

[Riding Name] Provincial Young Liberals  
**Notice of Founding Meeting**

To: All members of the [RIDING NAME] Provincial Young Liberal Association  
OYL President: Palwashah Ali, pali@oyl.org  
OYL VP Organization: MacKenzie Collings, mcollings@oyl.org  
OYL Riding Director: Stacy Kiseliouk, skiseliouk@oyl.org  
OYL Regional Coordinator: **Name, email**  
RIDING NAME Provincial Liberal Association President: **Name, email**

From: Founding meeting organizer: **Name of Organizer**

Date and Time: **Day, Month, Date, Year – HH:MM**

Notice is hereby given of a meeting of the RIDING NAME Provincial Young Liberals. During this meeting we will elect new executives and vote on a new constitution. Positions that will be available for election are:

President  
Vice President  
Treasurer  
Secretary  
Membership

**[ADD/REMOVE ANY POSITIONS BASED ON CLUB CONSTITUTION]**

Date: DAY, MONTH, DATE, YEAR  
Starting Time: HH:MM  
Location: ADDRESS  
CITY, PROVINCE  
POSTAL CODE

Cut-off Deadline: DAY, MONTH, DATE, YEAR  
Time: HH:MM

If you are interested to stand for any of the above positions, you must notify the Secretary of the Ontario Liberal Party in writing of your intention to stand by sending an email to [intents@ontarioliberal.ca](mailto:intents@ontarioliberal.ca) with the subject line "Intention to stand - [Riding Name] Provincial Young Liberals" by no later than [Cut-off Deadline].

For further information please contact:

Organizer: [Name]  
Telephone: [Number]  
Email: [Email Address]

Chair: [Name]  
Telephone: [Number]  
Email: [Email Address]