

# GUIDE TO GENERAL MEMBERS MEETINGS

A General Members Meeting (GMM) is a meeting for which notice is sent to the full membership of the riding. The purposes of a GMM can vary, but in this case, you should aim to elect your convention delegates and pass your resolutions for convention. In some cases, you may wish to have meetings of your executive or other committees in order to prepare for the GMM, including resolution drafting meetings.

The below is a guide to planning and executing a pre-Convention GMM. Ontario NDP Convention 2025 will be in Niagara Falls September 19<sup>th</sup> to 21<sup>st</sup>, for more information go to [\*ontariondp.ca/convention\*](https://ontariondp.ca/convention).

## STEP ONE

Schedule General Members Meeting to elect Convention delegates  
(at the same time to ridings may want to also adopt policy resolutions)

## STEP TWO

Request membership list from Provincial Office

## STEP THREE

Send notice at least 14 days before meeting

## STEP FOUR

Prepare for the meeting by confirming with provincial office how many delegate the riding association can send. Read the convention website ([ontariondp.ca/convention](https://ontariondp.ca/convention)) and become familiar with deadlines, accessibility forms, travel subsidies and the current policy book.

## STEP FIVE

Have the meeting, select your delegates and resolutions to submit! The president or designate should submit the names and contact information of selected delegates to provincial office. Then get ready for the best convention yet!

## Definitions

**Convention Delegate:** A convention delegate is a party member who is elected by a delegating body—here, your local riding association—to represent them at Convention. The calculation for riding association delegates is outlined in the Constitution (7.7.1b):

*Each provincial constituency association shall be entitled to one delegate for the first 25 members or any portion thereof, and one additional delegate for each additional 25 members or major fraction thereof. Such delegates shall be elected at a general membership meeting of the provincial constituency association. To have the right to be a delegate, and to have the right to vote in the election of delegates, a person must be an individual member of the Party whose application for membership was received by the Secretary of the Party at least thirty (30) days prior to the date the delegates are elected. A member may vote in the election of delegates in only one constituency association.*

The party will provide the riding president with the number of delegates the riding is entitled to based on your membership count as of December 31<sup>st</sup>, 2024. Delegations must achieve gender parity (no less than 50% of your delegates must be women or gender diverse individuals).

**Council Delegate:** Provincial Council delegates are members of the riding association executive, elected at an Annual General Meeting (AGM) or appointed by the executive in the case of vacancies. The calculation of Council delegates is outlined in the Constitution (10.1.1d):

*Two members, at least one of which shall be a woman with any of the positions filled by Trans, genderqueer or non-binary persons from the executive of each provincial constituency association of up to three hundred members and an additional member for each further three hundred members or fraction thereof.*

Council delegates are **automatically** Convention delegates and **do not count against your Convention delegate allotment**. Council delegations must meet gender parity requirements independently of your Convention delegation (for example, sending two men to Convention as Council delegates and two women as Convention delegates is not allowed).

**Resolution:** A resolution is a statement or directive regarding policy or other party affairs that follows a specific format and may be brought to the floor, debated, and voted on at Convention. A guide to writing resolutions has been provided separately.

## How to Call a General Members Meeting:

- ▶ first, you will need to know how many delegates your riding can send to Convention. This is based on the number of members in good standing in your riding as of December 31<sup>st</sup>, 2024. Provincial Office will provide these numbers to riding presidents. Please check with your organizer if your GMM is approaching and you are uncertain of your delegate allotment.
  - **Please note:** delegates to Provincial Council are automatically invited to Convention, and they do not count against your riding's Convention delegate allotment.
- ▶ Determine if your meeting will be held in-person, online, or hybrid. Hybrid meetings are more logistically complex and will require more planning, but can be a helpful accessibility measure under certain circumstances.
- ▶ Your riding president or membership officer will need a copy of the riding's membership list from Provincial Office in order to notify the membership of your GMM. You can request a copy at this link: <https://forms.office.com/r/iRJNisz0i6>
- ▶ Ridings are required to give at least 14 days notice to the full membership, so it is advisable to plan your meeting at least three weeks in advance. This will give you time to plan your meeting and give timely notice to the membership.
  - **Please note:** Notice may be sent via email to all members whose email addresses appear on the membership list, but those without emails listed or whose emails bounce as undeliverable, need to be sent a mailed notice. In the case of a Canada Post strike or other extenuating circumstance, arrange to give notice by phone call to these members where a phone number is listed.
- ▶ Reminder, to be eligible to vote in the GMM, members of your riding association must be members in good standing **30 days prior to the date of your GMM**, so we strongly suggest having the GMM date set and notice sent out by **mid-June**.
- ▶ Ridings are welcome to subsidize delegate fees, accommodation, and travel costs for delegates. It is advisable for executives to set a budget and terms for this in advance of the GMM.
  - **Please note:** if your riding chooses to subsidize **delegate fees** (this does not apply to travel or accommodations) you need to make the transfer directly to the party and inform Provincial Office of the individuals and amounts to be subsidized. It is illegal for a riding association to reimburse anyone for a receiptable contribution.
- ▶ You should put out a call for resolutions to your membership. This can be included in the notice or a separate communication. You may wish to organize a resolutions drafting meeting in advance of the GMM. You should distribute all submitted resolutions to your GMM attendees in advance if possible.

## Delegate Selection Process

- ▶ The riding executive can choose whether nominations should be submitted in advance, accepted from the floor during the meeting, or both. The process for nominations should be communicated to members in advance.
- ▶ Voting should be conducted by secret ballot to ensure privacy and fairness.
- ▶ A zoom poll is considered a secret ballot.
- ▶ Acclamation is permissible if the number of nominees is equal or less than the number of available delegate spots and meets gender parity.
- ▶ Ensure that at least 50% of delegates are women, trans, non-binary, and gender-diverse individuals.
  - **Please note:** if you are only entitled to one Convention delegate, they may be of any gender identity.
- ▶ Folks who are not selected for a delegate spot at the meeting are still able to register for the Convention waitlist. After all ridings select their delegates, unused spots will be allocated to the people on the waitlist.
- ▶ Please make sure to collect contact information from your elected delegates before the meeting adjourns.

## Passing Resolutions

- ▶ The meeting chair should read out each resolution in order of submission and open the floor for debate in accordance with Robert's Rules of Order.
- ▶ Once debate concludes, bring the resolution to a vote.
- ▶ Resolutions require a standard 50% + 1 majority to pass. The secretary, or designated minute-taker in lieu, should clearly record which resolutions pass and fail.

## After the GMM

- ▶ The riding president, or other table officer if the president is unable, should submit the delegate submission form, which will be provided by Provincial Office. The delegates will receive their EasyCode (unique code required to complete registration) directly from the party.
- ▶ Please ensure you are filling out the form completely, including delegate names, gender parity status, emails, and membership numbers if you have them available, in addition to your own name, role on the riding association, your contact information, and the date of your GMM.

- ▶ If you have succeeded in holding your GMM prior to the EarlyBird registration date of August 1<sup>st</sup>, please encourage your delegates to register in time where possible.
- ▶ If the riding intends to pay delegate fees on behalf of some or all of its delegates, please inform your organizer of the amount and names of the delegates the riding will pay for, and make arrangements to send a cheque to the party. Delegates whose fees are being covered by the riding will receive specific instructions on how to complete their registration.
  - **Please note:** you cannot reimburse delegates for fees they have already paid. The convention fee is a tax-receiptable donation, meaning it is a violation of election finance law for the delegate to be reimbursed for their fee payment. Delegates being subsidized by the riding association must be instructed not to pay their fees directly.
- ▶ The delegates may proceed to book hotels, request childcare and accessibility measures, and make travel arrangements immediately following their election.
- ▶ The riding president, or other table officer where the president is unable, should submit all resolutions passed at the GMM using this form [ontariondp.ca/resolution-submission](https://ontariondp.ca/resolution-submission)
- ▶ Prepare for a great weekend with fellow New Democrats in beautiful Niagara Falls!