

**Liberal Party of Canada**  
**Interim Rules for Registration**

This interim by-law was made by the National Board as an update to the National Membership Rules to reflect the Constitution that was adopted on May 28, 2016. These rules approved by the National Board of Directors on October 18, 2016. This by-law may be referred to as the “Registration By-law” or the “Registration Rules”.

**Part I**  
**Interpretation**

**1. INTERPRETATION**

1.1 This By-law must be applied in a fair and equitable manner and must be interpreted in a manner which is fair and reasonable, having regard to all circumstances, and in the best interests of the Liberal Party of Canada.

1.2 For the purposes of this By-law, the following terms have the following meanings:

- (a) “Business Day” means, with respect to the National Office, any day other than a Saturday, Sunday or any day designated as a holiday by the government of the province or territory in which the National Office is located;
- (b) “*Canada Elections Act*” means the *Canada Elections Act*, S.C. 2000, c. 9, as amended;
- (c) “Commission” means, any Commission established by the National Board of Directors further to section H of the Constitution;
- (d) “Commission Club” means a Club affiliated with a Commission as mentioned under article 32 of the Constitution;
- (e) “Constitution” means the constitution of the Liberal Party of Canada as adopted at the 2016 Biennial Convention as amended from time to time;
- (f) by-law “National Board” means the National Board of Directors of the Liberal Party of Canada as constituted under section D of the Constitution;
- (g) “National Management Committee” means the National Management Committee of the Liberal Party of Canada constituted under section E of the Constitution;
- (h) “National Office” means, as the context requires, either:
  - (i) the staff employed by the Party at a place designated by the National Executive as the location of the National Office;
  - (ii) the place so designated as the location of the National Office;

- (i) “Party” means the Liberal Party of Canada;
- (j) “Permanent Appeals Committee” means the Permanent Appeals Committee of the Liberal Party of Canada as constituted under section I of the Constitution;
- (k) “PTB” means one or more of the provincial or territorial boards of the Liberal Party of Canada as constituted under section F of the Constitution;
- (l) “Registered Liberal” means a person who has registered as a Registered Liberal under section B of the Constitution,
- (m) “Relevant PTB” means, as the context may require:
  - (i) the PTB for the province or territory in which the federal electoral district represented by an EDA is located; or
  - (ii) the province or territory in which a Commission Club principally operates or with which it is identified or in which a majority of its members are resident;

**1.3 Terms defined in the National Rules for the Selection of Candidates for the Liberal Party of Canada.** Terms which are not defined in this By-law, but which are defined in the National Rules for the Selection of Candidates for the Liberal Party of Canada are defined as set out in those Rules, as amended from time to time.

**1.4 Terms defined in Constitution.** Terms which are not defined in this By-law have the same meaning as in the Constitution.

**1.5 Authority of the Party Secretary.** Subject to direction given by resolution of the National Board and subject to an appeal to the Permanent Appeals committee, the Party Secretary may:

- (a) establish rules (consistent with this By-law and the Constitution) By-law generally applicable to the processing of applications for registration, the distribution of application forms and the distribution of lists of Registered Liberals;
- (b) give directions (consistent with this By-law and the Constitution) on a case by case basis with respect to the processing of applications for registration , the distribution of application forms and the distribution of lists of Registered Liberals;
- (c) enact interpretation bulletins (consistent with this By-law and the Constitution) in order to clarify any provision of this By-law or the Constitution.

**1.6 Delegation by Party Secretary.** The Party Secretary may, in writing, delegate all or part of her or his authority to an individual who is designated as the Registration Officer and may revoke that delegation in her or his absolute discretion at any time.

**1.7 Finality of decision of the Party Secretary.** Subject to direction given by resolution of the National Board and subject to an appeal to the Permanent Appeals committee, a decision of

the Party Secretary is final and the interpretation bulletins enacted under Paragraph 1.5(c) apply as if they were part of this By-law.

## **Part II**

### **Distribution of registration information**

#### **2. DISTRIBUTION OF REGISTRATION INFORMATION**

2.1 **Right of Access to registration information.** On compliance with Subsection 2.2, the following persons are entitled, on a written request, to receive access, within a reasonable time, to the following information:

- (a) to each EDA President or other member designated in writing by the executive of an EDA, information concerning the identification of Registered Liberals who live in the electoral district represented by the EDA;
- (b) in the case of the election of officers on the executive of an EDA, to each Registered Liberal who is recognized under the rules governing an EDA as a candidate in such election, information concerning the identification of Registered Liberals eligible to vote in such election;
- (c) in the case of a Commission Club, to each chief executive officer of a Commission Club, information concerning the identification of Registered Liberals who are members of the Commission Club;
- (d) to each Registered Liberal who is a member of the House of Commons for that electoral district, information concerning the identification of Registered Liberals who live in the electoral district;
- (e) to each Registered Liberal who has been approved to be a candidate of the Party for that electoral district in the next election, information concerning the identification of Registered Liberals who live in the electoral district;
- (f) in the case of the election to a PTB, to each member of the Party who is recognized as a candidate in such election, information concerning the identification of Registered Liberals who are eligible to vote in such election.
- (g) in the case of a nomination meeting, to each Qualified Nomination Contestant, information concerning the identification of Registered Liberals who are eligible to vote at such meeting.
- (h) to each Registered Liberal who is eligible for election as Leader under section 45 of the Constitution (a Leadership Contestant), information concerning the identification of all Registered Liberals;
- (i) in the case of the election of officers to the National Board, to each Registered Liberal who is recognized under the Constitution or the by-laws of the Party as a

candidate in such election, information concerning the identification of Registered Liberals who are eligible to vote in such election;

- (j) in the case of the election of officers on the executive of a Commission, to each Registered Liberal who is recognized under the by-law governing the Commission as a candidate in such election, information concerning the identification of Registered Liberals who are eligible to vote in such election.

2.2 **Requirement for confidentiality agreement.** Each person who requests information under Subsection 2.1 must sign, and unconditionally deliver to the office to which the request is made, a confidentiality agreement in the form prescribed by the Party Secretary.

2.3 **Meaning of “information concerning the identification of Registered Liberals”.** In this By-law, “information concerning the identification of Registered Liberals” means the name, address, telephone numbers, email address, age and date of registration..

### **Part III Registration**

#### **3. QUALIFICATION FOR REGISTRATION**

3.1 Qualifications for Registration will be determined by the National Board.

#### **4. TERM OF REGISTRATION**

4.1 . Except as otherwise provided in this By-law, registration remains active until such time as the Registered Liberal requests termination of their registration or they no longer qualify for registration.

#### **5. APPLICATIONS FOR REGISTRATION**

5.1 **Mandatory use of National Registration forms.** Except as provided in Subsection 5.2, all applications for registration must be made on an original of the National Registration Application form approved by the National Management Committee.

5.2 **Electronic forms.** Applications for registration may be submitted electronically through the public website of the Party in a form approved by the National Management Committee.

#### **6. PROCESSING OF APPLICATIONS**

6.1 **Delivery of applications for registration.** A person must deliver a National Registration Application form to the National Office.

6.2 **Recording of receipt.** If the National Office receives an application for registration, the National Office must immediately mark the application to accurately record the time and date of its receipt.

**6.3 Transmittal by EDA or Commission Club to National Office.** If an EDA or a Commission Club receives a National Registration Application, it must promptly transmit the original National Registration Application to the National Office. The time and date of receipt of the application by the EDA or Commission Club is not relevant for the purposes of Subsection 6.6.

**6.4 National Office.** The National Office is responsible for verifying applications for registration and entering information from those applications into the National Register of Registered Liberals.

**6.5 Responsibility of National Office to verify applications.** The National Office is responsible to verify to its reasonable satisfaction that (a) unless the application is made as an Online Application, the application is made on an original form required or permitted under this By-law, (b) all required information on the application has been completed, and (c) the applicant for registration meets the requirements of section 3 of this by-law.

**6.6 Effective date of registration.** If an application for registration is verified in accordance with Subsection 6.5, then registration with the Party takes effect as follows:

- (a) if the application for registration is received by the National Office before 5:00 p.m., local time, on a Business Day, on the date the application for registration is received by the National Office;
- (b) if the application for registration is received by the National Office after 5:00 p.m., local time, on a Business Day, on the first Business Day after the application for registration is received by the National Office;
- (c) if the application for registration is delivered to the National Office by a commercial courier and the courier's waybill or other document produced by the courier clearly indicates the date and time the application was received for shipment and if
  - (i) that date and time are before 5:00 p.m., local time, on a Business Day, on the date the application for registration was received for shipment by the courier;
  - (ii) that date and time are after 5:00 p.m., local time, on a Business Day, on the first Business Day after the application for registration was received for shipment by the courier;
- (d) if an application for registration is submitted electronically before midnight, local time of the residence of the applicant, on the date (in the local time of the residence of the applicant) of submission.

**6.7 If application not verified.** If an application for registration is not verified in accordance with Subsection 6.5, then the applicant must be informed forthwith.

**6.8 Retention of records.** The National Office must retain a copy of each application for registration (either in original form or in a legible archival form) for one year.

## 7. IDENTIFICATION STANDARDS

7.1 **General.** In addition to other qualifications set out in the Constitution and any by-laws of the Party, to be eligible to vote at any meeting or convention of the Party, a PTB, an EDA or a Commission, a Registered Liberal must provide to a deputy returning officer at the meeting the following proof of his or her identity and residence:

- (a) one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the member and their name and address; or
- (b) two pieces of identification included in the most recent notice published by the Chief Electoral Officer of Canada as identification authorized by the Chief Electoral Officer under the *Canada Elections Act* each of which establish the member's name and at least one of which establishes the member's address.

7.2 **Identification under *Indian Act*.** For the purposes of Paragraph 7.1(b), a document issued by the Government of Canada that certifies that a person is registered as an Indian under the *Indian Act* constitutes an authorized piece of identification.

7.3 **Proof by vouching of another Registered Liberal.** A Registered Liberal may instead prove their identity and residence by signing a prescribed verification of their identity and residence if the Registered Liberal is accompanied by a Registered Liberal who is entitled to vote at the meeting and who

- (a) provides to the deputy returning officer the piece or pieces of identification referred to in Paragraph 7.1(a) or 7.1(b), respectively; and
- (b) vouches for him or her in writing in the prescribed form.

7.4 **Limits on vouching.** No Registered Liberal may vouch at a meeting for more than one Registered Liberal who is not a close relative of the vouching Registered Liberal or for more than six close relatives of the vouching Registered Liberal. For the purposes of this Subsection, a "close relative of the vouching Registered Liberal" is any of the following persons who has the same home as the vouching Registered Liberal:

- (a) the spouse of the vouching Registered Liberal where "spouse" means a person who
  - (i) is married to another person, and is not living separate and apart, within the meaning of the *Divorce Act* (Canada), from the other person, or
  - (ii) is living and cohabiting with another person in a marriage-like relationship, including a marriage-like relationship between persons of the same gender;
- (b) a relative of the vouching Registered Liberal who has not yet celebrated their 19<sup>th</sup> birthday;

- (c) a relative of the spouse of the vouching Registered Liberals who has not yet celebrated their 19<sup>th</sup> birthday.

7.5 **Vouched Registered Liberal may not vouch.** A Registered Liberal who has been vouched for at a meeting may not vouch for another Registered Liberal at that meeting.

7.6 **Deemed proof of residence.** If the address contained in the piece or pieces of identification provided under Subsection 7.1 or Paragraph 7.3(a) does not prove the Registered Liberal's residence but is consistent with information related to the Registered Liberal that appears in the National Register of Registered Liberals, the Registered Liberal's residence is deemed to have been proven.

7.7 **No signature challenges.** No challenge is permitted at a meeting that the signature of a person claiming the right to vote does not match the signature on the application for registration in their name.

7.8 **Student Clubs.** In the case of a Student Club, a person must also provide the proof of current enrolment at the post-secondary institution in respect of which the Student Club is accredited.

7.9 **Proof of age.** Where age is in dispute, acceptable proof may only be a birth certificate, a Canadian-issued baptismal certificate, a Canadian citizenship card or certificate, Government of Canada immigration papers, a passport or such other documentation prescribed by the National Returning Officer.

## 8. COMMISSIONS

8.1 **Membership in IPC, YLC and SLC.** Any Registered Liberal who satisfies the requirements for membership of the Indigenous Peoples' Commission, the Commission of Young Liberals of Canada or the Senior Liberals' Commission is deemed to be a member of that Commission.

8.2 **Membership in NWLC.** Unless the National Women's Liberal Commission has imposed additional membership requirements on the effective date of registration, any Registered Liberal who is a woman is deemed to be a member of the National Women's Liberal Commission.

8.3 **Requirements for club membership.** The by-law for each Commission Club must clearly set out requirements for membership in the Club and notify those requirements to the National Registration Office.

8.4 **Notice of intention to join a club.** A Registered Liberal who notifies the National Registration Office in writing of their intention to join a Commission Club and who is verified by that National Registration Office as satisfying the requirements for membership set out in the by-law for the Commission Club will, effective on the date of the notification, become a member of the Commission Club and have all rights of membership including the right to attend, speak, and vote at a general meeting of the Commission Club.

8.5 **Online notice of intention to join a club.** With the approval of the Party Secretary, a Commission may provide for notification of an intention to join a Commission Club through a public website of the Commission, and the Commission must promptly transmit any notification received on its website to the National Registration Office.

8.6 **Membership restricted to one club at a time.** A Registered Liberal may only be a member of one club established by each Commission at any one time.

8.7 **No fees for membership of a club.** A Commission Club may not require the payment of any membership or other fee in order to be entitled to exercise voting rights within that club.

## 9. NATIONAL REGISTER OF REGISTERED LIBERALS

9.1 **Meaning of NRRL.** The National Register of Registered Liberals is maintained by the National Office and, as the context requires, means the information recorded in that register and all corrections recorded in that register contained in the Liberalist Platform.

9.2 **Authority of Liberalist.** For the purposes of confirming registration and the right to vote or otherwise participate in any meeting of the Party (including delegate selection meetings or candidate selection meetings), only information provided from the National Register of Registered Liberals contained in the Liberalist may be used.