

ELECTORAL DISTRICT ASSOCIATIONS

1. ESTABLISHMENT

- 1.1 The Nova Scotia Liberal Party (“NSLP”) may recognize an Electoral District Association (“EDA”) if:
- (a) a general meeting held for the purposes of the election of an Executive as per the NSLP By-Laws has taken place;
 - (b) the elected Executive ensures the sound management of the Electoral District Association finances, including the approval of budgets, expenses and fundraising targets; and
 - (c) this association meets the obligations set out in this document (Electoral District Associations Rule) and the Nova Scotia Elections Act.

2. OBJECTS

- 2.1 The Nova Scotia Liberal Party may recognize one Electoral District Association for each Provincial Electoral District, the boundaries of which are laid out in the House of Assembly Act. The objects of the Electoral District Association are as follows:
- (a) to promote, advocate and support the ideals, policies and principles of the NSLP in the Electoral District;
 - (b) to maintain and support an active organization of the NSLP supports in the Electoral District;
 - (c) to nominate and promote the election of duly selected NSLP candidates for public office;
 - (d) to cooperate with and support the NSLP;
 - (e) to foster better understanding and unity among Liberals in the Electoral District; and
 - (f) all such things as are incidental or conducive to carrying out the above objects.

3. MEMBERSHIP

- 3.1 All persons ordinarily residing in the Electoral District who support the principles of the Liberal Party, are not members of any other political Party, and are at least fourteen years of age, are eligible for membership.
- 3.2 Only those persons who ordinarily reside in an Electoral District and are members in good standing of the NSLP shall be entitled to vote at Annual General Meetings, Special Meetings, Nomination Meetings, and Convention of the Electoral District Association.
- 3.3 The form and procedures for application for membership shall be as prescribed by the NSLP.
- 3.4 The Association shall abide by the By-Laws and Rules of the NSLP with respect to membership.

4. EXECUTIVE

- 4.1 The Executive shall consist of the Officers and Members at Large.
- 4.2 The following members of the Executive shall be elected at the Annual General Meeting of the Association:
 - (a) President
 - (b) Vice-President
 - (c) Treasurer/Official Agent
 - (d) Secretary
 - (e) Fundraising/Liberal First Chair
 - (f) Membership Chair
 - (g) Communications Chair
 - (h) Policy Chair
 - (i) Election Readiness Chair
 - (j) Members at Large
- 4.3 The election of the Executive shall adhere to the NSLP By-Laws and Rules.

- 4.4 Members at Large may be assigned specific roles, through Guidelines of the Electoral District Association, depending on the needs and preferences of each Electoral District.
- 4.5 Except for Members at Large positions, only persons who have been members in good standing of the Nova Scotia Liberal Party one (1) year immediately prior to the date of an Annual Meeting of and Electoral District Association at which Officers are to be elected, are eligible to be nominated, to be elected, and to serve as an elected Officer of an Electoral District Association
- 4.6 For greater clarity, any member in good standing of the NSLP shall be eligible to serve on any Electoral District Association Executive, with all associated rights and privileges including the right to vote at Executive Meetings, regardless of where they ordinarily reside, provided they are duly elected or appointed. For voting rights of members that don't ordinarily reside in the Electoral District, see 3.2.
- 4.7 Notwithstanding any provision of 4.5 if there is no member in good standing will to let their name stand for any of the positions of an Electoral District Association that requires membership in good standing for one (1) year, any member of the NSLP in good standing may let their name be nominated from the floor of the duly-called Annual General Meeting, and be elected to any position of the Electoral District Association.
- 4.8 The NSLP's elected member of the House of Assembly or the defeated candidate from the immediately preceding election, or by-election, shall be a voting ex-officio member of the Executive of the Electoral District Association.
- 4.9 The immediate Past President of the Electoral District Association shall be a voting ex-officio member of the Executive.
- 4.10 Members at Large may be added to the Executive by passing a resolution by not less than three fourths (3/4) of such Officers entitled to vote as are present at a duly-called meeting. There is no limit to the number of Members at Large that may be elected to the Executive, nor a limit to the number that any Executive may appoint.
- 4.11 If a vacancy occurs in any office, such vacancy may be filled by a majority vote of the Executive, at any duly called Meeting of the Executive. Any person so elected shall hold office until the next Annual Meeting of the Electoral District Association.

5. MEETINGS OF THE EXECUTIVE

- 5.1 The Executive shall meet at the call of the President and at least four times annually.
- 5.2 Notice for a duly called meeting of the Executive shall be seven (7) days. Notice of a meeting of the Executive must be sent to all members of the Executive, through electronic means. Every effort should be made to notify members of the Executive

who cannot be contacted through electronic means, through other methods.

- 5.3 The President shall serve as chair of the Executive Meetings.
- 5.4 The Executive shall be responsible for the general conduct of the affairs of the Electoral District Association and shall be accountable for such conduct to members assembled at meetings of the Electoral District Association.

6. ROLE AND RESPONSIBILITIES OF OFFICERS

6.1 The President shall:

- (a) supervise the general management of the affairs of the Electoral District Association;
- (b) preside at all meetings of the Electoral District Association and the Executive;
- (c) sign all documents which require signature;
- (d) enforce the observance of the Electoral District Association Rules, Electoral District Association Guidelines, and Rules of Order;
- (e) act as spokesperson of the Electoral District Association;
- (f) act as liaison between the Association, the NSLP and the Leader of the NSLP;
- (g) supervise the duties of other Executive Members;
- (h) be an ex-officio member on all committees;
- (i) notify and designate duties of the Vice-President when unable to fulfill such duties; and
- (j) perform all duties incidental to the office.

6.2 The Vice-President shall:

- (a) perform the duties of the President in their absence;
- (b) stand in for Officers who are absent or unable to act; and
- (c) supervise the organization of the Electoral District Association.

6.3 The Treasurer/Official Agent shall:

- (a) serve as the Official Agent for the Association regarding compliance matters, including annual reports with Elections Nova Scotia;

- (b) keep the care and custody of all funds of the Electoral District Association in accordance with the Nova Scotia Elections Act;
- (c) prepare an annual budget and present it to the Executive for ratification;
- (d) keep an accurate record of all funds of the Electoral District Association;
- (e) sign, with the President, such documents which require signature;
- (f) make a verbal report at each meeting of the Electoral District Association;
- (g) render and distribute an annual financial statement to the Executive and members at the Annual Meeting of the Electoral District Association; and
- (h) render and submit annual financial report with Elections Nova Scotia and the NSLP.

6.4 The Secretary shall:

- (a) give notice of all meetings and circulate a copy of the minutes to the Executive;
- (b) have charge of the minutes of the Electoral District Association;
- (c) keep an accurate account of the proceedings of the meetings;
- (d) handle all the correspondence on behalf of the Electoral District Association; and
- (e) perform all duties incidental to the office.

6.5 The Fundraising/Liberal First Chair shall:

- (a) undertake, with the support, cooperation and approval of the Officers, fundraising initiatives of the Electoral District Association;
- (b) maintain a list of current Liberal First donors; and
- (c) undertake, with the support, cooperation and approval of the Officers, initiatives to maintain and grow Liberal First donors.

6.6 The Membership Chair shall:

- (a) maintain a membership list of the Electoral District Association, in accordance with the prescribed manner of membership record keeping of the NLSP; and
- (b) undertake, with the support, cooperation and approval of the Officers, initiatives to maintain and grow the membership of the Electoral District

Association.

6.7 The Communications Chair shall:

- (a) undertake, with the support, cooperation and approval of the Officers, initiatives to communicate with the broader public the work of the NSLP and the Electoral District Association.

6.8 The Policy Chair shall:

- (a) ensure participation of the Electoral District Association in the NSLP policy process; and
- (b) raise any policy concerns of the Electoral District Association to the NSLP.

6.9 The Election Readiness Chair shall:

- (a) ensure the Electoral District Association is in a constant state of election readiness;
- (b) participate in the Candidate search committee; and
- (c) liaise with the NSLP to ensure the Electoral District Association receives Election training and support.

7. COMMITTEES

7.1 The Executive can, from time to time, establish committees through Electoral District Association Guidelines, to examine specific needs of the Electoral District Association.

7.2 The Executive must appoint a Chair of each committee.

7.3 The President shall be an ex-officio member of each committee.

7.4 Subject to any additional criteria established by the Electoral District Association Executive, all members of the committees must be members in good standing of the NSLP.

8. ANNUAL MEETING

8.1 An Electoral District Association must hold an Annual Meeting each calendar year.

8.2 The Annual Meeting of the Electoral District Association shall be held on a date and at a place to be fixed by a majority vote of the Executive.

- 8.3 The order of business at the Annual Meeting shall be proposed by the Executive, and ratified or amended by the voting members of the Annual Meeting.
- 8.4 All NSLP members in good standing no less than fourteen (14) days prior to an Annual Meeting, and who ordinarily reside in the Electoral District where the Annual Meeting will be held, are eligible to vote at the Annual Meeting.
- 8.5 Notice of the Annual Meeting shall be sent to all members in good standing of the Electoral District Association, by the NSLP through electronic means, no less than fourteen (14) days prior to the date of the meeting. The Executive of the Electoral District Association may choose, by majority vote, to implement additional methods of notification. The Electoral District Association is responsible for the cost of implementing additional methods of notification.
- 8.6 The Executive of an Electoral District Association may appoint a person or a committee that shall serve as the Search Committee to engage eligible members to serve on the Executive. The Search Committee may present a list of candidates to serve on the Executive to the members assembled at an Annual Meeting.
- 8.7 Nominations for all Executive positions shall happen from the floor of the Annual Meeting, and all members meeting the criteria of the “Executive” section of this Rule are eligible to put their name forward, regardless of their engagement with the Search Committee.
- 8.8 Where two or more candidates for the same Executive position are nominated, the voting members assembled at the Annual Meeting shall vote by secret ballot, to decide the winner. Balloting for EDA elections shall be conducted using first past the post. The Search Committee Chair, or their designate, shall conduct and supervise the vote. In the case of a tie, the Search Committee Chair, or their designate, shall select the name of the winning candidate by lot.
- 8.9 If the Electoral District Association does not hold an Annual Meeting, or the Annual Meeting of the Electoral District Association is not held in compliance with the NSLP By-laws and Rules, the Provincial Board of the NSLP shall have the power to call an Annual Meeting at such time and place, within the Electoral District, as the Provincial Board see fit.

9. SPECIAL MEETINGS

- 9.1 Special Meetings of the Association shall be held at the call of the President or at least twenty-five members of the Association. Notice of the Special Meeting shall follow the format used for an Annual Meeting notification.
- 9.2 The order of business for a Special Meeting of the Association shall be set by the Executive.

- 9.3 The eligibility to vote at a Special Meeting shall be the same as that of an Annual Meeting.

10. NOMINATION OF CANDIDATES

- 10.1 The Electoral District Association shall abide by the provisions of the By-Laws and Rules of the NSLP with respect to a candidate Nomination Convention and the voting at such convention.
- 10.2 A Nomination Convention to select a candidate for the Electoral District Association may be called upon consultation and agreement of the NSLP.
- 10.3 Notice of the Nomination Convention shall be sent to all members in good standing of the Electoral District Association, using the NSLP's email system, no less than fourteen (14) days prior to the date of the meeting. The Executive of the Electoral District Association may choose, by majority vote, to implement additional methods of notification. The Electoral District Association is responsible for the cost of implementing additional methods of notification.
- 10.4 Notwithstanding 10. c), following the issuance of the writ of an election, the amount of notice and the manner of giving such notice shall be determined by the Campaign Chair.
- 10.5 Notwithstanding 10. c), the Provincial Board of the NSLP may determine, by passing a resolution by not less than three fourths (3/4) of such members entitled to vote as are present at a duly called meeting, that a state of electoral urgency exists in Nova Scotia and the amount of notice and the manner of giving such notice shall be determined by the Campaign Chair. If a Campaign Chair hasn't been appointed, the amount of notice and the manner of giving such notice shall be determined by the NSLP Executive Director.
- 10.6 The procedure and regulations governing the Nomination Convention shall be prescribed by the Provincial Board.

11. ELECTORAL DISTRICT ASSOCIATION GUIDELINES

- 11.1 Each Electoral District Association may, from time to time, create Electoral District Association Guidelines to guide and support the operations of the Electoral District Association.
- 11.2 An Electoral District Association Guideline requires a resolution be passed by not less than three fourths (3/4) of such Officers entitled to vote as are present at a duly called Executive meeting.

- 11.3 Electoral District Association Guideline cannot reword or delete sections of the Electoral District Association Rules.
- 11.4 Electoral District Association Guidelines may add additional language to the Electoral District Association Rules, so long as it is not in conflict with existing clauses of the Electoral District Association Rules and/or the Nova Scotia Liberal Party By-laws and Rules.
- 11.5 All Guidelines passed by the Electoral District Association must be filed with the NSLP Office within fourteen (14) days.
- 11.6 Failing to file Electoral District Association Guidelines with the NSLP will deem said Guidelines null and void.
- 11.7 When a conflict arises between Electoral District Association Guidelines and the Electoral District Association Guidelines on file with the NSLP, the Electoral District Association Guidelines on file with the NSLP will be supreme.

12. TRANSITION

- 12.1 The existing fifty-one Electoral District Association Constitutions shall remain in effect until the next General Meeting of the Electoral District Association.
- 12.2 At the next General Meeting of the Electoral District Association, these “Electoral District Association Rules” shall be automatically deemed in effect.
- 12.3 The Electoral District Association may call a Special Meeting, prior to a General Meeting, for the purpose of transition to the new Electoral District Association Rules.