

# ALP Policy Development Rules and Procedures

1. This document shall set out for Alberta Liberal Party (the “Party”) the rules and procedures for developing the policies of the Party (the “Rules”).
2. Policies submitted to the Party for consideration (“Policy Resolutions”) shall be in a standard format.
  - a. Policy Resolutions shall restrict themselves to a single matter or issue, and shall be of a concrete rather than philosophical nature;
  - b. A Policy Resolution should contain a preamble which is intended to assist in explaining the Policy Resolution;
  - c. Policy Resolutions shall not exceed 350 words in length, inclusive of any preambles; and,
  - d. Policy Resolutions shall restrict themselves to issues of public policy under provincial jurisdiction and not policy regarding the operation of the Party.
3. Policy Resolutions shall be submitted directly to the Policy Chair.
4. At any given time there can be the following number of Policy Resolutions up for consideration:
  - a. Up to two (2) Policy Resolution submitted by each Party Constituency Association;
  - b. Up to five (5) Policy Resolutions submitted by the Board of Directors of the Party;
  - c. Up to three (3) Policy Resolutions submitted by a Committee established by the Party;
  - d. Any number of Policy Resolutions signed by fifteen (15) members at large subject to the provisions of section 5; and,
  - e. Up to three (3) Policy Resolutions submitted by the Policy Chair.
5. The Policy Chair may, at their discretion, limit the number of Policy Resolutions accepted from members at large to ten (10), and shall choose those accepted for consideration.
6. Policy Resolutions may be withdrawn by the submitter(s) at any time by providing written notice to the Policy Chair.
7. Upon receiving a Policy Resolution, the Policy Chair shall:
  - a. Determine whether said Policy Resolution is in compliance with these Rules, any other relevant Policy Resolutions, the bylaws of the Party, and the Relevant Legislation. Should it be found in contravention of any of these documents, the Policy Chair shall reject the Policy Resolution and inform the submitter(s) in writing of the rejection and the reasons behind the decision; and,
  - b. Ensure the Policy Resolutions comply with the provisions of this Article as to form, and may at their discretion alter, combine, divide, or vary a Policy Resolution in any manner not affecting its substance.

8. The Policy Chair shall make available an online forum for members of the Party and the public to view Policy Resolutions.
9. The rules of order and format of the Party Policy Convention shall be set by the Policy Chair.
10. The Policy Chair may exclude a Policy Resolution from any or all aspects of the standard procedure for policy review at their discretion or under direction of the Executive Committee of the Party.
11. Each member in good standing of the Party may vote in the standard procedure for the ratification of policy and shall be provided a voting placard to that effect upon registration at the Policy Convention.
12. No later than two (2) weeks prior to the commencement of each Policy Convention all members of the Party in good standing shall be sent:
  - a. A synopsis drafted by the Policy Chair of the Policy Resolutions for consideration;
  - b. A summary drafted by the Policy Chair of the rules of procedure for the ratification or rejection of policy;
  - c. Information on how to acquire the full text of Policy Resolutions; and,
  - d. The time, date, and location of any plenary session(s) that shall be addressing the Policy Resolutions.
13. The Policy Chair may schedule or designate any session at a Policy Convention to be a policy breakout session and shall appoint a Chair to preside over same.
14. Policy Resolutions shall be addressed in an order determined by the Policy Chair.
15. Upon presentation of a Policy Resolution:
  - a. The Chair shall call for a show of voting cards by members who wish to debate the Policy Resolution. If fewer than twenty (20) members, or a number equal to half of the member present minus one, raise their voting cards, the Chair shall call for an immediate vote on the Policy Resolution;
  - b. Should enough members described in section 15(a) indicate they wish to debate the Policy Resolution:
    - i. The mover of the Policy Resolution or designate shall have one minute to summarize the rationale for the Policy Resolution;
    - ii. Two members in favour and two members opposed to the Policy Resolution may be recognized and permitted to speak for up to one minute each;
    - iii. One member in favour and one member opposed to each amendment may be recognized and permitted to speak for up to one minute each; and,
    - iv. The member who opened debate under section 15(b)(i) shall be permitted one minute to close debate.
  - c. Notwithstanding the provisions of this section, the Chair may:
    - i. Limit debate in order to permit as many Policy Resolutions to be considered in a fair and open manner; and,

- ii. Allow, expand, or increase debate if time permits, or if the Policy Resolution is, in the opinion of the Chair, of sufficient importance to warrant increased debate.
  - d. All Policy Resolutions or amendments shall require a majority of those present and voting and, if passed, shall become Policy of the Party; and,
  - e. All Policy Resolutions that fail to receive a majority vote by those present and voting shall be deemed defeated and removed from further consideration.
- 16. Policies may be repealed through the same process as implementation.
- 17. Disputes over the execution of the Policy Resolutions as outlined in these Rules by any Party employee or designate of the Policy Chair shall be adjudicated by the Policy Chair.
- 18. Decisions of the Policy Chair may be appealed within forty-eight (48) hours of the decision being made to the Executive Committee or designate body.
- 19. The ability to remedy the situation shall not be restricted to the language of these Rules.
- 20. Non-compliance with these Rules does not render any act or proceeding void, but such non-compliance may be corrected on such terms as the Policy Chair or any committee hearing an appeal because of the non-compliance may direct in order to properly reflect the spirit and intent of this Article.
- 21. The Policy Chair shall make such typographical or other changes as to form not affecting the substance or spirit of any Policy Resolution as may be required from time to time.
- 22. The Policy Chair may present the policy in communications documents as they see fit so long as it does not change the substance of the policy.
- 23. The Policy Chair may delegate any of the powers, duties, or responsibilities of the Policy Chair to any other member or duly constituted committee of the Party.
- 24. In case of electoral urgency or other sufficient cause, the Policy Chair may either abridge or enlarge a time period prescribed in this Article. An abridgement or enlargement may be made before or after the expiration of the time period.
- 25. The Policy Chair may make additional forms and rules provided they are not inconsistent with this Article.

## Frequently Asked Questions

### **Who can submit Policy Resolutions?**

Each Party Constituency can submit one (1) Policy Resolution each (for a total of 87). The Board of Directors of the Alberta Liberal Party can submit up to five (5). The Policy Chair can submit up to three (3). Special Committees set up by the Alberta Liberal Party can submit up to three (3). Individual members can, with the written support of fourteen (14) other members, submit as many as they want (subject to any limits imposed by the Policy Chair).

### **Can an organization/business/non-member submit a Policy Resolution?**

No, only members of the Alberta Liberal Party can submit Policy Resolutions.

### **What can a Policy Resolution be about?**

A Policy Resolution must be about an area within provincial jurisdiction, be no more than 350 words including a preamble, and comply with the laws of Canada and Alberta. Policy Resolutions must also be based on facts, deal appropriately with individual and group rights, and align with Alberta Liberal Party Principles and Values.

### **What format should a Policy Resolution be in?**

See our “Policy Resolution Dos and Don’ts” and “Example Policy Resolution” below.

### **How do I become a member of the Alberta Liberal Party?**

Visit <https://www.albertaliberal.com/membership> and complete the online form.

### **When and where will the Policy Convention be held?**

The Policy Convention will be held sometime in 2022 at a time and place determined by the Board of Directors.

### **How do I submit a Policy Resolution?**

Email it in a .pdf or .docx file format to the Policy Chair at [policy@albertaliberal.com](mailto:policy@albertaliberal.com).

### **What is the deadline to submit a resolution?**

The deadline will be determined once the Policy Convention date is chosen by the Board of Directors, but it will be at least two (2) weeks before the Policy Convention.

### **What is the deadline to get a membership to attend and participate in the Policy Convention?**

The deadline will be determined once the Policy Convention date is chosen by the Board of Directors.

### **How do I make sure my Policy Resolution becomes Party Policy?**

Buy a membership, talk about the importance of your Policy Resolution with other members, and invite people to join the Alberta Liberal Party to attend the Policy Convention and vote for it.

## Policy Resolution Dos and Don'ts

### Title:

- Create a clear and concise title that explains the top-level goal of the policy.
- The title may be amended at the Policy Chair's discretion to ensure the policy is clearly defined and distinct from other policies.

### Mover(s):

- The Mover is who proposed the policy, be it a group of members, constituency, or other.
- If the policy is proposed by a group of members, then only the first signatory will be listed as the primary spokesperson.
- If there is more than one Mover, or if multiple policy resolutions have been merged, the order of the Movers will be based on who is the primary spokesperson for the resolution followed by the order the original policy resolutions were received by the Policy Chair.

### Preambulatory Clauses:

- These lay out the reasoning as to why the policy should be implemented.
- Preambulatory Clauses start "Whereas...".
- Limit the number of Preambulatory Clauses to no more than five.
- Make statements based on objectively verifiable facts.
- Don't be afraid of numbers, so long as they're verifiable.
- Cite your sources.
- Don't be long-winded or use vague or flowery language.
- Preambulatory Clauses may be amended or removed at the Policy Chair's discretion to ensure factual accuracy or to avoid repetition.

### Operative Clauses:

- These say what we the policy is going to do.
- Operative Clauses start "Therefore Be It Resolved...".
- If there are multiple Operative Clauses, list the most important one first.
- Additional Operative Clauses start "Be It Further Resolved...".
- Operative Clauses cannot be amended or removed by the Policy Chair if doing so would affect its substance.



## Example Policy Resolution

### Timely Payment for Alberta Workers

*A short, catchy title that distinctly describes the policy objective.*

*Mover(s): St. Albert*

WHEREAS it is legal to pay employees up to ten days past their pay period in Alberta under the Employment Standards Code;

*The first Preambulatory Clause is an objectively verifiable fact backed up by a citation that directly sets up the reason for the policy to be adopted.*

AND WHEREAS there is no penalty for repeated late payments that do not exceed the ten-day period, which allows employers to frequently pay employees late without violating labour code standards;

*This wording allows for the clause to be read as intended, showing that not all employers pay their employees late, but that they are allowed to do so under the current law.*

AND WHEREAS late payments to employees compromises their quality of life and ability to meet financial obligations;

*This is a common-sense statement that doesn't necessarily require a specific citation, but also isn't so vague as to warrant removal.*

AND WHEREAS businesses, especially small businesses, need to be given some leeway for late payments;

*The final Preambulatory Clause is more open-ended and broader than the earlier clauses and stays under the five-clause limit.*

THEREFORE BE IT RESOLVED that the Alberta Liberals support shortening the ten (10) day pay delay period to five (5) through amendments to the Employment Standards Code.

*The most important Operative Clause first; a clear 'to-do' that will implement the policy.*

THEREFORE BE IT FURTHER RESOLVED that the Alberta Liberals support amending the Employment Standards Code to prevent employers from abusing the five (5) day pay delay period through frequent late payments that are less than five (5) days late.

*A follow-up clause that will expand and improve the goals of the policy, but also allows for flexibility in future policy choices.*