

COMMISSIONS

1. APPLICATION

- 1.1 This By-law is made pursuant to Section 17 of the Constitution of the Liberal Party of Canada (as adopted May 28, 2016 and as amended, restated, supplemented or otherwise modified from time to time, the “**Constitution**”). Capitalized terms used but not otherwise defined herein shall have the meaning given to them in the Constitution.
- 1.2 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.

2. RECOGNITION OF COMMISSIONS

- 2.1 The National Board may establish a Commission to provide a forum for engagement and representation of a demographic group of Registered Liberals.

3. CHARTERS

- 3.1 Each Commission shall be governed by a charter scheduled to this By-law (each, a “Charter”).
- 3.2 Each Charter may only be amended from time to time by a vote of the National Board, following consultation as required by Section 32 of the Constitution. Subject to any relevant provisions in the Charter, each Commission may propose amendments to their Charter for consideration by the National Board.
- 3.3 No provincial, territorial, regional, or local section or club of a Commission may have a constitution. Each section or club shall be governed by this By-law and the applicable Charter.
- 3.4 In the event of any contradiction between the Constitution and this By-law, the Constitution shall prevail.
- 3.5 In the event of any contradiction between a Charter and this By-law, this By-law shall prevail.

4. COMMISSION MEMBERSHIP

- 4.1 A Registered Liberal who meets the qualifications for membership in such Commission, Section, or Club established as set out in the relevant Charter will be a member of that commission (“Member”).

A Member is a member of both the Commission and the Commission Section for the province or region in which they reside.

- 4.3 A Member may opt to join a Commission Club by completing the form prescribed by that Commission Executive. A Member may only be a member of one Club for a Commission.
- 4.4 A Registered Liberal who no longer meets the qualifications for membership in such Commission, Section, or Club established as set out in the relevant Charter will no longer be a member of that commission.

5. COMMISSION EXECUTIVE

- 5.1 Each Commission shall have a national volunteer board (the “Commission Executive”) to be composed of such officers and directors as are set out in its Charter.
- 5.2 Each officer and director must be a Registered Liberal and Member of that Commission. Each Commission may establish additional qualifications in its Charter.

6. SECTIONS AND CLUBS

- 6.1 Subject to their Charters, Commissions may choose to establish and recognize one or more sections (each, a “Section”) to oversee the affairs of a Commission in a Province, Territory, or Region.
- 6.2 Each Section so recognized shall have a volunteer board (“Section Board”), composed of a chair, vice-chair, and such officers and directors as are set out in the relevant Charter.
- 6.3 Subject to their Charters, Commissions may choose to establish and recognize one or more clubs (each, a “Club”). Each recognized Club must have a minimum of ten (10) club members, and must hold a founding meeting with at least ten (10) club members present prior to being recognized
- 6.4 Each Club recognized in Section 6.3 shall provide local recruitment, engagement, consultation, and representation for members of a Commission, whether or not connected to an Electoral District Association.
- 6.5 Each Club shall have a volunteer board (each, a “Club Board”), composed of a chair, a vice-chair, and such other officers and directors as are set out in the relevant Charter.

- 6.6 Each officer and director of a Section Board or Club Board must be a Registered Liberal and a Member of that Commission. Each Commission may establish additional qualifications in its Charter.
- 6.7 All Sections and Clubs recognized in accordance with Sections 6.1 and 6.3 must be reported to the National Office by the Commission Executive.
- 6.8 All Sections and Clubs recognized in accordance with Sections 6.1 and 6.3 shall continue to be recognized as long as it remains active. The Commission Executive may choose to no longer recognize a Club that does not demonstrate a reasonable level of activity.
- 6.9 No Commission shall establish a Section or Club that is blended (being a Section or Club which serves also a Provincial or Territorial Political Party).
- 6.10 Notwithstanding Section 6.7, nothing in this By-law prevents a Section or Club from:
- (a) sharing information and/or meeting arrangements with a Provincial or Territorial Liberal commission or commission club, or to cooperate in election readiness, campaign activities, and/or other mutually agreed to activities; or
 - (b) allowing Registered Liberals to hold office in a Provincial or Territorial Liberal commission or club.

7. MEETINGS

- 7.1 Each of the Commission Executives, Section Boards, and Club Boards shall meet not less than four (4) times per calendar year.
- 7.2 An ordinary meeting of a Commission Executive, Section Board, or Club Board may be called on five (5) days notice by:
- (a) the Chair, or Co-Chair, as the case may be; or
 - (b) any five (5) voting members of the board.
- 7.3 An emergency meeting of a Commission Executive, Section Board, or Club Board may be called on seventy two (72) hour notice by:
- (a) The Chair or Co-Chair, as the case may be; or
 - (b) any five (5) voting members of the board.

An emergency meeting shall treat matters of an urgent nature only, and only such matters as have been set out on the agenda calling such emergency meeting.

- 7.4 A Commission Executive, Section Board, or Club Board may meet in person, or by electronic means, but if they meet by electronic means, each member must be able to communicate with each other member.
- 7.5 A simple majority of the voting members must be present, either in person or electronically, for a meeting to be called to order or to continue.
- 7.6 A question at any meeting of a Commission Executive, Section Board, or Club Board will be determined by a majority of votes cast by the voting members who are present. The Chair, or Co-Chairs may vote on any question, but if the vote is tied, the question is answered in the negative. The Chair, or Co-Chairs does not have a second or deciding vote.
- 7.7 If notice of a resolution is given to all members of the Commission Executive, Section Board, or Club Board as the case may be before it becomes effective, then such resolution approved in writing by a majority of the voting members of the board will be as valid and effective as if it had been passed at a properly convened meeting.

8. GENERAL MEETINGS

- 8.1 Each Commission shall have a General Meeting, to be held concurrently with each National Convention.
- 8.2 Each Section to be represented on a Provincial or Territorial Board shall have a General Meeting, to be held concurrently with each Provincial or Territorial Convention or as determined by the National Board or Management Committee.
- 8.3 Each Section not represented on a Provincial or Territorial Board and each Club shall have a General Meeting in accordance with the relevant Charter.
- 8.4 Unless otherwise provided for by this by-law, the authority for deciding questions of procedure for meetings of the Commission or any of its constituent bodies shall be the current edition of *Robert's Rules of Order* or the *Code Morin* in Quebec.

9. ELECTION OF OFFICERS

- 9.1 All elections of officers to the Commission Executive shall be conducted at a National Convention in accordance with the By-law 6 - Elections.
- 9.2 All elections of officers of any Section who will be represented on a Provincial or Territorial Board shall be conducted at the Provincial or Territorial Convention for that province or territory in accordance with the By-law 6 - Elections.
- 9.3 All elections of officers of any Section not represented on a Provincial or Territorial Board, and all elections of officers of any Club shall be elected at a General Meeting of that Section or Club, in accordance with the By-law 6 - Elections.

10. COMMITTEES

- 10.1 A Commission may establish committees as it deems necessary.
- 10.2 Such Commission shall establish rules and procedures for the operation of any committees created under section 10.1.

11. ACCOUNTABILITY

- 11.1 Each Commission shall report to the National Board each year at which time it shall provide a Comprehensive Commission Plan for its activities with objectives and measurable goals.
- 11.2 Each Commission shall report to its Members at every General Meeting held in accordance with section 8.1.

12. ESTABLISHMENT OF CHARTERS

- 12.1 The Indigenous Peoples' Commission is hereby recognized, and the Charter thereof is established as Schedule A attached hereto.
- 12.2 The Senior Liberals' Commission is hereby recognized, and the Charter thereof is established as Schedule B attached hereto.
- 12.3 The Women's Liberal Commission is hereby recognized, and the Charter thereof is established as Schedule C attached hereto.
- 12.4 The Young Liberals of Canada are hereby recognized, and the Charter thereof is established as Schedule D attached hereto.

13. TRANSITION

- 13.1 Each Charter attached hereto shall, initially, be the constitution of the relevant Commission as in effect on May 27, 2016.
- 13.2 Each Commission, in consultation with its Sections, Clubs, and Members, shall submit to the National Board a revised Charter consistent with the requirements hereof prior to the next National Convention.
- 13.3 Transition for blended sections. Any Section that is a blended section may continue to be blended until the next Convention in the relevant province or territory is held, in accordance with the Constitution and By-law 8 – Provincial or Territorial Boards, at which the Section shall hold a Founding Meeting to elect an unblended board.

Schedule A – Indigenous People’s Commission

<https://ipc-cpa.liberal.ca/wp-content/uploads/sites/724/2012/03/IPC-Charter-EN.pdf>

Schedule B – Senior Liberals’ Commission

<http://slc-cal.liberal.ca/wp-content/uploads/sites/18/2018/10/SLC Charter September-23-2018 EN.pdf>

Schedule C – National Women’s Liberal Commission

<http://nwlc-clfn.liberal.ca/wp-content/uploads/sites/215/2018/09/20180909-NWLC-Charter-EN-CLEAN.pdf>

Schedule D – Young Liberals of Canada

<http://youngliberals.ca/wp-content/uploads/sites/1625/2018/03/YLC-Charter-2018.pdf>