

By-Law #1 - Manitoba Liberal Party Constituencies by Region

Assignment of constituencies and names to MLP Regions as per Section 4.4 of the MLP Constitution.

RURAL REGIONS	CONSTITUENCIES
Campbell	Midland, Morden-Winkler, Morris, Portage la Prairie
Kelsey	Kewatinook, Flin Flon, The Pas, Thompson
Keystone	Arthur-Virden, Brandon East, Brandon West, Spruce Woods
Lakes	Gimli, Interlake, Lac du Bonnet, Lakeside, Selkirk
Parkland	Agassiz, Dauphin, Riding Mountain, Swan River
Riel	Dawson Trail, La Verendrye, Emerson, St. Paul, Steinbach

WINNIPEG REGIONS	CONSTITUENCIES
Central Winnipeg	Fort Garry-Riverview, Fort Rouge, Logan, Minto, St. Boniface, Wolseley
East Winnipeg	Concordia, Elmwood, Radisson, River East, Rossmere, Southdale, Transcona
North Winnipeg	Burrows, Kildonan, Point Douglas, St. Johns, The Maples, Tyndall Park
South Winnipeg	Fort Richmond, Fort Whyte, Riel, Seine River, St. Norbert, St. Vital
West Winnipeg	Assiniboia, Charleswood, Kirkfield Park, River Heights, St. James, Tuxedo

Effective: 2010-01-01

Revised: ???

By-Law #2 - Manitoba Liberal Party Complaint, Investigation, Board Review and Appeal Procedures

Preamble

1. Pursuant to the Code of Conduct of the Manitoba Liberal Party and with the goal of ensuring timeliness, certainty, predictability and fairness, this By-law outlines the process for receiving and managing complaints against the Manitoba Liberal Party from any Member.

Complaint Procedures

2. Complaint procedures will initially be managed by the Management Committee. The Management Committee will report, in camera, the details of the complaint and actions undertaken to the Board of Directors at the next regularly scheduled Board meeting.
3. Any Member of the MLP may make a complaint, alleging that a Member of the MLP has violated or is violating the Constitution or By-laws of the MLP.
4. Principles of natural justice and procedural fairness should be considered throughout the complaint process.
5. Any person who has violated or is violating the Constitution, By-laws or any other similar governing document of the MLP may be subject to discipline, up to and including expulsion under this By-law.
6. A Member alleging that another Member of the MLP has contravened the Constitution or By-laws, must submit the complaint in writing and must specify:
 - a. The individual or individuals who are the subject of the complaint; and
 - b. A detailed description of the complaint; and
 - c. If applicable, any potential witnesses who may corroborate or provide additional information about the complaint.
7. Upon receiving a complaint under this section, the Management Committee shall consider the complaint and must take one of the following actions by motion:
 - a. Refer the complaint to an independent agent for investigation pursuant to Sections 8-15 of this By-law.
 - i. For greater certainty the MLP's appointed solicitor be deemed an independent agent for the purpose of this subsection.
 - b. Refer the complaint for mediation, if the Management Committee is of the opinion that mediation is appropriate and has a reasonable likelihood of success.
 - c. Dismiss the complaint without further action.
 - i. Any option to dismiss the complaint requires the vote of 2/3 of those voting members present at the meeting at which the complaint is discussed.

Investigation

8. In the event of a complaint alleging more serious, repeated or harassing behaviour, the Management Committee must refer the complaint for independent investigation.
9. The motion to refer may appoint an investigator, or may delegate to the President the authority to appoint an investigator.
 - a. If the President is either the complainant or the subject of the complaint, the power to appoint an investigator shall be delegated to the Vice President.
10. The investigator shall undertake a fair, neutral and comprehensive investigation and shall determine whether, on a balance of probabilities, the complaint is substantiated.
11. The investigator should conduct interviews with the complainant and the subject of the complaint and may conduct other interviews as the investigator sees fit.
12. Within 30 days of the date the complaint was referred, the investigator must provide to the President, or if the President is the complainant or subject of the complaint, to the Vice President, a report outlining the investigator's findings and recommendation.
 - a. The investigator must make one of the following recommendations:

- i. That the complaint is substantiated and the subject of the complaint should be expelled from the MLP; or
- ii. That the complaint is substantiated but the subject of the complaint should not be expelled from the MLP, but may receive a sanction; or
- iii. That the complaint is not substantiated and the subject of the complaint should not be expelled from the MLP or receive other sanction.

Board Review

- 13. The Investigator shall provide the report to the Board, the complainant and to the subject of the complaint as soon as possible, and the report shall be considered at the next meeting of the Board.
- 14. The report and any discussion arising out of the report shall be considered confidential. No member of the Board shall disclose the contents of the report to any person not on the Board for any reason whatsoever. The complainant and the subject of the complaint may provide the report to his or her legal advisor. The complainant and the subject of the complaint shall have an opportunity to make submissions to the Board prior to the vote.
- 15. Upon receiving the report at the next scheduled meeting of the Board, members of the Board shall consider the report and vote whether to accept the report. If applicable, the Board will vote to either sanction or expel the Member of the MLP for just cause.
- 16. In order for a Member to be sanctioned or expelled for just cause, 50% plus one of those voting members of the Board present must vote in favour of the sanction or expulsion.
- 17. Any vote of the Board to either sanction or expel a Member shall be taken by secret ballot.

Appeal Procedures

- 18. Any final decision made under this By-law may be appealed to the Appeal Committee of the MLP by submitting a request in writing within 30 days of the vote of the Board of Directors to sanction or expel the Member or, if the subject of the complaint was not present when the results of the vote were announced, within 30 days of the subject of the complaint being advised of the outcome of the vote of the Board of Directors.
- 19. The Appeal Committee shall consist of three (3) Members of the MLP.
- 20. A decision of the Appeal Committee shall be final and binding and is not subject to further appeal.
- 21. Members of the Appeal Committee shall be appointed by the Board of Directors and must:
 - a. be Members in good standing of the MLP;
 - b. not be members of the Board of Directors;
 - c. not have been the investigator in the matter being appealed; and
 - d. not be a complainant or subject of the complaint in the matter.
- 22. Not less than two (2) of the three (3) members of the Appeal Committee must be lawyers, licensed to practice law in the Province of Manitoba.
 - a. For the purpose of this section, members who are judges, ~~or~~ retired lawyers or retired judges shall be acceptable.
- 23. Members of the Appeal Committee shall be appointed as needed.
- 24. The Appeal Committee shall establish its own rules of procedure and shall not be bound by the rules of evidence.
- 25. Without limiting the power of the Appeal Committee to establish its own rules of procedure, the Appeal Committee may conduct its proceedings by way of in-person hearings, receiving oral or written argument, as it sees fit.
- 26. The Appeal Committee may only review a decision of the Board and shall not hear new evidence unless, in the unanimous opinion of the Appeal Committee, it would be contrary to the principles of procedural fairness or natural justice not to hear new evidence.

27. The Appeal Committee shall convene not later than 30 days following the receipt of a Request for Appeal.
28. The Appeal Committee shall provide its decision to the appellant and to the Board of Directors not later than 30 days following the hearing.

Effective: 2018-10-29

By-Law #5 - Manitoba Liberal Party Code of Conduct

In accordance with Article 3 of the Manitoba Liberal Party Constitution, “*all Members of the MLP are required to adhere to rules as set out in the By-laws of the MLP. Failure to do so can result in enforcement of the penalties therein, up to and including termination of membership*”.

MLP members are committed to the highest levels of personal conduct. Honesty and integrity form the cornerstones of all relationships both inside and outside of the MLP.

The MLP is dedicated to the principles of individual freedom, responsibility and human dignity in the framework of a just society, and political freedom in the framework of meaningful participation by all persons. It is the expectation of the MLP that all members will conduct themselves at all times in accordance with these ideals and with regard for the history and traditions of the MLP.

As members of the MLP, we are committed to the following principles of honesty and integrity:

- although we may compete vigorously for public support, *we will never* disparage those competing against us;
- *we will*, at all times, respect others with differing opinions;
- *we will*, at all times, respect confidential information entrusted to us;
- *we will*, at all times, abide by all federal, provincial and municipal legislation and regulations;
- *we will*, at all times, exercise the care, diligence and skill that a reasonable person would exercise;
- *we will*, at all times, NOT tolerate any form of harassment or violence, including sexual harassment or bullying;
- *we will*, at all times, acknowledge and manage appropriately any potential, perceived or real conflicts of interest;
- *we will not* do business with others who are likely to harm the reputation and image of the MLP;
- *we will not* use a third party to perform any act prohibited by law;
- *we will not* act in a way, or make any public statement to the community at large, including through internet and internal electronic media, that would adversely affect the MLP; and
- *we will*, immediately notify the President of the MLP of any breach or suspected breach of any one or more of these principles of honesty and integrity.

Effective 2014-12-02

Revised: 2018-10-29

By-Law #6 - Manitoba Liberal Party Constituency Association Processes

Preamble

A Constituency Association approved by the Manitoba Liberal Party must govern itself in accordance with the MLP Constitution, Code of Conduct and By-laws.

The MLP does not require individual Constituency Associations to have separate Constitutions specifying the operations of a Constituency Association.

All Members of the MLP may only be a member of one Constituency Association.

Procedures

All Constituency Associations approved by the MLP shall adhere to the following procedures:

1. At the Annual General Meeting of the Constituency Association elect the following Executive members:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Directors At Large (up to 11)
2. Financial Requirements:

The Constituency Association must:

 - a. establish an appropriate bank account at a recognized financial institution in Manitoba.
 - b. name the Chief Financial Officer (CFO) of the MLP as a signatory to the Constituency Association bank account.
 - c. consider raising funds for its own purposes or for any candidate nominated to run in its Constituency.
 - d. maintain accurate financial records for the Constituency Association and report regularly to the Constituency Association membership.
 - e. file an annual return of information to Elections Manitoba, in accordance with *The Elections Finance Act*.
3. Record Keeping Requirements:

The Constituency Association must:

 - a. maintain an accurate and current minute book for all Constituency Association regular, special and annual meetings.
 - b. ensure minutes record any action or decision made by the Constituency Association.
 - c. provide minutes to the Executive Director and the Regional Director of the Constituency.
4. Duties of Executive Members:
 - a. President:
 - act as primary liaison with the MLP, the President of the MLP and other MLP officers;
 - act as primary liaison with the elected MLA or candidate representing the Constituency Association;
 - keep up-to-date on all regular meetings of the MLP Board of Directors;
 - call and chair all regular, special or annual meetings of the Constituency Association;
 - set agendas for all regular, special annual meetings of the Constituency Association;
 - ensure the MLP Constitution and By-Laws are followed; and

- act as spokesperson on behalf of the Constituency Association.
 - b. Vice President:
 - in the absence of the President, perform all duties required; and
 - perform any other duties, as directed by the Constituency Association.
 - c. Secretary:
 - take minutes of all regular, special and annual meetings of the Constituency Association;
 - ensure minutes of all regular, special annual meetings are distributed to members in a timely fashion; and
 - maintain an accurate list of all members of the Constituency Association.
 - d. Treasurer:
 - ensure the financial records for the Constituency Association are accurate and up-to-date;
 - present a monthly financial report at all regular meetings of the Constituency Association;
 - present an annual financial report to the Annual General Meeting of the Constituency Association; and
 - act as the Financial Agent for the Constituency Association and report to Elections Manitoba, annually or as required, and in accordance with *The Elections Finance Act*.
 - e. Director At Large:
 - The Constituency Association may designate specific functions for these Director At Large positions.
 - Possible specific functions may include, but are not limited to: Communications, Fundraising, Special Events, etc.
 - Directors At Large may also be designated as representing one of the approved MLP Associations:
 - Manitoba Young Liberals (MYL);
 - Manitoba Liberal Women's Association (MLWA);
 - Manitoba Liberal Senior's Association (MLSA);
 - Manitoba Liberal Indigenous Association (MLIA);
 - Manitoba Liberal Multicultural Association (MLMA);
 - Manitoba Liberal Gender, Sexual and Relationship Diverse Association (MLGSRDA)
5. Other:
- a. Constituency Associations are encouraged to:
 - be actively involved in recruiting, nominating and supporting a candidate for election in their Constituency.
 - work collaboratively with their designated Regional Director to assist in fulfilling the objectives of the MLP and helping to promote strong communication between the Constituency Association and the MLP: and
 - forward to the MLP any suggestions for changes to the MLP Constitution or By-Laws.

Effective: 2018-10-29

By-Law #7 - Manitoba Liberal Party Association Processes

Preamble

An Association approved by the Manitoba Liberal Party must govern itself in accordance with the MLP Constitution, Code of Conduct and By-laws.

The MLP does not require individual Associations to have separate Constitutions specifying the operations of an Association.

Currently the MLP has approved six Associations, as follows:

1. Manitoba Young Liberals (MYL) - representing all Members who are less than 26 years of age.
2. Manitoba Liberal Women's Association (MLWA) - representing all female Members.
3. Manitoba Liberal Senior's Association (MLSA) - representing all Members who are 55 years of age or greater.
4. Manitoba Liberal Indigenous Association (MLIA)
5. Manitoba Liberal Multicultural Association (MLMA)
6. Manitoba Liberal Gender, Sexual and Relationship Diverse Association (MLGSRDA)

Procedures

All Associations approved by the MLP shall adhere to the following procedures:

1. At the Annual General Meeting of the Association elect the following Executive members:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Directors At Large (5)
2. Financial Requirements:

The Association must:

 - a. consider raising funds for its own purposes, in accordance with paragraph b. below.
 - b. not have an individual Association bank account. All financial transactions related to an Association are managed through the MLP financial record keeping system. MLP will ensure that the finances for each Association are recorded using individual GL Codes.
 - c. maintain accurate financial records for the Association and report regularly to the Association membership.
3. Record Keeping Requirements:

The Association must:

 - a. maintain an accurate and current minute book for all Association regular, special and annual meetings.
 - b. ensure minutes record any action or decision made by the Association.
 - c. provide minutes to the Executive Director.
4. Duties of Executive Members:
 - a. President:
 - act as primary liaison with the MLP, the President of the MLP and other MLP officers;
 - attend all regular and special meetings of the MLP Board of Directors, as a voting representative of the Association;
 - call and chair all regular, special or annual meetings of the Association;

- set agendas for all regular, special annual meetings of the Association;
 - ensure the MLP Constitution, Code of Conduct and By-Laws are followed; and
 - act as spokesperson on behalf of the Association.
- b. Vice President:
- in the absence of the President, perform all duties required; and
 - perform any other duties, as directed by the Association.
- c. Secretary:
- take minutes of all regular, special and annual meetings of the Association;
 - ensure minutes of all regular, special annual meetings are distributed to members in a timely fashion; and
 - maintain an accurate list of all members of the Association.
- d. Treasurer:
- ensure the financial records for the Association are accurate and up-to-date;
 - present a monthly financial report at all regular meetings of the Association; and
 - present an annual financial report to the Annual General Meeting of the Association.
- e. Director At Large (5):
- The Association may designate specific functions for these five Director At Large positions.
 - Possible specific functions may include, but are not limited to: Communications, Fundraising, Special Events, etc.
5. Establish Clubs
- a. An Association may establish related Clubs, in accordance with the MLP Constitution. Clubs may be established at any recognized university or college; any high school; or within any Constituency Association.
6. Other:
- a. Associations are encouraged to:
- work collaboratively with the MLP Board of Directors to assist in fulfilling the objectives of the MLP and helping to promote strong communication between the Association and the MLP: and
 - forward to the MLP any suggestions for changes to the MLP Constitution or By-Laws.

Effective: 2018-10-29

By-Law #8 - Manitoba Liberal Party Membership Classifications and Application

Pursuant to Section 2.1 (ii) of the Constitution of the Manitoba Liberal Party and with the goal of documenting both the different classifications of memberships as well as the application requirements, this By-law shall have the same force and effect as the constitution from which it draws its authority.

- 1) Membership Application Process
 - a) To apply for full membership an applicant must:
 - i) complete an approved application form (paper or online); and
 - ii) submit the annual fee to MLP headquarters
- 2) Membership Classifications
 - a) Regular
 - i) Annual \$10 fee for calendar year
 - ii) Application after Sept 30 rolls over to include membership for the next year
 - iii) 100% of Donation goes to the MLP
 - b) Youth (as defined in Constitution for MYL)
 - i) Annual \$5 fee for calendar year
 - ii) Application after Sept 30 rolls over to include membership for the next year
 - iii) 100% of Donation goes to the MLP
 - iv) Member entitled to discounts at some events
 - c) LAMP
 - i) Minimum \$10/month Donation
 - ii) Membership renewal recurs automatically
 - iii) Membership reverts to Regular upon cessation of payment
 - iv) 30% of Donation goes to resident Constituency Association of applicant, 70% to the MLP
 - v) Member entitled to discounts at some events
 - d) Builder's Club
 - i) Minimum \$10/month Donation
 - ii) Membership renewal recurs automatically
 - iii) Membership reverts to Regular upon cessation of payment
 - iv) 100% of Donation goes to the MLP
 - v) Member entitled to discounts at some events
 - vi) Member receives Builder's Club Pin
 - e) Gold Builder's Club
 - i) Minimum \$100/month Donation
 - ii) Membership renewal recurs automatically
 - iii) Membership reverts to Regular upon cessation of payment
 - iv) 100% of Donation goes to the MLP
 - v) Member entitled to discounts at some events
 - vi) Member entitled to free entry at some events
 - vii) Member receives 2 tickets to annual Leader's Dinner
 - viii) Member receives Builder's Club Pin
 - f) Diamond Builder's Club
 - i) Minimum \$200/month Donation
 - ii) Membership renewal recurs automatically
 - iii) Membership reverts to Regular upon cessation of payment
 - iv) 100% of Donation goes to the MLP
 - v) Member entitled to discounts at some events
 - vi) Member entitled to free entry to all central party events
 - vii) Member receives 2 tickets to annual Leader's Dinner

- viii) Member receives Builder's Club Pin
- g) Life Membership
 - i) This class of membership includes:
 - (1) all former Leaders of the MLP; and
 - (2) any person who has been awarded by the Board of Directors, and has accepted, life membership in the MLP; and
 - (3) Life members recognized by the MLP's predecessor, the Liberal Party in Manitoba.
 - ii) Life members are not obliged to pay membership fees.

Effective: 2018-10-29

By-Law #9 - Manitoba Liberal Party Leadership Convention Rules & Procedures

Pursuant to Sections 9.4 and 9.5 of the Constitution of the Manitoba Liberal Party and with the intent of recording the recommended rules and procedures preceding and during a Leadership Convention, the following shall be considered as rules for a Leadership Convention:

1) Leadership Convention Timelines

- a) The following shall be the timelines preceding the date of a Leadership Convention:
 - i) 1 day: Mail-in ballot must be received by midnight preceding the day of contest.
 - ii) 7 days: Eligible Voters List for Leadership Convention finalized
 - iii) 14 days: Final day for challenges from Leadership campaigns
 - iv) 14 days: Final day for application for mail-in ballot
 - v) 21 days: Eligible Voters List sent to all Leadership campaigns
 - vi) 28 days: Cut off day for membership eligibility to vote
 - vii) 28 days: Cut off day for application for leadership
 - viii) 45 days: Notice of date for Leadership Convention

2) Leadership Application

- a) In order to be nominated for Leader, a contestant must have filed with the party office no later than **28 days before the date of the Leadership Convention** the following:
 - i) Written acceptance of the nomination by the contestant on a Leadership Application Form which is then approved by the Convention Co-Chair(s).
 - ii) Nomination papers evidencing the signatures of at least 100 members in good standing of the Manitoba Liberal Party who support the nomination, at least 10 names each from a minimum of six different regions of the Party, as those regions are currently defined by the board of directors;
 - iii) A valid Police Record Check (also known as a Criminal Record Check) and a Notice of Assessment from Canada Revenue Agency confirming the filing of the contestant's tax return for the most current year;
 - iv) A nomination fee in the amount of \$5000, comprising of memberships sold that equal \$5000; or a combination of money and memberships that equal \$5000;
 - v) The name, address, and authorizing signature of the campaign's official agent provided on Elections Manitoba Form 944 – Notice of Appointment of Official Agent for Leadership Contestant;
 - vi) The name, address, and authorizing signature of the campaign's auditor provided on Elections Manitoba Form 945 – Notice of Appointment of Auditor for Leadership Contestant.
- b) A Leadership contestant will be given access to the membership database of the party upon submitting a Leadership Application Form, the said database to contain full names, addresses, home telephone numbers, and home emails for all members. The Leadership Application Form may or may not be submitted at the same time as the items required for Leadership Application, so long as those items are submitted **at least 28 days before the date of the Leadership Convention**.
- c) Contestant will be subject to a Green Light process which will consist of an interview with an independent panel to review and verify the information submitted on the application.

3) Leadership Campaign Rules

- a) Within thirty days after the Leadership Convention, each contestant's Official Agent must file with the party office and Elections Manitoba Form 947 - Leadership Contestant's Financial Statements and Supporting Schedules, Form 948 - Leadership Contestant's Detailed Contributors' List; and if or when applicable, Form 949 - Leadership Contestant's Campaign Deficit and Loan Status.

- b) To comply with Elections Finances legislation, the names of individual donors who are residents of Manitoba must be listed for each contribution, or goods or services in kind, and leadership contestants and their official agents should familiarize themselves with the Elections Finances Act and all rules pertaining to leadership contestants and contributions.
- c) Contributions to leadership contestants are not tax deductible and contestants are not permitted to receive any transfer from the party or from any Constituency Association.
- d) No leadership contestant shall spend more than \$100,000 in the course of his or her campaign, exclusive of the fee levied by the Party at the time of nomination.
- e) The Manitoba Liberal Party board of directors shall approve, as soon as possible, a "start" date and an "end" date for the leadership campaign period, as recommended by the rules and procedures committee.
- f) The Leadership Convention Committee, led by the convention chairs, are responsible for monitoring the conduct of the contestants and their teams, and have the ability to advise and provide necessary warning if there is any perceived misconduct. For any matter that may be a serious breach of ethics or any matter where a contestant may face disqualification, the convention committee may forward the matter to the board of directors who have the constitutional authority to review and make decisions.
- g) In the event that a leadership contestant who is declared Leader of the party and who is found in substantial breach by the duly appointed Returning Officer on or immediately after the convention (section C1) of any of the rules, must appear before an Appeal Committee seven days after of the convention. The Appeals Committee shall be made up of the chair or co-chairs of the Leadership Convention; the chair of the Rules and Procedures Committee; and the executive of the Manitoba Liberal Party (President, Vice President, Treasurer, Secretary). The Appeals Committee shall hear the legal evidence and arguments of the Returning Officer and the leadership contestant affected as soon as reasonably possible, and issue its written decision within seven days of this hearing. Should a Leadership contestant winner be found in substantial breach of any item, the declaration of leadership shall be set aside as a nullity and the leadership contestant who received the next highest number of votes on the last ballot of the convention shall be declared the new leader, (subject to the same review as described above).
- h) Where applicable and necessary, leadership contestants and their teams and all members of the leadership convention committee shall be guided by the rules and regulations of the Manitoba Elections Act, the Manitoba Election Finances Act, and the Manitoba Liberal Party constitution.

4) Leadership Convention

- a) The MLP Board shall appoint the Convention Organizing Chair or Chairs; a Returning Officer; and a Rules and Procedures Chair.
- b) The Convention Chair(s), may appoint any additional positions they deem necessary to ensure a fair and open process done within guidelines of the MLP Constitution.
- c) Meeting Recording Secretary shall be appointed for the Leadership Convention itself.
- d) The Convention Organizing Chairs may alternate in chairing duties or by agreement operate as co-chairs.
- e) The Convention Organizing Chair(s) may consult with each leadership contestant's Official Agent, or the contestant may appoint a Contestant's Representative, with respect to matters directly affecting the leadership campaigns. The Convention Organizing Chairs shall endeavor to assist the leadership contestants and their campaigns equally in communicating with the membership of the Party and in understanding and complying with the rules of the Convention.
- f) At least **45 days before the date of the Leadership Convention**, the Board of Directors shall give notice to all members of the MLP in good standing, which notice shall include:
 - i) **the date of the Leadership Convention;**
 - ii) **the address of the Leadership Convention location;**
 - iii) **the deadline for nominations for Leader of the Party and the procedure for nomination;**

- iv) **the rules respecting voter eligibility for the Leadership Convention;**
- v) **application for a mail-in ballot if so provisioned by the Board of Directors;**
- vi) **instructions for electronic ballot if so provisioned by the Board of Directors.**
- g) In addition to this notice, the MLP will place the notice at Molgat Place, 635 Broadway, and on the party website.
- h) The Returning Officer at the Central Convention Location shall oversee all voting proceedings at the voting location, and shall determine the time allotted for voting.
- i) On the date of the Convention, the proceedings shall be called to order at 12:00 noon. The leadership contestants and one nominator each shall be afforded an opportunity to speak to the members as soon as possible thereafter. A seconder is also required who does not speak. The order of speaking shall be determined by lot administered by the Convention Organizing Chair(s) in consultation with the contestants' Official Agents or Agent's delegate.
- j) A nominator may speak for up to a maximum of between three to five minutes and the seconder does not speak except to provide their name and that they are seconding the nomination of the contestant. The contestant then may speak for up to a maximum of between ten to twenty minutes ; the exact times will be decided in advance of the convention by the convention chair(s) and communicated to the Leadership contestants as soon as possible following the close of nominations, and it may depend on the number of eligible Leadership contestants. The Convention Chair shall act as time-keeper or may appoint a time-keeper.
- k) Any and all matters arising in the organization and management of the Leadership Convention and any leadership debates sponsored by the Party that are not specifically referred to or dealt with either in the Party Constitution or these rules shall be decided upon in a manner not inconsistent with the Party Constitution and these rules as established by the Convention Organizing Chair(s), whose decision shall be final.

5) Voting

- a) Voting shall take place on the date set for the leadership convention at the Convention Location which shall be in Winnipeg.
- b) All members eligible to vote shall be required to present a valid form of government issued photo identification and if they do not have photo ID, then they may present additional forms of government issued ID such as a birth certificate, or health card, or SIN card which must satisfy the Returning Officer of their identity.
- c) All members are entitled to a mail-in ballot, and can apply for a mail-in ballot subject to the timelines for submission, to the Returning Officer.
- d) The Returning Officer shall appoint at least one (1) Deputy Returning Officer to preside over voting at each of the regional polling locations, and may appoint such further Deputy Returning Officers to assist to any of the Convention Locations as he or she deems necessary.
- e) Any member of the Party, who is a member in good standing on the date of the Convention for at least **28 days prior to the date of the Leadership Convention**, and remains in good standing on the date of the convention, may vote in the following ways:
 - i) **in person at the Convention Location; or**
 - ii) **by mail-in ballot, providing the voter has applied to vote by mail-in ballot**
- f) A voter who has applied to vote by mail-in ballot, and who has received a mail-in ballot, must forward that ballot to the Returning Officer c/o Molgat Place, Liberal HQ, 635 Broadway, Winnipeg, R3C 0X1, which ballot must be received no later than **midnight before the date of the Convention**
- g) Further rules related to the mail-in ballot may be developed by the Convention Committee.
- h) Any dispute as to voter eligibility, voter location, or proper voter registration shall be decided by the Credentials Chair. The Credentials Chair shall, however, provide for an appeal by a voter of a decision to the Returning Officer, who shall be appointed and given her or his mandate and guidelines by the Convention Organizing Committee.

- i) Voting at a Leadership Convention shall be conducted as follows (from Constitution):
 - (i) **A person eligible to vote may vote:**
 - a) **at the convention location; or**
 - b) **by mail-in ballot (or electronic ballot if so provisioned by the Board of Directors)**
 - (ii) **Voting shall be by secret ballot.**
 - (iii) **The ballot shall be a ranked ballot.**
 - (iv) **collection and counting of ballots shall proceed as follows:**
 - a) **Voting shall be by constituency, and all ballots cast by persons eligible to vote from one Constituency shall be collected and counted separately from ballots cast by persons eligible to vote from other Constituencies;**
 - b) **Once all of the ballots from a Constituency are counted, the total number of votes received by each candidate in that Constituency shall be deemed to be one of the following:**
 - i) **Where more than 100 ballots are counted in a Constituency, the percentage of total votes cast in that Constituency received for a candidate multiplied by 100.**
 - ii) **Where 100 ballots or fewer are counted in a Constituency, the number of votes from that Constituency received for a candidate.**
 - (v) **In order to be declared elected, a candidate for Leader of the MLP must receive at least 50% plus one of the total number of votes cast. Where, after a count is made, no candidate receives sufficient votes to be declared elected, the Returning Officer shall cause the names of the candidate receiving the fewest number of votes to be discounted from the ballot and the ballots then recounted with the removed candidate's selections redistributed to the remaining candidates based on who is ranked next on each ballot. This count process shall repeat until a candidate is declared elected or there is a tie between the final two candidates.**
 - (vi) **In the event of a tie between the final two candidates, the Returning Officer will declare a Runoff Election to occur between those two candidates conducted as follows:**
 - a) **no sooner than 14 days and no later than 30 days after the leadership convention;**
 - b) **the same voters list shall be used from the leadership convention;**
 - c) **the same ballot provisioning shall be used from the leadership convention;**
 - d) **the location and participation fees for the Runoff Election shall be determined by the Board of Directors.**
 - (vi) **In the event that only one person is nominated to stand for election as Leader of the MLP in accordance with section 9 and any rules made hereunder, or if more than one person shall have been nominated and all but one of the people so nominated shall have withdrawn or been disqualified as candidates, then after the expiry of the time for the filing of nomination papers or the withdrawal or disqualification of a candidate or candidates, as the case may be, the Returning Officer shall declare such person acclaimed as Leader of the MLP.**

Effective: 2018-10-29