

## **Liberal Party of Canada**

### **Party Bylaw 5**

#### **Procedure for the election of Party and Commission Officers at a National Biennial Convention**

This Bylaw establishing the procedures referred to in subsection 22(3) of the National Constitution was made pursuant to sections 26 and 67 of the National Constitution by a resolution approved in writing by a majority of the National Board of Directors on March 10, 2009, on March 17-18, 2011 and amended by a resolution at a meeting of the National Board of Directors on July 9, 2011, and to the extent applicable to the election of officers of a Commission, has been adopted by that Commission.

#### **1. APPLICATION AND INTERPRETATION**

1.1 Unless otherwise determined by the National Board of Directors, this Bylaw applies to the election of Executive Officers (as defined in paragraph 22(1)(a) of the National Constitution) at a National Biennial Convention of the Liberal Party of Canada and, if adopted by a Commission, to the election of officers of that Commission at a National Biennial Convention of that Commission.

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

1.3 For the purposes of this Bylaw, the following terms have the following meanings:

- (a) “Candidate’s Chief Agent” means an individual appointed in writing by a Candidate in Form 6 delivered to the Convention Returning Officer;
- (b) “Co-Chairs” mean the co-chairs of the Convention;
- (c) “Commission” means, as the context may require, any or all of the Commission of Young Liberals of Canada, the National Women’s Liberal Commission, the Aboriginal Peoples’ Commission or the Senior Liberals’ Commission;
- (d) “Commission Officers” means the officers who, under the Constitution of a Commission, are to be elected at a National Biennial Convention of the Commission;
- (e) “Commission Returning Officer” means a person appointed under subsection 2.3 of the Rules of Procedure for the Election of Delegates;
- (f) “Constitution” means, as the context may require, in relation to a Commission, the constitution, rules, bylaws or other constituting documents of the Commission;

- (g) “Convention” means the National Biennial Convention of the Party or of one of its Commissions, as the case may be;
- (h) “Convention Returning Officer” means the person appointed under subsection 66(3) of the National Constitution;
- (i) “General Secretary” means the general secretary of the Convention appointed by the National Board of Directors pursuant to subsection 66(1) of the National Constitution;
- (j) “National Constitution” means the constitution of the Liberal Party of Canada as adopted at the 2006 Leadership and Biennial Convention as amended from time to time;
- (k) “National Board of Directors” means the National Board of Directors of the Liberal Party of Canada constituted under chapter 6 of the National Constitution;
- (l) “National Returning Officer” means the person appointed under subsection 66(2) of the National Constitution;
- (m) “Party” means the Liberal Party of Canada;
- (n) “Party and Commission Officers” means the Executive Officers and the Commission Officers;
- (o) “Party Officers” has the same meaning as Executive Officers as defined in paragraph 22(1)(a) of the National Constitution;
- (p) “Permanent Appeal Committee” means the Permanent Appeal Committee of the Liberal Party of Canada constituted under chapter 10 of the National Constitution;
- (q) “Returning Officer” means, as the context requires, a designate of the Convention Returning Officer, but does not include the Convention Returning Officer;

1.4 **Terms defined in National Constitution.** Terms which are not defined in this Bylaw have the same meaning as in the National Constitution.

1.5 **Short title.** This Bylaw may be referred to as the “Rules of Procedure for the Election of Party and Commission Officers”.

## **2. APPOINTMENT OF RETURNING OFFICERS**

2.1 **Authority of the Convention Returning Officer.** Subject to direction given by resolution of the National Board of Directors and subject to an appeal to the Permanent Appeal Committee, the Convention Returning Officer may:

- (a) establish rules (consistent with this Bylaw, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any relevant

Commission) generally applicable to the election of Party and Commission Officers;

- (b) enact interpretation bulletins (consistent with this Bylaw, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any relevant Commission) in order to clarify any provision of this Bylaw or the National Constitution.
- (c) make decisions on logistical matters which are not provided for in this Bylaw, but consistent with this Bylaw, other Bylaws, the National Constitution and, insofar as it is made applicable by this Bylaw, the Constitution of any relevant Commission.

**2.2 Delegation by Convention Returning Officer.** The Convention Returning Officer may in writing, in his or her discretion, delegate all or part of her or his authority to a Deputy Convention Returning Officer and to other individuals (including the National Returning Officer and the Regional Returning Officers appointed under the Rules of Procedure for the Election of Delegates), and the Convention Returning Officer has the power to appoint persons (including delegates) as registration clerks, associate returning officers, deputy returning officers and poll clerks and may appoint any other assistants to assist the Convention Returning Officer in his or her duties, and the Convention Returning Officer may revoke that delegation or overturn those appointments in her or his absolute discretion at any time. Any such individuals may act only if they have signed a declaration of neutrality in Form 7.

**2.3 Delegation to Commission Returning Officers.** In the case where a Commission Returning Officer has been appointed under subsection 2.3 of the Rules of Procedure for the Election of Delegates, this individual is responsible to act as the chief electoral officer (referred to as a "Commission Returning Officer") in respect to the election of Commission Officers at the National Biennial Convention of the Commission held at the same time as the National Convention in respect of which the individual was appointed a Commission Returning Officer. In the absence of a Commission Returning Officer, the Convention Returning Officer is responsible to oversee the conduct of the voting to take place at the National Biennial Convention of the Commission.

**2.4 Finality of decision of the Convention Returning Officer.** Subject to direction given by resolution of the National Board of Directors and subject to an appeal to the Permanent Appeal Committee, a decision of the Convention Returning Officer is final and the interpretation bulletins enacted under Paragraph 2.1(b) apply as if they were part of this Bylaw.

### **3. NOMINATION OF CANDIDATES**

**3.1 Definition of "Candidate".** In this Bylaw, a person who has been approved by the Convention Returning Officer as a Candidate under Subsection 3.4 and who has not been disqualified under Subsection 3.6 is referred to as a "Candidate" and all such person are referred to collectively as "Candidates".

**3.2 Qualifications.** To be eligible for election as a Party Officer or Commission Officer, a person must satisfy the requirements of the National Constitution and the Constitution of the relevant Commission, as the case may be, and, in addition, must at least 63 days before the opening day of the Convention, deliver to the Convention Returning Officer or their designate care of the National Office original copies of:

- (a) a nomination form, in Form 1, signed by a nominator and a seconder, both of whom must be members of the Party, and signed by the Candidate consenting to their nomination;
- (b) a form indicating support for the Candidate, in Form 2, signed by at least 25 members of the Party;
- (c) a damage waiver form, in Form 3, waiving any responsibility of the Party for damage caused by the campaign of the Candidate;
- (d) a declaration of compliance, in Form 4, indicating that the Candidate agrees to abide by the Liberal Party of Canada Code of Conduct;
- (e) a confidentiality and data-use undertaking, in Form 5; and
- (f) a fully refundable deposit in the sum of \$200, which will be returned to the Candidate following the adjournment of the Convention;
- (g) such further undertakings in writing required by the National Board of Directors.

**3.3 Access to List of Ex-Officio Delegates.** Upon presentation of the duly completed documents and deposits required under Paragraphs 3.2(a), (c), (d), (e) and (f), a Candidate is entitled to receive a list of ex-officio delegates (that is, the persons who have the right to be delegates to the Convention under paragraphs 62(1)(a) to (e) and 62(1)(g) to (j) of the National Constitution) for the purpose of collecting the signatures required under Paragraph 3.2(b) and for the purpose of soliciting their support and votes at the Convention.

**3.4 Review of nomination.** The Convention Returning Officer is responsible to review all documents delivered as contemplated by Subsection 3.2 for compliance with the requirements of this Bylaw, the National Constitution and the Constitution of the relevant Commission, if applicable. If the documents delivered by a prospective Candidate meet all requirements of this Bylaw, the National Constitution and the Constitution of the relevant Commission, if applicable, then the Convention Returning Officer must, within 48 hours following the time of receipt, notify that prospective Candidate that they have been approved as a Candidate. If the documents delivered by a prospective Candidate do not meet all requirements of this Bylaw and the National Constitution, then the Convention Returning Officer must notify that prospective Candidate in writing that they are not accepted as a Candidate and the reasons for that lack of acceptance. Subject only to a direction otherwise by the Permanent Appeal Committee, a decision of the Convention Returning Officer under this Section 3 is final.

3.5 **Authorizing a representative.** Following their approval under Subsection 3.4, a Candidate may appoint in writing, in Form 6, a Chief Agent to act as their official representative until the end of the contest.

3.6 **Sanctions.** If the Convention Returning Officer determines that a Candidate or any of the representatives of the Candidate has not complied with the National Constitution, this Bylaw, the Constitution of a relevant Commission, if applicable, the other Party Bylaws or any undertakings given under this Bylaw, then depending on the gravity of non-compliance, the Convention Returning Officer may impose one or more of the following sanctions on the Candidate:

- (a) make the non-compliance public;
- (b) direct that the speaking time allotted to the Candidate at the Convention be reduced in comparison to the time allotted to the other Candidates;
- (c) direct that facilities made available to, or amenities provided to, the Candidate at the Convention be restricted or less advantageous in comparison to the facilities made available to, or amenities provided to, the other Candidates; or
- (d) disqualify the Candidate.

#### 4. **CAMPAIGNING BY CANDIDATES**

4.1 **Posting of campaign material on website.** The Party is responsible to provide on its public website a page to each Candidate accepted under Subsection 3.4 which may include:

- (a) a biography of a maximum of 350 words;
- (b) a high-resolution photograph of the Candidate;
- (c) contact information; and
- (d) a link to the personal website for the Candidate.

4.1.1 Each Candidate accepted under Subsection 3.4 can use the LPC logo for all campaign materials.

4.2 **Posting of campaign material at Convention.** Candidates may post campaign material approved by the Convention Returning Officer in space allocated by the General Secretary no earlier than the opening of the registration period for delegates at the Convention as specified in the official agenda of the Convention. All campaign material must have been submitted to the Convention Returning Officer for approval no later than four days prior to the start of Convention. Any costs related to the non-compliance of a Candidate with instructions provided by the Convention Returning Officer or the General Secretary will be subtracted from the deposit contemplated by Paragraph 3.2(f) and additionally charged to the Candidate if the costs are higher than the sum of the deposit.

4.3 **Allocation of non-delegate interchangeable passes.** Each Candidate will be allocated two non-delegate interchangeable passes providing access to the Convention for the days on which campaigning and voting is ongoing in respect to the election of Party and Commission Officers. Lost passes will not be replaced.

## 5. ELECTION OF PARTY AND COMMISSION OFFICERS

5.1 **Presentation of Candidates.** The Co-Chairs of the Convention of the Party or one of its Commissions, as the case may be, are responsible for presenting the Candidates to the relevant Convention at a session of the relevant Convention scheduled for the speeches by Candidates in the reverse of the order of the list of offices found in paragraph 22(1)(a) of the National Constitution, in the case of Party Officers, or of the lists of offices found in the Constitution of each Commission, in the case of Commission Officers, as follows:

- (a) if there is only one Candidate for an office, the Candidate will not be entitled to address the Convention and the Co-Chairs will declare such Candidate elected by acclamation.
- (b) if there is more than one Candidate for an office, then before the speeches, the Co-Chairs will draw lots to determine the order of presentation and during the speeches:
  - (i) the Co-Chairs will announce the names of all the Candidates for the office in the alphabetical order of the family names of the Candidates;
  - (ii) in the order determined by the drawing of lots, the Co-Chairs will call upon the Candidates to come to the podium to make a presentation;
  - (iii) the presentation of each Candidate will be timed from the moment that the Co-Chairs call upon them to come to the podium to make their presentation, and the length of the presentation will include the time used in coming to the podium and the speech of the Candidate.

5.2 **Duration of presentations.** The Convention Returning Officer has sole discretion over the duration of speeches by Candidates, and following the close of the nomination period provided under Subsection 3.2, is responsible to determine that duration based on the time dedicated to all speeches in the official agenda of the Convention and the number of Candidates who have not been acclaimed.

5.3 **Eligibility to vote for Party Officers.** All delegates accredited at a Convention of the Party have the right to cast a vote in the election of Party Officers.

5.4 **Eligibility to vote for Commission Officers.** All delegates accredited at a Convention of a Commission who meet the demographic requirements specified in the Constitution of that Commission have the right to cast a vote in the election of Commission Officers of that Commission.

5.5 **Ballots for delegates.** A registered delegate will be issued only with ballots for offices for which they are entitled to vote.

5.6 **Secret ballot.** Voting for the election of Party and Commission Officers will be by secret ballot.

5.7 **Voting procedure.** For each office, there will be only one ballot and the Candidate who receives a plurality of the votes cast in that ballot will be elected. In the case of a tie vote, the winner will be decided in a manner determined by the Convention Returning Officer.

5.8 **Chief Scrutineer.** Unless otherwise stated by the Candidate or their Chief Agent, the Chief Agent for each Candidate must act as Chief Scrutineer for that Candidate.

5.9 **Scrutineers.** The Chief Scrutineer for each Candidate will be allocated with the number of interchangeable scrutineer passes permitted by the Convention Returning Officer. The Chief Scrutineer may distribute these passes to delegates or persons having received access under Subsection 4.3 for them to be present in the voting area immediately before and during voting and to observe the counting of the ballots for that office on behalf of a Candidate.

## 6. GENERAL CONDUCT OF ELECTIONS

6.1 **Integrity of ballots.** The Convention Returning Officer must at all times guarantee the integrity of the ballots and ballot boxes by ensuring:

- (a) the production of ballots that cannot readily be reproduced; and
- (b) that ballots and ballot boxes are kept securely.

6.2 **Qualifications to vote.** All registered delegates wishing to vote must wear their official delegate pass, and any person not wearing such a delegate pass may only vote upon the specific determination of the Convention Returning Officer that the person is a properly registered and accredited delegate and has not previously voted.

6.3 **Time and place of voting.** Voting will take place at the time and in the place provided in the official agenda of the Convention. The Convention Returning Officer may, in his or her discretion, determine that voting opens at a different time than that provided in the official agenda of the Convention and closes later than the time provided in the official agenda of the Convention. The Convention Returning Officer, in his or her discretion, may suspend voting at any time. Each registered delegate within the voting area at the close of voting is entitled to vote.

6.4 **Advance polls.** If, for religious reasons or a personal, family or medical emergency, or for some other similar reason, a registered delegate is unable to vote at the times specified in the official agenda of the Convention for the election of Party and Commission Officers, he or she, upon signing an affidavit setting out such reason, and, subject to the approval of the Convention Returning Officer, may be permitted to vote at an advance poll at the time and place designated by the Convention Returning Officer.

6.5 **Conduct of scrutineers.** Each scrutineer must wear the scrutineer pass provided by the Convention Returning Officer, indicating only the name of the candidate on whose behalf he or she acts. While in the voting area during voting, a scrutineer must not wear any pass (other than that provided by the Convention Returning Officer), accoutrement or garment or act in any manner that indicates support for a particular candidate and must not interfere in any way with the voting and counting procedures. The Convention Returning Officer has complete authority to control the activities of scrutineers to ensure there is no interference and no breach of this Bylaw.

6.6 **Control over voting areas.** The Convention Returning Officer may designate an area as the “voting area” for all purposes of this Bylaw. Only the Convention Returning Officer, the associate returning officers, deputy returning officers, poll clerks, scrutineers, registered delegates in the process of voting and those so authorized by the Convention Returning Officer may enter the voting area. No campaigning is allowed at any time in the voting area. The Convention Returning Officer has full authority over such areas and any other area designated by her or him as necessary for the voting procedure. Access may be restricted accordingly. Throughout the voting process the Convention Returning Officer may take all steps necessary to maintain order in the voting stations and voting and counting areas.

6.7 **Assistance in voting.** Any registered delegate requiring assistance to vote may be accompanied by another registered delegate of his or her own choosing to the appropriate voting station under the supervision of the Convention Returning Officer or may request the assistance of the Convention Returning Officer.

6.8 **After polls close.** Once the voting stations have closed and the counting of ballots has begun and until the result of a ballot has been announced officially, no person in the voting or counting areas, except for the Convention Returning Officer, her or his assistants and anyone authorized by her or him, may leave the voting or counting areas or communicate in any way whether verbally, visually, electronically or otherwise with anyone outside the voting or counting areas or carry or use any communications device including, without limitation, a cell phone or a Blackberry.

6.9 **Challenges.** If a scrutineer wishes to challenge the actions of a designate or appointee of the Convention Returning Officer, such a challenge must be presented to the Convention Returning Officer by the Chief Scrutineer for the Candidate.

6.10 **Announcement of results.** In respect of each office to be elected, the Convention Returning Officer must report to the Co-Chairs the total number of delegates eligible to vote, the number of ballots cast for each Candidate, the number of ballots spoiled and the name of the successful Candidate. The Co-Chairs must then announce, at the time specified in the official agenda of the Convention, the name of the successful Candidate and may announce any of the other information provided by the Convention Returning Officer. The Convention Returning Officer must not otherwise disclose any portion of the results, other than for the purpose specified in Subsection 6.12.

6.11 **Challenges following the announcement of results.** If, following the announcement of the results, a Chief Scrutineer wishes to challenge the results of the election for which the Candidate they represent appeared on the ballot, she or he must present a written request to the

Convention Returning Officer no later than two hours following the later of (a) the announcement of the results and (b) the close of the period provided in the official agenda of the Convention for the announcement of the results in respect to the election of Party and Commission Officers.

6.12 **Destruction of ballots.** Upon the adjournment of the Convention and in the absence of instructions to the contrary from the Co-Chairs, following the period provided under Subsection 6.11, the Convention Returning Officer may destroy the ballots.

**FORM 1  
NOMINATION OF A PARTY OR COMMISSION OFFICER**

**Election of Officers of the Liberal Party of Canada  
Élection des dirigeants du Parti libéral du Canada**

**ACCEPTANCE OF NOMINATION  
ACCEPTATION DE LA CANDIDATURE**

**I, the said  
Je, soussigné** \_\_\_\_\_

**hereby consent to my name being submitted for nomination for the position of  
consens par la présente à me porter candidat au poste de**

\_\_\_\_\_  
**of the Liberal Party of Canada or of its Commissions  
du Parti libéral du Canada ou de l'une de ses Commissions**

\_\_\_\_\_  
**Signature of candidate  
Signature du candidat**

**Given under my hand at  
Donné sous mon seing à** \_\_\_\_\_

**this  
ce** \_\_\_\_\_

**day of  
jour de** \_\_\_\_\_

\_\_\_\_\_  
**Signature of nominator  
Signature du proposeur**

\_\_\_\_\_  
**Signature of seconder  
Signature du seconneur**

**FORM 2 – SUPPORT FOR CANDIDATE**

We, who are members of the Liberal Party of Canada at which \_\_\_\_\_ *[name of Candidate]* (the “**prospective** Candidate”) seeks election as a Party or Commission Officer and whose signatures and identifying information appear below, hereby declare our support for the nomination for election of the prospective Candidate as a Party or Commission Officer at the upcoming Convention:

Member’s name (printed)	Member’s signature	Province or Territory
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

**Note: Attach as many copies of this page as may be required.**

**FORM 3**  
**DAMAGE WAIVER FORM**

For valuable consideration, I hereby agree, as a candidate for elected office of the Liberal Party of Canada or one of its Commissions, to assume personal responsibility for any damages incurred with respect to my campaign for office.

I further agree that such damages include any damage caused by the affixing of my campaign materials to the sites of the Convention and to any public or private property in the vicinity of any sites of the Convention or in the municipality in which the Convention is held.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM 4**  
**DECLARATION OF COMPLIANCE WITH THE CODE OF CONDUCT**

**CODE OF CONDUCT**

The Liberal Party of Canada 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 Party that all candidates for elected office of the Liberal Party of Canada or one of its Commissions, at all times, conduct themselves in accordance with these ideals and with regard for the history and traditions of the Party.

**Principles of Integrity**

***Competing for Public Support Responsibly.*** We compete vigorously for public support, but we do not disparage those competing against us. Instead, we present our own strengths. We respect our confidential information. We never engage in illegal conduct. We will work with other Liberals on Party matters for the benefit of the Party and the public good.

***Working with Others.*** We choose those with whom we work, keeping in mind our commitment to honour the public trust. We do not work with people or businesses whose values are incompatible with ours. Where a volunteer or an outside service provider will have a significant role in Party activities, we make sure that they follow this Code of Conduct.

***Donations and Fundraising.*** We strive to keep accurate reports of who is providing financial and other support for the Liberal Party of Canada. We do this so we can have sufficient funds to carry on the business of the Party. We report actual contributions and incur and report expenses only in accordance with Party policies and the rules and regulations of the *Canada Elections Act*.

***Using Information Responsibly.*** We protect confidential information obtained as well as private personal information about our people and others. We safeguard such information vigilantly. We use and disclose such information only for appropriate purposes and in accordance with law and personal standards. Consistent with our confidentiality obligations, we use and share our insights and knowledge within the Liberal Party of Canada for the purpose of enhancing our ability to serve our members.

***Documenting Our Business.*** We maintain appropriate documentation of business transactions in accordance with all legal and personal requirements. We never destroy or alter, or counsel the destruction or alteration of, documents for any illegal or improper purpose. We formulate our document retention policies with these requirements in mind.

***Employing Legally Protected Resources.*** We use a wide variety of resources, such as personal information and online resources that are developed through the hard work of persons inside and outside the Party. We respect the restrictions on use and reproduction that are a condition of our access to such information.

## **Volunteers/Employees**

### ***Personal Conduct***

The Liberal Party of Canada expects the highest levels of personal conduct by all of us. Honesty and integrity form the cornerstones of relationships inside and outside the Liberal Party of Canada.

### ***Volunteers***

Volunteers play a vital role in the fulfillment of many of our goals. In some cases, the volunteer is highly visible. In other cases, volunteer activities are not well formalized or widely recognized. It is therefore very important to ensure our volunteers preserve and strengthen the reputation of the Liberal Party of Canada by acting consistently with this Code of Conduct.

### ***Conduct in the Community***

Everyone has the right to work in an environment free of harassment. Harassment creates an intimidating or hostile work environment and disrupts or interferes with another's work. Ethical personal conduct while doing Liberal Party of Canada activities means treating oneself and others with respect and fairness.

Harassment is any unwelcome or unwanted attention or discriminatory conduct based on an individual's race, colour, religion, sex, national origin, age, medical condition or disability, sexual orientation, or any illegal or inappropriate basis. It can include other verbal, nonverbal, or physical abuse. Something that is considered harmless by one individual may be perceived as harassment by another. The Liberal Party of Canada expects all of us to conduct ourselves in an appropriate manner and to conduct Party business with appropriate behaviour and integrity. If harassment does occur, we should report incidents as prescribed by the *Harassment Policy* adopted by the National Board of Directors. All candidates for elected office of the Liberal Party of Canada or one of its Commissions should familiarize themselves with the *Harassment Policy*.

### ***Proprietary Information***

We will safeguard all proprietary information by marking information accordingly, keeping it secure and limiting access to those who have a need to know in order to do their work. Proprietary information includes any information that is not generally known to the public and is helpful to the Liberal Party of Canada. It also includes information that others have entrusted to us. The obligation to preserve proprietary information continues even after relationships with Liberal Party of Canada end.

### ***Communications***

The Liberal Party of Canada recognizes the vital role that clear and effective communication plays in sustaining relationships and safeguarding public confidence in its activities. Openness and transparency of operations are a key goal, subject to the demands of political confidentiality. Effective internal communication is of vital importance to the success of the Liberal Party of Canada, and open and honest two-way communication is encouraged.

All records and communications should be clear, truthful and accurate. Political and business records and communications often become public through litigation, government investigations and the media. We will avoid exaggeration, colourful language, guesswork, legal conclusions or derogatory remarks or characterizations of people. This applies to communications of all kinds, including e-mail and “informal” notes or memos. Records should always be retained and destroyed according to the standard record retention policies.

Staff of all candidates for elected office of the Liberal Party of Canada or one of its Commissions should familiarize themselves with the *Communications Protocol* that forms part of the *National Board of Directors Orientation Handbook*. When they relate to the Liberal Party of Canada rather than to the campaign of the candidates for elected office of the Liberal Party of Canada or one of its Commissions, media communications and enquiries should be referred to the appropriate Liberal Party of Canada spokesperson. No candidate for elected office of the Liberal Party of Canada or one of its Commissions or volunteer or staff working with a candidate may represent themselves as official spokespeople of the Liberal Party of Canada unless they have been so designated by the National Board of Directors or the National Director.

### ***Unauthorized Use of Liberal Party of Canada Assets***

We are obligated to protect the assets of the Liberal Party of Canada. Party property, such as cash or other party funds, database information, or office equipment, may not be used for personal or any other reason other than Party business. Any misuse or misappropriation of Liberal Party of Canada funds, information, equipment, facilities or other assets may be considered criminal behaviour and can bring severe consequences.

Expenses may not be charged to the Liberal Party of Canada unless they are for Liberal Party of Canada purposes and must be accompanied by the appropriate authorizations and in the process set out by the *Expenditure Authorization Guidelines* as set out in the *National Board of Directors Orientation Handbook*.

Liberal Party of Canada computers may not be used to access inappropriate Internet sites or to obtain or store unauthorized software (that is, pirated or unlicensed). Assigned Liberal Party of Canada property must be maintained in good condition.

### ***Doing Business with Others***

We will not do business with others who are likely to harm the Liberal Party of Canada’s reputation. We will not use a third party to perform any act prohibited by law or by this Code of Conduct.

## **The Wider Community**

### ***Public Image***

Our reputation and identity are among the Liberal Party of Canada’s most valuable assets. No one should act in a way, or make any statement in any media, including Internet chat rooms and our internal electronic media, that adversely affects the reputation or image of the Liberal Party

of Canada in the community at large. Only those designated by the National Board of Directors or the National Director may act as official spokespeople for the Liberal Party of Canada.

### ***Political Contributions***

The Liberal Party of Canada seeks financial support for the Party and its Candidates, who stand behind the principles of a strong private sector and democratic government. Financial support shall only be given as permitted by *Canada Elections Act* and in accordance with *Ethical Fundraising Guidelines* approved by the National Board of Directors.

Candidates for elected office of the Liberal Party of Canada or one of its Commissions will undertake its fundraising activities with the same high ethical standards and accountability that the Party holds for all its operations. These standards will respect the donor's privacy with respect to solicitation and ensure that our fundraising staff and volunteers adhere to applicable professional codes of ethics and standards of practices.

### ***Communicating to External Audiences***

We are expected to cooperate with reasonable requests for information from government agencies and regulators. All information provided must be truthful and accurate. We will not alter or destroy documents or records in response to an investigation or other lawful request.

The Liberal Party of Canada encourages us to contribute to our communities through involvement with other charitable, political, community service and personal organizations. We are free to do so as long as we make it clear that our views and actions are not those of the Liberal Party of Canada.

### **Compliance with Law**

We act at all times in full compliance with both the letter and the spirit of legislative and regulatory requirements. We are not expected to commit or condone an unethical or illegal act or to instruct others to do so. We benefit from and comply with Canadian laws. We are expected to be sufficiently familiar with any laws that apply to our work to recognize potential dangers and to know when to seek legal advice. If in doubt, we should seek the guidance of independent legal counsel.

## **DECLARATION OF COMPLIANCE WITH THE CODE OF CONDUCT**

I shall comply with the letter and spirit of this Code of Conduct and with the policies and procedures of the Liberal Party of Canada, and I shall communicate any suspected violations promptly to the National Director of the Liberal Party of Canada.

I have read and agree to comply with this Code of Conduct and I have communicated, and will communicate, the contents of this Code of Conduct to those with whom I work during my campaign as a candidate for elected office of the Liberal Party of Canada or one of its Commissions for office.

I have no knowledge of any violation. I agree that if I come into knowledge of any violation under this Code of Conduct, I shall promptly inform the National Director of the Liberal Party of Canada.

---

Witness

---

Candidate

**FORM 5**  
**CONFIDENTIALITY AND DATA-USE UNDERTAKING**

I, \_\_\_\_\_, undertake as follows:

- I understand the importance of protecting personal information gathered from the list of delegates.
- I understand that my campaign may use the lists of delegates provided to a candidate for Party or Commission Officers only for the purposes of communicating in connection with my candidacy with delegates, including soliciting contributions, support and votes.
- I understand the Liberal Party will send one message per position to all delegates via e-mail introducing the candidates for office and that subsequent messages from my campaign via e-mail must allow delegates to unsubscribe from such messages;
- I will ensure that my campaign limits e-mail communications to all delegates eligible to vote for my candidacy to one e-mail in the three week period from the 49<sup>th</sup> day before the first day of the Convention and one e-mail in the three week period immediately preceding the first day of the Convention;
- I will take appropriate measures to protect the confidentiality of the personal information on the lists. I undertake that my campaign will not disclose the lists to anyone without the written permission of the Liberal Party of Canada.
- I will ensure that neither I nor my campaign keeps any copy of the lists after the close of the convention and I undertake to return or destroy my copy forthwith after the close of the convention.

Candidate: \_\_\_\_\_

Position Sought: \_\_\_\_\_

Signature: \_\_\_\_\_

This \_\_\_\_\_ [day] of \_\_\_\_\_ [month], \_\_\_\_\_ [year]

**FORM 6**  
**APPOINTMENT OF CANDIDATE'S CHIEF AGENT**

**TO:** Convention Returning Officer  
Liberal Party of Canada National Biennial Convention  
600 – 81 Metcalfe Street  
Ottawa, Ontario K1P 6M8

I, \_\_\_\_\_, a Candidate under the bylaw on the procedure for the election of Party and Commission Officers at a National Biennial Convention made under the National Constitution (the "Bylaw"), do hereby appoint \_\_\_\_\_ to be my Chief Agent and to exercise on my behalf the authority granted to a Candidate's Chief Agent until such time as I appoint a replacement or this appointment is revoked in writing, whichever first occurs.

DATED: \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Candidate

**CONTACT INFORMATION FOR CANDIDATE'S CHIEF AGENT**

Until otherwise directed in writing by the Candidate or the Candidate's Chief Agent named in this Appointment, communications from the Liberal Party of Canada to the Candidate's Chief Agent may be directed to:

Name: (Mr./Mrs./Ms/Dr.) \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

Province/Territory: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone (residence): (\_\_\_\_\_) \_\_\_\_\_

Telephone (business): (\_\_\_\_\_) \_\_\_\_\_

Telephone (cellular): (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**FORM 7**  
**DECLARATION OF NEUTRALITY FOR DESIGNATES AND APPOINTEES OF THE**  
**CONVENTION RETURNING OFFICER**

**TO:** Convention Returning Officer  
Liberal Party of Canada National Biennial Convention  
600 – 81 Metcalfe Street  
Ottawa, Ontario K1P 6M8

I, \_\_\_\_\_, having agreed to accept appointment to the position of \_\_\_\_\_ for the National Biennial Convention and hereby undertake and agree that, from this date, and continuing until 72 hours after the conclusion of the Convention or any appeal arising from the elections taking place at Convention, I will refrain from partisan activity on behalf of any of the Candidates.

I understand that the Liberal Party of Canada is relying upon me to abide by this undertaking and that any failure by me to do so may undermine the integrity of the Party's process.

DATED: \_\_\_\_\_ of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Appointee