

OYL Governance Manual

As Amended on March 26, 2013

INTRODUCTION

001 POLICY FORMAT

Section 1: General	6
Section 2: Format	6

PART 1 – HUMAN RESOURCES

101 HIRING

Section 1: Positions	7
Section 2: Applications	7
Section 3: Replacement	7

102 FULL & PART-TIME STAFF

Section 1: Positions	8
Section 2: Job Descriptions	8
Section 3: Hiring Committees	8
Section 4: Ratification	8

103 APPOINTMENTS

Section 1: Appointment Process	9
Section 2: Composition of OYL Committees	9
Section 3: Duration of Terms	9
Section 4: Revocation of an Appointment	9

PART 2 - FINANCES

201 EXPENSE CLAIMS

Section 1: Approval	10
Section 2: Claims	10
Section 3: Procedure	10

202 TRAVEL EXPENSES

Section 1: Eligibility	11
Section 2: Gasoline Subsidy	11
Section 3: Other Travel Expenses	11

203 ELECTION EXPENDITURES

Section 1: Expenditures	12
-------------------------------	----

204 FINANCIAL CONFLICT OF INTEREST

Section 1: Definition	13
Section 2: Duties	13

205 BOARD OF INTERNAL FUNDING

Section 1: Membership	14
Section 2: Responsibilities	14

206 BUDGETARY REVIEW

Section 1: Budgetary Consultation.....	16
Section 2: Approval of the OYL Budget.....	16

207 NORTHERN TRAVEL SUBSIDY

Section 1: Eligibility.....	17
Section 2: Procedure.....	17

PART 3 - CLUBS

301 CLUB RATIFICATION

Section 1: Qualifying for Ratification.....	18
Section 2: Ratification.....	18
Section 3: De-ratification.....	18

302 CLUB MEMBERSHIP FORMS AND FEES

Section 1: Membership Forms.....	20
Section 2: Membership Requests.....	20
Section 2: Fees.....	20

303 STUDENT CLUB MEMBERSHIP REQUESTS

<i>This policy has been repealed.....</i>	21
---	----

304 STUDENT CLUB MEMBERSHIP LISTS & CONSTITUTIONS

Section 1: Access to Student Club Membership Lists.....	22
Section 2: Access to Student Club Constitutions.....	22
Section 3: Student Club AGM Chair and Returning Officer.....	22
Section 4: Eligibility to Stand for Club Executive Position.....	22
Section 5: Eligibility to Vote.....	22

PART 4 - COMMUNICATIONS

401 WEBSITE

Section 1: Purpose.....	23
Section 2: Domain.....	23
Section 3: Content.....	23
Section 4: Maintenance.....	23

402 OYL EMAIL NEWSLETTER

Section 1: Purpose.....	24
Section 2: Editing Responsibilities.....	24
Section 3: Membership.....	24

PART 5 – POLICY PROCESS

501 ADVOCATING & PROMOTING POLICY POSITIONS

Section 1: Policies to be Advocated and Promoted.....	25
Section 2: Advocating and Promotion within the Liberal Party.....	25
Section 3: Advocating and Promotion outside the Liberal Party.....	25

502 POLICY RESOLUTION PROCESS

Section 1: Policy Process.....	26
Section 2: Policy Committee.....	26
Section 3: Regional Policy Parliaments.....	26
Section 4: Annual Policy Conference.....	26

PART 6 – EVENTS

601 ANNUAL GENERAL MEETING

Section 1: Timeline Overview.....	28
Section 2: Date and Location Selection.....	28
Section 3: Steering Committee Selection.....	28
Section 4: Steering Committee Roles.....	29
Section 5: Official Notice.....	30
Section 6: Delegate Selection.....	30
Section 7: Campaigning.....	32
Section 8: The Delegate Package.....	33
Section 9: Process during the AGM Weekend.....	33
Section 10: Rules of Procedure.....	34

602 SELECTION OF AWARD RECIPIENTS

Section 1: OLP-awarded OYL Volunteer of the Year.....	36
Section 2: LPC(O)-awarded OYL Volunteer of the Year.....	36
Section 3: OYL Volunteer Appreciation Awards.....	36
Section 4: OYL Lifetime Achievement Award.....	37
Section 4: Other awards.....	37

603 Behavioral Standards at OYL Events

Section 1: Commitment to Promoting Safety.....	38
Section 2: Right to Refuse Entry to OYL Events.....	38
Section 3: Discretion of the Executive.....	38

604 Annual Policy Conference

Section 1: Overview.....	39
Section 2: Bid Process and Steering Committee.....	39
Section 3: Annual Policy Conference.....	39
Section 4: Volunteer Appreciation Awards.....	40

701 Qualifications of Executive Members

Section 1: Eligibility.....	42
-----------------------------	----

901 Unpaid Delegate Fees

Section 1: Eligibility.....	43
-----------------------------	----

POLICY ~ 001**The Ontario Young Liberals****POLICY FORMAT****Effective Date:** January 18, 2003**Responsible for Policy:** Executive Vice-President**Introduction:**

In order for the OYL Governance Manual to formally specify policy in a logical, standardized manner, it is necessary to set in place a suitable format for policy statements. The intent behind his policy is to specify the standard format for setting out OYL policies.

Section 1: General

- 1.1 All policies shall be formatted consistent with the parameters outlined in this policy.
 - 1.1.1 Should a policy not be formatted consistently with the parameters outlined in this policy, and the Executive Board still wishes it to take effect, simple majority approval from the Executive Board shall be required.

Section 2: Format

- 2.1 All policies shall be assigned a number, noted at the top of each policy, corresponding to the section in which the policy is located and the individual policy number assigned to it.
- 2.2 Below the assigned number shall be the title of the organization (i.e. "The Ontario Young Liberals".).
- 2.3 Below the organization's title shall be the title of the policy.
- 2.4 The title of the policy should reflect what the policy is in reference to, for ease of reading.
- 2.5 Below the policy title, as outlined above, shall be the "Effective Date" and "Responsible for Policy".
 - 2.5.1 "Effective Date" means the date on which the policy will come into effect.
 - 2.5.2 "Responsible for Policy" shall refer to the person or group who is in charge of ensuring that the policy is being complied with.
- 2.6 Below the "Effective Date" and "Responsible for Policy" shall be the policy itself.
- 2.7 Each policy shall have an introduction outlining the purpose and/or intent of the policy.
- 2.8 The policy shall be outlined in various different sections and shall be enumerated for ease of reading - use this policy as an example for both.
- 2.9 Following the body of the policy, as outlined above, shall be the "Date of Approval by the Executive Board" and the "Date of Last Amendment".
 - 2.9.1 "Date of Approval by the Executive Board" refers to the date on which the Executive Board voted in-favour to adopt the policy.
 - 2.9.2 "Date of Last Amendment" refers to the date on which the policy was last amended and subsequently approved by the Executive Board.

Date of Approval by the Executive Board: January 18, 2003**Date of Last Amendment:** February 12, 2005

POLICY ~ 101**The Ontario Young Liberals****HIRING****Effective Date:** January 18, 2003**Responsible for Policy:** Executive Vice-President**Introduction:**

The purpose of this policy is to outline the general rules and procedures for hiring in the OYL.

Section 1: Positions

- 1.1 All positions that are hired within OYL shall fall under one of the following categories and information regarding the said position shall be found within its corresponding policy:
 - 1.1.1 Full and part-time staff, as described in Policy 102.

Section 2: Applications

- 2.1 There shall be application forms developed for all full or part-time positions in the OYL.
- 2.2 The Executive Vice-President and the President must approve all application forms.
- 2.3 All applications, at the bare minimum, must contain the following components:
 - 2.3.1 A question that allows an applicant to bring in relevant past experiences;
 - 2.3.2 A question that allows the applicant to mention strengths, which are relevant to the position being hired.

Section 3: Replacement

- 3.1 Should a full or part-time position within OYL become vacant, for whatever reason, the President shall decide the appropriate course of action.

Date of Approval by the Executive Board: January 18, 2003**Date of Last Amendment:** January 18, 2003

POLICY ~ 102**The Ontario Young Liberals****FULL & PART-TIME STAFF****Effective Date:** January 18, 2003**Responsible for Policy:** Executive Vice-President**Introduction:**

The purpose of this policy is to outline the general rules and procedures for hiring full and part time staff in the OYL.

Section 1: Positions

- 1.1 The Management Committee shall set the number and type of full and part-time positions within the OYL, from time to time.

Section 2: Job Descriptions

- 2.1 The Executive Vice-President shall have the responsibility for the creation of all full and part-time job descriptions.

Section 3: Hiring Committees

- 3.1 In matters of extreme circumstances, the President may suspend the following process to recruit and hire a candidate for a full or part-time staff position.
- 3.2 The President shall form Hiring Committees for full and part-time positions.
- 3.3 The composition of the said Hiring Committee shall be left up to their discretion.
- 3.4 The President, or their designate, shall Chair said Hiring Committee.
- 3.5 All applications for the full or part-time position(s) in question shall be given to all members of the appropriate Hiring Committee, before the applicant's interview, for the purposes of review.
- 3.6 All applications, interviews, discussions and deliberations, which the Hiring Committee conducts, shall be deemed in-camera.
- 3.6.1 Should any member of said Hiring Committee breach the confidential nature of the Hiring Committee, the President shall deal with the matter.
- 3.7 At the end of deliberations, the Hiring Committee shall decide on an applicant to recommend to the Management Committee for hire and a list of alternates, where appropriate.
- 3.8 The Hiring Committee has the option of recommending that no applicant is suitable for the full or part-time position.

Section 4: Ratification

- 4.1 Once the Hiring Committee Chair has submitted all applicable papers to the President and Executive Vice-President, the Management Committee shall decide whether or not to ratify the candidate.

Date of Approval by the Executive Board: January 18, 2003**Date of Last Amendment:** January 18, 2003

POLICY ~ 103**The Ontario Young Liberals****APPOINTMENTS****Effective Date:** February 12, 2005**Responsible for Policy:** Management Committee**Introduction:**

The purpose of this policy is to outline the general rules for all Ontario Young Liberal appointments, including to Committees.

Section 1: Appointment Process

- 1.1 All appointments are made by the Management Committee, including, but not limited to, Area Coordinators, Representatives to OLP, YLC, and LPC(O), and OYL Committees.
 - 1.1.1 An exception is the appointment of OYL Honourary Senators, which shall be made by the Executive Board.
- 1.2 The selection of Area Coordinators shall be based heavily on the recommendations of the Regional Coordinator responsible for that area.

Section 2: Composition of OYL Committees

- 2.1 Each Committee shall have a Chair who shall be appointed first, and shall work with the Management Committee in selecting the other Committee members.
- 2.2 The President must be a member of every Committee.
- 2.3 An effort should be made to inform the OYL membership of Committee opportunities.
- 2.4 An effort must be made to have the composition of Committees reflect the six geographical regions of the province.

Section 3: Duration of Terms

- 3.1 The duration of the term for all appointments made by the Management Committee shall be until the following Annual General Meeting, wherein all appointments shall be dissolved.
 - 3.1.1 An exception is the appointment of Honourary Senators, which shall be lifetime.

Section 4: Revocation of an Appointment

- 4.1 The Management Committee may remove any appointment of the Management Committee at any time.

Date of Approval by the Executive Board: February 12, 2005**Date of Last Amendment:** February 12, 2005

POLICY ~ 201**The Ontario Young Liberals****EXPENSE CLAIMS****Effective Date:** January 18, 2003**Responsible for Policy:** Treasurer**Introduction:**

The purpose of this policy is to outline the general rules and procedures for expense claims.

Section 1: Approval

- 1.1 The Treasurer has the authority to amend or reject out-of-hand any and all expense claims if he or she deems them to be unreasonable.
 - 1.1.1 The Executive Board may overturn this decision via a simple majority vote.
- 1.2 It is advisable that all Executive Board members use every means in their power to attain prior approval of all expense claims from the Treasurer before they are incurred.

Section 2: Claims

- 2.1 All expense claims under \$250 are can be approved by the President and the Treasurer.
- 2.2 The Executive Board must approve all expense claims over \$250.
- 2.3 No expense claim shall be submitted to the Treasurer unless it exceeds \$25.
 - 2.3.1 One may save up receipts and then claim it when they add up to \$25 or more.

Section 3: Procedure

- 3.1 All expense claims must be filed through the Treasurer, unless otherwise authorized by the Treasurer.
- 3.2 When claiming an expense, the proper form(s) must be filled out, as indicated by the Treasurer, attached with the corresponding receipts.
 - 3.2.1 Should the corresponding receipts not be attached, the Executive Board must approve the expense.
 - 3.2.2 If claiming only certain items on a receipt, please highlight those items in some manner.
- 3.3 Once the claim has been processed, a reimbursement cheque must be sent to the head office of LPC(O) and/or OLP to be co-signed and then the cheque can be sent off to the appropriate person.

Date of Approval by the Executive Board: January 18, 2003**Date of Last Amendment:** January 18, 2003

POLICY ~ 202**The Ontario Young Liberals****TRAVEL EXPENSES****Effective Date:** January 18, 2003**Responsible for Policy:** Treasurer**Introduction:**

The purpose of this policy is to outline the general rules and procedures for travel expenses.

Section 1: Eligibility

- 1.1 Only members of the Executive Board can claim travel expenses.
- 1.2 The Management Committee shall select the events for which travel expenses can be claimed.
 - 1.2.1 If an event has not been selected, no claim can be made regarding travel in relation to that event.
 - 1.2.2 If an event has been selected, no claim can be made for hotel or car rental expenses, unless specifically authorized by the Executive Board.
- 1.3 In order to submit a claim for a gasoline subsidy, one must have driven over 250 kilometers to and from the approved event.
 - 1.3.1 The distance chart on the Ontario Road Map will be used to determine official distances between cities.

Section 2: Gasoline Subsidy

- 2.1 To determine the amount of the subsidy one can receive for gasoline expenses, use the following:
 - 2.1.1 With only one person in the car, the subsidy shall be \$0.06/kilometre, to a maximum of \$20.
 - 2.1.2 With two people in the car, the subsidy shall be \$0.12/kilometre, to a maximum of \$30.
 - 2.1.3 With three people in the car, the subsidy shall be \$0.18/kilometre, to a maximum of \$40.
 - 2.1.4 With four or more people in the car, the subsidy shall be \$0.24/kilometre, to a maximum of \$50.

Section 3: Other Travel Expenses

- 3.1 If a claim for a travel expenses is submitted that does not fall within any of the sections outlined above, then it shall be up to the Treasurer to decide whether or not to approve the claim.
 - 3.1.1 The Executive Board may overturn this decision via a simple majority vote.

Date of Approval by the Executive Board: January 18, 2003**Date of Last Amendment:** January 18, 2003

POLICY ~ 203**The Ontario Young Liberals****ELECTION EXPENDITURES****Effective Date:** January 18, 2003**Responsible for Policy:** Treasurer**Introduction:**

The purpose of this policy is to outline the general rules and procedures for federal and provincial election expenditures.

Section 1: Expenditures

- 1.1 The Ontario Young Liberals shall not be permitted to spend any money during a federal or provincial election campaign, as it would be in violation of the Elections Canada Act and the Elections Finance Act (Ontario).

Date of Approval by the Executive Board: January 18, 2003**Date of Last Amendment:** January 18, 2003

POLICY ~ 204

The Ontario Young Liberals

FINANCIAL CONFLICT OF INTEREST

Effective Date: January 18, 2003

Responsible for Policy: Treasurer

Introduction:

The purpose of this policy is to outline the general rules and procedures for a financial conflict of interest.

Section 1: Definition

- 1.1 A “conflict of interest” is a situation where:
 - 1.1.1 Your personal interests or those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or person to whom you owe an obligation, could influence your decisions and impair your ability to:
 - 1.1.1.1 Act in the best interests of the organization; or
 - 1.1.1.2 Represent the organization fairly, impartially and without bias.
- 1.2 A conflict of interest exists if the decision ‘could’ be influenced – it is not necessary that the influence take place.
- 1.3 The “appearance of a conflict of interest” occurs when a reasonably well informed person properly could have a reasonable perception that you are making decisions on behalf of the organization that promote your personal interests or those of a person as described in Section 1.1.

Section 2: Duties

- 2.1 Unless authorized to do so by the Executive Board no member of the Executive Board may:
 - 2.1.1 Act on behalf of the Ontario Young Liberals, or deal with the OYL, in any financial matter where they are in a financial conflict of interest or appear to be in a financial conflict of interest;
 - 2.1.2 Use their position, office or affiliation with the OYL to pursue or advance their financial interests.
- 2.2 All members of the Executive Board must immediately disclose a financial conflict of interest to each member of the Executive Board.
- 2.3 One must disclose a financial conflict of interest when it first becomes known.
- 2.4 If a member of the Executive Board does not become aware of the financial conflict until after a financial transaction is concluded, they must still make the disclosure immediately.
- 2.5 If a member of the Executive Board is ever in doubt about whether they are or may be in a financial conflict of interest, they must request the advice of the President or a person the Executive Board designates.
- 2.6 Unless otherwise directed, all Executive Board members must immediately take steps to resolve the financial conflict of interest or remove the suspicion that it exists.

Date of Approval by the Executive Board: January 18, 2003

Date of Last Amendment: January 18, 2003

POLICY ~ 205

The Ontario Young Liberals

BOARD OF INTERNAL FUNDING

Effective Date: February 12, 2005

Responsibility for Policy: Treasurer

Introduction:

The purpose of this policy is to outline the rules and procedures for the Board of Internal Funding.

Section 1: Membership

- 1.1 The Board of Internal Funding shall be comprised of the President, the Treasurer, the Student Director, and the Riding Director.
- 1.2 The Treasurer shall Chair the Board of Internal Funding.

Section 2: Responsibilities

- 2.1 The Board of Internal Funding is a Committee whose responsibility is to evaluate applications made by Student or Riding Clubs for additional funds for special projects.
- 2.2 The Board is empowered to grant funding to eligible applicants within the following requirements:
 - 2.2.1 Projects must benefit the OYL.
 - 2.2.2 Projects must not violate the constitution of the OYL, including the objectives of the OYL.
 - 2.2.3 Applicants must submit their initial project funding requests at least one month in advance of their project's start date.
- 2.3 The applicant is required to submit a proposal for funding that shall include, but not be limited to, the following:
 - 2.3.1 Explanation of how the project will benefit the Club in question and the OYL.
 - 2.3.2 Date, time and location of the project.
 - 2.3.3 The number of Young Liberals expected to participate as well as any generalities about non OYL participants in the project.
 - 2.3.4 A detailed budget for the project.
- 2.4 The Board is empowered to make its funding conditional, provided that:
 - 2.4.1 The conditions are set out in writing; and
 - 2.4.2 The conditions are agreed to by all parties involved.
- 2.5 All decisions made by the Board of Internal Funding must be given in writing to the project organizers.
- 2.6 The applicant is required to submit a brief follow-up report that shall include but not be limited to the following:
 - 2.6.1 Outcome of the project.
 - 2.6.2 Number of Young Liberal participants in the project.
 - 2.6.3 Complete documented breakdown of where and how granted funds were spent. Documentation of expenditure is required. Acceptable documentation is the official receipts from purchases made.
- 2.7 The Board is empowered to withhold or rescind any or all of the previously granted funding, in the event that:
 - 2.7.1 The funding was not used for the purpose that it was granted.
 - 2.7.2 Any or all of the conditions attached to the funding were not satisfied in the view of the Board.

2.7.3 The project did not satisfy the requirements set out in section 2.2 of this policy.

Date of Approval by the Executive Board: February 12, 2005

Date of Last Amendment: February 12, 2005

POLICY ~ 206**The Ontario Young Liberals****BUDGETARY REVIEW****Effective Date:** March 13, 2013**Responsible for Policy:** President**Introduction:**

The purpose of this policy is to outline the rules concerning the release of the Budget to OYL Club Presidents.

Section 1: Budgetary Consultation

- 1.1 The OYL Executive Board shall hold a Presidents Council whereat a Budgetary Review with all Club Presidents shall take place.
 - 1.1.1 All Club Presidents shall be given access to the budget and shall have the opportunity to offer suggestions and opinions about the OYL Budget.
 - 1.1.1.1 Members of the OYL or YLC shall not post copies of the Budget or proposed Budget over OYL News, OYL Live, on www.oyl.org or over any other Young Liberal affiliate website, message board or listserve.

Section 2: Approval of the OYL Budget

- 2.1 The Executive of the OYL must approve a draft budget within sixty days of taking office.

Date of Approval by the Executive Board: August 19, 2005**Date of Last Amendment:** March 13, 2013

POLICY ~ 207**The Ontario Young Liberals****NORTHERN TRAVEL SUBSIDY****Effective Date:** March 13, 2013**Responsible for Policy:** Executive Board**Introduction:**

The purpose of this policy is to outline the general rules and procedures for reimbursement for travel expenses for Northern participants at OYL events.

Section 1: Eligibility

- 1.1 The northern travel subsidy shall only apply to the OYL AGM, Ontario Model Parliament, OYL on ICE and the OYL Annual Policy Conference.
 - 1.1.1 The subsidy shall not apply if the event is held in the Northern Region.
- 1.2 Any participant who resides in the Northern Region, and travels to the event directly from the Northern Region, shall be eligible.
- 1.3 Eligible expenses are limited to gasoline for an automobile, or a ticket on a plane, train, or bus.
 - 1.3.1 Only the owner or renter of the automobile shall be eligible, and no other participant arriving in the same automobile is eligible.
- 1.4 There shall be a maximum level of reimbursement, as outlined here:
 - 1.4.1 Participants from Northern Region A are eligible up to a maximum of \$100.
 - 1.4.2 Participants from Northern Region B are eligible up to a maximum of \$60.
 - 1.4.3 Participants from Northern Region C are eligible up to a maximum of \$40.
- 1.5 Only expenses which will not be reimbursed by another source (i.e. student/riding club) are eligible to be claimed.

Section 2: Procedure

- 2.1 To apply for the northern travel subsidy, the proper form(s), available on the OYL website, must be filled out, as indicated by the Treasurer, and submitted with the corresponding receipts attached.
 - 2.1.1 The form(s) and receipts must be submitted within thirty (30) days of the event.
- 2.2 The Treasurer has the authority to amend or reject out-of-hand any and all expense claims if he or she deems them to be unreasonable.
- 2.3 The reimbursement must be mailed within 30 days, unless otherwise arranged between the OYL Treasurer and cheque recipient.

Date of Approval by the Executive Board: November 24, 2008**Date of Last Amendment:** March 13, 2013

POLICY ~ 301

The Ontario Young Liberals

<h2 style="margin: 0;">CLUB RATIFICATION</h2>

Effective Date: March 13, 2013

Responsible for Policy: President

Introduction:

The purpose of this policy is to outline the rules for the ratification of OYL Student and Riding Clubs.

Section 1: Qualifying for Ratification

- 1.1 Potential Student and Riding Clubs must fulfill all of the requirements for a Founding Meeting as outlined in the Constitution including, but not limited to, submitting the following documentation to the OYL Office within fourteen (14) days of the Founding Meeting:
 - 1.1.1 The constitution of the Club.
 - 1.1.2 The list of executive members of the Club.
 - 1.1.3 The membership list of the Club.
 - 1.1.4 The minutes of the meeting, including a list of those in attendance.

Section 2: Ratification

- 2.1 All Clubs that fulfill the criteria laid out in Section 1 of this policy shall be ratified at the next meeting of the Executive Board.
- 2.2 The Riding Director or Student Director shall put forward a motion that the Club in question be ratified.
- 2.3 Upon ratification of a Student Club, the President shall recommend to the YLC, OLP, and LPC(O) that they recognize that Club.
- 2.4 Upon ratification of a Riding Club, the President shall recommend to the OLP and LPC(O) that they recognize that Club.
- 2.5 All Clubs shall remain ratified provided that they comply with the Constitution, including but not limited to, holding an Annual General Meeting on an annual basis, submitting the proper notification before the meeting and submitting the proper documentation after the meeting.

Section 3: De-ratification

- 3.1 The Executive Board may choose to de-ratify any Club that fails to comply with the Constitution, including but not limited to, holding an Annual General Meeting within fifteen (15) months of their previous Annual General Meeting and submitting the proper documentation to the OYL Office.
- 3.2 Upon de-ratification of a Student Club, the President shall recommend to the YLC, OLP, and LPC(O) that they no longer recognize that Club.
- 3.3 Upon de-ratification of a Riding Club, the President shall recommend to the OLP and LPC(O) that they no longer recognize that Club.
- 3.4 Any OYL student club or OYL riding club that does not hold an Annual General Meeting and meet the criteria laid out in Section 1 of this policy will automatically be de-ratified as a club two (2) years to the day of that club's last AGM on record with the LPC(O) and OLP offices.

- 3.4.1 It shall be the responsibility of the Riding Director to put forward a motion at the next meeting of the OYL Executive Board signaling the automatic de-ratification of any OYL Riding Club in compliance with Section 3.4 of this policy.
- 3.4.2 It shall be the responsibility of the Student Director to put forward a motion at the next meeting of the OYL Executive Board signaling the automatic de-ratification of any OYL Student Club in compliance with Section 3.4 of this policy.
- 3.4.3 The OYL Riding Director and OYL Student Director shall inform the OLP and LPC(O) offices of successfully held OYL Club AGMs and pass on the required documentation to both parties to ensure accurate long-term record keeping on behalf of the OYL.

Date of Approval by the Executive Board: February 12, 2005

Date of Last Amendment: March 13, 2013

POLICY ~ 302**The Ontario Young Liberals****CLUB MEMBERSHIP FORMS AND FEES**

Effective Date: March 13, 2013

Responsible for Policy: OYL President

Introduction:

The purpose of this policy is to outline the general rules and procedures for Club Membership Forms and Fees.

Section 1: Membership Forms

- 1.1 Student Clubs shall only use the LPC membership forms provided by the LPC(O) office and “notice of intention to join a club” as prescribed by the LPC bylaw titled “National Membership Rules”.
- 1.2 Provincial Riding Clubs shall use OLP membership forms provided by the OLP.
- 1.3 Federal Riding Clubs shall use LPC membership forms provided by the LPC(O).

Section 2: Membership Requests

- 2.1 Student Club membership requests shall be made to the LPC(O) office. Rules and regulations regarding student club memberships are outlined in the LPC bylaw titled “National Membership Rules”, including limits on who may request forms and how many they may receive.
- 2.2 Provincial Riding Club membership requests shall be made to the OLP office. Rules and regulations regarding provincial memberships are determined by OLP.
- 2.3 Federal Riding Club membership requests shall be made to the LPC(O) office. Rules and regulations regarding federal memberships are outlined in the LPC bylaw titled “National Membership Rules”, including limits on who may request forms and how many they may receive.

Section 3: Fees

- 3.1 Student Club membership fees shall be the membership fee for LPC membership, as determined by the LPC National Executive.
- 3.2 Provincial Riding Club membership fees shall be the OLP youth membership fee, as determined by the Ontario Liberal Party.
- 3.3 Federal Riding Club membership fees shall be the membership fee for LPC membership, as determined by the LPC National Executive.

Date of Approval by the Executive Board: February 12, 2005

Date of Last Amendment: March 13, 2013

POLICY ~ 303

The Ontario Young Liberals

STUDENT CLUB MEMBERSHIP REQUESTS

Effective Date: March 13, 2013

Responsible for Policy: President

Introduction:

This policy has been repealed and any relevant content is now found in policy 302.

Date of Approval by the Executive Board: March 2, 2003

Date of Last Amendment: March 13, 2013

POLICY ~ 304**The Ontario Young Liberals****STUDENT CLUB MEMBERSHIP LISTS & CONSTITUTIONS & ANNUAL GENERAL MEETINGS**

Effective Date: March 13, 2013

Responsible for Policy: President

Introduction:

The purpose of this policy is to outline general rules and procedures for requests of membership lists and constitutions of Student Clubs, as well as the conduct of Student Club Annual General Meetings (AGMs).

Section 1: Access to Student Club Membership Lists

- 1.1 Student Club Presidents shall have access to the membership lists of their Club via the LPC(O) Office.
- 1.2 During Annual General Meetings and Delegate Selection Meetings of Student Clubs, the Club Membership List shall be made available to any declared candidate upon request, subject to any LPC(O) rules and regulations.

Section 2: Access to Student Club Constitutions

- 2.1 Any member of a Student Club shall have access to their Student Club Constitution within forty-eight (48) hours of a request to the President of the applicable Student Club or the OYL President.

Section 3: Student Club AGM Chair and Returning Officer

- 3.1 The Chair shall have complete authority for the conduct of the AGM, within the rules of the OYL Constitution, the OYL Governance Manual, and the Club Constitution.
- 3.2 There shall be a Returning Officer who shall have responsibility for the portion of the AGM related to the election of executive positions. The Chair may choose to assume the role of Returning Officer themselves, or they may choose to appoint a different person to be the Returning Officer for the AGM.

Section 4: Eligibility to Stand for Club Executive Position

- 4.1 If the Student Club Constitution has any requirement for candidates to declare their candidacy in advance of the meeting, (for example: 7 days in advance), then the Notice of the AGM must include this requirement and direction on how to contact the Chair to declare one's candidacy.

Section 5: Eligibility to Vote.

- 5.1 All voters must present valid proof of identification and of current enrollment as prescribed in the LPC bylaw titled "National Membership Rules".

Date of Approval by the Executive Board: February 12, 2005

Date of Last Amendment: March 13, 2013

POLICY ~ 401**The Ontario Young Liberals****WEBSITE**

Effective Date: February 12, 2005

Responsible for Policy: Communications Director

Introduction:

The purpose of this policy is to outline the general rules for administration of the OYL Website as well as clarify the rules governing permissible content.

Section 1: Purpose

- 1.1 The purpose of the website is to serve as a communication medium through which individuals may obtain information about the Ontario Young Liberals.

Section 2: Domain

- 2.1 The website shall be location at www.oyl.org.

Section 3: Content

- 3.1 Content shall be posted to website only if it is within the criteria of the stated purpose of the website as outlined in section 1 of this policy.
- 3.2 Content shall not be posted on the website if it contains messages, statements or words that are deemed foul, offensive, slanderous, racist, sexist, or homophobic.
- 3.3 All other decisions regarding the content of the website is at the discretion of the Communications Director.

Section 4: Maintenance

- 4.1 The Management Committee may assign the maintenance of the website to a third party.
- 4.1.1 If the website is maintained by a webmaster other than the Communications Director, the Communications Director is still responsible for the website and its content.
- 4.2 The content on the website must be kept current and up-to-date.

Date of Approval by the Executive Board: February 12, 2005

Date of Last Amendment: February 12, 2005

POLICY ~ 402**The Ontario Young Liberals****OYL EMAIL NEWSLETTER**

Effective Date: August 1, 2007

Responsible for Policy: Communications Director

Introduction:

The purpose of this policy is to outline the general rules for administration of the OYL Email Newsletter.

Section 1: Purpose

- 1.1 The purpose of OYL Email Newsletter is to serve as a communication medium through which members of the OYL may inform the subscribing membership of important information related to being involved as a Young Liberal, including a reminder that Executive Board minutes can be requested by OYL members.

Section 2: Editing Responsibilities

- 2.1 The OYL Email Newsletter shall be an edited newsletter, with all articles and submissions requiring approval by the editor.
- 2.2 The Communications Director shall be responsible for editing the newsletter or assigning the responsibilities to another individual.

Section 3: Membership

- 3.1 Any member of the Liberal Party of Canada or the Ontario Liberal Party may join OYL Email Newsletter.

Date of Approval by the Executive Board: July 31, 2007

Date of Last Amendment: June 19, 2008

POLICY ~ 501**The Ontario Young Liberals****ADVOCATING & PROMOTING POLICY POSITIONS**

Effective Date: February 12, 2005

Responsibility for Policy: Policy Director and Communications Director

Introduction:

The purpose of this policy is to outline the rules and procedures for advocating and promoting the policy positions of the OYL.

Section 1: Policies to be Advocated and Promoted

- 1.1 The Policy Director, working with the Executive Board, shall determine what policies positions shall be advocated and promoted by the OYL.
- 1.2 The Policy Director shall limit herself/himself to advocating and promoting a very small number of policies at any one time in order to narrow the focus and the resources of the OYL.

Section 2: Advocating and Promotion within the Liberal Party

- 2.1 The OYL shall actively promote its policy positions within the Liberal Party, with the goal of having these policy positions adopted as government policy.
- 2.2 The Policy Director shall submit resolutions on behalf of the OYL to the OLP, YLC, LPC(O) and LPC, well in advance of any policy conventions being hosted by any of these bodies.
- 2.3 At any of these conventions, the OYL shall organize a system to ensure that as many Young Liberals as possible are in the voting room at the proper time to vote for the resolutions that were submitted by the OYL.
- 2.4 The Policy Director, working with the Executive Board including the Communications Director, shall make efforts to raise the awareness of the OLP, LPC, LPC(O), caucus and cabinet, regarding the policy positions of the OYL.
- 2.5 Raising awareness should include, but not be limited to, letters, meetings, petitions, and actively vocally campaigning at conventions for support and awareness of OYL policy.

Section 3: Advocating and Promotion outside the Liberal Party

- 3.1 The OYL shall actively promote its policy positions outside the Liberal Party, with the goal of having these policy positions adopted as government policy.
- 3.2 The Policy Director, working with the Executive Board including the Communications Director, shall make efforts to raise the awareness of the general public regarding the policy positions of the OYL.
- 3.3 Raising awareness should include, but not be limited to, press releases, working with key stakeholders, working with other youth organizations, letters, meetings, petitions, and actively vocally campaigning for support of OYL policy.

Date of Approval by the Executive Board: February 12, 2005

Date of Last Amendment: February 12, 2005

POLICY ~ 502**The Ontario Young Liberals****POLICY RESOLUTION PROCESS**

Effective Date: February 12, 2005

Responsibility for Policy: Policy Director

Introduction:

The purpose of this policy is to outline the rules and procedures for the OYL policy resolution process.

Section 1: Policy Process

- 1.1 The Policy Director shall oversee the OYL policy resolution process.
- 1.2 The policy resolution process shall consist of regional policy parliaments and an annual policy conference.

Section 2: Policy Committee

- 2.1 The OYL Management Committee may choose to create a Policy Committee, which would be chaired by the Policy Director.
- 2.2 The creation and actions of this Committee shall follow the rules set out in the Constitution and in the Governance Manual for Committees.

Section 3: Regional Policy Parliaments

- 3.1 Once a year, during winter or spring, each region must host a policy parliament.
- 3.2 The regional policy parliaments shall be organized the Policy Director, working with the Regional Coordinator and the Area Coordinators.
- 3.3 The content of each regional policy parliament shall be at the discretion of the Policy Director, with input from the Regional Coordinator and Area Coordinators.
- 3.4 Notice of the regional policy parliament shall be sent out over OYL News and posted on the OYL website. Notice shall also be given to all Student and Riding Club Presidents.
- 3.5 Any Young Liberal may attend a regional parliament but only Young Liberals from that region may vote.
- 3.6 Fifteen (15) voting members of the OYL shall constitute quorum for each parliament, except in the north, where eight (8) voting members shall be considered quorum.

Section 4: Annual Policy Conference

- 4.1 The annual policy conference shall be held each summer as one of the components of the OYL Summer Fling.
- 4.2 The Policy Director shall determine the structure and content of the annual policy conference.
- 4.3 Notice of the annual policy conference shall be given a minimum of forty (40) days in advance of the annual policy conference. This Notice shall be given to all Riding Club presidents, all Student Club presidents, all provincial and federal Constituency Association Presidents, to the secretary of the Liberal Party of Canada (Ontario) and the Secretary of the Ontario Liberal Party.
- 4.4 Notice shall also be sent out over OYL News forty (40) days prior to the annual policy conference.

- 4.5 The Chair or at least one co-Chair of the annual policy conference shall be bilingual and be able to conduct the meeting in both official languages.
- 4.6 Notices, agendas and policy shall be made available in both official languages.

Date of Approval by the Executive Board: February 12, 2005

Date of Last Amendment: February 12, 2005

POLICY ~ 601

The Ontario Young Liberals

<h2 style="margin: 0;">ANNUAL GENERAL MEETING</h2>
--

Effective Date: March 13, 2013

Responsible for Policy: Executive Board and Chief Returning Officer

Introduction:

The purpose of this policy is to provide guidelines for the operation of a successful Annual General Meeting, and all details surrounding the Annual General Meeting process.

Section 1: Timeline Overview

- 1.1 The Executive Board shall meet during the month of November or the month of December every year to select the location, date, delegate fees, and Steering Committee composition for the Annual General Meeting (AGM).
- 1.2 The AGM Steering Committee shall meet within days of being selected in order to finalize the official notice of the AGM.
- 1.3 The official notice of the AGM shall be distributed a minimum of forty (40) days before the AGM and shall be in both official languages.
- 1.4 Delegate Selection Meetings for Young Liberal Clubs must be called by midnight on the Monday that is twenty-five (25) days before the AGM.
- 1.5 Candidates must declare their candidacy to the CRO by 5:00pm EST on the Friday that is twenty-one (21) days before the AGM.
- 1.6 Constitutional amendments must be submitted to the CRO by 5:00pm on the Friday that is fourteen (14) days before the AGM.
- 1.7 Delegate Selection Meetings for Young Liberal Clubs must be held by midnight on the Monday that is eleven (11) days before the AGM.
- 1.8 All delegate lists from Delegate Selection Meetings must be submitted by midnight on the Thursday that is eight (8) days before the AGM.
- 1.9 All appointed delegates from ridings without a Young Liberal Club must be submitted by midnight on the Thursday that is eight (8) days before the AGM.
- 1.10 The AGM shall be held on a weekend between February 1st and February 29th every year.
- 1.11 The OYL CRO shall provide a final delegate list to all candidates on the Tuesday that is three (3) days before the AGM.

Section 2: Date and Location Selection

- 2.1 The Executive Board shall vote at a meeting in November or December every year to determine the location, the date, and the delegate fees, for the AGM.
 - 2.1.1 The AGM shall not be held in the same region on two consecutive occasions.

Section 3: Steering Committee Selection

- 3.1 At the same Executive Board meeting in November or December at which the location, date, and delegate fees are determined, the AGM Steering Committee shall be selected.
- 3.2 Each role shall be selected by a simple majority vote of the Executive Board.
 - 3.2.1 A second choice may also be selected by the Executive Board for each role, in case the first person selected turns down the role.

- 3.3 The following roles shall be selected:
- 3.3.1 The Chief Returning Officer (CRO), who must be a minimum of twenty-six (26) years of age, must have past experience with the OYL and must be currently a member of the Liberal Party;
 - 3.3.2 One (1) male and one (1) female Co-Chair, who must be Ontario Young Liberals, at least one of whom must speak English and French;
 - 3.3.3 One (1) Executive Board Member not seeking re-election, preferably the OYL Treasurer, assuming they are not seeking re-election and can act in a neutral capacity;
 - 3.3.4 One (1) member of staff, preferably an OYL staff person, if the position exists, otherwise a member of the OLP or LPC(O) staff; and
 - 3.3.5 Two (2) local organizers from the host area, who will aid the Committee in on the ground planning and organization.
- 3.4 An Executive Board member is ineligible to vote for who will fill a position if their name is standing for consideration for that position.

Section 4: Steering Committee Roles

- 4.1 The Steering Committee as a whole shall:
- 4.1.1 Act in a neutral and unbiased manner regarding the AGM from the time they are selected until the completion of the AGM;
 - 4.1.2 Organize every aspect of the AGM;
 - 4.1.3 Meet within days of being selected in order to finalize the official notice of the AGM and prepare it for translation;
 - 4.1.4 Put together a complete and detailed AGM budget; and
 - 4.1.5 Prepare the AGM agenda.
- 4.2 The Chief Returning Officer shall:
- 4.2.1 Call a meeting of the Steering Committee to be held within days of being selected;
 - 4.2.2 Chair each Steering Committee meeting;
 - 4.2.3 Ensure that the official notice of the AGM is distributed properly and on time, and in both English and French;
 - 4.2.4 Maintain a list of all the AGM delegates;
 - 4.2.5 Maintain a list of all the Delegate Selection Meetings;
 - 4.2.6 Maintain a list of all declared Candidates;
 - 4.2.6.1 If there are zero (0) declared Candidates for any position after the deadline has passed, or if all the declared Candidates for any position withdraw after the deadline has passed, then the position shall remain vacant until after the AGM, to be filled by the incoming Executive Board.
 - 4.2.7 Maintain a list of all submitted constitutional amendments and consolidate them after the deadline into one package, and have them translated;
 - 4.2.8 Delegate any responsibility to any member of the Steering Committee, specifically the staff member;
 - 4.2.9 Appoint officers as necessary, such as a Delegate Secretary and/or Deputy Returning Officers, and delegate authority to any such officer;
 - 4.2.10 Interpret the rules included in the Constitution and Governance Manual pertaining to the AGM, and make any rulings necessary to enforce those rules;
 - 4.2.11 Oversee all registration and all voting at the AGM;
 - 4.2.12 Oversee the counting of the ballots at the AGM and the announcement of the results;
 - 4.2.13 Prepare a report after the AGM with any suggestions and recommendations for future Annual General Meetings; and
 - 4.2.14 In consultation with the Steering Committee, create a Code of Conduct for the OYL AGM that candidates and their representatives must abide by, within one week of the AGM being called.
- 4.3 The Co-Chairs shall:

- 4.3.1 Ensure that the delegate package is complete and prepared for distribution at registration;
- 4.3.2 Co-Chair all plenary sessions of the AGM, though they may designate a specific moderator for the Presidential Debate, and may designate a specific Chair for the constitutional amendment session; and
- 4.3.3 Ensure that all non-plenary sessions, such as Regional Meetings, have a Chair or moderator.
- 4.4 Members of the Steering Committee, who are not ex-officio, shall remain neutral during the AGM process.
 - 4.4.1 Steering Committee members for a given AGM cycle, shall remain neutral and maintain as necessary the confidential nature of any deliberations, even if they resign

Section 5: Official Notice

- 5.1 The official notice must be distributed in both English and French.
- 5.2 The official notice shall be distributed entirely by email.
- 5.3 The official notice of the AGM shall be distributed to any official OYL email list, all OYL Student Club Presidents, all OYL Riding Club Presidents, all Ontario Federal Riding Association Presidents, all Ontario Provincial Riding Association Presidents, the LPC(O) Secretary, the OLP Secretary, the LPC(O) Management Committee, the OLP Executive Council, the LPC(O) Executive Director, and the OLP Executive Director.
- 5.4 The office notice of the AGM shall be posted on the OYL website, as soon as is practicable.
- 5.5 The official notice of the AGM shall include:
 - 5.5.1 The date;
 - 5.5.2 The location;
 - 5.5.3 The delegate, alternate, and observer fees;
 - 5.5.4 Notice of the Executive Board positions to be elected;
 - 5.5.5 Brief explanation of the ex-officio delegates;
 - 5.5.6 Brief explanation and deadlines for delegates selected from Young Liberal Clubs;
 - 5.5.7 Brief explanation and deadline for delegates appointed from ridings with no Young Liberal Club;
 - 5.5.8 Deadline for submission of constitutional amendments;
 - 5.5.9 Information regarding nearby hotels; and
 - 5.5.10 Contact information for the CRO.

Section 6: Delegate Selection

- 6.1 The following shall be automatic ex-officio delegates to the AGM:
 - 6.1.1 The President of all recognized Student Clubs and Riding Clubs; and
 - 6.1.2 All members of the Executive Board.
- 6.2 Members of the Executive Board shall attend the AGM as members from the region in which their Liberal membership is held.
 - 6.2.1 If they hold memberships in multiple regions, members of the Executive Board may choose upon registration which region to represent.
- 6.3 All OYL Honourary Senators who are no longer Young Liberals may attend as non-voting delegates, at a fee set by the Steering Committee. The fee shall be free if possible, and at most it shall be no greater than the delegate fee.
- 6.4 The following shall be appointed delegates to the AGM:
 - 6.4.1 Up to three (3) delegates from each federal riding where there is not a recognized Young Liberal Riding Club, appointed by the Constituency Association President; and
 - 6.4.2 Up to three (3) delegates from each provincial riding where there is not a recognized Young Liberal Riding Club, appointed by the Constituency Association President.

- 6.5 In ridings where there is no recognized Club, appointments of Young Liberal delegates must come directly from the Constituency Association President only, and cannot be submitted by a designate, or the MP or MPP, or from the appointed youth delegate.
- 6.5.1 Only Young Liberals who are members in good standing of that specific riding association may be appointed by the Constituency Association President.
- 6.5.2 Appointments from the Constituency Association President must be submitted to the CRO in the manner outlined in the official notice of the AGM.
- 6.6 The following shall be elected delegates to the AGM:
- 6.6.1 Up to fifteen (15) delegates elected from each recognized Student Club;
- 6.6.2 Up to fifteen (15) delegates elected from each recognized federal Riding Club; and
- 6.6.3 Up to fifteen (15) delegates elected from each recognized provincial Riding Club.
- 6.7 Election of delegates from a Young Liberal Club must take place at a Delegate Selection Meeting (DSM).
- 6.7.1 DSMs must adhere to the following rules regarding the notice of the meeting, the membership cut-off, and conduct of the meeting, and the reporting of the meeting.
- 6.8 Notice of a DSM must be distributed by email fourteen (14) days before the DSM to all members of the Club, the CRO, the OYL President, the OYL Student Director or Riding Director, and the appropriate OYL Regional Coordinator. In the case of a Riding Club, the Notice must also be sent to the Constituency Association President.
- 6.8.1 Notice of the DSM must include the following information, as determined by the Club President:
- 6.8.1.1 The exact date, time, and location of the DSM;
- 6.8.1.2 The exact date, and time, of the membership cut-off, which must be scheduled for exactly seven (7) days before the DSM;
- 6.8.1.3 Contact information for the Club President, including phone number and email address; and
- 6.8.1.4 The Chair of the DSM, and contact information for the Chair, including phone number and email address.
- 6.8.2 The Chair of the DSM must be a member of the Liberal Party and must be 26 years of age or older.
- 6.8.3 If a DSM notice is missing any of this information, the CRO, at their sole and absolute discretion, may choose to not recognize the DSM notice, may require updates and additions to the notice, may require a new and complete notice, or may void the DSM entirely and disallow all delegates from that Young Liberal Club.
- 6.8.4 Once the date, time, and location have been selected for the DSM, it cannot be changed, unless there is sufficient reason and the CRO grants approval of such a change.
- 6.9 Persons entitled to vote must be members in good standing exactly seven (7) days prior to the date of the DSM, provided that an immediate past member of a provincial Riding Club may renew at the DSM. Clubs are not allowed to close memberships any time prior to the cut-off deadline. The effective date of a membership that is submitted for a student club or federal riding association shall be determined in accordance with the LPC bylaw titled 'National Membership Rules'. The effective date of a membership that is submitted for a provincial riding association shall be determined in accordance with OLP rules.
- 6.9.1 By the end of the membership cut-off date and time, there must be an up to date membership list. This membership list will serve as the voters list for the DSM. The official membership list for the Club is the list that is maintained by either the Liberal Party of Canada (Ontario) office or the Ontario Liberal Party office.
- 6.10 At the DSM, nominations for delegates shall be taken from the floor.
- 6.10.1 In order to be nominated to be a delegate, a person must be a member of the Club at the time of the start of the DSM.

- 6.10.2 Anyone who is not present at the DSM can stand as a delegate, provided that they submit a letter of intent to stand for a delegate position prior to the start of the DSM to the Chair of the DSM.
- 6.10.3 If there are fifteen (15) or less members of the Club nominated to be delegates, then they are all automatically acclaimed as delegates.
- 6.10.4 If there are vacancies, a motion can be passed at the time of the DSM to allow the Club President to fill the vacancies by appointing delegates at a later date.
- 6.10.5 If there are more than fifteen (15) members of the Club nominated to be delegates, then a vote must be conducted.
- 6.10.6 Each member of the Club present at the DSM, who was a member at the time of the membership cut-off, is entitled to vote for up to 15 nominees.
- 6.10.7 Nominees standing as candidates to become a delegate may appoint a scrutineer for the voting.
 - 6.10.7.1 Scrutineers can only challenge identification of the members on the spot. Blanket challenges shall not be permitted.
 - 6.10.7.2 If a candidate, or a candidate representative, or a member of the Club, wishes to challenge the membership of a member on any grounds as permitted by the relevant rules of the relevant Liberal Party, they must submit these challenges in writing to the DSM Chair and the AGM CRO a minimum of twenty-four (24) hours before the DSM, with specific reason included in the written challenge. Blanket challenges of all delegates shall not be permitted.
- 6.10.8 The fifteen (15) nominees who receive the most votes shall become delegates to the AGM, and all other nominees shall become alternates to the AGM.
- 6.10.9 If there is a tie, the tie shall be broken by coin-toss.
- 6.10.10 Quorum for a DSM is five (5) members or ten percent (10%) of the members eligible to vote, whichever is greater.
- 6.11 Following the DSM, the list of elected delegates and alternates, including the number of votes received, must be submitted within seventy-two (72) hours to the CRO.
 - 6.11.1 The list of elected delegates from the DSM should be submitted to the CRO by the DSM Chair.
- 6.12 If a Young Liberal Riding Club President fails to call a DSM by the deadline, the CRO may permit the Constituency Association President to appoint up to three (3) delegates for that riding.
- 6.13 Club Presidents and Executive Board members may attend the AGM as voting ex-officio delegates regardless of whether they have become twenty-six (26) years of age or older during their term of office.
 - 6.13.1 All other delegates must be under the age of twenty-six (26) years of age as of the first day of the AGM.
- 6.14 The CRO may make a ruling regarding any unforeseen situation of contention involving ex-officio delegates, appointed delegates, elected delegates, or delegate selection meetings.
- 6.15 Any member of the Ontario Young Liberals may submit an appeal regarding the election of delegates in a Young Liberal Club to the Arbitration Committee.
 - 6.15.1 All appeals submitted to the Arbitration Committee must be submitted in writing within seventy-two (72) hours of the matter being appealed taking place, and must include a deposit of \$250 and a written statement of complaint including full particulars of the grounds of complaint.

Section 7: Campaigning

- 7.1 Any Executive Board candidate, or any advocate for a constitutional amendment, may campaign in any fashion they wish, provided it is within the limits outlined here and any limits outlined by the CRO.

- 7.2 Candidates must conduct themselves in a respectful manner, and shall not threaten or coerce delegates or other candidates, and shall not prevent delegates from attending the AGM or voting at the AGM.
 - 7.2.1 Candidates and their officials must conduct themselves in accordance with the OYL AGM Code of Conduct/Rules of Procedure for that given AGM.
 - 7.2.1.1 If a violation of section 7.2 or 7.2.1 occurs, the CRO shall determine the proper remedy. The ruling of the CRO can be appealed to the Arbitration Committee.
- 7.3 Any officially declared candidate may request from the CRO, copies of the list of delegates and copies of the list of Delegate Selection Meetings, subject to the availability of the lists, and recognizing that the CRO shall be given a reasonable amount of time to provide any lists upon request.
- 7.4 Candidates and nominators of candidates must speak within the time limits at the AGM.
- 7.5 Campaigning within the registration area and voting area are not permitted.

Section 8: The Delegate Package

- 8.1 The delegate package shall be prepared beforehand by the AGM Co-Chairs.
- 8.2 The delegate package shall be distributed at registration with the delegate badges and voting cards.
- 8.3 The delegate package shall include:
 - 8.3.1 Maps of all locations;
 - 8.3.2 The agenda, in English and French;
 - 8.3.3 The rules of procedure, in English and French;
 - 8.3.4 Any proposed constitutional amendments, in English and French;
 - 8.3.5 The Constitution, if there are any proposed amendments;
 - 8.3.6 Letters of greeting from any dignitaries;
 - 8.3.7 Written reports from all current Executive Board members;
 - 8.3.8 A list of nominated candidates for the Executive Board positions; and
 - 8.3.9 Any candidate flyers and hospitality suite flyers that are pre-submitted within a time frame that is practicable for the Co-Chairs and staff.

Section 9: Process during the AGM Weekend

- 9.1 The CRO and Co-Chairs shall host a conference call a week before the AGM for all candidates or the candidates' representatives. On the conference call, the CRO shall make clear:
 - 9.1.1 The AGM agenda;
 - 9.1.2 The length of the speeches that each candidate shall be entitled to, as well as the length of the nominations;
 - 9.1.2.1 Each contested non-Presidential candidate shall be entitled to speak for up to 3 minutes, and their nominator may speak for up to 30 seconds, and their seconder may only state their name and Club.
 - 9.1.2.2 Each contested Presidential candidate shall be entitled to speak for up to 5 minutes, and their nominator may speak for up to 1 minute, and their seconder may only state their name and Club.
 - 9.1.2.3 It is up to the CRO and the Co-Chairs to decide in advance if there is enough time in the agenda to permit acclaimed candidates an opportunity to speak.
 - 9.1.3 The number of scrutineers that candidates will be permitted to have at registration, voting, and the counting of the ballots;
 - 9.1.3.1 Each candidate can have up to one scrutineer at registration per station, and up to one scrutineer at voting per station, and up to one scrutineer per ballot box during the count.
 - 9.1.4 The procedure and details for the Presidential Debate, if there are multiple candidates for the position of President.

- 9.1.4.1 The CRO should meet with the Presidential candidates or their representatives to find a mutually agreeable format for the Presidential Debate and the submission of questions for the debate.
- 9.2 On the AGM weekend, the CRO shall:
- 9.2.1 Delegate any authority to any neutral participant as deemed necessary;
 - 9.2.2 Conduct registration on Friday evening and Saturday morning;
 - 9.2.2.1 At registration, scrutineers may only challenge identification of delegates on the spot. Blanket challenges of all delegates shall not be permitted.
 - 9.2.2.2 If any candidate or candidate representative wishes to challenge the membership of a delegate, or the membership form signature of a delegate, or the age of a delegate, or the student status of a student club delegate, or the address of a riding club delegate, they must submit these challenges in writing to the CRO a minimum of twenty-four (24) hours before registration, with significant reason included in the written challenge. Blanket challenges of all delegates shall not be permitted.
 - 9.2.3 Conduct voting for non-regional Executive Board positions on Saturday evening and Sunday morning, using a preferential ballot system;
 - 9.2.4 Conduct voting for Regional Coordinator positions on Saturday afternoon during simultaneous regional meetings, if there are no other contested non-regional races that AGM, using a preferential ballot system. If there are other contested races, voting for regional coordinators shall occur during Saturday evening and Sunday morning;
 - 9.2.5 Collect from the candidates the names of all nominators and seconders at a time and place of the CRO's choosing;
 - 9.2.6 Require that all Regional Coordinator Candidates provide proof of residency in that region at a time and place of the CRO's choosing;
 - 9.2.7 Make any rulings necessary if there are any constitutional amendments that are passed that will have an impact upon the rest of the weekend process;
 - 9.2.8 Provide the interim list of registered delegates on Friday evening, and the final list of registered delegates on Saturday afternoon, to any candidate that requests a copy;
 - 9.2.9 Provide the interim list of delegates who have voted on Saturday evening, to any candidate that requests a copy;
 - 9.2.10 Oversee the counting of the ballots for all Executive Board positions upon the close of voting, using 'clear intention' as the guiding principle; and
 - 9.2.11 Announce the results of the Executive Board elections to the closing plenary.
- 9.3 The preferential balloting system is defined as follows. If there are only two candidates, it is a standard ballot. If there are more than two candidates, the voter shall rank their preferences (i.e. 1, 2, 3, etc) on a single ballot. The person receiving the least amount of votes will be dropped off until one of the candidates receives at least fifty percent plus one (50% +1) of the votes. Preferential balloting is also known as 'ranked balloting' and as a 'single-transferable vote', and as 'alternative voting'.

Section 10: Rules of Procedure

- 10.1 The Rules of Procedure are to be provided in the delegate package.
- 10.2 The Rules of Procedure for the AGM must be adopted at the beginning of the opening plenary.
- 10.3 The standard Rules of Procedure are provided here so that they do not have to be recreated each year from scratch.
- 10.4 The standard Rules of Procedure:
 - A Rules Governing all Sessions
 - 1. One of the Co-Chairs of the Annual Meeting or their designate shall preside at each session.
 - 2. The official languages are English and French.

3. Unless otherwise noted in the Agenda, all sessions shall be open to anyone accredited to this Annual Meeting.
 4. Only accredited delegates or alternates may address any session.
 5. An accredited delegate or alternate wishing to address a plenary session shall proceed at an appropriate time to a microphone and shall give his or her name and club and may speak for two minutes, or such other time as the Chair of the session deems appropriate, on each motion or amendment or topic under discussion.
 6. The Chair may limit the total number of speakers on any motion, amendment or topic under discussion and the total length of the debate in that session.
 7. Every question submitted to a Session other than a constitutional amendment shall be decided by a majority of votes cast on a show of voting cards by accredited delegates, unless the Constitution or these rules provide otherwise.
 8. The Rules of Procedure and the Agenda can only be reconsidered or suspended in a Plenary Session with a unanimous vote of those accredited delegates in attendance at the session.
 9. In a Plenary Session, an appeal may be taken from the Chair's decisions if such appeal is supported by at least 50 delegates standing in their places. The ruling of the Chair may be overturned by a vote of two-thirds of the delegates voting on the appeal.
- B** Rules Governing the Constitutional Session
10. All constitutional amendments as set out in the Delegate Package shall be deemed properly to have been put forward and seconded.
 11. Amendments to the Constitution shall be considered in the order set out in the Delegate Package.
 12. Amendments to the Constitution set out in the Delegate Package may not be amended from the floor, unless the proposed amendment is strictly in the nature of a correction of wording, punctuation or grammar of the originally proposed amendment, and is accepted as such by the Chair. The determination of the Chair upon such a question is final, and not subject to appeal.
 13. All proposed constitutional amendments require a two-thirds majority in order to be adopted.

Date of Approval by the Executive Board: February 5, 2006

Date of Last Amendment: March 26, 2013

POLICY ~ 602

The Ontario Young Liberals

SELECTION OF AWARD RECIPIENTS

Effective Date: June 20, 2008

Responsibility for Policy: Executive Board

Introduction:

The purpose of this policy is to outline the responsibility of the Executive Board to select recipients of Young Liberal awards.

Section 1: OLP-awarded OYL Volunteer of the Year

- 1.1 The recipient of the OYL Volunteer of the Year award, presented by the Ontario Liberal Party, shall be chosen by a vote of the Executive Board.
- 1.2 A preferential ballot shall be used if there are more than two nominees.
- 1.3 Current members of the Executive Board shall not be eligible to be selected as the recipient.

Section 2: LPC(O)-awarded OYL Volunteer of the Year

- 2.1 The recipient of the OYL Volunteer of the Year, presented by the Liberal Party of Canada (Ontario), shall be chosen by a vote of the Executive Board.
- 2.2 A preferential ballot shall be used if there are more than two nominees.
- 2.3 Current members of the Executive Board shall not be eligible to be selected as the recipient.

Section 3: OYL Volunteer Appreciation Awards

- 3.1 The official notice of the Annual Policy Conference or "Summer Fling" shall include a list of the OYL Volunteer Appreciation Awards that will be awarded at the Conference and a request for nominations.
- 3.2 Any member of the Ontario Young Liberals shall be entitled to submit nominations for the OYL Volunteer Appreciation Awards.
 - 3.2.1 The following seven awards shall be presented each year:
 - (a) OYL Riding Club of the Year
 - (b) OYL Student Club of the Year
 - (c) OYL Best New Club of the Year
 - (d) OYL Student Club President of the Year
 - (e) OYL Riding Club President of the Year
 - (f) Outstanding OYL Executive Board Member
 - (g) The Montgomery Burns Award for Outstanding Achievement in the Field of Excellence
- 3.3 The five (5) persons receiving the most nominations in each category shall be considered the finalists for each award and placed on the final ballot.
 - 3.3.1 Executive Board members are not eligible to receive any award other than Outstanding Executive Member.
- 3.4 Each paid delegate to the Annual Policy Conference shall receive one (1) final ballot and shall be entitled to cast a vote for each award.
- 3.5 The nominee(s) receiving the most votes shall be declared the winner(s) of each award.

Section 4: OYL Lifetime Achievement Award

- 4.1 The recipient of the OYL Lifetime Achievement Award shall be chosen by a vote of the Executive Board.
- 4.2 A preferential ballot shall be used if there are more than two nominees.
- 4.3 Current members of the Executive Board shall not be eligible to be selected as the recipient.

Section 5: Other awards

- 5.1 The recipient of any other award presented on behalf of the Ontario Young Liberals, the Executive Board, or any member of the Executive Board, shall be chosen by a vote of the Executive Board.
- 5.2 A preferential ballot shall be used if there are more than two nominees.
- 5.3 Current members of the Executive Board shall not be eligible to be selected as the recipient of any award chosen by the Executive Board.

Date of Approval by the Executive Board: June 19, 2008

Date of Last Amendment: August 4, 2009

POLICY ~ 603**The Ontario Young Liberals****BEHAVIORAL STANDARDS AT OYL EVENTS****Effective Date:** March 13, 2013**Responsible for Policy:** Executive Board**Introduction:**

The purpose of this policy is to enforce the OYL Executives' commitment to keeping all events fun, friendly, and safe for every attendee.

Section 1: Commitment to Promoting Safety

- 1.1 The Executive of the OYL is committed keeping all events fun, friendly, and safe for every attendee.

Section 2: Right to Refuse Entry to OYL Events

- 2.1 The Executive of the OYL has the right to refuse entry to any delegate or attendee of an OYL event that has behaved in an inappropriate manner, engaged in misconduct, sexual or otherwise, or abuse of any kind.

Section 3: Discretion of the Executive

- 3.1 The OYL Executive will deal with all cases of inappropriate behavior on an individual basis.

Date of Approval by the Executive Board: March 13, 2013**Date of Last Amendment:** March 13, 2013

POLICY ~ 604

The Ontario Young Liberals

ANNUAL POLICY CONFERENCE

Effective Date: March 13, 2013

Responsible for Policy: Executive Board

Introduction:

The purpose of this policy is to provide guidelines and details for the operation of a successful OYL Annual Policy Conference.

Section 1: Overview

- 1.1 The Annual Policy Conference shall be held each year.
- 1.2 The Annual Policy Conference shall be held by a university or college campus in Ontario.
- 1.3 The Annual Policy Conference shall consist of the following components:
 - 1.3.1 The annual policy conference;
 - 1.3.2 The annual volunteer appreciation ceremony;
 - 1.3.3 An Executive Board availability session; and
 - 1.3.4 Anything else the Executive Board wishes to include.
- 1.4 The Annual Policy Conference shall be open to any current member of the OYL.
 - 1.4.1 Non-OYL members may be admitted at the discretion of the Executive and may be subject to a higher fee in order to attend.
- 1.5 Responsibility for the Annual Policy Conference lies with the Executive Board.

Section 2: Bid Process and Steering Committee

- 2.1 The Executive Board shall consider bids to host the Annual Policy Conference.
- 2.2 OYL Student Clubs may submit bids to the Executive Board for consideration as the host university or college student club.
- 2.3 The Executive Board shall, after considering all bid packages submitted by the Board's declared deadline, vote as a whole to determine the location of the Annual Policy Conference, with a simple majority determining the result.
- 2.3 Once the location is selected, the Executive Board shall then appoint a Steering Committee to oversee the Annual Policy Conference.
 - 2.31 The Steering Committee shall consist of:
 - a) The Management Board of the Ontario Young Liberals
 - b) The Policy Director of the Ontario Young Liberals
 - c) The Student Director of the Ontario Young Liberals
 - d) The corresponding Regional Coordinator of the Ontario Young Liberals
 - e) The President of the host Student Club
 - f) The Policy Director of the host Student Club
- 2.4 The Steering Committee and the entire Executive Board shall undertake the planning, organization, and execution of the Annual Policy Conference.

Section 3: Annual Policy Conference

- 3.1 The OYL Policy Director shall determine the structure and content of the annual policy conference in conjunction with the Steering Committee and Executive Board.

- 3.2 Notice of the annual policy conference shall be given a minimum of forty (40) days in advance of the annual policy conference. The notice may be combined with an announcement of details regarding the Annual Policy Conference.
- 3.2.1 The Notice shall be given to all Student Club Presidents, all Riding Club Presidents, all provincial and federal Constituency Association Presidents, the office of the Liberal Party of Canada (Ontario) and the office of the Ontario Liberal Party.
- 3.2.2 Notice shall also be sent out over all official OYL lists by email and posted on the website at least forty (40) days prior to the annual policy conference.
- 3.3 The Executive Board shall appoint a Chair or co-Chair, and at least one co-Chair of the annual policy conference shall be bilingual and be able to conduct the meeting in both official languages.
- 3.4 Notices, agendas and policy shall be made available in both official languages.

Section 4: Volunteer Appreciation Awards

- 4.1 The following seven (7) volunteer appreciation awards shall be presented each year:
- 4.1.1 OYL Riding Club of the Year, which shall be awarded to the best Riding Club of the past twelve (12) months;
- 4.1.2 OYL Student Club of the Year, which shall be awarded to the best Student Club of the past twelve (12) months;
- 4.1.3 OYL Best New Club of the Year, which shall be awarded to the best new Young Liberal Club of the past twelve (12) months;
- 4.1.4 OYL Student Club President of the Year, which shall be awarded to the best Student Club President of the past twelve (12) months;
- 4.1.5 OYL Riding Club President of the Year, which shall be awarded to the best Riding Club President of the past twelve (12) months;
- 4.1.6 Outstanding OYL Executive Board Member, which shall be awarded to the best Executive Board member of the past twelve (12) months, of which the President and Executive Vice President are ineligible to be nominated; and
- 4.1.7 The Annual Montgomery Burns Award for Outstanding Achievement in the Field of Excellence, which shall be awarded to the Young Liberal who has not been a Club President or a member of the OYL Executive Board over the past twelve (12) months, and has made the largest contribution of dedication and effort to the OYL.
- 4.2 The winner of each volunteer appreciation award shall be determined by a vote of the Annual Policy Conference attendees.
- 4.2.1 Each Annual Policy Conference attendee that is an Ontario Young Liberal shall be given a ballot upon registration, and shall complete the ballot on the spot.
- 4.2.2 A standard ballot shall be used, where each attendee may vote for one person for each award category.
- 4.2.3 On the ballot, there shall be the five (5) final nominees listed for each award.
- 4.2.4 There shall be a call for volunteer appreciation award nominees sent to all official OYL lists and posted on the website several weeks or months before the Annual Policy Conference, to encourage Young Liberals to nominate worthy Young Liberals deserving of recognition for their volunteer efforts.
- 4.2.5 The determination of the five (5) final nominees for each award to be listed on the ballot shall be made by the Management Committee.
- 4.2.6 For the OYL Student Club of the Year and OYL Student Club President of the Year award nominees, the Management Committee shall seek input from the Student Director.
- 4.2.7 For the OYL Riding Club of the Year and OYL Riding Club President of the Year award nominees, the Management Committee shall seek input from the Riding Director.
- 4.2.8 In order to recognize many volunteers, no Club can be a nominee in more than one category, and no person can be a nominee in more than one category.

- 4.3 In the spirit of volunteer appreciation, there shall be no campaigning of any kind for the volunteer appreciation awards.
- 4.4 In the spirit of volunteer appreciation, the detailed results from the voting shall remain a secret known only to those that counted the ballots, and the ballots shall be destroyed.
- 4.5 The OYL may also choose to recognize a worthy individual with a Lifetime Achievement Award. This person shall have demonstrated an outstanding level of dedication and commitment to the Ontario Young Liberals over a number of years, and helped the Ontario Young Liberals to accomplish great things.
 - 4.5.1 It is not necessary to hand out a Lifetime Achievement Award each year at the Annual Policy Conference. There shall not be a call for nominations for Lifetime Achievement Award recipients, and the award shall not be voted on by attendees to the Annual Policy Conference. The Executive Board shall determine if there is one person worthy of receiving that award and who that person shall be.

Date of Approval by the Executive Board: March 13, 2013

Date of Last Amendment: March 13, 2013

POLICY ~ 701**The Ontario Young Liberals****QUALIFICATIONS OF EXECUTIVE MEMBERS****Effective Date:** March 13, 2013**Responsible for Policy:** Executive Board and OYL CRO**Introduction:**

The purpose of this policy is to insure Executive members and Executive candidates meet a minimum criterion before standing for election.

Section 1: Eligibility

- 1.1 OYL Executive candidates must be members of both the Ontario Liberal Party and Liberal Party of Canada (Ontario) at the moment that they declare their intention to run to the CRO.
- 1.2 Candidates for the Executive must intend to reside in Ontario for the length of their term (residency defined as less than 90 days out of province, non-consecutive).
- 1.3 Candidates and their agents must sign and return the OYL AGM Code of Conduct/Rules of Procedure, (to be drafted by the CRO in consultation with the Steering Committee, party staff and legal counsel as necessary) for a given AGM, and made available to potential candidates no later than one (1) week following the official call of an AGM.
- 1.4 Should an Executive Board member cease to meet these requirements, their position shall be deemed vacant and be filled pursuant to the OYL Constitution.

Date of Approval by the Executive Board: March 13, 2013**Date of Last Amendment:** March 26, 2013

POLICY ~ 901**The Ontario Young Liberals****UNPAID DELEGATE FEES****Effective Date:** March 13, 2013**Responsible for Policy:** President, Treasurer and OYL CRO**Introduction:**

The purpose of this policy is to insure that individuals, who attend OYL events, pay their delegate fees.

Section 1: Eligibility

- 1.5 The President shall in consultation with the Treasurer and appropriate senior party officials maintain a list of all individuals who have attended OYL signatures events, but whose payment was never received, or was declined.
 - 1.5.1 These individuals shall not be allowed to attend any further events until payment is received.
- 1.6 Individuals who are deemed to have attended OYL events without registering, shall be sent a bill from the OYL Treasurer, and shall be prohibited from attending other OYL events until payment is received.

Date of Approval by the Executive Board: March 13, 2013**Date of Last Amendment:** March 13, 2013