) The Party Executive may –
 - (a) borrow money on the credit of the Party;
 - (b) pledge any property of the Party as security for any debt, goods or services; and
 - (c) pledge the credit of the Party in exchange for goods or services.
- (2) The Party Executive must establish policies –
 - (a) regulating the undertaking of debt and pledging of credit;
 - (b) regulating the liquidation of debt; and
 - (c) limiting the total debt of the Party.

63 Liability, indemnity, and insurance

- (1) The Party accepts responsibility for any liability incurred in the course of service to

the Party by the holder of any office in the Party, unless the office holder –

- (a) in relation to the conduct in respect of which indemnity is sought, did not act honestly and in good faith with a view to the best interests of the Party;
 - (b) did not have reasonable grounds to believe that their conduct in respect of which indemnity is sought was lawful; or
 - (c) misrepresented the authority of that officer or office holder.
- (2) The Party Executive may indemnify any office holder of the Party for any loss or claim arising out of conduct for which the Party accepts responsibility as set out in subsection (1).
 - (3) The Party Executive may establish policies setting out the circumstances in which, and the extent to which, the Party will assume responsibility within the scope of subsection (1) and provide indemnification within the scope of subsection (2).
 - (4) The Party Executive may purchase liability insurance to protect the Party from losses or claims that fall within the scope of the Party's assumed responsibility.

64 Conduct of office holders

- (1) The holder of any office in the Party (including any member of the Party Executive or of an EDA Executive), in exercising a function of that office, must –
 - (a) act honestly and in good faith and in the best interests of the Party; and
 - (b) exercise the care, diligence and skill of a reasonably prudent person.
- (2) The Party Executive may establish policies concerning the standards of conduct for members of the Party Executive and members of an EDA Executive.
- (3) Any member of the Party Executive or of an EDA Executive who is, directly or indirectly, interested in a proposed contract or transaction with the Party or the EDA, as the case may be, must disclose fully and promptly the nature and extent of their interest to each other member of the executive.
- (4) A person referred to in subsection (3) must account to the Party or EDA, as the case may be, for profit made as a consequence of the Party or EDA entering or performing the proposed contract or transaction,
 - (a) unless
 - (i) they disclose their interest as required by subsection (3);
 - (ii) after the disclosure the proposed contract or transaction is approved by the executive;

- (iii) they abstain from voting on the approval of the proposed contract or transaction; or
- (b) unless
 - (i) the contract or transaction was reasonable and fair to the Party or the EDA, as the case may be, at the time it was entered into; and
 - (ii) after full disclosure of the nature and extent of their interest in the contract or transaction it is approved by a resolution of the Party or the EDA, as the case may be, passed by two-thirds of the votes cast at the meeting.
- (5) A person referred to in subsection (3) will not be counted in the quorum at a meeting of the executive at which the proposed contract or transaction is approved.
- (6) The fact that a member of the Party Executive or of an EDA Executive is, in any way, directly or indirectly, interested in a proposed contract or transaction, or a contract or transaction, with the Party or an EDA, as the case may be, does not make the contract or transaction void, but, if the matters referred to in paragraphs (4)(a) or (b) have not occurred, the Appeals Board may, on the application of the Party, an EDA or an interested person, prohibit the Party or the EDA, as the case may be, from entering the proposed contract or transaction.

65 Signing authority

Documents, other than cheques, executed by the Party must be signed by two persons each of whom is either a Table Officer or any other person or person authorized by the Party Executive.

CHAPTER 14 – GENERAL PROVISIONS

66 Amendment of the Constitution

- (1) The Constitution of the Party may be amended in accordance with this section, by a resolution of the members of the Party at a general convention if the following requirements are met: –
 - (a) A copy of each proposed amendment is published on the public website of the Party at least 20 days before the convention at which the proposal is to be considered.
 - (b) The resolution to amend the Constitution is passed by two-thirds of the votes cast by delegates present at the convention.
- (2) Amendments to the Constitution may be proposed by –

- (a) the B.C. Federal Liberal Council;
 - (b) the Party Executive;
 - (c) any EDA Executive;
 - (d) any Commission;
 - (e) any ten members of the Party; or
 - (f) the Party Constitutional Adviser.
- (3) Proposed amendments must be submitted in writing to the Party Constitutional Adviser at least 41 days prior to the general convention of the Party at which they are to be considered.
- (4) The Party Constitutional Adviser –
- (a) must publish a copy of each proposed amendment to this Constitution on the public website of the Party at least 20 days before the convention at which the proposal is to be considered; and
 - (b) in consultation with the Convention Committee and the Party President, is responsible to establish the rules of order governing the proceedings at the convention relating to the amendment of the Constitution and deliver a copy of those rules to every delegate at the convention.
- (5) A constitutional amendment takes effect on the later of the date on which the Party Secretary deposits a certified copy of the amendment with the Party Registrar of Bylaws and the date specified in the amendment.

67 Constitutional interpretation

- (1) Interpretation of this Constitution and the Bylaws of the Party is the responsibility of:
- (a) subject to appeal to the Appeals Board, the Party Executive between meetings of the B.C. Federal Liberal Council;
 - (b) subject to appeal to the Appeals Board, the B.C. Federal Liberal Council between conventions;
 - (c) the members of the Party at conventions.
- (2) Where the Party Executive, the B.C. Federal Liberal Council, the members of the Party at a convention or the Appeals Board are considering this Constitution, they must interpret and apply it in accordance with these principles: –

- (a) They must prefer a reasonable interpretation of a bylaw, statement of policy, or decision that is consistent with the *National Constitution* and this Constitution over an interpretation that conflicts with the *National Constitution* or this Constitution.
 - (b) They must give a liberal construction to the provisions of the Constitution, in a manner consistent with the *Canadian Charter of Rights and Freedoms*, the *Canada Elections Act*, and the best interest and traditions of the Party.
 - (c) They may consider applicable Canadian legal precedents.
 - (d) They may consult any authorities recommended by the Party Constitutional Adviser for the meaning of words not specifically defined in this chapter.⁷⁴
- (3) Words importing the singular include the plural, and vice versa.
 - (4) The power to appoint includes the power to replace.
 - (5) The power to make a bylaw includes the power to amend or repeal the bylaw,
 - (6) Wherever any period between two events is expressed as a number of days, the days on which the first and second event take place are not to be counted.
 - (7) For all purposes of this Constitution, a member will be considered to be living in the location of their ordinary residence, which must be determined in accordance with the *Canada Elections Act* in force at the relevant time.
 - (8) Despite subsection 9(7) and paragraphs 51(3)(a) and 55(3)(a), but subject to any rules established under the *National Constitution*, every member of the Party who was, on May 21, 1995, a member of a riding association that represented an electoral district with a geographic area (before the redistribution that was effective on May 21, 1995) that overlaps any part of the geographic area of a current electoral district is deemed for all purposes of this Constitution to live in that current electoral district until they cease to be a member of the Party or vote at a meeting of an EDA that represents another electoral district.
 - (9) The B.C. Caucus is not an entity of the Party.
 - (10) Unless otherwise determined by the meeting and except to the extent that the rules are inconsistent with this Constitution, the Party Bylaws or any bylaws made in respect of the entity whose members are meeting, any meeting held under this Constitution will be conducted in accordance with the current edition of *Robert's*

74 The authorities recommended by the Party Constitutional Adviser are *The Concise Oxford English Dictionary*, *Webster's Third International Dictionary*, *The Cambridge International Dictionary of English*, *The Canadian Law Dictionary* (Law and Business Publications (Canada) Inc.), *The Dictionary of Modern Legal Usage* (Oxford University Press, 2nd edition) and *Black's Law Dictionary*,

Rules of Order except for those provisions of the Rules which require that any minimum number of members must be present for a meeting to be called to order or to continue.

68 Notice

- (1) Unless this Constitution otherwise provides, any notice to members may be given by mail to each household or in any other manner established by the Party Executive including but not limited to email or by posting on the official website of the Party.
- (2) Unless this Constitution otherwise provides, any notice to members of the Federal Liberal Council may be given by mail, by fax, by email or by posting on the official website of the Party. Every member of the Federal Liberal Council is responsible to maintain a current email address, and any member of the Federal Liberal Council who fails to do so is not entitled to notice.
- (3) The inadvertent failure of an EDA Executive to give notice to any member of the EDA of a meeting of the EDA including a candidate selection meeting or a delegate selection meeting does not invalidate the notice, the meeting or any business of the meeting.
- (4) The inadvertent failure of the Party Executive to give notice of a convention to every member of the Federal Liberal Council does not invalidate the notice, the convention or any business of the convention.
- (5) The inadvertent failure of any other organ of the Party to give notice as required by this Constitution does not invalidate the notice, the meeting or any business of the meeting.

69 Definitions

In this Constitution, the following terms have the following meanings:

“*Canada Elections Act*” means *Canada Elections Act*, S.C. 2000, c. 9, as amended.

“*EDA*” or “*Electoral District Association*” means an association certified by a leader of the Party as an electoral district association of the Party under the *Canada Elections Act* in respect of which no application for deregistration has been made under the *Canada Elections Act* and, in relation to an EDA:

- (a) “*its electoral district*” means the electoral district in respect of which the EDA is certified under the *Canada Elections Act*;
- (b) “*its members*” or “*members of the EDA*” means the members of the Party who live in its electoral district;

and, in relation to a member of the Party, “*their EDA*” means the EDA certified

under the *Canada Elections Act* for the electoral district in which the member lives or is deemed to live under subsection 67(8).

“*Leader*” has the same meaning as in the *National Constitution*.

“*National Constitution*” means the constitution of the Liberal Party of Canada as amended at the 1998 Biennial Convention and as further amended from time to time.

“*National Office*” means, as the context requires, either:

- (a) the staff employed by the Party at its administrative headquarters;
- (b) the place designated by the National Executive as the location of the National Office.

“*Party Headquarters*” means, as the context requires, either:

- (a) the staff employed by the Party at its administrative headquarters;
- (b) the place designated by the Party Executive as the location of the Party Headquarters.

70 Transition from prior constitution

Subject to the provisions of Schedule B, every previously adopted constitution, bylaw and standing rule of the Party is repealed. Schedule B governs the continuation and status of all Party matters that were in effect immediately before this Constitution took effect.

71 Commencement of this Constitution

This Constitution takes effect when the 1998 annual convention is closed or adjourned.

SCHEDULES

APPENDIX – FORMER HONORARY MEMBERS

The following people had been created Honorary Members of the Liberal Party of Canada in British Columbia before the amendment of the Constitution effective April 23, 2007, to eliminate Honorary Member as a class of membership. Those who have died are marked with an asterisk.

Hon. C. Anthony Abbott, P.C.	Simma Holt Hazel
Hon. David Anderson, P.C., M.P.	Huckvale Lawrence
Sharon Apsey	C. Jolivet Terry
Vera Marie Ash	Julian
Hon. Jack Austin, P.C., Q.C.	H. Mart Kenney
* Hon. S. Ronald Basford, P.C.	Arthur Lee
Margaret Basil	Elizabeth Lee
William Basil	Hon Nam Lee
Elizabeth Beath	* Franklin C.M. Lew
Celso A. Boscariol	* Edna K. Long
Doreen Braverman	* William L. M ^c Ewen
Russell Brink	Shirley M ^c Loughlin
Brenda Brown	Robert G. M ^c Phee
May Brown, C.M., O.B.C.	Donna Marchand
Hon. Judd Buchanan, P.C.	Hon. Len Marchand, P.C.
Hon. Norman A. Cafik, P.C.	Bertha Moore
Hon. Iona Campagnolo, P.C.	Mary Murray
Charles M. Campbell	Hon. John L. Nichol
Wan Wai Chew	Freda Parkinson
Margaret Coe	John Paul
Mel Couvelier	Hon. Raymond J. Perrault, P.C.
Harold Daykin	Evelyne Rosborough
Margaret Fougberg	W.H. Simpson
Gordon F. Gibson	Kathleen D. Sinclair
Dorothy K. Giles	Sheila Street
Ralph V. Goodman	Basil Studer
Dennis James Heinekey	J.P. Shaun Sullivan
Dove K. Hendren	Don Williams
* Bud Hoffard	Donna Yates

PARTY BYLAWS

BYLAW

1¹

ELECTION OF OFFICERS AT THE ANNUAL CONVENTION AND GENERAL MEETING⁷⁹

1 Eligibility and nomination

- (1) To be eligible for election to the Party Executive at the annual convention and general meeting of the Party, a person must –
 - (a) be a member of the Party in good standing;
 - (b) deliver to the Party Nominations Chair, in care of *Party Headquarters* at least 14 days before the convention, a written nomination (which may be in one or more counterparts) signed by at least 10 members of the Party in good standing.
- (2) Each nomination must be in the form prescribed by the Party Nominations Chair and is available from *Party Headquarters*.

2 Campaign expenditures

- (1) Each candidate for the Party Executive must file a report of expenses with the Party Treasurer 60 days after the conclusion of the annual convention and general meeting at which they were elected. The report must detail all “contestant expenses” (as that term is defined in the *Election Act* (B.C.) in relation to a nomination contestant) of the candidate. The report must be in the form prescribed by the Party Treasurer and must contain a signed declaration of the candidate as to its accuracy.
- (2) The total value of all contestant expenses incurred by a candidate for the Party Executive must not exceed \$1,500.
- (3) A candidate who does not file the report required by subsection (1) within the time limit or whose contestant expenses exceeds the applicable contestant expenses limit ceases to hold office and the position of that person becomes vacant.

3 Conduct of nominating session

- (1) If the Party Nominations Chair is not seeking election at the convention to the Party Executive, then they have the right to chair the nominating session of the convention. If they are seeking election or decline to act as chair, then the Party Executive must appoint a chair of the nominating session and may appoint one other person to co-chair the meeting.

¹ Bylaw 1 was made by the Party Executive on August 29, 1999. It was confirmed by the Party at the 1999 annual convention.

- (2) The conduct of the nominating session of an annual convention and general meeting is under the sole control of the chair and co-chair of the meeting, acting or appointed in accordance with this Bylaw.
- (3) All candidates and their agents and representatives must follow the directions of the chair and co-chair of the nominating session appointed in accordance with this Bylaw.
- (4) All members of the Party must follow the directions of the chair and co-chair of the nominating session appointed in accordance with this Bylaw.
- (5) The chair and co-chair of the nominating session may, except to the extent that it is inconsistent with the Constitution or this Bylaw, rely on any current edition of Robert's Rules of Order for guidance in the conduct of the meeting and as a source of authority for their directions.
- (6) The chair of the nominating session will be responsible for the following:
 - (a) the general conduct of the session and all other matters usually the responsibility of the chair of a public meeting and not otherwise designated under the Constitution or this Bylaw as the responsibility of some other person;
 - (b) before or during the session, having the nominators or the candidates draw lots for the order of nominations;
 - (c) before or during the session, informing the candidates they have a right to appoint the number of scrutineers (which must be at least one) designated by the chair and that the scrutineers may observe and may challenge, but may not touch nor count, the ballots;
 - (d) reminding delegates from time to time of the time of the closing of voting;
 - (e) announcing the time allotted for each candidate's nomination and speech (to be determined by the chair); and
 - (f) establishing the procedure to be used in the case of a tie vote, either by the toss of a coin or by another ballot.

4 Voting procedures

- (1) Voting for the election of the Party Executive must be conducted during the annual convention and general meeting at the times established by the Convention Committee.

- (2) The Convention Committee may establish times for advance polls to be held before the nominating session.
- (3) Voting must be conducted in accordance with voting procedures established by the Returning Officer and approved by the Party Executive. If there are more than two candidates for a position, then the vote must be conducted by a preferential ballot that permits members to vote for one nominee only or to vote for more than one nominee and rank them in order of preference. The Returning Officer must then conduct as many tallies of the vote as are required to choose a candidate. If, on the first tally, a candidate receives a majority of the votes cast, that person is elected. Otherwise the Returning Officer must conduct additional tallies until one nominee has obtained a majority of the votes counted on the tally. On the additional tallies, the person who receives the least number of votes on the previous tally is eliminated. The Returning Officer must then reassign the votes of those eliminated to the remaining nominees according to the voter's preference. If all the nominees on a ballot have been eliminated, then the ballot is not further counted.

BYLAW 2ⁱⁱ

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DELEGATE CREDENTIAL PROCESS

1. Every member who has been duly elected or appointed as a delegate to the convention, or anyone who is automatically a delegate to the Convention, may register and receive their credentials as a delegate, subject to the procedures below.
2. Upon arrival at the Convention site, every eligible delegate must present themselves to the Credentials Chair or their designate, in the Registration Area.
3. The Credentials Chair may arrange the Registration Area in any manner that they choose that ensures a fair opportunity for each individual to receive their credentials.
4. Every eligible delegate must provide adequate identification (with a photograph) to the Credentials Chair or their designate upon request. Without limiting the discretion of the Credentials Chair or their designate, the following are examples of adequate photograph identification: driver's license, valid student card or passport.
5. In the event that an individual is unable to provide adequate photo-identification to the Credentials Chair or their designate, the Credentials Chair may still accept the individual's registration if they are personally known to the Credentials Chair or their designate or if a Party Official, such as a member of the Party Executive, a riding executive member, or member of the Executive of one of the Commissions, vouches for the identity of the individual. In such an event, the Credentials Chair or their designate must record the name of the Party Official who vouches for the identity of the individual.

ii

Bylaw 2 was made by the Party Executive on October 17, 2000. It was confirmed by the Party at the 2000 annual convention.

6. After the Credentials Chair or their designate is satisfied concerning the identity of an individual, and is satisfied that the individual has paid the requisite fee, they will receive an identity badge, delegate voting card (if a voting delegate), and any other material specified by the Convention Committee.
7. The identity badge must note the individual's name, riding (if applicable), Commission (if applicable), and status (delegate, alternate, etc.). It must be worn at all times while at the Convention site.
8. Every individual must sign their identity badge in the designated space marked on the badge, in the presence of the Credentials Chair or their designate.
9. Every individual must sign the Register of Delegates prior to completing the Registration process.
10. The same process described above relates to Alternate Delegates.

BYLAW 3ⁱⁱⁱ

81

DISTRIBUTION OF MEMBERSHIP FORMS AND MEMBERSHIP LISTS

The British Columbia Campaign Committee for the Liberal Party of Canada has promulgated Rules for the Province of British Columbia for the Selection of Candidates for the Liberal Party of Canada (the "B.C. Rules"). The B.C. Rules are passed pursuant to the LPC Constitution and the National Rules for the selection of candidates for the Liberal Party of Canada (the "National Rules").

The B.C. Rules purport to set out the terms on which LPC(BC) membership forms and LPC(BC) membership lists will be distributed.

The Executive is not bound by the B.C. Rules and has previously offered to enter into an agreement with the Campaign Committee for the orderly dissemination of membership lists and membership forms, which offer has not yet been accepted by the Campaign Committee.

In light of the foregoing, and in anticipation of an upcoming federal election, BE IT HEREBY RESOLVED THAT, the Executive makes, as a bylaw under section [32] of the Constitution, the following rules with respect to the distribution of membership forms and membership lists:

1. Membership forms and membership lists will be distributed only in accordance with these rules.
2. The B.C. Campaign chairs or their designate may attend at Headquarters to review the information on membership application processing set out in Section 3.3 of the B.C. Rules, but that information will not otherwise be delivered to the Campaign chairs or their designate.
3. The membership list for an Electoral District will be made available to the Campaign

ⁱⁱⁱ Bylaw 3 was made by the Party Executive on October 17, 2000. It was confirmed by the Party at the 2000 annual convention.

chairs or their designate as soon as reasonably possible on request to Headquarters in writing by the Campaign chairs or their designate, solely for the purpose set out in Section 3.4 of the National Rules.

4. The membership list for an Electoral District will be made available to a nominee as soon as reasonably possible when Headquarters has received written confirmation from the Campaign chairs or their designate that a person has been approved by them as a nominee for that electoral district, upon request and on the nominee's undertaking in the form set out below.
5. Nominees are entitled to a supply of membership forms from LPC(BC) on the following terms:
 - (a) On written confirmation from the Campaign chairs that a person has been approved by them as a nominee for a particular electoral district.
 - (b) On request in writing from the nominee, the nominee shall be provided with up to 500 blank membership forms, subject to availability, and additional forms shall be provided to a nominee at the rate of two forms for each duly completed membership form submitted to LPC(BC) along with payment of the applicable membership fees.

Form of nominee's undertaking

[Date]

To: Liberal Party of Canada in British Columbia

Re: Membership List for the Electoral District of [name]

I request that you deliver to me a membership list for the above electoral district. I am a nominee for that electoral district duly appointed by the B.C. Campaign Committee pursuant to Section 4.2 of the B.C. Campaign Rules.

I agree to use this list and any personal information that is recorded in the list only for the purpose of communicating with members in connection with the candidate selection meeting, and if selected as a candidate, for the purpose of communicating with members in connection with the general election. I will keep this list confidential and not disclose it to any other person without first obtaining for the LPC (BC) an undertaking in this form. After completion of the nomination process and the campaign (if any), on request from Headquarters, I will either return the original and all copies of this list to Headquarters or certify their destruction in writing to Headquarters.

Print name:

Print address:

Phone number:

BYLAW

4^{iv}

MEMBERSHIP FORMS, MEMBERSHIP TERM AND FEES⁸²

1. The forms for applications for membership and renewal of membership must be in a form approved by the Party President and the Membership Chair, effective on the date that the President notifies members of the Federal Liberal Council that the new forms are available from Party Headquarters.
2. The basic term of membership in the Party shall be one year, and the cost of the membership shall be \$20 per year for adults, and \$10 per year for youth or seniors.

BYLAW

5^v

83 BYLAW REGARDING DISTRIBUTION AND ACCEPTANCE OF MEMBERSHIPS

ACCEPTANCE OF MEMBERSHIP APPLICATIONS

1. Only original membership applications as set out in Appendix A shall be accepted by Party Headquarters as applications for membership in the Party. Each application for membership shall be marked with a unique serial number to permit tracking of membership forms by Party Headquarters in accordance with this Bylaw.
 - 1A. Despite sections 1, 2, 3, 4, 5, 6 or 7, applications for single memberships processed, with an online payment for the full amount of the appropriate membership fees, on behalf of the Party by the Liberal Party of Canada through its Internet website shall be accepted by Party Headquarters as applications for membership in the Party.
2. Membership applications shall be date and time stamped upon their receipt by Party Headquarters immediately upon their arrival.
3. Membership applications delivered to Party Headquarters must be accompanied by the appropriate membership fees. Notation of the amount received and the method of payment shall be made of the fee accompanying the application.
4. If the membership application is a photocopy or facsimile, or is not an original printed form authorized by the Party (see Appendix A) [not reproduced] obtained from Party Headquarters in accordance with this Bylaw, then the membership application and fee shall be

^{iv} Bylaw 4 was made by the Federal Liberal Council on January 26, 2002. It was confirmed by the Party at the 2002 biennial convention. It was later amended on February 16, 2006, and March 2, 2006. Through inadvertence only the February 16, 2006, amendments were presented to the 2007 biennial convention. The version shown here reflects the March 2, 2006, amendments and was ratified by the Federal Liberal Council at its meeting on May 26, 2007.

^v Bylaw 5 was made by the Party Executive on March 7, 2002. It was confirmed by the Federal Liberal Council on April 6, 2002. It was amended by the Party Executive on September 10, 2002. The Bylaw as amended was confirmed by the Party at the 2002 biennial convention. It was later amended on January 13, 2003, April 21, 2005, February 16, 2006, and April 5, 2006. The Bylaw as amended was considered by the Party at the 2007 biennial convention; there it was amended by the deletion of section 4 and the remainder of the Bylaw confirmed.

returned to the applicant forthwith.

5. If the membership application is not originally signed by the applicant or the appropriate membership fee is not paid in accordance with this Bylaw, then the membership application and fee, if any, shall be returned to the applicant forthwith.

6. If an attempt is made to use an application form as an application for membership in a riding association other than the designated riding association, or as an application for membership in any riding association by an applicant who does not live in the electoral district represented by the designated riding association, then the membership application and fee shall be returned to the applicant forthwith, together with a request that the applicant re-apply for membership specifying the riding association in which the applicant seeks membership.

7. Where any person or group submits more than 50 applications for membership in a 30 day period, those forms shall be accompanied by a typed list, which shall include all the following information about each applicant:

- (a) Family name and given name with middle initials, if any;
- (b) An indication of whether the individual has paid a youth or senior's fee; and if so, his or her date of birth;
- (c) Form of payment, including cheque number if applicable; and
- (d) An indication as to whether the individual is a new applicant or renewing member, and an indication of the term of the membership or renewal.

DISTRIBUTION OF MEMBERSHIP FORMS

8. The president and membership chair and Liberal Member of Parliament representing any riding association may each request up to 100 forms for application for membership in that riding association. A Liberal Member of Parliament representing a riding is the member of the Liberal Party of Canada who is the member of the House of Commons in the Parliament of Canada duly elected for the electoral district represented by that riding association. Members of the Party seeking forms for application for membership shall be encouraged to obtain such forms from the president or membership chair or Liberal Member of Parliament of the riding association in which the requesting person resides.

8A. A Leadership Contestant or a Contestant's Chief Agent for British Columbia may request up to 100 forms for application for membership in each riding association and, upon payment of \$1.00 for each form requested, the request must be fulfilled in accordance with section 12. In this Bylaw, "Leadership Contestant" has the same meaning as in the Rules of Procedure for the Election of Delegates to the 2006 Leadership and Biennial Convention adopted by the National Executive of the Liberal Party of Canada on March 19, 2006, as amended (the "2006 Rules of Procedure") and "Contestant's Chief Agent for British Columbia" means an individual appointed

in writing by a Leadership Contestant or by the Contestant's Chief Agent (as that term is defined in the 2006 Rules of Procedure) for that Leadership Contestant in a form substantially similar (with appropriate changes) as Form 3 under the 2006 Rules of Procedure delivered to the Executive Director of the Party.

9. For the purposes of this Bylaw, all membership application forms issued pursuant hereto shall be designated and marked for use only in the riding association for which they were requested, and in relation to such forms, such riding association is referred to as the "designated riding association".

10. Any member of the Party who is unable to so obtain such forms may request up to ten membership application forms for membership from Party Headquarters.

11. Requests for membership application forms should be fulfilled by mail or otherwise as soon as reasonably possible after the request is made.

12. The Party President, the Party Membership Chair and the President of each Commission may each request up to 100 applications for membership, and for the purposes of this Bylaw, each such form must be designated for use in a particular riding association.

13. Party staff may each request up to 100 applications for membership as necessary to perform their duties, and for the purposes of this Bylaw, each such form must be designated for use in a particular riding association.

14. Party staff will record the delivery of membership application forms referred to in sections 9, 11, 13 and 14 in a membership application form log. The president and membership chair and Liberal Member of Parliament of any riding association may each view the membership application form log for that riding association.

15. With respect to membership application forms referred to in sections 9, 11, 13 and 14, upon submission of duly completed and fully paid membership applications to Party Headquarters and acceptance of same, and at the request of the person to whom such forms were originally provided, additional application for membership forms shall be provided to such person at a rate of one blank application for each such completed and accepted application, subject to the limits prescribed in sections 9, 11, 12, 13 and 14.

16. In the event that a person entitled to forms pursuant to this Bylaw has lost or destroyed one or more of such forms, upon the request of such person and certification that such forms have been lost or destroyed, such forms shall be designated as invalidated and replacement forms may be issued. Any forms so invalidated shall not be accepted by Party Headquarters as applications for membership in the Party.

17. The Party Headquarters is responsible, on reasonable notice from a Leadership Contestant or a Contestant's Chief Agent for British Columbia, to send by email a written communication (in electronic format ready for transmission by email and of reasonable size) to all members of the Party for which an email address is maintained in the records of the Party and who have not requested that they not receive such communications.

BYLAW
6^{vi}
MEMBERSHIP RENEWAL APPLICATIONS

1. Membership Renewal Applications as set out in Appendix A [not reproduced] shall be accepted by Party Headquarters as applications for the renewal of membership in the Party by the person named on the Membership Renewal Application, provided that each such application complies with the requirements of Sections [2 through 7] of Bylaw 5.
2. Only persons whose membership in the Party is or is about to be no longer in good standing may be issued a Membership Renewal Application.

vi Bylaw 6 was made by the Party Executive on November 28, 2002. It was confirmed by the Federal Liberal Council on January 18, 2003. The Bylaw as amended was confirmed by the Party at the 2007 biennial convention.

STANDING RULES

STANDING RULE 7 BRITISH COLUMBIA FEDERAL LIBERAL COUNCIL *

1. [Council Secretary]

The Presidents' Representatives may appoint a Council Secretary who, as directed by said Representatives, shall assist the Party Secretary.

2. Meetings

- (a) A tentative schedule of meetings for the following year shall be drawn up at the meeting held in conjunction with the Annual General Meeting.
- (b) Name tags, displaying name, Riding and Party function, shall be provided and worn at each Council meeting.

3. Agenda

- (a) The agenda for each meeting (except that held in conjunction with the Annual General Meeting) shall provide for:
 - (i) discussion of current or emerging political issues. Time set aside shall be by consensus and may include speakers.
 - (ii) conduct of workshops or seminars on training in various aspects of Riding activities.
- (b) Four weeks prior to the meeting date of Council, the Party Secretary shall send out to all Council members a notice of meeting and shall call for agenda items.
- (c) At least two weeks prior to the meeting, agenda items shall be conveyed by mail, fax or telephone to the Party Secretary.
- (d) One week prior to the meeting, the Party Secretary shall mail or fax the agenda to all Council members.

* The text of the standing rule is taken from an electronic copy provided to Martin MacLachlan by Greg Wilson, then the Party Secretary, of the Constitution, Bylaws and Standing Rules as amended at the Kamloops Convention on October 26, 1997. The text has NOT been verified and should not be considered a definitive version. Minor style changes have been made. The standing rule continues in force under subsection 10(4) of Schedule B (Transition) of the Constitution. All other standing rules were repealed on October 18, 1998, under section 70 of the Constitution.

4. Minutes

- (a) The taking of the minutes shall be the responsibility of the Party Secretary.

- (b) Within two weeks following the meeting, the minutes shall be distributed to all Council members by the Party Secretary.

5. Reports

All written material shall be:

- (a) on letter size paper; and
- (b) three-hole punched; and
- (c) 50 copies provided for distribution at the meeting; or
- (d) sent to headquarters two weeks prior to the meeting for reproduction and distribution.

EDA BYLAWS

The following table shows the EDA bylaws deposited with the Party Registrar of Bylaws under subsection 16(2) of the Constitution. Some of the notices are defective in some way. The inclusion of bylaws on this list does not constitute any opinion of the Party Registrar of Bylaws or the Party Constitutional Adviser on the effectiveness or constitutionality of the bylaws. Note that the 2004 redistribution came into effect under the 2003 Representation Order on May 23, 2004, with the dissolution of the 37th Parliament. If an electoral district remained substantially the same after this redistribution, then bylaws adopted before this redistribution are continued as bylaws of the EDA representing that electoral district after this redistribution.

	Date deposited (and therefore effective)	Page in Register of EDA Bylaws
Abbotsford		
Bylaws (adopted on February 16, 1999, by Langley – Abbotsford) providing for an Executive Vice-President, five other vice-presidents and ten directors	June 11, 1999	19
Burnaby – New Westminster		
Bylaws (adopted October 16, 2004) providing for two additional vice-presidents, seven directors at large, 14 days' advance notice of intention to run for the EDA executive and identification for voting at general meetings	November 4, 2004	98
Cariboo – Prince George		
Bylaws (adopted March 13, 2005) providing for three regional vice-presidents and four members at large	March 14, 2005	116
Delta – Richmond East		
Bylaws (adopted at the founding meeting on January 31, 2004) providing for an additional vice-president, five directors at large and eight days' advance notice of intention to run for the EDA executive	April 28, 2004	80
Delta – South Richmondⁱ		
Bylaws (adopted November 19, 1998) providing for an organization chair and five members at large	June 11, 1999	17

ⁱ In the 2004 redistribution, Delta – South Richmond and Surrey Central became Delta – Richmond East, Newton – North Delta and Fleetwood – Port Kells. The result is not completely clear, but, because of the substantial way in which the former electoral districts were redistributed, these bylaws are probably not in force.

	Date deposited (and therefore effective)	Page in Register of EDA Bylaws
Esquimalt – Juan de Fuca		
Bylaws (adopted December 7, 2003) providing for 10 directors at large and a quorum for meetings of the EDA executive	April 26, 2004	67
Kamloops – Thompson – Cariboo		
Bylaws (adopted (adopted on March 30, 1999, by Kamloops, Thompson and Highland Valley) providing for 10 directors at large	June 11, 1999	15
Langley		
Bylaws (adopted at the founding meeting on January 21, 2004) providing for an additional vice-president, five directors at large and eight days' advance notice of intention to run for the EDA executive	April 26, 2004	70
New Westminster – Coquitlam		
Bylaws (adopted on October 15, 2004) providing for three additional vice-presidents, five directors at large, 14 days' advance notice of intention to run for the EDA executive and identification for voting at general meetings	November 4, 2004	96
Newton – North Delta		
Bylaws (adopted at the founding meeting on January 31, 2004) providing for six directors at large and seven days' advance notice of intention to run for the EDA executive	April 28, 2004	82
North Okanagan – Shuswap		
Bylaws (probably adopted on February 11, 1999, by Okanagan – Shuswap) providing for an Executive Vice-President, one other vice-president and five directors	June 11, 1999	7
North Vancouver		
Bylaws (adopted January 13, 2005) providing for two regional vice-presidents, 10 non-voting members at large, consequences for absenteeism and 14 days' advance notice of intention to run for the EDA executive	January 17, 2005	112
Okanagan – Coquihalla		
Bylaws (adopted October 24, 2001) providing for two regional vice-presidents	December 6, 2004	108

	Date deposited (and therefore effective)	Page in Register of EDA Bylaws
Port Moody – Westwood – Port Coquitlam		
Bylaws (adopted on September 30, 2001, by Port Moody – Coquitlam – Port Coquitlam) providing for five directors at large	April 26, 2004	73
Prince George – Peace River		
Bylaws (adopted March 25, 1999) providing for, among other things, 20 members at large	June 11, 1999	12
Richmond		
Bylaws (adopted August 25, 1999) providing for an additional vice-president and four directors at large	March 28, 2003	28, 53
Saanich – Gulf Islands		
Bylaws (adopted March 27, 2002) providing for a second vice-president and 10 directors at large	September 13, 2004	47, 89
Skeena – Bulkley Valley		
Bylaws (adopted (adopted on February 16, 1999, by Skeena) September 8, 1999) providing for 10 directors at large	October 1, 1999	25
Vancouver Centre		
Bylaws (adopted March 29, 1999) providing for eight members at large, 14 days' written notice of intention to seek election and other matters	April 9, 1999	1
Vancouver Island North		
Bylaws (adopted September 12, 2004) providing for 30 directors at large	September 29, 2004	84
Vancouver Kingsway		
Bylaws (adopted September 15, 2001) providing for two members at large, a quorum for meetings of the EDA executive and consequences for absenteeism	September 27, 2001	36
Bylaws (adopted November 14, 2002) proving for four members at large and 14 days' advance notice of intention to run for EDA executive	January 28, 2003	49

	Date deposited (and therefore effective)	Page in Register of EDA Bylaws
Vancouver Quadra		
Bylaws (adopted December 6, 1998) providing for an Executive Vice-President, three other vice-presidents, a Multicultural Chair and that number of non-voting directors determined at the annual general meeting	June 7, 1999	4
Bylaws (adopted September 8, 1999) providing for the elimination of the office of vice-presidents at large and the creation of other executive positions and non-voting members at large	October 12, 1999	26
Vancouver South		
Bylaws (adopted on May 4, 1999, by Vancouver South – Burnaby) providing for members at large	January 4, 2000	27
Bylaws (adopted October 14, 2004) providing for 16 members at large	October 14, 2004	100
Victoria		
Bylaws (adopted September 7, 1999) providing for 10 directors at large	October 1, 1999	23
West Vancouver – Sunshine Coast – Sea to Sky Country		
Bylaws (adopted on November 29, 2003, by West Vancouver – Sunshine Coast) providing for five regional vice-presidents and 16 non-voting members at large	December 12, 2003	55
Bylaw (adopted October 16, 2004) providing that the 16 members at large are voting	November 10, 2004	103

Records of the Party indicate that the notice for meetings of the following Electoral District Associations set out a proposed bylaw. However, any bylaws passed at the meeting have never been deposited with the Party Registrar of Bylaws, and they are therefore NOT effective as bylaws of an Electoral District Association.

Electoral District Association	Date of meeting for which notice given	Page in Register of EDA Bylaws
Abbotsford (formerly Langley – Abbotsford)	February 16, 1999	
Burnaby – Douglas	September 26, 2001	39, 47
Burnaby – New Westminster (formerly New Westminster – Coquitlam – Burnaby)	July 23, 2000	34, 39, 47

Electoral District Association	Date of meeting for which notice given	Page in Register of EDA Bylaws
Kelowna – Lake Country (formerly Kelowna)	December 17, 1998	
Kootenay Columbia (formerly Kootenay – Boundary – Okanagan)	November 28, 1998	29
New Westminster – Coquitlam (formerly New Westminster – Coquitlam – Burnaby)	July 23, 2000	34, 39, 47
Richmond	July 14, 1999	47
Saanich – Gulf Islands	November 14, 1999	31, 47
South Surrey – White Rock – Cloverdale (formerly South Surrey – White Rock – Langley)	December 11, 1999	33, 39, 47
Vancouver Centre	July 11, 2001	39, 47
Vancouver East	November 24, 1999	32, 39
Victoria	September 6, 2000	35, 39, 47
West Vancouver – Sunshine Coast – Sea to Sky Country (formerly West Vancouver – Sunshine Coast)	January 30, 1999	30