

# **THE NEW BRUNSWICK LIBERAL ASSOCIATION**

## **THE CONSTITUTION**

**AMENDED ON NOVEMBER 9, 2013**

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## **1. STATEMENT OF VALUES, PRINCIPLES AND AIMS**

- 1.1 The New Brunswick Liberal Party is committed to full gender equality and is open to all New Brunswickers who accept Liberal principles, regardless of their race, creed, social standing, age, gender, or sexual orientation.
- 1.2 The New Brunswick Liberal Party believes that all citizens are entitled to an equal say in the decisions that affect their lives, including the opportunity to participate in originating, developing and debating of policies and legislation. The New Brunswick Liberal Party will proudly act as a vehicle through which members and citizens can voice their opinions and shape public policy in New Brunswick.
- 1.3 Through a commitment to equal opportunity, and a belief in the inherent dignity of all people, the New Brunswick Liberal Party will strive to advance progressive and innovative policies and programs designed to overcome social inequities, whether based on economic or regional factors, age, gender and sexual orientation, ethnic background, or physical or mental ability.
- 1.4 The New Brunswick Liberal Party stands for full linguistic and cultural equality of those who speak French and those who speak English, and of the equality of the two linguistic communities. These principles will be reflected both in the development of policies and in internal practices.
- 1.5 The New Brunswick Liberal Party will strive to encourage and enhance multiculturalism in New Brunswick.
- 1.6 The New Brunswick Liberal Party believes that effective and inclusive social programs contribute to the development of a vibrant economy. Likewise, the Party recognizes that a strong economy is needed to provide such programs. The Liberal Party will therefore seek innovative and progressive means to ensure the continued development of relevant and responsive social programs, as well as the expansion of employment opportunities for all New Brunswickers.
- 1.7 The New Brunswick Liberal Party requires the highest standards of moral and ethical conduct from all those who seek and hold political office under its banner. It expects the same of all members who undertake work or volunteer activities of any kind on the Party's behalf.

## **2. NAME**

- 2.1 The name of the Association shall be "The New Brunswick Liberal Association."

### **3. OBJECTIVES**

- 3.1 The objectives of the Association shall be:
  - 3.1.1 To secure good government by advocating and supporting the political principles of the Liberal Party.
  - 3.1.2 To effect through organization of the Liberal Party in all federal and provincial electoral constituencies in New Brunswick.
  - 3.1.3 To promote the interests of the Liberal Party generally throughout New Brunswick.
  - 3.1.4 To foster and promote among the residents of New Brunswick interest in political issues and a willingness to offer as a candidate for elected public office.
  - 3.1.5 To promote the election of Liberal candidates for seats in the House of Commons and the Legislative Assembly of New Brunswick.
  - 3.1.6 To respect the principle of equality between men and women in the structure and operations of the Liberal Party.
  - 3.1.7 To seek to achieve a common ground of understanding among the people of New Brunswick.

### **4. MEMBERSHIP**

- 4.1 All persons within the Province of New Brunswick who adhere to the Statement of Values, Principles and Aims and whose names appear on the official membership list of the Association following the Authorization of the Constituency Association shall be members in good standing.
- 4.2 Once a person is on the membership list, he/she will remain on the list unless:
  - 4.2.1 The person asks that his/her name be removed from the list;
  - 4.2.2 The person's permanent residence is outside the province;
  - 4.2.3 The person holds membership in two provincial constituencies. In this case, he/she will be asked to choose the one constituency where he/she will hold membership;
  - 4.2.4 The person belongs to another political party.
  - 4.2.5 The person is removed pursuant to section 6.

At any meeting of the members of the Association, non-members can be admitted on conditions approved by the Executive.

## **5. HONORARY MEMBERSHIP**

- 5.1 Persons of distinction, whether or not residents of New Brunswick, may be admitted to honorary memberships in the Association on resolution of a meeting of the Association.
- 5.2 Honorary members shall have the right to attend all meetings of the Association and shall be permitted to deliberate voice at such meetings but shall not have the right to vote.

## **6. SUSPENSION AND DISQUALIFICATION FROM MEMBERSHIP**

- 6.1 The Board of Directors, after ten days written notice to the persons affected and on a two-thirds vote of the members of the Board of Directors present at the meeting, may remove any person from office or suspend or expel any person from membership in the Association.
- 6.2 Any person, the removal from office or the suspension or expulsion from membership of who is proposed, shall have the right to be heard at the meeting of the Board of Directors at which such removal, suspension or expulsion is considered.
- 6.3 Any person removed from office or suspended or expelled from membership in the Association shall be entitled to appeal at the next meeting of the Association.

## **7. EXECUTIVE**

- 7.1 The Executive of the Association shall consist of :
- a) The President
  - b) The Leader of the Liberal Party of Canada
  - c) The Leader of the New Brunswick Liberal Association
  - d) Vice-President Provincial (Organization)
  - e) Vice-President Federal (Organization)
  - f) Vice-President (Policy)
  - g) Vice-President (Communications)
  - h) Vice-President (Membership)
  - i) One provincial caucus representative
  - j) One federal caucus representative
  - k) Ten (10) Regional Directors representing each of the ten (10) Federal Constituency Associations and the Provincial Constituency Associations established within boundaries determined by the Board of Directors from time to time based on principles of effective representation and community interests.
  - l) The Past President
  - m) One representative each from the New Brunswick Young Liberal Association, New Brunswick Women's Liberal Commission, the New Brunswick Seniors Liberal Commission and the New Brunswick Liberal Association Aboriginal Peoples Commission.

- n) Treasurer (appointed)
- o) Recording Secretary (appointed by the Executive Director)
- p) The Executive Director (non-voting).

7.2 The Executive shall be responsible for the day to day operations of the Association.

7.3 Seven persons shall constitute a quorum for a meeting of the Executive.

## **8. ELECTION OF OFFICERS**

8.1 The President and all Vice-Presidents shall be elected by a majority of the votes cast at the biennial meeting and shall hold office until their successors are elected.

8.2 The Treasurer shall be appointed by the President and the decision will be ratified by the Board of Directors. The Treasurer shall hold office only at the pleasure of the Board of Directors. Many decisions undertaken by the Executive are financial in nature so the Treasurer will have voting rights.

8.3 The Executive shall have the power to fill any vacancy which may occur in any office of the Association.

## **9. DUTIES OF MEMBERS OF THE EXECUTIVE**

### **9.1. PRESIDENT**

9.1.1. The President is responsible to:

- (a) Hold a minimum of 2 face-to-face meetings per year of the Board of Directors.
- (b) Hold a minimum of 4 meetings of the Executive per year. Two of which must be face-to-face.
- (c) Preside at meetings of the Party Executive, Board of Directors and at general meetings of the Party but shall not be entitled to vote except in the case of a tie;
- (d) Supervise and oversee the day-to-day affairs of the Party and be ultimately responsible for the administration of the Party Office, the Executive and the Board of Directors;
- (e) Sit on the Liberal Party of Canada National Board of Directors representing the NBLA (ensures compliance with the LPC Constitution);
- (f) Report all pertinent information to or on behalf of the VP Federal so they can send it to the appropriate persons; and
- (g) Ensure that potential candidates of the Party for election to the Legislative Assembly or House of Commons are advised of the legal requirements for candidacy;
- (h) Hold a position on any Election Readiness or organizational committee related to a provincial election.

9.1.2. The President can be removed at any time during their mandate if 75% of the members of the Board of Directors feel he / she is not meeting the obligations of the position. In this event, the VP Provincial will become the interim President.

## 9.2 VICE-PRESIDENTS

9.2.1 The Vice Presidents, in order of seniority as per chronological order in article 7.1, and in the absence or disability or refusal to act of the President, shall be vested with all the powers and shall perform all duties of the President.

9.2.2. The Vice Presidents shall have such other powers and duties as from time to time may be assigned to them by the Board of Directors.

9.2.3. When presiding at any meeting, a Vice President shall not be entitled to vote except in case of a tie.

### 9.3. Vice President Provincial (Organization)

9.3.1 The Vice President Provincial (Organization) shall be elected by the membership for a two-year term at a provincial biennial convention.

9.3.2. The Vice President Provincial (Organization) is responsible to:

- (a) Assist the Party President as required;
- (b) Assume the duties of the Party President in the Party President's absence.
- (c) Work with the constituency association presidents of the 49 provincial constituencies to ensure compliance and organization.
- (d) Perform any other duties assigned by the Party's Board of Directors.

9.3.3 The Vice President Provincial (Organization) can be removed at any time if 75% of the members of the Board of Directors feel he / she is not living up to their obligations.

### 9.4. Vice President Federal (Organization)

9.4.1 The Vice President Federal (Organization) shall be elected by the membership for two year terms at a provincial biennial convention.

9.4.2. The Vice President Federal (Organization) is responsible to:

- (a) Work with the constituency association presidents of the 10 federal constituencies to ensure compliance and organization;
- (b) Chair and hold a minimum of one meeting per year of the Federal Council (see below for the Council make up); and
- (c) Report to the Federal Council on any information relayed to them from the President on matters relating to the Liberal Party of Canada.



(d) Perform any other duties assigned by the Party's Board of Directors.

9.4.3. The Vice President Federal (Organization) can be removed at any time during their mandate if 75% of the members of the Board of Directors feel he / she is not living up to their obligations. In this event, an interim Vice President Federal (Organization) will be selected by the Federal Council.

9.5 Vice President (Policy).

9.5.1 The Vice President (Policy) will be elected for a two year term at a meeting of the provincial biennial convention.

9.5.2 The Vice President (Policy) is responsible to:

- (a) Chair a 10-member provincial committee, based on the recommendations of the Board. The Board is responsible to reflect geographic and linguistic diversity. As a result, one member will come from each of the federal constituencies to bring the total to 10 members;
- (b) Meet with the committee at least twice per year;
- (c) Coordinate the development of policy;
- (d) Report policy resolutions to the Executive before the biennial convention and general meeting of the Association;
- (e) Explain to those Riding Associations that submitted a motion which did not move ahead to the biennial, why their motion could not move forward;
- (f) Record the results of all policy workshops, plenary sessions at biennial convention and general meeting of the Association, and special policy conventions; and
- (g) Advise all Constituency Associations of every policy motion approved at convention within 60 days of the close of convention;
- (h) Create sub committees if needed;
- (i) Represent all members of the Association when its Election Platform is developed; he or she will therefore sit on the campaign and platform-development teams.

9.5.3. The Vice President (Policy) is required to meet these obligations. If the Board of Directors feel the Vice President (policy) is not fulfilling their role, the Vice President (Policy) can be removed if 75% of the Board vote to do so.

## 9.6 Vice President (Communications)

9.6.1 Vice President (Communications) will be elected for a two year term at a meeting of the provincial biennial convention.

9.6.2 Vice President (Communications) is responsible to:

- (a) Chair a 10-member provincial committee, based on the recommendations of the Board. The Board is responsible to reflect geographic and linguistic diversity. As a result, one member will come from each of the federal ridings to bring the total to 10 members;
- (b) Meet with the committee at least twice per year;
- (c) Oversee the implementation of both external and internal communications activities, including providing direction to staff and related committee(s);
- (d) Help ensure that the Association remains up-to-date with new and emerging technologies to facilitate communications with its membership and the general public;
- (e) Create sub-committees if needed; and

9.6.3 The Vice President (Communications) is required to meet these obligations. If the Board of Directors feel the Vice President (Communications) is not fulfilling their role, the Vice President (Communications) can be removed if 75% of the Board vote to do so.

## 9.7 Vice President (Membership)

9.7.1 The Vice President (Membership) will be elected for a two year term at a meeting of the provincial biennial convention.

9.7.2. The Vice President (Membership) is responsible to:

- (a) Work with the Association and Constituency Association Membership Committees to ensure constituencies have the most up to date contact information;
- (b) Supervise the maintenance of the membership list and develop a strategy for the Association to maintain accurate contact information;
- (c) Work with constituency associations to develop ways to attract / recruit new members;
- (d) Work with Vice President (Communications) and Vice President (Policy) to ensure all constituencies and members are receiving adequate and pertinent information;
- (e) Responsible to work with the Association to develop orientation programs, training materials, mentorship, best-practice documents, and volunteer/member recognition programs;

(f) Ensure appropriate mechanisms are in place so membership lists are not compromised.

9.7.3 The Vice President (Membership) is required to meet these obligations. If the Board of Directors feel the Vice President (Membership) is not fulfilling their role, the VP can be removed if 75% of the Board vote to do so.

#### 9.8 PROVINCIAL CAUCUS REPRESENTATIVE

9.8.1 This person will be an elected member of the provincial Liberal Caucus and will be selected from the other members of the provincial caucus.

9.8.2 The Provincial Caucus Representative will be responsible to:

(a) Ensure the views of the provincial caucus are represented.

(b) Report any relevant information back to the Caucus.

#### 9.9 FEDERAL CAUCUS REPRESENTATIVE

9.9.1 This person will be an elected member of the federal Liberal Caucus in New Brunswick and will be selected from the other members of the New Brunswick federal Liberal caucus.

9.9.2 The Federal Caucus Representative will be responsible to:

(a) Ensure the views of the federal caucus are represented;

(b) Report any relevant information back to the Caucus.

#### 9.10 REGIONAL DIRECTORS

9.10.1 The duties of Regional Directors are as follows:

a) Be the primary liaison between the New Brunswick Liberal Association, the Executive Director, and the riding associations;

b) Communicate with riding associations Executives through e-mail and telephone calls to the Presidents at least three times per year to ensure they are informed of recent news in their region, from other associations, and from Brunswick Street;

c) Host three regional meetings per year of all riding associations in their region;

d) In the event that ridings are reconstituted, the Regional Directors, in conjunction with any committee established for the purpose, shall assist and coordinate the riding reconstitutions after the new riding map is finalized;

- e) Assist with fundraising; and
- f) Assist riding associations to ensure campaign readiness.

9.10.2 Regional Directors will be elected at general meetings in each region using the following method:

- a) The Executive Director, upon the direction of the President, will set the date, time and place of the meetings.
- b) The Executive Director will give notice, by email or otherwise, to the Constituency presidents, to members who have submitted an email address to the Association and by posting a notice on the Association's website, at least 72 hours prior to each meeting.
- c) Regional meetings shall be held within 180 days of the Biennial Convention to elect Regional Directors. This amendment will enter into force after the end of the terms of Regional Directors elected in 2013.
- d) At the regional meetings, all members in good standing, that is all person whose names appear on the official membership list of the provincial association as least three days prior to the meeting and whose address as appearing on the official membership list is within the boundaries of the region, will be entitled to vote.
- e) When elected, Regional Directors shall hold their office until the Regional Meeting held pursuant to subsection 9.10.2(c) above. If the position of Regional Director becomes vacant during the Regional Director's term, a Regional Meeting shall be called by the Board of Directors and shall be held within thirty (30) days of any such vacancy, to elect a new Regional Director to hold office for the remainder of the term.
- f) Regional Directors are required to meet these obligations. If the Board of Directors feel that a Regional Director is not fulfilling their role, the Regional Director can be removed if 75% of the Board vote to do so.

#### 9.11 COMMISSIONS REPRESENTATIVES

9.11.1 The Presidents of the NBYLA, the NBWLC, the NBSLC and the NBLAAPC will represent their Commissions on the Executive.

These representatives are responsible to:

- (a) Ensure the views of each of their Commissions are adequately addressed;
- (b) Report back to their respective Commissions on relevant matters.

#### 9.12 TREASURER

9.12.1 The Party Treasurer is responsible to:

- (a) Ensure the prudent financial administration of the Association;
- (b) Ensure that no disbursement is made without authorization of the Executive, or as provided in the Bylaws;
- (c) Present an updated financial report to the biennial convention and general meeting of the Association;
- (d) Present a budget as a guide for expenditures to the Executive for each fiscal year; and
- (e) Ensure that each Constituency Association provides financial statements to the Executive each year.
- (f) Hold a position on any campaign committee related to a provincial election and provide oversight on election spending.

#### 9.13 RECORDING SECRETARY

9.13.1 The Recording Secretary will be a staff member from the Association and will not have voting rights.

9.13.2 The Recording Secretary is responsible to:

- (a) Keep a record of all proceedings of the meetings of the Executive, the Board of Directors and the Association;
- (b) Keep a register of all Constituency Associations and all Constituency Association Executives;
- (c) Assemble, and distribute as required, all Executive, Board of Directors and committee reports before the biennial convention and general meeting of the Association.

### **10. MANAGEMENT – BOARD OF DIRECTORS**

10.1 The affairs of the Association shall be managed by a Board of Directors composed of:

- 10.1.1 Members of the Executive;
- 10.1.2. All provincial Constituency Presidents;
- 10.1.3. All Federal Constituency Presidents;
- 10.1.4. One representative of the Association’s Standing Committee on the Constitution.

10.2 The Board of Directors, from time to time, may appoint an Executive Director and such other officials and employ such persons as in its opinion may be necessary to conduct the affairs of the Association.

10.3 Seventeen persons shall constitute a quorum for a meeting of the Board of Directors.

**11. MEETINGS OF THE BOARD OF DIRECTORS**

11.1 The Board of Directors shall meet on the call of the President and the President shall chair these meetings.

11.2 Not fewer than two meetings of the Board of Directors shall be held in each year.

11.3 The President shall call a meeting of the Board of Directors upon the written requisition of five (5) members thereof.

11.4 Notice of meetings of the Board of Directors shall be mailed to all members thereof at least one week prior to the date of the meeting.

11.5 A vote of the Board of Directors may be taken by mail upon any matter proper for its decision and such vote by mail shall be valid and binding unless written objection to the vote by mail is made by five (5) members of the Board of Directors and filed with the Secretary of the Association within seven (7) days after the request for the mail vote has been mailed by the Secretary of the Association.

11.6 All members of the Association shall be entitled to attend meetings of the Board of Directors. The Board of Directors shall have the right to meet and discuss in camera such matters as it may deem necessary. Only members of the Board of Directors may vote on or move a motion. Members of delegations may make presentations on approval of the Board of Directors.

11.7 The Secretary shall send a copy of the minutes of each meeting of the Board of Directors to all members of the Board of Directors and to any other member of the Association upon written request.

**12. BIENNIAL OR SPECIAL MEETINGS OF THE ASSOCIATION**

12.1 The Association shall meet biennially at such time and place as to be determined by the Board of Directors. Notwithstanding the foregoing, the Board of Directors can at any time postpone the date of a Biennial Convention if it deems necessary.

12.2 Special meetings of the Association may be called at any time and place that the Board of Directors may direct.

- 12.3 The Biennial Convention immediately prior to a provincial election will be a policy convention.
- 12.4. A special meeting of the Association shall be called at such time and place as determined by the Board of Directors on the written request of the Presidents of the Constituency Associations in eight (8) provincial or federal constituencies.
- 12.5. Fifty (50) representative members shall constitute a quorum for all meetings of the Association.
- 12.6. Not less than thirty (30) days' notice of all biennial and fifteen (15) days' notice of special meetings of the Association shall be given to the President and Secretary of all Liberal Associations in each federal and provincial constituency in New Brunswick and to the President and Secretary of all Commissions as per section 14.3.
- 12.7. To ensure that notice of biennial and special meetings of the Association is sent to the proper addresses, the Secretary of the Liberal Association of each federal and provincial electoral constituency in New Brunswick, the Secretary of the New Brunswick Women's Liberal Commission, the Secretary of the New Brunswick Young Liberal Association, the Secretary of such other organization and association as certified for membership, should each give the Secretary of the Association contact information, including names, postal and email addresses of the President and Secretary of their respective association and, from time to time, of any change therein.
- 12.8. The persons entitled to vote at all biennial and special meetings of the Association shall be:
  - 12.8.1. Duly accredited representative members nominated by each provincial Constituency Association on the basis of two such representative members for each polling division in the constituency on the last Election Day, excluding advance polls or mobile polls. For the purposes of the foregoing, subdivided polling divisions sharing a common polling division number shall be deemed to comprise one polling division.
  - 12.8.2. Liberal Senators (including retired Senators) and Privy Councilors from New Brunswick, and all past leaders of the New Brunswick Liberal Party residing in New Brunswick.
  - 12.8.3. All Liberal candidates at the last federal and provincial elections or subsequent by- elections.
  - 12.8.4. All the members of the Board of Directors.
  - 12.8.5. Four Executive officers, or nominees, of each Liberal provincial and federal Constituency Association in New Brunswick.
  - 12.8.6. Four Executive officers, or nominees, of the New Brunswick Women's Liberal Commission.

- 12.8.7. Three (3) representatives from each Women's Liberal Club which has been duly accredited by the New Brunswick Women's Liberal Commission and representing such clubs which have been formed and accredited for at least one year or in the event there is not a Women's Liberal Club in a constituency then three (3) women representatives for each such provincial Constituency Association shall be appointed by the Executive of that Constituency Association.
- 12.8.8. Four Executive officers, or nominees, of the New Brunswick Young Liberal Association.
- 12.8.9. A number of representatives equal to 10% of the number of representatives allowed under 12.8.1 (a minimum of four) chosen by the constituency's youth club which has been duly accredited by the New Brunswick Young Liberal Association or in the event there is no youth club in a constituency then representatives (numbers in accordance with the above) for each such provincial Constituency Association appointed by the Executive of that Constituency Association.
- 12.8.10. Two representatives from each organization or association or group or commission both federal and provincial, located within the Province of New Brunswick adhering to the principles of the Liberal Association and certified by the Board of Directors, other than those mentioned above or in 12.8.7 and 12.8.9.
- 12.8.11. Four duly accredited representatives from each recognized Liberal Club operating on a University or Community College campus in New Brunswick.

#### 12.9. ORDER OF BUSINESS AT BIENNIAL MEETINGS

- 12.9.1. Reading of the minutes of the preceding biennial meeting and of any intervening special meeting.
- 12.9.2. Ratify the Statement of Values, Principles and Aims.
- 12.9.3. Correspondence
- 12.9.4. Business arising out of the minutes
- 12.9.5. President's report
- 12.9.6. Special speakers
- 12.9.7. Report of Resolutions Committee
- 12.9.8. Report of other committees
- 12.9.9. Election of officers
- 12.9.10. Introduction of incoming President



12.9.11. New business

12.9.12. Adjournment

### **13. LEADERSHIP CONVENTIONS**

- 13.1 When a Convention is called for the election of a Leader of the party, candidates shall signify their interest to seek the nomination for leadership of the Liberal Party of New Brunswick by filing nomination papers provided by and in a form approved by the Board of Directors. The nomination papers for all candidates shall be signed by no less than fifty (50) members in good standing of the Association whose signatures shall be verified by the President or his nominees. All completed nomination papers shall be received by the President no less than two weeks before the opening of a Leadership Convention. The form of nomination papers and the regulations shall be made available at least eight weeks before the opening of a Leadership Convention.
- 13.2 The Board of Directors shall appoint a steering committee who shall prepare rules to deal with such matters as: the call, selection, voting procedures, convention procedures and such other matters as fall within the organization of a Leadership Convention.
- 13.3 When a Leadership Convention is called, all leadership campaigns will comply, as nearly as possible, with the Political Financing Act with respect to donations and accountability.
- 13.4 The Leader of the Liberal Party of New Brunswick shall be elected at a Leadership Convention subject to rules allowing regional, remote or electronic voting.
- 13.5 All members in good standing, that is all persons whose names appear on the official membership list of the Association at least thirty (30) days prior to the Leadership Convention, will be entitled to vote.
- 13.6 Members will use a preferential ballot, voting for all candidates in their order of preference.
- 13.7 Each provincial constituency will represent 100 points. The votes will be tabulated by constituency and each candidate will be issued, for each constituency, the number of points representing the percentage of votes he or she has received.
- 13.8 The points obtained in each constituency for each candidate will be added.
- 13.9 To be elected, a candidate must obtain 50 percent plus one of the total number of points.
- 13.10 Should no candidate obtain the necessary number of points to win, the candidate with the lowest number of points will be removed from the ballot. In such instance, ballots cast for the lowest candidate will be tabulated and the points reassigned amongst the remaining candidates based on the next preferred choice. This process will be repeated, if necessary, until one candidate receives a majority of points.

## **14. PROVINCIAL COMMITTEES, FEDERAL COUNCIL AND COMMISSIONS**

### **14.1 PROVINCIAL COMMITTEES**

14.1.1 There shall be five (5) standing committees of the Association as follows: Policy, Membership, Communication, Constitution and Organization.

14.1.2 The Chairs of the Policy, Membership and Communication committees shall be the respective Vice Presidents which are elected at the Biennial. The Chairs of the Constitution and Organization Committees shall be appointed by the Board of Directors.

The membership of these committees shall be made up of representatives of ten (10) regions of the New Brunswick Liberal Association and a representative of each of the New Brunswick Women's Liberal Commission, the New Brunswick Young Liberal Association and the New Brunswick Seniors Liberal Commission. These Committees shall meet at least two (2) times per year at the call of the Chair.

14.1.3 The Executive may delegate to the President authority to appoint members to any or all of the said committees.

14.1.4 Each committee shall submit a written or oral report to the Biennial Meeting of the Association.

14.1.5 The Executive may appoint special committees on any subject and, by resolution, delegate to the President authority to so appoint.

### **14.2 FEDERAL COUNCIL**

14.2.1 There shall be a Federal Council of the Association that consists of the following members:

14.2.1.1 The Vice President Federal (Organization);

14.2.1.2 The President of each federal electoral Constituency Association in New Brunswick or a representative selected by the Executive of the federal electoral Constituency Association;

14.2.1.3 The President of the New Brunswick Young Liberal Association or a representative selected by the Executive of the New Brunswick Young Liberal Association;

14.2.1.4 The President of the New Brunswick Women's Liberal Commission or a representative selected by the Executive of the New Brunswick Women's Liberal Commission;

- 14.2.1.5 The President of the New Brunswick Liberal Association Aboriginal Peoples Commission or a representative selected by the New Brunswick Liberal Association Aboriginal Peoples Commission;
- 14.2.1.6 Any member of the Association who holds and elected or appointed position pursuant to the Constitution of the Liberal Party of Canada;
- 14.2.1.7 Two representatives of the Federal Liberal Caucus, one of whom shall be from the House of Commons and one of whom shall be from the Senate of Canada;
- 14.2.2 The Federal Council shall meet at least once a year to consider all matters relative to the Federal wing of the Association, to prepare an operating budget annually for consideration by the Executive for inclusion in the Association's annual budget; to hear reports from those who hold elected or appointed positions pursuant to the Constitution of the Liberal Party of Canada; to review and take steps necessary to ensure that the requirements of the Constitution of the Liberal Party of Canada as they apply to the Association are met, including the maintenance of a membership list in each federal electoral Constituency Association and to encourage and assist each federal electoral Constituency Association in election readiness.
- 14.2.3 Notice of meeting of the Federal Council shall be mailed to all members thereof at least one week prior to the date of the meeting.
- 14.2.4 All members of the Association shall be entitled to attend meetings of the Federal Council. The Federal Council shall have the right to meet and discuss in camera such matters as it may deem necessary. Only members of the Federal Council may vote on or move a motion. Any member of the Association may make a presentation at the meeting of the Federal Council.
- 14.2.5 The Vice-President Federal (Organization) can designate a secretary for a meeting of the Federal Council. The appointed Secretary shall send a copy of the minutes of each meeting of the Federal Council to all members of the said Council and to any other member of the Association upon written request.
- 14.2.6 A special meeting of the Federal Council shall be called at such time and place as determined by the Vice-President Federal (Organization) or at the written request of at least five (5) federal Constituency Association presidents.
- 14.2.7 Ten (10 ) persons shall constitute a quorum for a meeting of the Federal Council held pursuant to article 14.2.2 and fifteen (15) persons shall constitute a quorum for a Special Meeting pursuant to article 14.2.6.
- 14.2.8 The Federal Council shall report to the Executive, the Board of Directors and to the Biennial Meetings of the Association through the Vice-President Federal (Organization).

### 14.3 COMMISSIONS

14.3.1 The standing commissions are: the New Brunswick Young Liberals Association (NBYLA); the New Brunswick Women's Liberal Commission (NBWLC), the New Brunswick Seniors' Liberal Commission (NBSLC) and the New Brunswick Liberal Association Aboriginal Peoples Commission (NBLAPC).

14.3.2 Other Commissions can be created by a majority vote at a Biennial Convention. A mandate meeting will be held by a newly created commission within 90 days of its creation.

14.3.3 Each of the Party's official Commissions shall:

- a) Prepare an action plan for each Biennial Convention outlining how it will achieve the objectives of its mandate, and addressing the accountability measures as may be set from time to time by the Board of Directors. The mandate will be reviewed by the members of the Association at the Biennial Convention.
- b) Submit an annual report to the Board of Directors. Failure to meet the accountability measures listed below could result in the suspension of that Commission's funding and/or voting privileges (at all levels) by the Board of Directors.
- c) Review its mandate periodically and present any changes to the Board of Directors.

14.3.4 The accountability measures referred to above are:

- a) Developing precise goals, along with concrete steps to achieve these goals.
- b) Conducting an ongoing review of documents concerning the structure of the Commission and its membership eligibility.
- c) Drawing up fundraising targets and conducting fundraising to help offset ongoing costs.
- d) Demonstrating through the Commissions' mandates and annual reports how each Commission did/will contribute to the overall policy agenda of the Association.
- e) Establishing an agreed upon number of meetings each year in order to meet the Commission's stated mandate.

## 15 RESOLUTIONS

15.1 All proposals asking the Association to pronounce on questions of policy or to take action as an Association shall be by resolution.

15.2 All resolutions on questions on policy or requesting action as an Association must be filed with the Secretary before the meeting at which they are to be presented.

- 15.3 All resolutions filed with the Secretary shall be referred to the Policy and Resolutions Committee.
- 15.4 Any resolutions which the Policy and Resolutions Committee is not prepared to submit and recommend for adoption by the Association may, on recommendation of one or more members of the committee, be submitted to a meeting of the Association.
- 15.5 Any resolution submitted to the Association and duly approved by a majority of the voting members of the Association present at a duly constituted meeting shall be adopted.

## **16 LEADERSHIP REVIEW**

- 16.1 Within three months of a general election where the Liberal Party has not formed the government, or at any time upon the written request of at least 33 percent of the members of the Board of Directors, the Board of Directors will meet to decide whether the leader should be subject to a vote of confidence in a special meeting of the members of the Association.
- 16.1 To trigger a vote of confidence in a special meeting, 75 percent of the members of the Board of Directors then present, in a meeting called under paragraph 1, must be in favour of holding a special meeting for that purpose.
- 16.2 At such a special meeting, the method of voting will be the same as in the election of a leader. Should the leader not receive the support of a majority (50 percent plus 1) of votes cast, he or she will be removed and Board of Directors will initiate a leadership selection process. In all cases, the Board of Directors will have absolute discretion to determine the timing of the leadership selection process.

## **17 MODEL CONSTITUTION**

- 17.1 Constituency organizations are encouraged to adopt and keep in force the model constitution.
- 17.2 Once a Constituency Association has adopted a constitution, a certified copy shall be filed with the Association headquarters and at the time of filing shall be deemed to be the constitution of the Constituency Association.

## **18 PROVINCIAL AND FEDERAL CONSTITUENCY ASSOCIATIONS**

### **18.1 PROVINCIAL MEMBERSHIP**

- 18.1.1 Membership in a provincial Constituency Association is open to any resident of New Brunswick, at least fourteen (14) years of age, who supports the objectives of the Association. Normally, members shall be resident in the electoral district. While non-

resident membership may be permitted, such members shall not be members of any other provincial Constituency Association.

## 18.2 FEDERAL MEMBERSHIP

18.2.1 Membership and voting eligibility in a federal Constituency Association within the province of New Brunswick shall be governed by the terms of the Liberal Party of Canada Constitution.

## 18.3 CONSTITUTION

18.3.1 Both federal and provincial Constituency Associations shall have a constitution, based on the Model Constitution, which provides for the election and duties of its Executive, membership and meeting requirements, maintenance of financial records, procedures for nominating, annual, biennial or leadership conventions, full membership and participation in their association of men, women and youth and is in accordance with the purposes and objectives of the Liberal Association. In case of conflict between the provisions of the constitution of a Constituency Association and the provisions of this constitution, the provisions of this constitution shall prevail.

## 18.4 GENERAL MEETINGS

18.4.1 Members shall be given due notice by mail or public advertisement of all general meetings of a Constituency Association, including annual meetings and nominating conventions. Voting at such meetings shall be open only to all those who have been registered members for at least three (3) days or, except for nominating conventions, for such other minimum period of time as required by the constitution of the Constituency Association, such minimum period not to exceed thirty (30) days.

## 18.5 ANNUAL MEETINGS

18.5.1 An annual meeting of the Constituency Association, at which a new Executive is to be elected, shall be held in each and every year, at a time and place to be fixed by the Executive of the Constituency Association, after consultation with the President of the New Brunswick Liberal Association.

## 18.6 ACCOUNTABILITY

18.6.1. Constituency Associations are accountable to their members and to the Association. All Constituency Associations should hold at least three meetings of their Executive per year.

18.6.2 Should at least ten members of a specific Constituency Association request in writing to the President of the Provincial Association that an annual meeting of their members be held, the President, or employees of the Association he or she so mandates, will work with the members and with the Executive of the Constituency Association to address the issues that have been raised. Should the President deem it necessary, he or she can call a general meeting of the members of the Association.

## 18.7 NOMINATING CONVENTIONS

18.7.1 In due time prior to a provincial general election or by-election, the Executive of the Constituency Association shall, with the consent of the Leader of the New Brunswick Liberal Party and the President of the New Brunswick Liberal Association, convene a convention for the purpose of choosing a Liberal candidate at a time and place determined by the Executive.

## 18.8 DELEGATES TO BIENNIAL MEETINGS.

18.8.1 A Constituency Association shall elect its eligible number of delegates to a biennial in an open and democratic manner and ensure that the delegates chosen are truly representative of the membership of that Association.

18.9 When a question, dispute or controversy arises with respect to any aspect of the foregoing sections of article 18, the question, dispute or controversy shall be placed on the agenda for the next meeting of the New Brunswick Liberal Association's Executive and answered, decided or resolved by a majority decision of the New Brunswick Liberal Association's Executive at that meeting. The Constituency Association shall then be notified of the New Brunswick Liberal Association's Executive's decision immediately by the President of the New Brunswick Liberal Association or his delegate.

18.10 Notwithstanding the provisions of this article, when a Constituency Association has, in the opinion of the Executive of the New Brunswick Liberal Association, failed to respect the provisions of article 18, the Executive of the New Brunswick Liberal Association shall be empowered to make such rules as they consider necessary for the holding of a democratic annual meeting and/or nominating convention in that constituency. In such event, the Executive may make and adopt such rules as they consider necessary to govern the calling, holding and procedure at nominating conventions in the constituencies.

## 19 RULES OF ORDER

19.1 Subject to such exceptions as may be especially made herein or by resolution of the meeting, the rules of order at all meetings shall, so near as may be, those of the Parliament of Canada.

19.2 No person shall speak more than once and for not more than ten minutes on any motion. The mover of the motion, however, may close the debate.

## 20. AMENDMENTS TO THE CONSTITUTION

20.1 The constitution of the Association may be amended by a two-thirds vote of those present at any meeting of the Association.

- 20.2 Written notice of any proposed amendment to the constitution shall be filed with the Secretary at least twenty (20) days before the meeting at which it is proposed to consider it.
- 20.3 The nature of any proposed amendment to the constitution shall be indicated in the notice calling the meeting at which it is to be presented.
- 20.4 The requirements as to notice relating to amendments to the constitution may be waived by unanimous vote of the persons present and entitled to vote at any meeting of the Association.
- 20.5 All amendments shall take effect immediately after the meeting at which amendments are made.

## **21. INTERPRETATION**

- 21.1 Unless there is something in the subject matter or context inconsistent therewith, words importing the singular number only shall include the plural and vice-versa and words importing the masculine gender shall include the feminine gender and vice-versa.
- 21.2 The headings of all articles hereof are inserted for convenience of reference only and shall not affect the construction or interpretation of this constitution.
- 21.3 In the event of an inconsistency between the provisions of this constitution and the Liberal Party of Canada constitution, the provisions of this constitution shall prevail insofar as any matter provincial in scope, and the Liberal Party of Canada constitution shall prevail insofar as any matter national in scope.

## **22. BY-LAWS**

- 22.1 The Association at the biennial meeting and the Board of Directors may make by-laws respecting all aspects of this constitution and generally for the better administration of the association. Any by-law enacted by the Board of Directors shall be subject to ratification at the next biennial meeting of the Association but prior to ratification shall be in full force and effect as if enacted at a biennial meeting.
- 22.2 The Board of Directors can adopt and modify best-practice documents including general rules for the holding of nominating conventions in constituencies as well as a model constitution for Constituency Associations, as well as the implementation of recruiting efforts furthering equal gender representation at general elections and at all positions within the Association.



This Constitution was amended at the biennial meeting of the Association held on November 9, 2013.