## Guide on how to hold a Delegate Selection Meeting for the Ontario Liberal Party Annual General Meeting

Each riding club is entitled to 3 delegates and each student club is entitled to 5 delegates. In addition, the President of the club may attend as an ex officio delegate.

- Step 1: Book a room to hold your DSM at least 14 days in advance of holding the meeting.
- Step 2: 14 days before your DSM, email the membership of your club, regional coordinator, student/riding director and OLP (storrie@ontarioliberal.ca) with notice of the time, date and location of the DSM.
- Step 3: Hold the DSM, using the provided script. Presidents may chair DSMs, as they are already have ex-officio status and do not need a delegate spot.
- Step 4: Email OLP (storrie@ontarioliberal.ca) with the list of delegates from your club.
- Step 5: Have delegates from your club register for the AGM on fRed.ca

If there are more people interested in going to the AGM than spots available through your club, several options are available. For example, a member from Queen's unable to attend as a Queen's delegate should contact the president of Kingston riding association or their home riding association and try to get a delegate spot through the riding association. If that fails or is not an option, contact Sean Torrie at OLP,storrie@ontarioliberal.ca, and he will find a delegate spot. Anyone who wants to attend will get a delegate spot.