



The Constitution of the  
*BRITISH COLUMBIA ACTION PARTY*  
Association

November 21, 2013

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## ARTICLE 1 - NAME OF THE ASSOCIATION

1. The name of the Association shall be: “British Columbia Action Party Association”.
2. The Association shall also use the following names: “BCAP”, “BC Action Party” and British Columbia Action Party.

## ARTICLE 2 - VISION, MISSION AND VALUES

**Vision** - The BC Action Party is committed to a future that provides for all residents of our province a prosperous economy, happy society, and healthy environment.

**Mission** - The mission of the BC Action Party is to form a socially progressive and fiscally responsible government that promotes individual achievement, personal responsibility and social development.

The BC Action Party believes that the government of British Columbia must listen to all British Columbians and must be accountable for its actions. It must be a leader in pursuing innovation while maintaining the diversity of our people.

**Values** – The members of the BC Action Party hold the following values:

1. **Democracy** - fostering institutions and processes that enhance democratic values.
2. **Accountability** – compelling governments at all levels to answer to the people for the decisions they have made.
3. **Responsibility** – defining good government as one that lives within its means and whose representatives spend public money wisely in the interests of all residents of British Columbia.
4. **Compassion** – caring for those in society who need support.
5. **Respect** – treating all British Columbia citizens as being equally valuable, regardless of ability, race, gender, religion, language, marital status and/or sexual orientation.
6. **Entrepreneurship** – providing a climate where all British Columbians have the opportunity to succeed through hard work and initiative.
7. **Self-Reliance** – supporting people who are able to help themselves remain or become independent.
8. **Stewardship** – passing on a natural environment to future generations that is the same or better than the one we inherited.
9. **Patriotism** – taking pride in our cultures, our communities, our province and our country.

## ARTICLE 3 – INTERPRETATION

### 1. Definitions

- (a) “Association” means the British Columbia Action Party which is composed of the entire membership.
- (b) “Clear Majority” means receiving a minimum of half of the votes cast plus one on any ballot.
- (c) “Constitution” means this constitution and includes any bylaws made pursuant to this constitution.
- (d) “Council” means the Provincial Council for which the membership is described in ARTICLE 11
- (e) “Constituency” means an Electoral Constituency or District as defined in the British Columbia Election Act, and may be hereafter referred to as a “CA”..
- (f) “Constituency Association”  
means the associations established pursuant to ARTICLE 24.
- (g) “Constituency Executive”  
means the executive established within a District pursuant to ARTICLE 24 paragraph 4.
- (h) “Executive” means the committee whose membership is outlined in ARTICLE 12.
- (i) “Leader” means Leader or Interim Leader elected under ARTICLE 29.
- (j) “Member” of the Association means any person who has satisfied the requirements in ARTICLE 5, or who, subject to ARTICLE 6 paragraph 2 has completed an application for membership.
- (k) “Member Association”  
means the Youth Associations, Students’ Associations, and such other similar groups as may be hereafter constituted and which subscribe to the aims and objects of the Association.
- (l) “Membership List” means any list of members derived from the official registry maintained pursuant to ARTICLE 7 paragraph 2
- (m) “Membership Registry”  
means the membership registry maintained pursuant to ARTICLE 7.
- (n) “Official” or any derivative thereof, shall be deemed to mean and infer recognition as defined in (s).
- (o) “Party” means The British Columbia Action Party and is composed of the Leader and The British Columbia Action Party elected caucus.
- (p) “Policy Committee”  
means the committee established pursuant to ARTICLE 20.

- (q) “President” means the President of the Association elected under ARTICLE 26.
- (r) “Recognition” under this constitution shall be deemed to be by the Executive of the Association.
- (s) “Secretary” means the Secretary of the Association elected under ARTICLE 26.
- (t) “Treasurer” means the Treasurer of the Association elected under ARTICLE 26
- (u) “Vice-President” means the Vice-President of the Association elected under ARTICLE 26.  
2. In the event of any conflict between the articles of this constitution and any bylaws enacted pursuant to this constitution the articles of this constitution shall prevail.

#### **ARTICLE 4– OBJECTIVES OF THIS CONSTITUTION**

The objectives of the Constitution are:

- a) to promote the interests of the British Columbia Action Party and to provide for its’ effective and efficient operation;
- b) to provide direction through which the Party is able to function effectively;
- c) to provide a means through which the citizens of the Province may inform themselves of the functions and procedures by which the British Columbia Action Party governs itself;
- d) to ensure that the operations of the British Columbia Action Party are transparent so that citizens feel welcome to take an active part; and
- d) to assist the members of the British Columbia Action Party in securing effective and thorough organization throughout each Provincial Constituency.

#### **ARTICLE 5 – MEMBERSHIP ELIGIBILITY**

Every person who meets the following criteria shall be eligible for membership:

- a) is a citizen or permanent resident of Canada;
- b) has attained the age of fourteen (14) years;
- c) maintains a primary residence in the Province of British Columbia or is enrolled in full time studies at an educational institution;
- d) supports the Association and its’ Vision, Mission and Values as outlined in ARTICLE 3;

- e) is not a member of another British Columbia political party; and
- f) submits the appropriate membership application and membership fees as set out in ARTICLE 9.

## ARTICLE 6 – TIMES OF PROCESSING

1. Applications for memberships may be canvassed and received by the provincial office at any time.
2. For renewal of a membership previously held within the past four years, applications may be received and processed up to the time of the Call to Order for an Annual General Meeting, Special General Meeting, Constituency Nominating Convention or Provincial Leadership Convention.
3. The deadline for receiving membership applications for processing at the Provincial Office or designated location for adding new Members for the purpose of voting at a/an:
  - a. Nominating Convention shall be 4:00 pm on a normal business day TWENTY ONE (21) days prior to the commencement of the nominating convention, except that following the issuance of a provincial writ; this time may be reduced to 48 hours by the President;
  - b. Annual General Meeting or Special Meeting shall be 4:00 pm on a normal business day TWENTY ONE (21) days prior to the commencement of the meeting;
  - c. Leadership Convention shall be 4:00 pm on a normal business day TWENTY ONE (21) days prior to the start of the convention; and
  - d. Where the deadline for delivery of applications falls on a weekend or statutory holiday, the deadline shall be extended to 4:00 PM on the next regular business day.
4. For the purpose of voting at Constituency Nominating Conventions, Provincial Leadership Conventions, Annual General Meetings and Special General Meetings, completed applications for membership which have not been received in accordance with ARTICLE 6 sub-sections 2 or 3 shall not carry the rights of membership.

## ARTICLE 7 – MEMBERSHIP REGISTRY

The Association shall maintain a registry of all Members.

1. The Membership Registry shall be the official record of members of the Association and Constituency Associations and shall be used to determine lists of eligible voters for all Association and Constituency meetings, leadership conventions, leadership reviews and such other uses as the Executive may decide.
2. All memberships shall be recorded in the Membership Registry.
3. The Membership Registry is a confidential asset of the Association and shall not be sold or made available to any person outside of the Association, but, for greater certainty, may be used for any purposes consistent with the Constitution or activities regulated by this Constitution.
4. Members of the Association are also members of the Constituency Association in the

Constituency in which the Member maintains a principal residence or is residing while enrolled in full-time studies at an educational institution.

5. In order to hold office in the Association, a Constituency Association or a Recognized group a person shall be a member in good standing.
6. Membership cards shall be issued in the following manner:
  - a. Applications for memberships may be canvassed and distributed by any Member of the Association;
  - b. Applications for membership shall indicate the applicant's name, address, email address, district, and only such other information as good administration may require;
  - c. Membership cards shall be issued only by the provincial office of the Association, and only upon receipt of an application signed by the applicant, and upon payment by the applicant of the required membership fee;
  - d. Membership cards shall be valid only if signed by the President of the Association or by his or her designate;
  - e. Membership cards shall indicate the member's name, address, constituency, membership expiry date, and only such other information as good administration may require;
  - f. Completed applications for membership, or an electronic copy thereof, shall be kept on file at the office of the Association.
6. Subject to restrictions in this Constitution and any by-laws made under its authority, a membership takes effect when the membership fee has been paid and the application is processed through the Membership Registry.

## ARTICLE 8 - RIGHTS OF MEMBERS

1. Any member of the Provincial Association shall have the following rights:
  - a. The right to hold office in the Executives of the Association, Constituency Association and Constituency of ordinary residence including the position of Leader;
  - b. The right to take full part, and to vote, at any constituency or provincial meeting, or special general meeting, constituency nomination convention, or provincial leadership convention subject to the conditions set out in ARTICLE 8;
  - c. The right to be given SEVEN (7) special meeting, constituency nomination convention, or provincial leadership convention subject to the conditions set out in ARTICLE 6;
  - d. The right to stand for selection as a candidate for the Party for election to the Legislative Assembly of the Province of British Columbia.
2. For constituency meetings, the rights described in sub-section 1 shall apply only to those members who are ordinarily resident in the constituency as appropriate.



3. If a member changes address, the rights described in sub-section 1 shall apply to the constituency of new residence, and a new card will be issued upon request.

## **ARTICLE 9 - MEMBERSHIP FEES**

1. "Regular" membership cards shall be valid for:
  - a. a period of one year from date of issue upon payment of \$10.00; or
  - b. a period of five years from date of issue upon payment of \$35.00.
2. "Senior" membership cards shall be valid for:
  - a. a period of two years from date of issue upon payment of \$10.00; or
  - b. a period of five years from date of issue upon payment of \$25.00, and may be issued to those individuals 65 years of age and over.
3. "Youth" membership cards shall be valid for:
  - a. a period of two years from date of issue upon payment of \$10.00; or
  - b. a period of five years from date of issue upon payment of \$25.00, and may be issued to individuals between the ages of 14 and 19.
4. All membership fees are to be paid to the Association.

## **ARTICLE 10 - USE OF MEMBERSHIP LISTS**

1. Membership lists are for the sole use of the Association and its purposes, and shall not be made available, for any reason, to anyone outside the Association;
2. Within the Association, provincial Membership Lists may ordinarily be made available by the Executive, upon request, to the following members:
  - a. Members of the Executive;
  - b. Presidents of Constituency Associations, but in such cases only the membership of the Constituency Association or Member Association as applicable shall be made available;
  - c. Declared candidates, as defined by the Executive, for the leadership of the Party; and
  - d. Declared candidates, as defined by the Executive, for any elective office with the Association.
3. Within a Constituency Association, the CA membership lists may ordinarily be made available by the Constituency Association president, upon request, to the following members:
  - a. Members of the executive of the Constituency Association;

- b. Declared candidates, as defined by the Executive, for the constituency nomination in a provincial election;
  - c. Declared candidates, as defined by the Executive, for any elective office in the Constituency Association.
4. Within a Member Association, Member Association membership lists may ordinarily be made available by the Member Association President upon request to the following members:
  - a. Members of the executive of the Member Association;
  - b. Declared candidates, as defined by the Executive, for any elective office in the Member Association.
5. In the case of any requests for membership lists not provided for in sub-section 2 and 3 above, the Executive shall make the decision, and such decision shall be final.
6. Any person requesting a copy of a membership list shall be required to sign a confidentiality agreement.

#### **ARTICLE 11 - PROVINCIAL COUNCIL**

1. There shall be a Provincial Council. The purpose of the Provincial Council is to provide an open forum for members to become informed and to have their concerns heard.
2. Any Member in good standing who is in attendance at the Provincial Council meeting shall be considered a member of Council.
3. The Provincial Council shall meet monthly except during the months of July, and August and otherwise at the call of the President. In the event of the neglect or refusal of the President to call a meeting of the said Council, it may be called at the request of FIVE (5) or more members. A quorum shall consist of TEN (10) members.
4. Provincial Council members shall have a two-way communication responsibility - to bring to the Provincial Council the thoughts and concerns of the districts and to report the Provincial Council deliberations back to their districts.
5. The Executive shall report regularly to the Provincial Council meetings on financial, fundraising, membership and operational matters to the extent possible while respecting reasonable confidentiality of affairs.
6. The Leader and Caucus shall report regularly to Provincial Council meetings on current political issues.
7. The Provincial Council shall give advice to the Executive on Association matters.
8. The Provincial Council shall give advice to the Leader and Caucus on political matters.

#### **ARTICLE 12 - PROVINCIAL EXECUTIVE**



1. There shall be an Executive of the Association which shall have full authority to act for the Association between provincial meetings of the Members, subject to general direction from, accountability to and review by the Members at provincial meetings.
2. The Provincial Executive shall be composed of the following members:
  - a. The President;
  - b. The Vice-President;
  - c. The Secretary;
  - b. The Treasurer;
  - c. The Party Leader;
  - d. The immediate Past-President of the Association;
  - e. The Policy Committee Chair;
  - f. The Membership Chair;
  - g. The Provincial Fund Chair;
  - h. The Election Readiness Chair;
  - i. The Official Agent of the Party appointed under the election act from time to time;
  - j. One member of the Party as elected by that caucus, or his/her designate;
  - k. After consultation with the Executive and the Leader, two Presidential appointments from the membership to balance representation;
  - l. The Provincial BC Action Party Youth Association President;
  - m. A representative of the Constituency Associations presidents as selected by the CA presidents;
  - n. The Chair(s) of any Ad Hoc Committees as may be established from time to time;
  - o. The Field Organizer, who shall be a non-voting member.
3. The term of office of each member elected or appointed directly to the Provincial Executive shall be until the next annual meeting of the Association or thereafter until his or her successor is elected or appointed.
4. A majority of the members of the Executive shall constitute a quorum for the transaction of business. No item of business shall be transacted at any meeting unless a quorum requisite to be present at the time of the transaction of such business.
5. Business may be conducted at a meeting held in person, by electronic conference and by written resolution circulated and voted on electronically.
6. In the event of the calling of a Provincial election, the Executive is empowered to do all acts necessary to ensure that all candidates are nominated forthwith, provided however that there shall be advertised notice of all nominating conventions.

7. Except for the BC Action Party Youth Association President, a person must be at least 18 years of age to hold any of the above offices.
8. Failure of a member of the Executive to attend three consecutive meetings without good cause shall constitute grounds for replacement of that member. In such a case the President, after consultation with the Executive, may appoint a new member from the membership.
9. If any member of the Executive ceases to perform his/her duties by reason of resignation, death, incapacity or other cause, the Executive shall cause to be appointed a Member as a replacement.

## **ARTICLE 13 - AUTHORITY**

### 1. Executive:

- a. The Executive shall have the authority to act for and conduct all business matters of the Association.
- b. The President shall act as spokesperson on behalf of the Association to communicate the policies and positions of the BC Action Party Association.
- c. The Executive shall ensure Constituency and Youth organizations are in place.
- d. The Executive may appoint or dissolve ad hoc committees as it sees fit.
- e. The Executive shall have the authority to make by-laws respecting candidate selection process.
- f. The Executive shall have the authority to make by-laws and rules to provide for good governance and conduct of the Association's affairs and business at the provincial and constituency levels including without limitation the right to enact bylaws and rules in respect of the conduct of meetings and any matter arising as a consequence of an electoral redistribution.
- g. The Executive shall carry out such duties and tasks as are entrusted to it from time to time.
- h. The Executive, by by-law, may approve an affiliate organization which meets the Vision, Mission and Values of the Association.

## **ARTICLE 14 - OFFICERS AND THEIR DUTIES**

The officers of the Provincial Association shall be the President, the Vice-President, the Secretary, and the Treasurer. The duties of the officers shall be as follows:

1. The President shall preside at all meetings of the Provincial Association, the Council and the Executive.
2. The President shall
  - a. be the Chief Executive Officer of the Association;
  - b. be the official spokesperson for the Association:

- c. enforce the observance of the Constitution;
- d. decide on all questions of order;
- e. announce the results of all votes conducted at meetings of the Association;
- f. cast the deciding vote in the event of a tie; and
- g. shall be an ex-officio member of all committees.

3. It shall be the duty of the President to call all meetings of the Executive, the Provincial Council, the Presidents Council, the Annual General Meeting, Special Meetings and Leadership

Conventions at the direction of the Executive.

4. The President shall call special meetings of the Association at the written request of not less than seventy-five (75) Members;

5. The Vice-President shall act in the President's stead whenever the President is absent, unable or incapable of acting, or on such occasions as the President may request. If the President and the Vice-President be absent, the meeting shall elect a chair from among the members present.

- a. The Vice-President shall be a member of the Policy Committee.

6. The Secretary shall

- a. issue notice of all meetings and keep written records of the proceedings at such meetings and circulate copies of all minutes to the Executive;
- b. oversee the Membership Registry;
- c. carefully preserve all books, records and documents of the Association and deliver them to his/her successor;
- d. conduct and keep copies of all correspondence; and
- e. perform such duties as may be required of him/her by the Association.

7. The Treasurer shall

- a. receive all monies belonging to the Association and deposit them to the credit of the Association in such financial institutions as may be designated by the Executive;
- b. keep accounts and current records of all monies received and disbursed;
- c. present a detailed annual financial report to the Provincial Council meeting at the meeting following the completion of the Association's annual financial statements;
- d. provide a summary of the Association's financial position at the Annual General Meeting;
- e. prepare a budget for each fiscal year, which shall be presented to and approved by the Executive; and
- e. When so authorized, the Treasurer shall issue cheques in payment of the Provincial Association's debts and the Executive may, in its discretion, direct that such cheques be countersigned by either the President or the Secretary, signing together, or by any two of the Executive Officers, signing together.

**ARTICLE 15 - FIELD ORGANIZER**

1. There shall be appointed, from time to time, by the Executive an employee with the title Field Organizer, who shall carry out such duties as are assigned to the Field Organizer by the Executive.
2. When the position of Field Organizer is unfilled, the Executive may assign to another employee such tasks of the Field Organizer as it deems necessary.
3. The Field Organizer shall report to the annual or special meeting on the status of the BC Action Party Association.

**ARTICLE 16 - FINANCIAL STATEMENTS**

1. An accounting firm for the financial accounts of the Provincial Association shall be appointed annually by the Executive.
2. The accounting firm shall prepare annual financial statements on a notice to reader basis unless audited statements are requested by the Executive or by a resolution of the Members at an annual meeting or special general meeting, in which case an auditor shall be appointed.

**ARTICLE 17 - PRESIDENTS COUNCIL**

1. The Presidents Council shall consist of the Presidents of each Constituency Association and the President of the Association.
2. The Presidents Council shall meet on a monthly basis except for the months of July, August and December and shall discuss the business of the BC Action Party and such other matters as may arise.
3. The Leader shall meet with the Presidents Council at least twice per year.
4. The Presidents Council shall make recommendations to the Executive on District Association matters.
5. In the event that a member of the Presidents Council is unable to attend a meeting of the Presidents Council he/she may designate another member of his/her Constituency Association executive to attend on his/her behalf.
6. The Presidents Council shall elect from among themselves a member to sit on the Executive.
7. The Leader's Chief of Staff shall attend Presidents Council meetings on a regular basis.

**ARTICLE 18 - ELECTION READINESS COMMITTEE**

1. The Executive shall establish and oversee an Election Readiness Committee.
  - a. The Executive, in consultation the Leader, shall appoint a Chair of the Election Readiness Committee.

- b. The Executive, in consultation with the Leader, shall appoint the members of the Election Readiness Committee.
- c. The Chair of the Policy Committee shall be a member of the Election Readiness Committee.
- d. The Official Agent shall be a member of the Election Readiness Committee.

2. It shall be the responsibility of the Election Readiness Committee to:

- a. Maintain a state of election readiness within the Association at all times;
- b. Encourage and assist the Constituency Associations to maintain a state of election readiness within their Constituencies at all times;
- c. Encourage and assist the Constituency Associations with candidate search activities;
- d. Develop and provide campaign training to candidates, campaign managers and campaign workers;
- e. Direct and coordinate all election related activities both between and during elections; and
- f. Undertake such other responsibilities as may be assigned to the committee by the Executive and /or the Leader.

3. The Election Readiness Committee shall submit a report on its' activities at each annual meeting.

4. The Election Readiness Committee Chair shall serve as the Provincial Election Campaign Chair until such time as the Leader appoints a Provincial Campaign Chair.

## **ARTICLE 19 - BC ACTION PARTY FUND**

- 1. The BC Action Party Fund shall be a standing committee of the Association.
- 2. The Executive shall appoint the Chair of the BC Action Party Fund.
- 3. The main objective of the BC Action Party Fund is to raise revenue for the operation of the Association and for electoral purposes. This objective is achieved through building and maintaining the Association's financial supporters.
- 5. The voting members of the BC Action Party Fund are:
  - a. the Chair of the BC Action Party Fund;
  - b. the President;
  - c. the Treasurer; and
  - d. such other members of the Association appointed by the Chair of the BC Action Party Fund or the President.
- 6. The Field Organizer and any employees of the Association whose primary duties or responsibilities

include fundraising shall be non-voting members of the BC Action Party Fund.

7. The BC Action Party Fund shall report to every annual meeting of the Association and shall report regularly to the Executive.

## **ARTICLE 20 - POLICY COMMITTEE**

1. The Executive shall appoint and maintain a Policy Committee and determine the number of members.
2. The Leader in consultation with the President shall appoint a Chair of the Policy Committee.
3. The Chair shall;
  - a. be responsible for the discussion and consideration of policy issues for the Association and to assist in this role the Chair shall, after consultation with the Executive appoint a Policy Committee which shall be a standing committee of the Association;
  - b. liaise with the Constituency Associations;
  - c. be responsible for the initiation and development of detailed policy initiatives and discussion papers;
  - d. be responsible for the organizing, at the direction of the Executive, policy convention(s) each election cycle at the appropriate time and location;
  - e. report regularly to Executive and to the membership at the Annual Meeting; and
  - f. perform such other duties as directed by the Executive.
5. The Policy Committee may appoint sub-committee(s) to deal with specific policy considerations or developments. The Chair of each sub-committee shall be appointed by the Policy committee, and all sub-committees shall report to the Policy Committee. Each committee and sub-committee shall be comprised of not less than three (3) or more than seven (7) members of the Association.
6. The Policy committee shall report to the Council at least annually and the report of the Policy Committee may constitute from time to time the guidelines on which the Party platform may be drawn.

## **ARTICLE 21 - MEMBERSHIP COMMITTEE**

1. The Executive shall appoint a membership committee of not less than three (3) members of the Association, one of whom shall be appointed by the Executive to be the Chair.
2. This committee shall have overall responsibility for the recruitment of new members and the retention of current members through contacts with the Constituency Executives, public advertising and such other means as the committee chooses.
3. The Chair shall inform the Provincial Executive, the Council and CA Presidents on various



membership statistics and shall report to the Annual General Meeting.

## **ARTICLE 22 – ORGANIZATION OF ANNUAL MEETINGS, SPECIAL MEETINGS AND PROVINCIAL LEADERSHIP CONVENTIONS**

1. The Executive shall have the responsibility and authority for organizing annual meetings, special meetings and provincial leadership conventions and for prescribing the manner in which such meetings shall be held and conducted. This may include prescribing rules, consistent with this Constitution, governing:
  - a. Subject to the time limits in ARTICLE 6, the implementation of the principle of “one member, one vote” by ensuring that all Members of the Association are free to exercise their right to vote;
  - b. The establishment of all rules for a leadership convention;
  - c. The certification of a Member’s right to vote;
  - d. The procedure for nominating candidates; and
  - e. The method of conducting elections.
2. The Executive may appoint a committee to organize meetings and conventions and a Chair or Co-Chairs for such committees.
3. The Executive may appoint a rules and regulations committee for the purpose of drafting proposed rules and regulations as may be necessary for the proper administration of matters arising under this constitution for due consideration and possible adoption and implementation by the Executive.
4. The Executive shall appoint a credentials committee for each meeting or leadership convention.
  - a. The credentials committee shall be responsible for administering rules with respect to the validity of a Member’s right to vote.
  - b. Subject to any rules or regulations enacted pursuant to the Constitution, at any meeting or convention, the committee chairperson or his or her designates decision on any question of any persons right to vote shall be final and may not be appealed.

## **ARTICLE 23 - MEETINGS OF THE PROVINCIAL ASSOCIATION**

1. The Association shall meet once in each calendar year, usually in the month of **NOVEMBER**. This shall be known as an Annual General Meeting. The Executive shall have the authority to postpone the Annual General Meeting for good reason; if the meeting is postponed, it shall be rescheduled for an early date in the next year, providing always that it shall be held within eighteen (18) months of the date of the last Annual General Meeting.
2. Special general meetings shall be called by President on the written request of ten (10) members of the Executive, or on the written request of seventy-five (75) Members or may be called by the President on his/her initiative, provided that at least fourteen (14) days public notice of any special general meeting is given.

3. The Executive shall, at the time of calling an Annual General Meeting or special general meeting, and may, at any time, appoint the following committees:
- a. Nominating committee, consisting of the immediate Past-President and two other Members who shall ensure that there will be good and suitable persons standing for election as officers of the Association at each Annual Meeting;
    - i. Nominations for the positions of President, Vice-President, Secretary and Treasurer of the Association must be received at the Provincial Office by 4 pm on the Friday one (1) week prior to the date of the Annual General Meeting.
    - ii. Each submitted nomination shall include the name of the person being nominated and the position for which the person is being nominated.
    - iii. The Nominating Committee shall review all nominees to determine if they are eligible and willing to let their name stand for election.
    - iv. Following the closing of nominations, the list of nominees shall be circulated to the Members by electronic or other means at least three (3) days prior to the Annual General Meeting.
    - v. Any nominee may withdraw from the election before or after the close of nominations by giving written notice, signed by the nominee, and delivered to the Provincial Office.
  - B) Resolutions committee, consisting of three members who shall, when appointed, prepare resolutions reflecting the urgent topical concerns of the Association membership and shall seek the sense of the Association membership present at an annual or special meeting upon such resolutions. The resolutions committee shall receive resolutions from Members, Member Associations and from the floor of the annual or special meeting and, should such resolutions receive majority support of the delegates present to vote, the same shall be incorporated into the report of the said committee. The Executive and the Party shall use the resolutions committee report for guidance on issues covered by the report, but the report shall not be binding.
  - C) Special Awards Committee, consisting of three members who shall solicit nominees for special tribute and other awards and select the winners of these awards
4. The attendance of TWENTY FIVE (25) members of the general membership at any Annual Meeting or Special General meeting shall constitute a quorum.
5. The Executive shall include on the agenda of any meeting reports from the Chair of such committees as the Executive considers appropriate to the meeting, and the Chair or his or her designate shall present a report to the Members present at the meeting.
6. The nature of business at an Annual Meeting of the Association shall include the following:
- a. Call to Order and National Anthem
  - b. Minutes on last Annual Meeting
  - c. Minutes of any Special General Meetings held during the year

- d. President's report
- e. Treasurer's report
- f. Standing Committee reports
- g. Presentation of Awards
- h. Election of Officers
- i. Leadership review, if applicable
- j. New Business
- k. Leader's Address
- l. Adjournment

## **ARTICLE 24 - PROVINCIAL CONSTITUENCY ASSOCIATIONS**

1. There shall be a Constituency Association, also referred to as a "CA", for each of the Electoral Districts of the Province.
2. Members who are ordinarily resident, as defined in the Election Act shall be members of the Constituency Association of the district in which they reside.
3. There shall be a CA executive for each Constituency Association consisting of the officers as defined in paragraph 4 below and such other persons as may be appointed by those officers. The CA Executive shall manage all matters within the Constituency delegated to the CA by the Executive and may establish such positions or committees as it needs to manage the District.
4. The officers of each CA shall include a president, a vice-president, a secretary, a treasurer, and the past president. The sitting Party member or defeated candidate as the case may be shall be an ex-officio officer. The CA president, vice-president, secretary and treasurer shall be elected at the CA annual general meeting. A person who is not a member of the Constituency Association may only serve as an Officer of the CA in the event that no resident Member is willing to fill the vacancy. In such a case the Constituency Executive may appoint a non-resident Member to fill such vacancy.
5. The duties of the President, Vice-President, Secretary and Treasurer of each Constituency Association shall be similar to those set out and provided for Provincial Association Officers in ARTICLE 14 and as specified therein.
6. Meetings of the CA Executive may be held at any time at the call of the President of the CA or upon written request of the majority of the CA Executive members.
7. A majority of the members of the CA Executive shall form a quorum at any meeting thereof.
8. Each Constituency Association shall hold one Annual General Meeting of the Association membership each calendar year and in all cases not more than 18 months after the date of the last Annual General Meeting. The date of the Annual General Meeting shall be fixed by the CA Executive.

- a. The Provincial Executive may give notice of and hold an annual general meeting in a Constituency which has not held an annual meeting in the previous 16 months.
  - b. The President of the CA shall, within thirty (30) days of the Constituency Association Annual Meeting, file a list of all executive members of the CA with the Provincial Party Secretary.
9. Roberts' Rules of Order procedure shall be followed at all meetings.
10. Order of business at CA Meetings shall include:
  - a. Call to Order and National Anthem
  - b. Reading of minutes of previous meeting
  - c. Receiving reports of committees, including auditors' and directors' reports
  - d. Reading of communications
  - e. General business
  - f. New business
  - g. Election of officers (Annual Meeting only)
  - h. Adjournment
11. The CA Executive shall have the power to call special meetings of the CA at any time and these meetings shall be open to all Constituency members of the BC Action Party.
12. A Constituency Association may conduct activities to raise funds for the benefit of the CA or the Provincial Association.
13. Except in the event of urgent necessity, one week's notice shall be given of all Constituency Annual or General Special Meetings.
14. The President of the CA shall be a member of the Provincial Council and the Presidents Council. The Executive of the CA may elect an alternate from among its members to act as Representative of the CA at Council Meetings.
15. The term of office of each member elected or appointed directly to the CA Executive shall be until the next annual meeting of the Constituency or thereafter until his or her successor is elected or appointed.
16. If any member of a CA Executive ceases to perform his/her duties by reason of resignation, death, incapacity or other cause, the CA Association Executive concerned shall cause to be appointed a member of the Constituency Association as a replacement.
17. Each CA shall maintain an account at a financial institution for the purpose of depositing all funds received by the Constituency Association and pay CA expenses. All cheques written must be endorsed by two (2) members of the Constituency Executive.
  - a. The Constituency Association shall complete a financial report on a form to be prescribed by the Executive and file a copy of the report with the Treasurer not later than May 31st in each year. The financial report shall be available for viewing by the CA Membership at the next Annual General Meeting following preparation

of the report; however, copies of the report need not be distributed.

- b. The CA Treasurer shall provide a summary financial report to the Constituency Membership at the CA annual meeting.
- c. The CA Treasurer shall be responsible for filing all financial reports required to be filed under Election Act with Elections BC by Constituency Associations.

## ARTICLE 25 – BC ACTION PARTY YOUTH ASSOCIATION

1. There shall be a BC Action Party Youth Association with the same Vision, Mission and Values as set out in ARTICLE 2 above, and additionally to foster interest in the Party among young people;
2. Those members of the Association between the ages of 14 and 19 shall be members of the BC Action Party Youth Association.
3. There shall be a Council of the BC Action Party Youth Association consisting of the officers as defined in paragraph 4 below, and at least one member from each Constituency within the age group set out in paragraph 2 who is designated to represent the Constituency on the BC Action Party Youth Association;
4. There shall be an executive of the BC Action Party Youth Association consisting of 5 officers; a president, two vice-presidents, a secretary, and a treasurer;
5. The duties of the officers shall be similar to those set out and provided for Association Officers in ARTICLE 14;
6. Meetings of the BC Action Party Youth Association may be held, upon giving one week's notice, at such times and such places as the President of the BC Action Party Youth Association may decide, or upon the written request of a majority of the Officers of the BC Action Party Youth Association;
7. Seven of the members of the Council of the BC Action Party Youth Association shall form a quorum at any meeting;
8. The BC Action Party Youth Association shall hold an annual general meeting of the BC Action Party Youth Association membership on a date to be fixed by the BC Action Party Youth Association Executive;
9. The Council of the BC Action Party Youth Association shall have the power to call special general meetings of the BC Action Party Youth Association;
10. The BC Action Party Youth Association may conduct activities to raise funds for its own activities and, in consultation with the Executive may conduct activities for the financial or other benefit to the Association.
11. The BC Action Party Youth Association may enact a set of by-laws to provide for the governance of the BC Action Party Youth Association provided such by-laws are consistent with the terms of this Constitution, and in the event of any conflict, the provisions of this Constitution shall prevail. The by-laws may be established or amended by a 2/3 majority vote conducted at any meeting of the Youth Association called for the purpose of establishing or amending the Youth by-laws.

## **ARTICLE 26 - RULES FOR VOTING AT MEETINGS**

At any annual or special general meeting of the Association, Constituency Association or BC Action Party Youth Association the following rules shall apply

1. Unless regulations or rules enacted pursuant to this Constitution provide otherwise, prior to every meeting where an election is to take place, an Election Officer or Officers, as required, shall be appointed by the Executive. The Election Officer(s) shall cast the deciding vote in event of a tie unless otherwise specified elsewhere in the Constitution or in the case of a nomination meeting.
2. Members wishing to vote shall register with an Election Officer not later than the call to order of any meeting and shall receive a ballot, or appropriate identification for a standing vote.
3. Members wishing to register to vote shall present to an Election Officer a valid membership card or, subject to the restrictions of ARTICLE 6 paragraph 4, completed application for membership or identification to enable the Election Officer to confirm a person's membership.
4. Any challenge to a member's eligibility to vote shall be determined by the Election Officer(s), and such determination shall be final.

## **ARTICLE 27- NOMINATION OF CONSTITUENCY CANDIDATES FOR PROVINCIAL ELECTIONS**

1. The nomination of a candidate to represent the Party in any provincial electoral district shall be conducted in accordance with the provision of this article.
2. The President in consultation with the Executive of the Constituency Association shall set the date, time and location of the nominating convention.
  - a. Notice of the nominating convention shall be given by publication in a local newspaper with circulation in the provincial electoral district as soon as practically possible after the date is set.
  - b. The Executive of the Constituency Association shall make reasonable efforts to provide each Member of their Association with notice of the nominating convention by mail, email, telephone or other means.
3. The Executive of the CA shall appoint a Chair for the nominating convention.
4. Members of the Constituency Association as defined in ARTICLE 24 paragraph 2 are eligible to vote.
  - a. The deadline for adding new Members for the purpose of voting at a nominating convention shall be as outlined in ARTICLE 6.
  - b. Persons whose names appear on a list of inactive members of the Association for the provincial electoral district, or who produce an expired membership card and who

- c. otherwise meet the residency requirements of this section, will be eligible to vote if they pay the membership fee prior to the call to order of the meeting or convention.
5. In order to stand for nomination, the potential candidate must meet the following requirements:
- a. Be a Member;
  - b. Meet the qualifications for a candidate under the BC Election Act;
  - c. Complete a nomination form, as prescribed by the Executive, witnessed by at least ten (10) members of the Constituency Association and submit a copy of the form to the BCAP President and the president of the CA no fewer than five (5) days before the nomination meeting. During a writ period, the President may reduce the five (5) days to two (2) days; and
  - d. Be nominated and seconded by Members eligible to vote at the meeting.
  - e. A person who wishes to stand for nomination shall not announce his/her candidacy until his/her nomination form has been received by the Provincial President or his/her designate.
  - f. A person who is seeking the nomination to become a candidate in a Provincial Constituency shall not use the logo of the BC Action Party Association until after they have become the nominated candidate.
  - g. A person may seek the nomination in more than one (1) electoral district for a particular election.
6. The procedures for conducting Constituency nominating conventions shall be as follows:
- a. The Executive shall appoint an Elections Officer for each CA nominating convention.
  - b. The CA President shall determine the speaking times and speaking order for movers, seconders and nominees, provided, that each candidate is allowed a minimum aggregate of 14 minutes allocated among the mover, seconder and nominee. Each nominee shall be invited to address the meeting following upon the seconding of his or her nomination.
  - c. The Elections Officer for the convention shall call for nominations.
  - d. Should only one person be nominated, that person shall be acclaimed to the position.
  - e. If two or more persons are nominated, a vote by secret ballot shall be conducted. If a nominee receives a Clear Majority then that nominee is elected to the position
  - f. If no nominee receives a Clear Majority then the nominee receiving the lowest number of votes shall be defeated and that nominee's name shall be dropped and another vote held. This process is followed until one nominee receives a Clear Majority. Should there be a tie for the least number of votes received no candidate shall be dropped and a revote shall be taken with the same candidates.
  - g. The Elections Officer shall be responsible to ensure the distribution of ballots, the collection of the votes cast, under the supervision of scrutinizers appointed by each nominee to count the votes cast for each of the nominees, and to deliver to the Chair a report of each ballot showing the number of votes cast for each nominee. The Elections Officer and the scrutinizers of each nominee shall sign the report.
  - h. In determining the number of votes needed to gain a clear majority, spoiled or rejected

ballots as determined by the Elections Officer shall not be considered in the calculation.

7. The Order of Business at a nominating convention shall follow the following form, but may be varied with the consent of the meeting:
  - (a) Call to Order
  - (b) Reading of the Notice of the Nominating Convention
  - (c) Report of the Credentials Committee
  - (d) Instructions as to Nomination Procedures
  - (e) Address of Mover and Secunder for each Nominee
  - (f) Address by each Nominee
  - (g) Instructions to Members on Voting
  - (h) Balloting
  - (i) Guest Speaker (if any)
  - (j) Report of the Elections Officer and Subsequent Ballots as required
  - (k) Declaration of Election of Candidate
  - (l) Acceptance of Nomination by Candidate
  - (m) General Business, and
  - (n) Adjournment
  
8. In the event that any officer of the CA announces his or her intention to seek the nomination for the provincial electoral district, he or she must immediately resign his or her position and may not be re-appointed or re-elected to that position until such time as the nominating convention has been held.
  
9. When a candidate has been selected by a Constituency Association, the Executive of the CA shall constitute an active working committee who shall serve as the Constituency Campaign Committee until such time as the candidate appoints his or her own campaign committee.

## **ARTICLE 28 - PROVINCIAL LEADER**

The Party Leader is given authority by the Association in all matters pertaining to Party direction and Party organization. The Party Leader is the spokesperson for the Party, provides general guidance for the Party and organizes the Party structure so as to maximize its impact and to unify the Party work. Appointing of Leader's advisory committees and assigning of caucus responsibilities are the prerogatives of the Leader.

## **ARTICLE 29 - INTERIM PARTY LEADER**

1. Upon the resignation, defeat at a leadership review, death of the Leader, or at the request of the Leader for a leave of absence due to illness, the Executive together with the members of the Party caucus shall meet within thirty (30) days for the purpose of electing an interim Leader.



- a. A simple majority of fifty (50) percent plus one of the votes cast at a meeting held under this section shall be required to elect an interim Leader. In the event that no one candidate receives fifty (50) percent plus one of the votes cast, the candidate who received the fewest votes shall be dropped and another ballot shall be held. This process shall continue until an interim Leader is elected.
  - b. A Leader on medical leave of absence shall return to position of Leader as soon as he/she is medically able to do so.
  - c. Any person who has held the office of interim Leader within one hundred and eighty (180) days of a leadership convention shall not be eligible to be elected as Party Leader.
  - d. Notwithstanding 1.(c.) above, should there be less one than one hundred and eighty (180) days notice given for a leadership convention a person holding the position of interim Leader shall be eligible to be elected as Party Leader should they resign as interim Leader within ten (10) days of such notice.
2. An interim Party Leader shall have the same authority as that of the Party Leader as outlined in ARTICLE 28, and shall be recognized as Party Leader.

### **ARTICLE 30 – LEADERSHIP CONVENTIONS**

Upon the resignation, defeat at a leadership review or death of the Leader, a provincial leadership convention to elect a new Leader shall be held at such time and place, as the Executive shall decide.

### **ARTICLE 31 - LEADERSHIP REVIEW**

1. A leadership review shall be held not less than twelve (12) months and not more than twenty-six (26) months following a provincial general election where the Party does not form the government and the Leader has not indicated an irrevocable intention to resign. The Executive of the Association shall call a meeting of the Members for the purpose of conducting a leadership review within the said time period.
3. The following provisions shall apply to a leadership review:
  - a. Any person who is a Member shall have the right to vote on a Leadership Review.
  - b. A leadership review shall be conducted by secret ballot.
  - c. The question to be put to the Members in attendance at the special meeting or annual general meeting on a leadership review shall be as follows: “Do you support (insert name of Leader) as Party Leader?”
  - d. In the event that more than forty (40%) percent of the votes cast are in the negative, the Executive shall, in accordance with ARTICLE 29 section 1, appoint an interim leader and shall arrange a provincial leadership convention to be held no later than one year following the date of such vote.

### **ARTICLE 32 - RULES OF ORDER**



Unless otherwise provided in this Constitution, the conduct of meetings of the Association shall be governed by *Robert's Rules of Order*.

### **ARTICLE 33 - BY-LAWS**

The Executive and District Executives shall have the power to enact by-laws and rules not inconsistent with this Constitution as they or any of them deem necessary or advisable to govern the procedure at meetings and conventions not herein provided for.

### **ARTICLE 34 - AMENDMENTS**

Amendments to this Constitution may be made at any Annual or special general meetings called for the purpose of amending this Constitution. Notice of such amendments shall be sent to the Secretary three (3) weeks in advance of any such meeting. The Secretary shall make copies of such proposed amendments available to Members by electronic or other means at least one (1) week prior to the date of the Annual or special general meeting.