

**Manitoba Liberal Party
Annual General Meeting
Radisson Hotel, Winnipeg Downtown**

**Business Meeting
Agenda**

**Friday May 24th, 2024
6:40 pm**

Chair: Terry Hayward

1. Call Meeting to Order
2. Adoption of Agenda
3. Adoption of Rules and Procedures of AGM
4. Acceptance of Minutes from Previous AGM
5. Nominations Report – *Sam Dixon*
6. President’s Report – *Terry Hayward*
7. Financials: Presentation and Motion to Accept – *Siddeek Ali*
8. Appointment of *Darlene Proctor* of *Thornton and Co.* as Auditor
9. Appointment of *Kaisha Thompson* of *Duboff Edwards, Schacter and Haigh* as Legal Counsel
10. Motion to Adjourn Business Meeting

AGM Rules of Procedure

A: Accreditation of Delegates

1. All delegates shall be accredited in accordance with the rules and procedures as outlined in the Manitoba Liberal Party Constitution.
2. Any dispute of delegates shall be decided in accordance with the Constitution.
3. During the opening morning business meeting, the AGM shall ratify the appointment of a returning officer and deputy returning officers (as selected by the Returning Officer) if necessary.
4. Registrations of delegates shall close at noon on Saturday at the AGM.

B: General Rules of Procedure for Meetings

1. The Agenda as presented shall be followed unless a motion to change is approved by the delegates.
2. When a delegate wishes to speak, he/she must wait to be recognized by the Chair and give their name and Constituency. Discussion shall be confined to the question at issue.
3. Each motion must be seconded and stated by the Chair before discussion.
4. Any motion that has been seconded and stated may only be withdrawn with the consent of the meeting.
5. A delegate except in the case of the Mover, may speak only once to a motion except in explanation or in response to a question by the Chair. No new matter may be introduced.
6. The Mover of a motion may speak for no longer than two (2) minutes to introduce a resolution and give a summation for no longer than one minute at the conclusion of the debate.
7. For Resolutions, two (2) speakers will be allowed to speak to each side, other than the Mover. A maximum of twelve (12) minutes is allowed for each resolution.
8. The Mover to an Amendment or an Amendment to an Amendment (sub-amendment) will be allowed to speak for a maximum of two (2) minutes to either the amendment or sub-amendment
9. For amendments or sub-amendments two (2) speakers will be allowed to speak to each side for a maximum of two (2) minutes
10. No delegate shall interrupt a speaker except on a point of order, which shall be ruled on by the Chair without debate.
11. If a delegate is called to order, he/she will take a seat until the question is answered or otherwise decided upon.
12. Amendments must be relevant to the subject matter of the original discussion.
13. Voting on motions or amendments shall be in reverse order of presentation. The amendment to the amendment, then the amendment and finally the motion as amended. No more than two (2) sub-amendments shall be permitted at any time.
14. No delegate shall continue debate after a motion "that the question be now put" has passed.
15. Only delegates may vote. Delegates may speak to a motion as recognized by the Chair.
16. The Chair may vote and shall vote where his/her vote is required to break a tie.
17. Voting shall be by a show of a raised hand by the delegate, to be held until the count is complete.
18. Except as otherwise provided, Roberts Rules of Order shall prevail.

C: Elections for Board of Directors

1. The election is overseen by the Returning Officer who may appoint Deputy Returning Officers as needed.
2. Elections of the following positions will be held for two-year terms
 - Vice-President
 - Treasurer
 - Director of Membership
 - Director of Organizations
 - Director of Policy
3. Elections of the following positions will be held for one-year terms
 - President
 - Director of Communications
 - Director of Fundraising

D: Nominations and Speeches

1. Only persons holding a valid membership in the party shall be eligible to be nominated for any office. Each person is eligible to be nominated for only one office.
2. An officer whose term does not expire with the meeting is not eligible for nomination unless he/she has previously resigned his/her office.
3. Any person wishing to be nominated to any office MUST have provided their intent to seek office 14 days in advance of the start of the AGM by providing written notification to the Executive Director, and must be a duly accredited delegate.
4. All candidates for a contested office shall be considered nominated upon registration as a duly accredited delegate prior to the start of speeches.
5. Speeches will commence at 11:45 AM on Saturday of the AGM.
6. Nominated contestants for all contested offices shall be entitled to speak for a maximum of three (3) minutes.
7. The order of speaking for each office shall be determined by draw beforehand in the presence of the contestants. This order of speaking shall continue until all contestants for an office have spoken. Then the speeches for the next office shall proceed in a similar fashion until all speeches for each position have been completed.

E: Voting

1. The voting period will be from 12pm until 2pm on Saturday of the AGM and will also include the mandatory Leadership Convention question required after every General Election if applicable.
2. Each nominated contestant for each office is entitled to a list of delegates from the Returning Officer for the election of the office. An updated list will be provided to each contestant after the close of the nomination period.
3. Each nominated contestant for each office is entitled to appoint one scrutineer per ballot box. The appointed scrutineer must be a duly accredited delegate and cannot be a contestant. The appointment must be in writing, delivered to and approved by the Returning Officer by noon prior to the commencement of voting.
4. Scrutineers shall not interfere with or influence voting in any way and may be removed from the voting area at the discretion of the Returning Officer. Refusal by a scrutineer to follow the rules and directions of the Returning Officer may result in the sanction or disqualification of the represented contestant.
5. There shall be no proxy voting.

6. Delegates will have their accreditation verified and their ballots issued at the time of voting. Ballots that are not initialed will be deemed invalid. Delegates will proceed to the voting station, mark their ballots, return to the ballot box, and insert them into the ballot box under the supervision of the Returning Officer or Deputy Returning Officer.
7. Photo ID may be required to vote, but this requirement may be waived by the Returning Officer.
8. During the conduct of the voting, the Returning Officer shall have the sole discretion and authority to make rules where matters are not expressly provided in these Rules or in the Constitution of the Party.
9. No electronic or portable communication device shall be used in the voting area including but not limited to camera cell phones, PDAs, laptops, etc.

F: Counting

1. The ballots for each contested office shall be counted by the Returning Officer or by a Deputy Returning Officer under the supervision of the Returning Officer.
2. During the counting of ballots, each contestant shall be allowed one (1) official scrutineer in the counting area to act as an observer only. The scrutineer must be a duly accredited delegate and approved by the Returning Officer by noon prior to the commencement of voting.
3. No electronic or portable communication device shall be used in the counting area including but not limited to camera cell phones, PDAs, laptops, etc.
4. During the counting of the ballots, the Returning Officer shall have the sole discretion and authority to make rules where matters are not expressly provided in these Rules or in the Constitution of the Party.
5. After all ballots are counted, the ballots along with any marked voters list will be sealed in an envelope and retained by the Returning Officer. Sequestering of scrutineers may occur at the call of the Returning Officer.
6. The contestant for any office receiving a plurality of votes cast for that office shall be declared elected. In the event of a tie, the winner shall be decided by lot.
7. The successful contestants for each office shall be announced by one or both AGM Chairs or the Returning Officer at a time to be decided by the Returning Officer.
8. The AGM Chair shall then call for a motion authorizing the destruction of ballots, which motion shall be effective only if passed unanimously by all those present and eligible to vote at the session. In the event that there is not unanimous agreement, an appeal must be made to the AGM Chair within thirty (30) days. If no appeal is made, the ballots shall be destroyed.