

**BARROW & FURNESS
CONSTITUENCY LABOUR PARTY
2021 RULE BOOK**

Barrow and Furness Constituency Labour Party Rule Book 2021

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Chapter 1: Rules for Barrow & Furness CLP

To be read in conjunction with the national rule book and standing orders of the CLP

Clause I: Name

1. The Barrow and Furness Constituency Labour Party, hereinafter named 'this CLP'

Clause II: Aims and values

1. National

A. The aims and values of the Labour Party as outlined in Chapter 1 Clause IV of the National Rule Book shall apply to this CLP.

2. Constituency

A. To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation an appropriate organisation and structure, which shall normally include branches, as approved by the NEC.

B. To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Party throughout the constituency with a view to increasing the Party's influence within the local community and securing support and membership from it.

C. To promote the policies of the Party within the constituency by formulating a development action plan for the Party in the area and to ensure its adoption and implementation by all Party units.

D. To provide the opportunity for all individual members of the Party within the constituency to contribute to the development of the aims and policies by ensuring that a full range of Party activities are available to them, including local policy forums, and that they may participate fully in discussion to broaden the political education of members of the Party and to increase their influence over the formulation of the Party programme.

E. To establish local policy forums, possibly in cooperation with neighbouring CLPs, as authorised by and with the support of the appropriate RD(GS) operating to guidelines produced by the NEC. The constitution of the Party places an obligation on CLPs to work in pursuit of our aims with trade unions, cooperative societies and other affiliated organisations, and it must consult its members, elected representatives, affiliated organisations, and, where practicable, the wider community in which it is based on policy making initiatives which are to be forwarded for consideration as part of the national policy making process.

Clause III: Affiliated organisations

1. Organisations may affiliate to the Party at constituency level if they fall within the following categories:

A. trade unions or branches thereof affiliated to the Trades Union Congress or considered by the NEC to be bona fide trade unions affiliated to the Party nationally. Where provided by the structure an affiliated organisation, subsections of branches, retired member sections/ associations may affiliate separately at the discretion of the RD(GS) of the Party in agreement with the appropriate authority of the affiliated trade union.

B. co-operative societies, branches of the Cooperative Party and other co-operative organisations

C. branches of those socialist societies affiliated to the Party nationally

D. other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

2. Each affiliated organisation must: accept the programme, principles and policy of the Party; agree to conform to the constitution, rules and standing orders of the Party; have members who are registered as electors within the constituency.

Clause IV: Affiliation fees

1. Affiliation fees and contributions payable to this CLP shall be:

A. trade unions, branches of trade unions, retired member sections/ associations of trade unions, branches of socialist societies and other organisations; 6p per annum per member resident or registered as an elector within the constituency, with a minimum payment of £6 per branch

B. co-operative societies and other cooperative organisations on the basis agreed between this CLP and the respective co-operative organisation, though as minimum on the same basis as other affiliated organisations

C. the Co-operative Party in accordance with the agreement between the Labour Party and the Co-operative Union Limited currently in force

D. all affiliation fees shall be paid not later than 31 December of the relevant year.

Clause V: Individual membership

1. The conditions of membership for, method of enrolment of, and level of subscription payable by individual members of the Party within this constituency shall be as laid down in the membership rules of the Party in Chapter 2 .

2. The constitutional rights of individual members of the Party within this constituency shall operate only where they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.

3. Women members in this CLP shall, if they so desire, be organised into a Women's Branch acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the RD(GS).

4. Individual members of the Party between 14 years and 26 years of age inclusive shall, if they so desire, be organised in branches of Young Labour acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the RD(GS).

Clause VI: Method of organisation

1. General

A. The CLP has adopted the 'all member meeting' structure.

B. Any proposal to change from an all member meeting to a delegate method of organisation or vice versa may only be initiated by resolution of Party unit or affiliate branch. Upon receipt of such a proposal the CLP Secretary shall declare the next-but-one scheduled meeting to be a special all member meeting, which shall decide by a simple majority whether to adopt the proposed new method of organisation. The NEC may make guidelines setting out limits on the frequency at which CLPs may be asked to initiate this process and on the minimum requirements for consultation with local affiliates.

C. In any structure there must be provision for a general meeting (GM) either of all members or delegates.

D. In addition this CLP may propose new methods of organisation to the RD(GS). The General Meeting may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this CLP's constitutional obligations.

E. This CLP has four branches: Barrow, Dalton, Askam and Surrounding Areas (DASA), Ulverston and Rural Furness (Ulverston) and Walney.

F. A branch established in accordance with this rule shall consist only of those individual members of the Party within this CLP who reside and are registered as electors within the area covered by the branch or, exceptionally if they are not eligible to be registered to vote, in which they reside only.

G. Branches shall operate in accordance with the rules for Party branches and any other regulations approved by the NEC. In particular, a branch shall maintain the necessary machinery for elections within its area. A branch may undertake other activities to promote the Party in its area and the involvement of its individual members in line with the development action plan agreed for this CLP. The public activities of a branch shall be approved by the Executive Committee of this CLP.

H. Where the General Meeting considers it desirable there may be established a coordinating organisation covering more than one branch subject to the approval of the regional office.

2. There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.

3. There is a Women's Branch to co-ordinate work among women members, acting in accordance with the rules for Women's Branches and any other regulations approved by the NEC and on boundaries approved by the NEC.
- 4a. There is a Young Member's Branch to coordinate work among young members, acting in accordance with the rules for Young Member's Branches and any other regulations approved by the NEC and on boundaries approved by the NEC.
- 4b. There is a BAME Branch to co-ordinate work among BAME members, acting in accordance with the rules for BAME Branches and any other regulations approved by the NEC and on boundaries approved by the NEC.
- 4c. There is a LGBT Branch to co-ordinate work among LGBT members, acting in accordance with the rules for LGBT branches and any other regulations approved by the NEC and on boundaries approved by the NEC.
- 4d. There is a Disabled Member's Branch to coordinate work among disabled members, acting in accordance with the rules for Disabled Member's Branches and any other regulations approved by the NEC and on boundaries approved by the NEC.
5. CLP Executive Committees shall provide a written record of decisions to the CLP General Meeting for approval. Standing orders for CLPs shall be published on an electronic platform provided by the Party.
6. There may be established other such forums among common interests groups acting in accordance with the rules for these forums and any other regulations approved by the NEC and on boundaries approved by the NEC.
7. There shall be established a Campaign Committee to co-ordinate the public activity of this CLP.
 - A. The Campaign Committee, which comprise campaign organisers and other members as appropriate. The chair and treasurer of this CLP and the Member of Parliament and/ or the parliamentary candidate and the parliamentary agent, shall be ex-officio members of the Campaign Committee.
 - B. The Campaign Committee shall elect a campaign co-ordinator who shall: co-ordinate constituency-wide campaigns; liaise with Head Office and regional office and with affiliated organisations, as the case may be, in the promotion of the Party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy for elections and referenda taking place wholly or partly within the area of this CLP.
 - C. Where the campaign co-ordinator is not the election agent, the Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of this CLP. Agents shall liaise with other agents within the local authority area in order to ensure a unified and co-ordinated campaign. For national elections, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate RD(GS) and this appointment shall be subject to the approval of the NEC. Any member not otherwise disbarred from being an election agent may be considered for appointment.

Clause VII: Management

1. The management of this CLP shall be in the hands of the General Meeting. The decisions of the General Meeting shall be put into effect by an Executive Committee which shall be appointed by and report to an Annual General Meeting of this CLP and to other such meetings as required by the CLP rules and procedures.

2. This CLP adopts the rules and procedures for CLPs and branches set out in the national rule book and such amendments thereto as may be agreed by Party conference or made by the NEC in accordance with the powers conferred upon it under Chapter 1 Clause X of the constitutional rules. This CLP shall have power to make changes to these rules, subject to the specific prior approval in writing of the NEC, and providing that such changes do not contravene the spirit and intention of the rules as adopted by Party conference or alter the Party objects, basis or conditions of affiliated and individual membership, or vary the procedure for the selection of parliamentary candidates (other than as provided for in the rules) or effect a change in the relationship of this CLP with the national Party.

3. The General Meeting shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the CLP. Such power may also be exercised by the Executive Committee, or by officers of the General Meeting, if so authorised by the General Meeting.

A. NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.

B. No 22 Hartington Street Barrow is vested in Labour Party Nominees.

4. The General Meeting shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the CLP. Such power may also be exercised by the Executive Committee or by officers of the General Meeting if so authorised by the General Meeting. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by this CLP.

Clause VIII: Officers

1. The officers of this CLP, the Executive Committee, and two auditors shall be elected at the annual general meeting of this CLP and shall continue in office until replaced or re-appointed.

2. The Executive Officers of this CLP shall be;

1. Chair
2. Vice-Chair,
3. Vice-Chair Membership,
4. Secretary,
5. Treasurer,
6. Policy Officer,

7. Women's Officer,
8. BAME Officer,
9. Disability Officer,
10. LGBT+ Officer,
11. Youth Officer,
12. (TULO) Trade Union Liaison Officer (who shall be a member of a trade union in accordance with Chapter 2 Clause I.6.B above),
13. Political Education Officer,
14. Communications and Social Media Officer.

At least three of the first six officers listed above, as well as at least half of the total number of officers, must be women. This CLP may, with the approval of the NEC add other Executive Officer posts drawn from amongst its Coordinator roles subject to the gender quota being amended appropriately.

3. The Chair shall also be the deputy treasurer to be notified to the Electoral Commission. In exceptional circumstances, and with the prior approval of the General Secretary, a different person may be appointed.

4. The CLP elects coordinators for:-
- a. Community Involvement,
 - b. Member Participation and Retention
 - b. Press and Media Relations
 - c. Fundraising,
 - d. Information Technology

In addition this CLP may elect coordinators to lead on other specific areas of responsibility. These coordinators shall be encouraged to attend Executive Committee Meetings to report on their work and share expertise with colleagues but shall not be voting members unless elected to the Executive Committee as individuals

5. The team of officers and coordinators, together with the parliamentary candidate and/or Member of Parliament and the campaign coordinator, shall provide a strategic lead for the development of the Party in the constituency.

6. The Executive Committee shall consist of the Executive Officers, branch secretaries or other representatives elected by each branch and one member from each geographical branch for every 100 branch members above the first 100.

7. The parliamentary election agent may also attend Executive Committee meetings.

8. Where a constituency plan agreement has been entered into by this CLP and an organisation affiliated to the Party nationally and approved by the NEC, the affiliated organisation concerned may appoint a member of this CLP to the Executive Committee to represent their interest: this member shall be an ex-officio member with voting powers of both executive and General Meetings.

9. The Executive Committee shall meet as required and be responsible for reviewing the implementation of the development action plan and supervising the work of the branches and other Party units in the constituency. The Executive Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the General Meeting can

devote its time to the discussion of policy and Party objectives for the constituency.

10. The treasurer shall be responsible for ensuring this CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by Party Head Office to the Electoral Commission.

11. The CLP Secretary shall notify Party Head Office immediately in the event of the resignation or replacement of the treasurer or the deputy treasurer, so that the Party can meet its statutory responsibility to inform the Electoral Commission of any such changes.

12. It shall be a requirement of their office that the treasurer and the parliamentary election agent undertake such training as deemed desirable by the NEC.

Clause IX: The General Meeting

1. Annual Meetings

A. The annual meeting of this CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible. The annual meeting should not normally be held before May in any year.

B. Affiliation fees due to this CLP for the previous year ended 31 December must have been paid to this CLP a clear 35 days before the date of the annual meeting.

C. New affiliations accepted at least 60 days prior to the AGM in the current year shall have all rights associated with attendance at the AGM.

D. Twenty eight days' notice of an annual meeting shall be given to all eligible affiliated organisations and Party units.

E. Fourteen days' notice of an annual meeting, or other meeting where elections are to take place, shall be given to voting members entitled to attend.

2. Special Meetings

A. Special General Meetings may be called at the discretion of the Executive Committee and shall be called on the written request of at least one third of the affiliated organisations and Party units which are or would be entitled to send delegates to this CLP under a delegate structure.

B. Seven days' notice of a special meeting shall be given to voting members entitled to attend except in cases of emergency, when only business of immediate importance shall be transacted.

3. Ordinary General Meetings shall be held at such intervals as laid down in the standing orders of this CLP or as may be determined by resolution of the General Meeting, subject to a requirement that all members of the CLP must be given the opportunity to attend at least 8 meetings per year, including at least 2 policy meetings.

4. Seven days' notice of General Meetings shall be given to voting members entitled to attend.

5. A notice calling an annual, special or ordinary General Meeting shall state as far as possible the business to be transacted.

6. Any notice required to be given under these rules shall be in writing which may include electronic communication. Notices to be sent to affiliated organisations and Party units shall be addressed to the secretary thereof.

6. Finance

A. Following each annual meeting of this CLP the secretary shall forward to the General Secretary a copy of this CLP's constituency annual report, including the annual statement of accounts and such other information as may be requested by the NEC in the format required and in compliance with this CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.

B. Where required by PPERA 2000, the annual statement of accounts must be presented to and approved by a general meeting in the first quarter of the year following the year in question. The annual statement of accounts must be forwarded to the Electoral Commission by 30 April of the year following the year in question.

Clause X: The Party Conference

1. Subject to the conditions laid down in the rules of Party conference and the constitutional rules of the Party, this CLP may appoint to any Party conference convened under Clause VI of the constitutional rules of the Party, one delegate for the first 749 eligible members, or part thereof, and a further delegate for each additional 250 eligible members, or part thereof. Eligible members shall be defined as those listed by the Party as members of this CLP at 31 December in the previous year.

2. When appointing their delegate(s) this CLP shall seek to increase the representation of women at conference, by ensuring that at least every second delegate shall be a woman; where only one delegate is appointed this must be a woman at least in every other year.

3. Where the individual women's membership within this CLP is 100 or more, an additional woman delegate may be appointed.

4. Where the individual Young Labour membership within this CLP is 30 or more, an additional delegate under the age of 27 may be appointed.

5. This CLP may appoint a delegate in addition to its above entitlement if one of its duly appointed delegates is the national treasurer, a member of the NEC, member of the Conference Arrangements Committee, or a member of the NCC due for re-election that year.

Clause XI: Duties of the General Meeting

1. The general provisions of the constitution, rules and standing orders of the Party shall apply to this CLP and the General Meeting has a duty to act within and uphold such provisions.
2. **The General Meeting shall be responsible for** establishing objectives for this CLP in the constituency through political debate and policy discussion, setting targets for development of CLP organisation and campaigning in the area and promoting links with the wider community.
3. In particular this CLP is required to submit in the fourth quarter of each year a development plan in a format approved by the NEC for the constituency for the coming year. The plan shall be submitted to the appropriate regional office.
4. It shall be the duty of the General Meeting of this CLP to ensure that at least 50 per cent of their delegates to other Party bodies (where delegate entitlement is more than one) shall be women.
5. This CLP and units of this CLP shall not enter into affiliation with or give support, financially or otherwise, to any political party or organisation (or ancillary or subsidiary body thereto) declared by Party conference or by the NEC in pursuance of conference decisions to be ineligible for affiliation to the Party. Nor shall they give any such support to individuals ineligible for membership of the Party.
6. This CLP shall co-operate with the NEC of the Party in conducting a ballot of all eligible individual members for the selection of parliamentary candidates, the election of the leader and deputy leader of the Party, the national treasurer and auditors, and the appropriate sections of the NEC, and NCC. Such ballots to be conducted in accordance with guidelines laid down by the NEC and subject to the provisions of Chapter 4.
7. In the event of this CLP being dissolved or ceasing to exist for any reason, its assets (after payment of outstanding liabilities) shall be transferred to the NEC of the Party.
8. This CLP shall co-operate fully with the NEC in respect of its legal and financial obligations under the Political Parties, Elections and Referendums Act 2000. Should this CLP fail to co-operate with the Party with regard to its obligations under the Act, the NEC will not hesitate to take appropriate disciplinary action against individual members and/or suspend this CLP.

Clause XII: Disciplinary

1. It shall be the duty of the General Meeting of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Party within this constituency and to safeguard the programme, policy and principles of the Party within this constituency. This CLP shall take such action as it deems necessary for such purposes in accordance with the provisions laid out in the disciplinary rules, contained in Chapter 6 of the national rule book.

Clause XIII: Parliamentary candidates

1. The Party's parliamentary candidate for this constituency shall be selected in accordance with the rules for selection of parliamentary candidates laid down in Chapter 5 and in the

selection guidelines appended thereto, along with any other regulations approved by the NEC.

Clause XIV: Local government candidates

1. Local government candidates shall be selected in accordance with the rules for selection of local government candidates laid down in Chapter 5 of the national rule book and in the selection guidelines appended thereto along with any other regulations approved by the NEC.

Clause XV: Amendment to rules

1. These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an Annual General Meeting by a vote of two thirds of delegates present, subject to the approval of the NEC under Clause VII.2 above. The provisions of the model procedural rules for Party meetings shall apply to this CLP with such local additions and modifications as may be approved by the RD(GS) of the Party on behalf of the NEC.

Chapter 2: Rules for Branches

Clause I: Name

The Branch: Barrow, Dalton, Askam and Surrounding Areas (DASA), Ulverston and Rural Furness, Walney of the Barrow and Furness Constituency Labour Party (hereinafter named 'this branch')

Clause II: Objects

1. The objects of this branch shall be to provide an opportunity for members to participate in the activities of the Party within its area with the approval of the Executive Committee of the CLP and in line with its agreed development action plan; to play their part in the Party's policymaking processes; to work together to run effective election and issue-based campaigns; to maximise the Party's engagement with organisations and individuals in the branch area and join with them in working for social justice. Work to meet these objectives shall always have priority in this branch's plans and meetings.
2. This branch covers the area of the CLP lying within the boundary of the Borough of Barrow, excluding the Walney and Dalton wards. (the Dalton wards of the Borough of Barrow, the part of the CLP lying within South Lakeland District Council area, the Walney wards of the Borough of Barrow)

Clause III: Membership

1. Membership shall consist only of those individual members of the Party who are registered as electors in the area covered by this branch with exceptionally those individual members who are not eligible to be registered to vote but who reside in the area.
2. The conditions of membership for, method of enrolment of, and level of subscription payable by individual members in this branch shall be as laid down in the membership rules of the Party in
3. A proportion of members' subscriptions may be allocated to this branch as determined by the CLP General Meeting, or by the Executive Committee if given such delegated authority by the General Meeting.

Clause IV: Officers and Executive Committee

1. The officers of this branch shall be chair, vice chair, secretary, treasurer and women's officer (where established). At least two of the officers shall be women. This branch shall appoint two auditors and other functional officers as required.
2. This branch executive shall consist of the officers and, if required, not more than four other members.
3. Elections for these posts shall be held at the annual meeting.

Clause V: Meetings

1. The annual meeting of this branch shall be held in June of each year, within seven days

of the CLP AGM. In the event of the annual meeting not being held in that month for any reason it shall be held as soon thereafter as possible.

2. Fourteen days' notice of the annual meeting shall be given to the CLP and to all individual members in this branch.

3. This branch shall raise and hold funds to support activities within the objects of this branch. The financial year of this branch begin on 1 January and end on 31 December. The annual accounts of this branch shall be forwarded to the CLP Treasurer no later than the end of February each year so they can be incorporated into the CLP's Annual Statement of Accounts.

4. Ordinary meetings shall be held at such intervals and on such notice as may be laid down in the standing orders, or as determined by this branch from time to time. Special meetings may be called at the discretion of this branch executive or at the written request of 20 per cent of the members.

5. Notice of ordinary and special meetings shall be sent to all members a minimum of seven days in advance.

Clause VI: Local government candidates

1. Local government candidates shall be selected in accordance with the rules for selection of local government candidates laid down in the rules of the Party and in the selection guidelines appended thereto along with any other regulations approved by the NEC (Chapter 5).

Clause VII. Miscellaneous

1. The general provisions of the constitution and rules of the Party shall apply to this branch.

2. This branch shall not enter into affiliation or give support financially or otherwise to any political party or organisation ancillary or subsidiary thereto declared ineligible for affiliation to the Party by the annual Party conference or by the NEC.

3. It shall be the duty of this branch to take all necessary steps to safeguard the constitution, programme and principles of the Party within its area. Any decision taken under this clause proposing the expulsion or exclusion of any individual from membership shall be in the form of a recommendation to the CLP which shall determine the matter in accordance with the disciplinary procedures laid out in the rules of the Party (Chapter 6).

4. For the avoidance of doubt, the Labour Party Financial Scheme recognises the assets of this branch as the assets of Barrow and Furness CLP, of which they are a constituent part. It shall be the duty of this branch to co-operate with the CLP regarding the CLP's obligations under the Political Parties, Elections and Referendums Act 2000. Should this branch fail to co-operate with the CLP, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this branch.

5. The branch does not own or lease any property.

6. This branch shall not have the power to enter into property-related transactions or to

employ staff

7. Should this branch be dissolved or cease to exist for any reason its assets, after the payment of any outstanding liabilities, shall be transferred to the CLP.

8. This branch shall adopt standing orders and may make such changes in the procedural rules and these rules as may be agreed by the CLP and the RD(GS) of the Party. Such changes shall not contravene the spirit or intention of the model rules as accepted by Party conference or the NEC.

Chapter 3: Rules for Women's Branches

Clause I: Name

1. Barrow and Furness Constituency Labour Party Women's Branch (this Women's Branch)

Clause II: Objects

1. To ensure that women's voices are heard in the Party, through monitoring women's involvement in activities, and shaping the women's agenda and contributing to policy making.
2. To encourage and support women members to play a full and active part in all the Party's activities,
3. To build links with women in the community, through contact with trade unions, community organisations and individual women, consultation, campaigning and joint working.
4. To encourage women to join the Party and to ensure that new women members are welcomed.
5. To work jointly with Labour women in neighbouring CLPs in the delivery of the above aims.

Clause III: Membership

1. The membership of the Women's branch shall consist of all individual women members in Barrow and Furness Constituency Labour Party. All women members shall be mailed at least annually to inform them about the activity of the Women's branch and/ or officer.
2. Women's branches may be established on alternative electoral boundaries (such as local authorities) with the agreement of the NEC Equalities Committee. Any Women's Branches which cross CLP boundaries shall retain the rights of interaction with component CLPs as defined by Clause VI below.
3. A proportion of members' subscriptions should be allocated to this Women's Branch as determined by the CLP General Meeting (s), or by the Executive Committee if given such delegated authority by the General Meeting.

Clause IV: Officers and Executive Committee

1. Where possible or necessary, the officers of this Women's branch shall be chair, vice chair, secretary, and treasurer. This Women's branch shall appoint two auditors when required and other functional officers as required
2. This Women's branch executive shall consist of the officers, the women's officer(s) of any CLP(s) covered by the Women's branch and, if required, not more than four other members.
3. Elections for these posts shall be held at the annual meeting.

Clause V: Meetings

1. The annual meeting of this Women's branch shall be held in June of each year, within seven days of the CLP AGM. In the event of the annual meeting not being held in that month for any reason it shall be held as soon as possible thereafter.
2. 14 days' notice of the annual meeting shall be given to the CLP(s) and to all individual members in this Women's branch.
3. This Women's branch shall raise and hold funds to support activities within the objects of this Women's branch. The financial year of this Women's branch will begin on 1 January and end on 31 December. The annual accounts of this Women's branch shall be forwarded to the CLP Treasurer(s) no later than the end of February each year so they can be incorporated into the CLP(s) Annual Statement of Accounts.
4. At a formal meeting the Women's branch may, if it wishes, make nominations to the CLP for posts open to nomination from branches (i.e. CLP officers, parliamentary/European parliamentary candidate, members of the NEC, National Policy Forum, etc.). A formal meeting may also agree motions to be sent to the General Meeting.
5. The Women's branch may hold whatever informal meetings or gatherings it sees fit to work towards meetings its aims.
6. Ordinary meetings shall be held at such intervals and on such notice as may be laid down in the standing orders, or as determined by this Women's branch from time to time. Special meetings may be called at the discretion of this Women's branch executive or at the written request of 20 per cent of the members.
7. Notice of ordinary and special meetings shall be sent to all members a minimum of seven days in advance.

Clause VI: Activities

1. The Women's branch shall seek to ensure that women's voices are properly heard in the Party, through the above activities and through, for example:
 - A. Feeding on women's views on policy into local and national policy forums and to the constituency's General Meeting.
 - B. encouraging women to play an active role in these and other bodies, monitoring women's involvement and working the rest of the Party to develop arrangements which maximise this involvement.
 - C. bringing any problems regarding women's involvement, including through the filling of quotas, to the attention of the constituency secretary, other officers or the regional Party office.
 - D. holding local policy forums for women.
 - E. engaging with national structures by electing delegates and submitting motions to Women's Conference.

2. The Women's branch shall prioritise work which aims to support women members of the Party to play an active part in all the Party's activities – in particular, training, mentoring and networking among women to encourage women to:

A. hold elected office within the Party (e.g. as branch or constituency chair, political education officer, etc.).

B. stand as councillors, MPs, MEPs and other forms of elected representative for the Party.

C. become involved in the community, for example, as school governors/ board members, on committees of local organisations, as magistrates, members of community health councils, etc.

D. take part in all forms of Party activities – in particular campaigns, recruitment activity, Party committees, meetings and policy forums.

3. The Women's branch shall also seek to build links with women in the community through, for example:

A. building relationships with organisations, such as women's voluntary organisations, tenants' groups, trade unions and other organisations in which women are active, through information exchange, personal contact, joint meetings, events and campaigns

B. working with the Party and Labour councillors and MPs to consult women in the community about their views and concerns, using consultation meetings, policy forums, surveys, listening campaigns and other techniques.

C. targeted campaigning and recruitment activity with women, including campaigns on issues of particular interest to women such as women's health, childcare and violence against women.

Clause VII: Relationship with constituency parties

1. This Women's branch shall maintain good relations with the CLP(s) within its geographical boundary. In particular, this Women's branch shall inform the CLP(s) within its geographical boundary of any campaigns, activities or events it is running, organising or assisting with. This Women's branch shall also receive the cooperation, encouragement and assistance of the CLP(s), branches and their officers.

2. This Women's branch shall be entitled to send delegates to the CLP(s) on a basis consistent with Appendix 7 of this Rule Book.

3. Should a Women's branch cross CLP boundaries, only members of this branch who are members of the appropriate CLP shall be involved in business relevant to that CLP, such as nomination of and voting for delegates to the General Meeting..

Clause VIII: Miscellaneous

1. The general provisions of the constitution and rules of the Party shall apply to the

Women's Branch.

2. The Women's Branch shall not enter into affiliation or give support financially or otherwise to any political party or organisation ancillary or subsidiary thereto declared ineligible for affiliation to the Party by the Party conference or by the NEC.
3. This Women's Branch shall not have the power to enter into property-related transactions or to employ staff
4. This Women's Branch shall adopt standing orders and procedural rules as may be agreed by the appropriate RD(GS).
5. Where a Women's branch has previously existed, it shall be reconstituted under these rules on its previous geographical boundaries.
6. Any alteration or addition to these rules may only be made at the annual general meeting of the Barrow & Furness Constituency Labour Party Women's branch but must be submitted to the appropriate Regional Director/General Secretary for approval before being put into operation. Such changes shall not contravene the spirit or intention of the model rules as accepted by Party conference or the NEC.

Chapter 4: Rules for Young Labour

Clause I: Establishment

1. Young Labour shall enjoy rights in respect of:
 - A. Annual Conference
 - B. Regional, Welsh and Scottish Conferences

Clause II: Aims and values

1. To help young Party members play a full and active part within the Party.
2. To train and politically educate young Party members, debate policy and decide upon campaign activities.
3. To help young Party members organise social activities.
4. To change the culture, particularly the meeting culture, of the Party at branch and constituency level and to organise more social activities at every level.
5. To advise the Party on issues that particularly concern young people in Britain and issues that concern young members of the Party.
6. To recruit and retain many more young people into Party membership.
7. To campaign against all forms of discrimination and prejudice, especially those based upon race, colour, religion, disability, gender, age, gender identity or sexual orientation.
8. To persuade more young people to vote Labour at all elections.
9. To increase the number of young people who are registered to vote.
10. To maximise the number of postal votes from young people.
11. To maintain good relations with the youth organisations of sister parties and with the International Union of Socialist Youth and Young European Socialists (YES).

Clause III: Membership

1. All individual members of the Party aged between 14 and 26 years inclusive shall be members of Young Labour.

Clause IV: Structure

1. There shall be a National Committee and an Executive Committee to ensure the effective administration and organisation of Young Labour.
2. There shall be Young Labour Local Branches throughout England, Scotland and Wales which shall usually be co-terminus with Constituency Labour Parties

3. There shall be a regional/Welsh/Scottish Young Labour Group for each English Region, Wales, and Scotland. Such Groups shall produce regular reports on their work and progress to the National Committee of Young Labour and to the appropriate Regional/Welsh/Scottish Executive Committee.

4. Young Labour shall ensure at every level close cooperation and liaison with young trade unionists, Labour Students and young people in other affiliated organisations.

Clause V: Amendment to rules

1. Young Labour Conference shall have the power to propose changes to these rules (Chapter 11), providing that such changes do not contravene the spirit and intention of the rules as adopted by Party conference or alter the party objects, basis or conditions of affiliated and individual membership, or effect a change in relationship of Young Labour with the Party. Any such proposal must secure the support of at least two thirds of Young Labour Conference.

2. Rule Changes receiving two thirds support at Young Labour Conference would, subject to NEC approval, be tabled at the next Annual Conference. Amendments to these rules would take effect once passed by Annual Conference.

Chapter 4a: Young Labour Local Branches

Clause I: Name

1. Barrow and Furness Young Labour

Clause II: Aims and values

1. To help young Party members play a full and active role within the Party.
2. To organise local social activities for young Party members and for young people within the community.
3. **To train and politically educate young Party members.**
4. **To change the culture, particularly the meeting culture, of the Party at branch and constituency level and to organise more social activities.**
5. To persuade more young people to vote Labour at all elections.
6. To recruit and retain many more young people into Party membership.
7. To campaign against all forms of discrimination and prejudice, especially those based upon race, colour, religion, disability, gender, age, gender identity or sexual orientation.
8. To increase the number of young people who are registered to vote.
9. To maximise the number of postal votes from young people.

Clause III: Membership

1. All individual members of the Party aged between 14 and 26 years inclusive, who live within the geographical boundary of the Young Labour Branch, shall automatically be members of the branch.

Clause IV: Establishing a Branch

1. A branch shall only be established once an inaugural meeting has taken place. The CLP Secretary(ies) and/or Youth Officers shall ensure that all young members in the CLP(s) are notified at least 14 days prior to the inaugural meeting.

2. Once an inaugural meeting has taken place, the Branch may be registered by applying to the Young Labour National Committee via the national Youth Officer. The member(s) shall also contact the CLP Secretaries, relevant RD/GS and any Youth Officers within all CLPs covered by the proposed Young Labour Branch informing them of the establishment of the Branch, and notifying them of any delegates.

3. Once registered the Secretary of a Young Labour Branch shall have the right to contact young members within the Branch at least five times a year, by a method to be defined by the NEC

Clause V: Meetings

1. Young Labour Branches should avoid bureaucracy at their meetings. Only the activities planned, the division of duties and responsibilities between members of the group, or a programme of action need be officially recorded.

2. Political education discussions, speakers, campaigns and elections, social activities should be the main items on the agenda of meetings with any other of the objectives and aims of Young Labour.

3. Guidelines on running Young Labour Branch meetings may be issued by the Young Labour National Committee from time to time.

4. All individual members of the Party between the ages of 14 and 26 inclusive and that live in the area covered by the Young Labour Branch should be invited to meetings of the Branch.

5. The national Youth Officer and the appropriate RD/GS shall be given at least seven days written notice of any meeting at which it is intended to elect officers of the Young Labour Branch.

Clause VI: Officers

1. An annual meeting of the Young Labour Branch shall be held which shall elect a chair, a secretary, a membership and campaigns officer, and a women's officer. If the Young Labour Branch holds a bank account, they must also elect a Treasurer. These shall form the formal officer group. At least 50% of officers shall be women. Other 'functional' officers, including TULO officer may be elected at the annual meeting. Any Youth Officers from CLPs covered by the Branch shall also be members of the executive. The names and addresses of the

officers of the Young Labour Branch and any subsequent changes shall be notified to Party Head Office.

Clause VII: Finance

1. The Young Labour Branch may raise and spend its own funds if the expenditure is to further the objectives of Young Labour as determined in these rules and by the NEC.
2. The Young Labour Branch shall submit its accounts to the appropriate RD(GS) or on request to the national Youth Officer
3. An arrangement may be made between the Young Labour Branch and appropriate CLPs for a proportion of young Party members' subscriptions to be paid to the group.
4. In the event of the dissolution of a Young Labour group all funds and properties shall belong to the CLPs within the boundaries of the Young Labour Branch.
5. The Party's financial scheme recognises the assets and financial transactions of this Young Labour Branch as the assets and financial transactions of the Party region or nation in which it is organised. It shall be the duty of this Young Labour Branch to co-operate with the regional or national office in respect of its obligations under the Political Parties, Elections and Referendums Act 2000. Should this Young Labour Branch fail to cooperate with the regional or national office, the NEC will take appropriate disciplinary action against individual members, suspend this Young Labour Branch or both.

Clause VIII: Relationship with constituency parties

1. Young Labour Branches shall maintain good relations with CLPs within their geographical boundary. In particular, the Young Labour Branch shall inform the CLPs within their geographical boundary of any campaigns, activities or events they are running, organising or assisting with. Young Labour Branches shall also receive the cooperation, encouragement and assistance of branches and CLPs and their officers.
2. Young Labour Branches shall be entitled to send delegates to CLPs on a basis consistent with Appendix 7 of the National Rule Book.

Clause IX: General relations

1. The Young Labour Branch shall set up links with local young trade unionists and other single-issue groups whose aims and objectives are compatible with those of the Party as decided by the NEC. The NEC's decision in such matters shall be final and binding.
2. Young Labour Branches shall give reports annually on their activities and any problems and difficulties they are experiencing to the National Committee of Young Labour through the national Youth Officer.

Clause X: Dissolution

1. The NEC shall have the authority to suspend, dissolve, reconstitute or change the geographical boundary of a Young Labour Branch.

Chapter 5: Rules for Labour Party Local Government Committees

Note: These rules apply to all Local Government Committees throughout England, Scotland and Wales, operating for levels of directly elected local government above that of parish/ community council. Where there are Labour groups on parish or community councils these should have a similar relationship to the branches and/ or CLPs covering their area as outlined in these rules. Where formal arrangements are in operation these must be sanctioned by the CLP concerned with the approval of the appropriate RD(GS) on behalf of the NEC.

Clause I: Name

1. The Barrow Borough Labour Party Local Government Committee (LGC).

Clause II: Objects

1. To co-ordinate the activities of CLPs and branches within the area for the purpose of securing the return of Labour representatives to the borough council ('the council').
2. To organise opportunities for individual members, branches, trade unions, affiliated organisations and community organisations to engage with the Labour Group on current local policy issues.
3. To formulate an electoral programme in partnership with the Labour Group
4. To compile a panel of candidates in accordance with the provisions of chapter 5 of the national rules of the Party.
5. To undertake activities within the area for the purpose of new candidate recruitment.
6. The LGC shall seek to contest all seats in each electoral area in consultation with the CLPs concerned.

Clause III: General Principles

1. The Campaign Forum will be structured to deliver the best organisation and campaigns in pursuit of the objects above and to secure the best possible representation for Labour in the authority.
2. The local Party shall determine the size and structure of the LGC with approval from the appropriate RD(GS), on behalf of the NEC following the principles laid out in this chapter. These may include existing structures where these are working effectively to meet the objectives of the NEC.

Clause IV: Membership

1. The membership of the LGC shall be focussed around campaign delivery, the recruitment and selection of candidates and the development of opportunities for wider engagement with council issues.
2. The membership of the LGC will be in three sections:

A. Four Delegates from the Labour Group, including the Leader and the Deputy Leader, and other members of the Labour Group to be elected by the Group. The Executive Committee of the Labour Group may attend the LGC ex-officio as non-voting members. At least 50% of the voting delegates from the Labour Group must be women.

B. Four Delegates from the CLPs falling within or partially within the council area, elected by the CLPs. At least 50% of the CLP delegates must be women.

C. Four Delegates chosen by the trade unions affiliated to the CLPs falling within or partially within the council area. At least 50% of the Trade Union delegates must be women.

3.

A. There should be an equal number of delegates from the Labour Group, CLP(s) and Trade Union sections.

B. Votes at meetings of the LGC will be cast in three sections – the Labour Group, CLPs and Trade Unions.

i. The votes for each section will be totalled.

ii. Each section's votes will be apportioned so that each of the three sections has a voting weight of one third.

C. Labour Group members may only act as representatives on behalf of the Labour Group and may not act as delegates representing CLPs, affiliates or the Co-Operative Party.

D. Each CLP falling fully within the council area shall appoint the same number of delegates to the LGC.

E. CLPs which are only partially within the council area shall appoint a reduced number of delegates approximately in line with the proportion of CLP wards within the council area. Those delegates must reside within the council area.

F. Trade Union delegates must be members of the Labour Party.

G. Local and regional organisers and any campaign co-ordinators for the area covered by the LGC shall be invited to attend LGC meetings as non-voting delegates.

H. Any sitting MP, AM, MSP, PCC and / or PPC and Labour Group members who is not a voting LGC delegate may attend LGC meetings as non-voting delegates.

4. The local Party should work to ensure that the membership of the LGC is representative of the communities in which it will work.

5. Variations to the above LGC structure must be approved by the relevant REC/SEC/WEC.

Clause V: Officers and Executive Committee

1. The officers and Executive Committee shall be elected at the first meeting of the LGC and annually thereafter. The Leader and Deputy Leader of the Labour Group shall be voting members of its Executive Committee ex-officio.
2. Where the number of LGC members make it practicable, the LGC may resolve that the whole LGC shall perform the functions of the Executive Committee
3. The officers shall consist of a chair, vice-chair, and secretary. At least 50% of the officers shall be a woman.
4. Where this LGC is an accounting unit of the Party with regard to the Political Parties, Elections and Referendums Act 2000, it shall have additional officers of Treasurer and Deputy Treasurer. The Chair shall also be the deputy treasurer to be notified to the Electoral Commission. In exceptional circumstances, and with the prior approval of the General Secretary, a different person may be appointed.
5. The Executive Committee shall consist of the officers, the leader and deputy leader of the Labour Group and { } members elected on a basis to be approved by the NEC. Accredited Party organisers within the area may attend Executive Committee meetings without voting power.

Clause VI: Meetings

1. Where there is no overall majority following council elections in May, a special meeting of the LGC shall be held in the week following council elections in order to consider any proposals from the Labour Group Leader on the formation of a coalition with other parties. The date, time and location of this meeting must be made known to LGC delegates at least 4 weeks before the council election. The meeting may be cancelled after the local election if one party has an overall majority or if a coalition is formed without support from Labour Group.
2. The annual meeting of the LGC shall be held in May each year, or if such a meeting is not held, as soon as possible afterwards.
3. The LGC shall meet whenever necessary to deliver the best organisation and campaigns to secure the best possible representation for Labour in the authority. As a minimum, the LGC shall have at least one meeting a year for each of: the creation of a manifesto for the next local election, the creation of a campaign strategy, the creation of a recruitment strategy, the creation of a selection strategy and to convene a selection panel. In addition to this, the Labour Group leader shall report annually to the LGC on progress which the Group has made towards delivering pledges in the latest manifesto and recent manifestos.
4. The Executive Committee shall meet as required.
5. Meetings should be conducted in a comradely fashion. No one entitled to attend shall be precluded because they cannot gain access to the meeting room for any reason. Harassment or intimidation of members on the basis of gender, age, sexual orientation and gender identity, disability or race is unacceptable.

Clause VII: Finance

1. The administrative expenses of this LGC shall be met from contributions subscribed by the CLPs concerned in agreed proportions.
2. The CLPs shall be responsible for the expenses incurred in contesting elections and by elections within their area. They shall also meet a proportionate share of any expenses which the CLPs agree shall be incurred by this LGC in contesting such elections.

Clause VIII: General

1. The electoral policy and programme for the appropriate elections shall be decided by the LGC in consultation with representatives of the council Labour Group. In each case this LGC shall work to organise opportunities for wider consultation to assist the development of policy.
2. The Executive Committee of this LGC shall seek to contest all seats in each electoral area in consultation with the CLP concerned.

Clause IX: Candidates

1. The LGC shall select and convene an interview panel for the selection of candidates. This shall include a member of the LGC, and respective CLPs and Labour groups may nominate a member to sit on this panel. If a member of the Labour Group is also seeking selection as a candidate they shall declare the wards they wish to stand in and shall be excluded from any discussion about selections in those wards until they been selected as a candidate. The LGC may co-opt additional members, including members from other Labour parties, when it is deemed necessary, in line with the selection guidelines approved by the NEC.
2. Labour Group members and all members who have expressed an interest in standing as candidates in the next local election must declare an interest and not participate in any meeting about candidate selection, for that election until they have been selected.
3. Candidates for the appropriate elections shall be selected in accordance with the rules for the selection of local government candidates laid down in Chapter 5 of these rules and in the selection guidelines appended thereto along with any other regulations approved by the NEC.
4. In the event of a by-election arising the Executive Committee shall consult with the executive committees of the CLP and branches concerned to ensure that a candidate is selected as far as possible following the procedure referred to above. In the case of an emergency, it shall take whatever action that may be necessary to meet the situation and to ensure that the vacancy is contested by the Party.

Clause X: Relations with the Labour group

1. For the purpose of maintaining contact between the group and the local Party, representatives of the LGC and CLPs ('group observers') may attend group meetings with the right to speak on all matters coming before the group (subject to Chapter 13 Clause IX below and Chapter 13 Clause XIII below of the group rules) but not to propose or second motions or amendments or to vote. The number of group observers shall be

locally determined but shall not exceed one third of the membership of the group up to a maximum of six observers.

Clause XI: Miscellaneous

1. The general provisions of the constitution and rules of the Party shall apply to this Local Government Committee.

2. Where this LGC is an accounting unit of the Party with regard to the Political Parties, Elections and Referendums Act 2000, it shall co-operate fully with regard to its legal and financial obligations.

A. All accounting units will comply with their legal obligations under PPERA 2000 including using 1 January to 31 December as the financial year, maintaining adequate financial records, identifying and reporting donations and loans, producing an annual statement of accounts and providing all relevant information as requested to the Party. Failure to meet these obligations may lead to the NEC taking disciplinary action against individual members, the suspension of the appropriate Party unit or both.

B. Following each annual meeting of this LGC the secretary shall forward to General Secretary a copy of the LGC annual report, including the annual statement of accounts and such other information as may be requested by the NEC in the format required and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.

C. The annual statement of accounts must be presented to and approved by a general meeting in the first quarter of the year following the year in question. Where required by PPERA 2000, the annual statement of accounts must be forwarded to the Electoral Commission by 30 April of the year following the year in question.

3. Where this LGC is not an accounting unit of the Party with regard to the Political Parties Elections and Referendums Act 2000, it shall liaise with and cooperate with the Regional Director (or General Secretary in Scotland or Wales) to ensure that the CLPs which have a geographical interest in the LGC are able to meet their legal and financial obligations.

4. Should this LGC fail to co-operate with the Party with regard to its obligations under the Act, the NEC will not hesitate to take appropriate disciplinary action against individual members and/or suspend this LGC.

5. Any insertions or proposed changes to these rules for Local Government Committees are subject to the approval of the NEC.

6. The NEC shall have the authority to determine how these rules shall be applied in particular circumstances and make any adaptations necessary to suit different or new levels of local government as they arise.

Chapter 6: Rules for Local Government Labour Groups on principal authorities

Clause I: General rules and provisions for Labour groups on local authorities

1. These rules apply to all local government Labour groups throughout England, Scotland and Wales, operating for levels of directly elected local government above that of parish/ community council. Where there are Labour groups on parish or community councils these should have a similar relationship to the branch and/ or CLPs covering their area as that of a Labour group with a Local Government Committee. Where formal arrangements are in operation these must be sanctioned by the CLP concerned with the approval of the appropriate RD(GS) on behalf of the NEC. The following rules apply to all Labour groups. However, recognising that different forms of governance may apply in different local authorities, the Party's standing orders and guidance for Labour groups on local authorities vary accordingly. Labour groups shall adopt the appropriate set of model standing orders approved from time to time by the NEC, according to local governance arrangements. Labour groups shall act in accordance with guidance that shall be issued from time to time by the NEC in the application of these rules.

Clause II: Aims and Values

1. Labour Groups

A. To work constructively in their local authority for real and sustainable improvements in the economic, social and environmental wellbeing of the communities and local people they represent.

i. Labour Groups shall campaign for measures that will secure stronger and safer communities for local people, a high quality of life and effective and responsive delivery of services, and that will provide community leadership.

B. To operate at all times as a Group in an effective and comradely fashion.

i. Labour groups shall conduct their business in a comradely fashion, in such a way as to maximise participation from all members and to facilitate debate on key policy and political matters. Attendance at group meetings by all members is important to ensure all points of view are heard and a full internal discussion is possible. The content of internal discussion is not for communication outside the Party, and internal disputes that are aired in the public domain will be subject to disciplinary action.

C. To ensure every Group member is enabled fully to contribute.

i. All members and liaison members shall be able to gain access to the room and attend all group meetings (unless suspended from the whip). Harassment or intimidation of members for any reason, or on the basis of gender, age, sexual orientation and gender identity, race, religion or disability is unacceptable conduct and subject to disciplinary action.

D. To engage with the local Party and wider community.

i. Labour groups shall engage in and encourage active and constructive debate and policy development with local Party members on local government matters. Labour groups should be outward-looking and active in their local communities, working in partnership with community groups, tenants' and residents' associations, business groups, trades unions and all other relevant interests, and support consultative mechanisms in their local authority.

2. Individual members of Labour groups and group observers

A. To uphold the highest standards of probity and integrity.

i. The Party requires its representatives to uphold the highest standards of probity and integrity and they shall be guided in those standards by advice from the NEC.

ii. The onus of responsibility for upholding those standards rests with the individual councillor and group observer. Specifically, it shall be the responsibility of the group whip to establish a register of interests in the form prescribed by the NEC, detailing for each member of the group and group observer their employment, financial interests in companies, membership of trade unions and other societies or organisations.

iii. Labour councillors and members must at all times avoid not only wrong-doing but also the perception of wrong-doing. Therefore if there is any uncertainty regarding whether a declaration of interest is appropriate, Labour councillors and members must take the most open course of action and declare an interest or disclose all relevant circumstances, taking advice if necessary.

iv. The statutory provisions relating to the declaration of pecuniary interests shall apply to full group meetings and other meetings of all or part of the Labour group (e.g. pre meetings). Councillors and group observers are required to take the appropriate actions in all those meetings in respect of any interest (e.g. an individual with a pecuniary interest in the item under discussion must declare that interest and leave the meeting while that item is under consideration).

v. Members of the Labour group in administration must comply with the provisions of the Local Government Finance Act 1988 and subsequent revisions and shall not vote against or abstain on a vote in full Council to set a legal budget proposed by the administration. Members of the Labour Group shall not support any proposal to set an illegal budget. Any councillor who votes against or abstains on a Labour group policy decision in this matter may face disciplinary action.

B. To comply fully with the statutory ethical framework.

i. Members of the Labour group must sign and abide by any codes of conduct as may be agreed by the local authority from time to time. All members must sign up to the local code within two months of it being

adopted, or they cease to be a member of the council. Members of the Labour group must sign any other legal requirements relating to acceptance of office. Members must refer any wrong-doing by other members to the Group Whip and to the Relevant standards committee for England, and/or local Standards Committee and the Group Whip should immediately consider appropriate action if any Labour councillor is referred to a Standards body.

ii. Should a standards body find against a member, an investigation be established to decide on the appropriate internal sanction.

C. To accept the rules and standing orders of the Labour group.

i. Members of the Labour group must register as members of the Labour group under the provisions of the Local Government (Committees & Political Groups) regulations 1990. Failure to do so within 14 days of a written request from an officer of the group or the Party's Governance and Legal Unit shall automatically render that person outside the group for all purposes and ineligible to be or remain a Party member (subject to the provisions of Chapter 6 A.2 above of the Party's disciplinary rules).

ii. All group members may have the opportunity of participating in meetings and voting remotely using electronic means of communication where appropriate.

iii. Members of the Labour group shall agree in writing to abide by the rules and standing orders of the Labour group, as agreed at the annual meeting of the group. The general provisions of the constitution and rules of the Party shall apply to this group.

D. To seek to the best of their ability to be effective and influential councillors.

i. The Party expects its councillors to have at least minimum competencies in carrying out their public duties, and will intervene where political management leads to a failure in public service and performance of the authority, and where there is a lack of commitment displayed by leading members in the improvement agenda.

ii. Members of the Labour group also shall commit themselves to certain minimum duties and activities as councillors, as set out in guidance that shall be issued from time to time by the NEC. This shall include attendance at council meetings and other meetings of which you are a member, the holding of advice surgeries, attendance at consultative meetings in the ward, and regular communications with local residents.

iii. Members of the Labour group shall have a responsibility to take up such opportunities of training and development that may be provided by the council or the group or Party, in order better to carry out their activities as effective and influential councillors. Through their council duties and activities in the community, members of the Labour group should seek to promote Party policies and to represent and empower local

people and communities, and act in a way that does not bring the Party into disrepute.

Clause III: Membership of the group

1. Members of the Labour group must be individual members of the Party with the subscriptions paid at the standard rate by continuous authority and must have been elected to and be eligible for membership of the local authority.
2. Members of the Labour group shall pay an annual levy to the Party of 2 per cent of their total income from council and joint body sources, in line with all elected representatives of the Party. For a Labour Group with ten or more members, or with an allowance amount of £1,000 or more, the elected representative levy shall be paid through a group contribution by a continuous payment method from group funds, the deduction being the figure notified to the Party by the group secretary by 6 September each year and taken in 5 instalments commencing September. Labour Groups with fewer than 10 members or an allowance of less than £1,000 may choose to pay either by a continuous payment method described above, or make a single payment in December.
3. For the purpose of effective and vibrant electoral organisation, members of the Labour group shall pay an annual contribution to the Labour group of a recommended minimum of 5 per cent of their total income from council and joint body sources, to cover group administration, communications and other appropriate activity. The amount and budget shall be determined by local circumstances, agreed by the group at its AGM and paid within 30 days of such agreement or on an equal monthly basis. Subject to the motion to be agreed at the AGM, members of the Labour group shall give the requisite authority to their council for payment of their due amounts through the council's payroll system if the council affords this facility.
4. Membership of the Labour group is dependent on payment of the elected representative levy and annual contribution to the Labour group. Members of the Labour group who fail to maintain payments under 1, 2 and 3 above, according to the rules of the Party and standing orders of the group shall have the whip automatically withdrawn, suspending them from membership of the Labour group until their membership of the Party and/or elected representative levy and/or contribution to the Labour group is reinstated.
5. No amount paid under 2 and 3 above nor any other subscription payment or other levy paid under this Clause III by or on account of being a member of the Labour group shall be refundable either in whole or in part to either the Labour group or a member by reason of a member leaving, being suspended or removed from the Labour group at any time for whatever reason.
6. For the purpose of maintaining contact between the Labour group and the appropriate Party Local Government Committee, representatives of the latter ('group observers') may attend group meetings; the number of group observers shall be locally determined but shall not exceed one third of the membership of the group up to a maximum of 6 members. Observers will have the right to speak on all matters coming before the group (subject to Clause II.1.B.i above) but shall not propose or second motions or amendments or vote. Group observers shall have access to all information under consideration by the group subject to any statutory or other conditions imposed on the council and individual councillors.

7. **Accredited Party organisers within the area** shall be ex-officio members of the group without voting power unless eligible under 1 above.

8. Attendance at group meetings shall be restricted to members of the Party referred to in these rules except at the special invitation of the group.

9. All those attending Labour group meetings shall abide by the ethical behaviour requirements as set out in Clause II.1.B above.

Clause IV: Group meetings

1. Ordinary meetings of the Labour group shall be held at an agreed time between the publication of the council agenda and the full meeting of the council, and on such other dates as may be agreed at the annual meeting.

2. The annual meeting of the group shall be held, on date/s to be determined, prior to the statutory annual meeting of the council, for the election of group officers, to make nominations to civic office, council leadership, executive and scrutiny positions, chair and vice chair of committees and to allocate members to committees. All groups shall follow NEC guidance on good practice in running annual group meetings (see the AGM Toolkit).

3. All group members may have the opportunity of participating in meetings and voting remotely using electronic means of communication where appropriate.

Clause V: Group officers

1. The Labour group shall appoint group officers at the annual meeting in accordance with the group standing orders, and in a manner that ensures equality of opportunity and encourages underrepresented groups to come forward. As a minimum, the gender balance of the officer group will reflect the gender balance of the Labour group as a whole. Any deviation from this will require consent from your RD(GS).

Clause VI: Group executive

1. Where the Labour group chooses to appoint a group executive, the group shall do so at its annual meeting in accordance with the group standing orders, and in a manner that ensures equality of opportunity and encourages underrepresented groups to come forward. As a minimum, the gender balance of the Labour group executive will reflect the gender balance of the Labour group as a whole. Any deviation from this will require consent from your RD(GS).

Clause VII: Casual vacancies

1. Casual vacancies among the group officers or in the executive shall be filled at an ordinary or other meeting of the group. Appropriate notice of an election shall be given.

Clause VIII: Determination of group policy and action

1. The local government election campaign strategy shall be determined by the local Party, normally the Local Government Committee in consultation with the Labour Group. The Labour Group will play a lead role in developing local election manifestos and assisting the

LGC in arriving at a local manifesto which is credible and deliverable.

2. Labour group standing orders shall specify the matters on which it shall be the responsibility of the group to take decisions. The group and the Local Government Committee shall arrange a rolling programme of policy discussion and development during the year, where progress with the implementation of policy or any new developments that have arisen since the election manifesto was produced shall be discussed. The form of such a programme will include an annual presentation to the LGC by the Group leader of progress on achieving the manifesto and shall be jointly agreed by the Labour group and the LGC.

3. The policy of the Labour group shall be determined by the group meeting on the recommendation of the executive or otherwise. In cases of emergency, where action is required by motion or otherwise, such action may be taken by the executive that shall report its action for approval to the next group meeting. In cases of still greater urgency, which do not admit of delay, the leader of the group (or in the absence of the leader, a deputy), in consultation wherever possible with other officers, shall have power to act; such action to be reported to the next meeting of the group or group executive for approval.

Clause IX: Selection of nominations for civic offices, council leadership and other council appointments

1. The selection of nominations for civic offices, council leadership, chair and vice-chair of any committees and allocation of members to committees shall be made in accordance with the group standing orders, and in a manner that ensures equality of opportunity and encourages under-represented groups to come forward.

2. For councils which it selects to pilot direct election of the group leader, the NEC shall have the power to require a direct election of the group leader by all eligible party members resident within the council area. This rule is subject to the power of the NEC to cancel or amend procedure and subject to procedural guidelines set by the NEC.

3. The Party expects Labour councillors in leadership positions and in particular Labour cabinets to reflect the diversity of the area represented by the local authority and to deliver at least a gender balance of leadership positions to reflect the make-up of the group. Any failure to do so should be discussed with the RD (GS). Where a vote for a nomination is necessary it shall be by secret ballot. The appropriate Local Government Committee of the Party shall have the right and opportunity to submit names for consideration, but formal nomination and selection shall be as specified in the group standing orders.

Clause X: Arrangements with other parties

1. Where no one Party has an overall majority on the council, the group shall operate under guidance issued from time to time by the NEC. Where possible, Labour groups should seek approval from their LGC for any proposed arrangement. Labour groups must not enter into any arrangements with other parties or Independent directly elected Mayors, to determine the political control and management of the local authority, which do not comply with the NEC's approved options, and without the specific prior approval of the NEC. Groups and members must stand down from multi-Party arrangements on the instruction of the regional office, after discussion with the NEC.

Clause XI: Action by individual members

1. Action by individual members of the Labour group shall conform to the group standing orders. Labour recognises that individual members, to fulfil their representative duties, may without consultation speak and ask questions in meetings of the council on behalf of their constituents or other community interests. Where the tendency of such interventions is likely to be in conflict with the policy of the group, it is the responsibility of the individual member to ensure that the relevant lead member of the group is consulted.
2. Individual members of the group are bound by Party policy and values, and should be committed to comradely behaviour. They should not issue publications, or maintain web sites, or speak to the press in a way which opposes Party policy or attacks other members of their group or members of groups in neighbouring or other tier authorities.
3. Where matters of conscience arise (e.g. religion, temperance) individual members of the group may abstain from voting provided they first raise the matter at a group meeting in order to ascertain the feeling of the group.
4. In matters where the council or its committees or sub-committees are acting in a quasi-judicial capacity (e.g. licensing of pubs, theatres and cinemas or the consideration of planning applications) or in the scrutiny process each member shall form his or her own judgement according to the evidence, and not be bound by a group whip. However, the member should have regard to their membership of the Party and seek not to act in keeping with Party policy and values.
5. The demands of modern local government requires the Party to have regard to competency in considering the performance of its councillors, especially those in a leadership position, and may take action through the NEC to intervene to ensure effective political management and leadership, and a commitment to the improvement agenda.

Clause XII: Groups on committees

1. The group standing orders shall specify how these rules may be applicable to Labour groups on, and members of, committees and sub-committees of the council including any co-opted members.

Clause XIII: Breach of rule

1. Acceptance of these rules (as approved by the NEC) is a condition of membership of the Labour group on the council.
2. Where allegations of a breach of rule by a Labour councillor are made, action shall be taken in accordance with guidance provided from time to time by the NEC. The chief whip shall be responsible for the implementation of such guidance locally.
3. If, following any initial investigation, the group whip finds a serious breach of rule, it shall be competent for the group whip to be withdrawn for a specified period up to a maximum of six months or for an indefinite period, from any member who is in breach of these rules, such action to be initiated by the group whip who shall:

- A. report to the officers of the group and the appropriate Party Local Government

Committee who shall ensure that there is no Party discussion on the proposed action outside the procedure provided for in this rule until this procedure has been completed.

B. convene a joint meeting of the Labour group and the executive of the appropriate Party Local Government Committee at which upon due notice the matter shall be determined with the chair from the Labour Group and evidence taken in writing, from the defendant, and from witnesses as necessary).

4. Where the NEC determine there are exceptional circumstances, the NEC Disputes Panel shall be charged with the responsibility to undertake procedures relating to a breach of these rules, thus in such instant relieving the Labour group and Local Campaign Forum executive of such powers.

5. Withdrawal of whip

A. A decision to withdraw the whip shall take immediate effect but is subject to appeal within 14 days to the appeal panel of the Regional Executive Committee who shall hear the appeal within 14 days where practicable of receipt and whose decision shall be final.

B. Where a decision to withdraw the whip has been made by a panel of the NEC, an appeal may be made to the General Secretary of the Party within 14 days. The appeal shall be heard by a panel of not less than three members drawn from the NCC, who shall hear the appeal, within 28 days where practicable and whose decision shall be final.

6. Any member of the group who has had the group whip withdrawn shall at the time of such withdrawal be informed of their right to appeal. Once such appeal procedure, if any, has upheld a decision to withdraw the whip without a time limit being determined, the member concerned shall be ineligible to be or to be nominated as a Labour candidate or as a public representative at any level of election as long as s/he is not in receipt of that whip (this shall not apply when the suspension is for a fixed period). A member who has had the group whip withdrawn must remain registered as a member of the Labour group in accordance with Clause II.2.C above.

7. Any member who has had the whip withdrawn without a time limit being determined shall after six months be eligible to apply to the Labour group for re-admission. In such cases, the Labour group shall be responsible for restoration of the whip. Where the whip has been withdrawn by the NEC, application for restoration of the whip after six months shall be made to the NEC.

8. Where a member of the Labour group is alleged to have breached any element of the statutory ethical framework, the chief whip shall follow the guidance issued from time to time by the NEC in determining what action, if any, needs to be taken by the Labour group.

Clause XIV: Reporting to and consulting with the Party

1. Members of the Labour group are entitled and encouraged to attend meetings of their constituency Party and appropriate local Party units. The group standing orders shall specify how the group and council leadership shall report to and consult with the appropriate

local Party on a regular basis; the leader and deputy leader of the Labour Group, or other Group officer as determined by the Group shall be members of the LGC and its Executive Committee. The Party expects the Group Leader to give an annual report on progress on the local manifesto and hold a number of policy consultations within the year, to keep the Party informed of budgetary and service delivery issues, and other policy areas.

2. The provisions for consultation between the Party and Labour group set out in these rules and the model standing orders are the minimum arrangements required. Local Parties and groups are encouraged to secure the greatest possible degree of cooperation and consultation on all matters concerning local governance in their area.

Clause XV: Group standing orders

1. Labour groups, in consultation with the Party's Governance and Legal Unit, shall adopt and follow the relevant model rules and standing orders issued from time to time by the NEC, according to the political management arrangements in operation in their local authority. These standing orders may be varied from time to time by the NEC.

2. Any insertions or proposed changes to Labour group rules or standing orders are subject to the prior approval of the NEC.

Clause XVI: Compliance with PPERA

1. Labour groups are members associations for the purposes of the Political Parties, Elections and Referendums Act 2000 (PPERA). They do not form part of the central organisation of the Party or any of its accounting units, including any Local Government Committee, for those purposes. Group members shall ensure that they comply with their individual obligations, and that the group complies with its collective obligations, under PPERA, in particular in respect of political spending and donation reporting. Group members shall co-operate with the officers of other Party units to enable them to comply with their obligations under PPERA, in particular in respect of financial transfers between the group and/or group members and those other units. Should the group or any of its members fail to cooperate with any relevant Party unit in respect of any of its or their PPERA obligations, the NEC will take appropriate disciplinary action against individual members, suspend the group or both.

Clause XVII: Miscellaneous

1. Labour groups on joint boards, committees, on regional bodies and on local government associations shall adopt appropriate rules and standing orders in consultation with the Party's Local Government Unit and with the prior approval of the NEC.

2. The rules contained in Chapter 13 are minimum requirements for the operation of Labour groups and the conduct of Labour councillors. Due account must be taken of the resources for member development and the guidance approved by the NEC and of such advice as may be issued from time to time by the NEC.

3. Model standing orders for Labour groups

A. The NEC has approved a single set of model standing orders for Labour groups, which will encompass the different sets of standing orders previously available in

sections 13B to 13F. The model standing orders can be obtained via a number of different routes:

- i. on the local government pages of the Labour Party website
- ii. by contacting the Governance and Legal Unit at Labour Party Head Office, telephone 020 7783 1498 or email legal_queries@labour.org.uk
- iii. They are also contained within the Labour Group AGM Toolkit, issued annually to group secretaries

Chapter 7: Model procedural rules

Clause I

1. These procedural rules are designed to provide a framework for well-ordered Party meetings. Party units will want to adopt local standing orders to reflect their specific method of operation; however, local arrangements must not conflict with the provisions of these model rules which have the full authority of the NEC and form part of the rule book.

A. Annual General Meetings and nominations

- i. The Annual General Meeting of Barrow and Furness CLP shall be held each year in the month of June.
- ii. A formal notice of the annual meeting shall be sent by the secretary to all Party units and organisations entitled to be represented at least 28 days prior to the meeting. A notice detailing the business of the annual meeting and any other meeting involving the election of members to posts, shall be sent to all duly appointed delegates or eligible members at least fourteen days prior to the meeting.
- iii. Members shall self nominate for posts to be elected, by submitting a statement, of no more than 250 words, to the secretary no later than seven days before the meeting. The statement should state why the candidate believes they are suitable for the post, by reference to any role descriptions published by the party or the CLP.

B. Ordinary meetings

- i. Ordinary meetings shall be held on a regular basis agreed at the annual meeting. There shall be no meetings to transact ordinary business during the period of a national election campaign.
- ii. Formal notice of all meetings shall be sent out by the secretary to all those entitled to attend at least seven days prior to the meeting. Such notice shall as far as possible include an indication of the business to be transacted at the meeting.
- iii. A record of attendance at meetings shall be kept and those attending may be required to show a credential and/ or proof of membership card

to gain entry to the meeting room.

C. Meeting times

i. Meetings shall commence at { }. Business meetings shall not be held if a quorum is not present within 30 minutes of the appointed time; always provided that in special circumstances members present may agree to transact pressing business subject to the ratification of the proceedings by the next quorate meeting. Meetings shall close two hours from the notified starting time, except that a particular meeting may be temporarily extended for a specified period with the support of two-thirds of the members present.

D. Quorum

i. The quorum for business meetings of (this body) shall be 5 per cent of members of the Party unit or 75, whichever is the lower, or a fixed number agreed with the Regional Executive Committee.

ii. The proceedings and resolutions of any quorate meeting shall not be held to be invalid simply through the accidental failure to give notice of the meeting to, or the non-receipt of such notice by, any person entitled to attend.

E. Entitlement to attend

i. All members must be fully paid up individual members of the Party residing and registered as electors or, exceptionally if they are not eligible to be registered to vote, residing only within the area covered by this Party unit. Only those members who have been elected to it may vote at meetings of the Executive Committee.

When an annual or special meeting is not held for any reason or is abandoned without completing the business on the agenda, such meeting must be reconvened as soon as practicable in order for any necessary outstanding business to be transacted. Only those eligible to participate in the meeting as first convened, whether or not held, shall be entitled to participate in any further reconvened meeting.

F. Chair

i. The elected chair of this body shall preside at all meetings, except where otherwise provided for in the rules of the Party unit.

ii. In the absence of the chair the vice-chair shall preside and in the absence of both the secretary or other officer shall call on those present to elect a member to take the chair of the meeting. Should the office holder arrive once a member has been elected to preside in her or his place then she or he may claim, if they wish, the right to preside at the meeting once the current item of business has been disposed of.

iii. At the annual meeting the chair shall preside until a successor is

elected, except where the chair is not a duly appointed delegate to the meeting; in which case the election of chair shall be taken as the first item on the agenda. The new chair shall take over the conduct of the meeting forthwith and proceed to the election of other officers and further business.

G. Party business

i. The prime function of Party meetings is to provide delegates and members with the opportunity to participate in Party activities through social contact, political debate and policy discussion; and to establish objectives for the Party in the area for campaigning, the development of Party organisation and the promotion of links with sympathetic individuals and bodies within the wider community.

ii. Plans for campaigning on local issues, the development of community engagement and the strengthening of both links and communication with individual members, affiliates, supporters and community groups should be central to all business.

iii. The agenda of all Party meetings shall be drawn up to give due priority to the Party business highlighted above, the endorsement and introduction of new members and/ or delegates, the discussion of resolutions, Party policy items and other matters of interest to Party members and the receipt of reports from public representatives.

iv. Nominations for delegates and representatives to other bodies should be sought as widely from among Party members as possible. Wherever practicable, any vacancies to be filled shall be advertised to all members as they arise and any Party member who has indicated willingness to accept nomination shall be considered for any post, unless otherwise stated in the rules.

v. Party business shall in general have precedence at all business meetings of this body. As far as possible the officers and/ or Executive Committees should deal with routine items of correspondence, finance and reports from other Party bodies or functional officers, provided that the general meeting shall have the opportunity to question, amend and/ or ratify any recommendations put to them.

H. Notice of motion

i. Original motions for the general meeting of this body shall be accepted only from members entitled to attend and participate in the meeting and must be received by the secretary in writing not less than 14 days prior to the meeting for which they are intended. Motions for discussion shall be made available to those entitled to attend with the notice and agenda of the relevant meeting, except for emergency motions which must be sent in writing to the secretary as soon as the nature of the emergency allows before the commencement of the meeting. Emergency business may be accepted by the majority of the meeting on the recommendation of the

chair who shall interpret the term 'emergency' in a bona fide manner.

I. Discussion of motion

i. No motion shall be discussed at a meeting until it has been moved and seconded. Where a motion has been submitted by a Party unit or organisation it must be moved by a delegate from that Party unit or organisation.

ii. Speakers shall address the chair and shall only speak once on any motion except by permission of the chair, providing that the mover of a motion or an amendment may reply to the discussion without introducing new matter for debate; such reply shall close the discussion. No speaker shall be allowed more than five minutes, unless agreed by the meeting to be 'further heard' for a specified period.

iii. Amendments to any motion may be moved and seconded from the floor of the meeting but shall be handed to the secretary in writing. Amendments shall be taken in order with one amendment being disposed of before another is moved. If an amendment is carried, the amended resolution becomes a motion to which further amendments may be moved.

J. Procedural motions

i. A motion of 'next business' shall not be taken until the mover and seconder of a motion have been heard. Any motion 'of next business', 'that the vote be taken', 'to adjourn', 'of no-confidence in the chair' shall be moved, seconded and put to the vote without discussion; after such a vote the chair need not accept a further procedural motion for a period of 20 minutes.

K. Motion to rescind resolution

i. No motion to rescind a resolution of this body shall be valid within three months from the date on which the resolution was carried. Notice of rescinding motion must be given in writing and made available to those entitled to attend the relevant meeting in line with rule H above.

L. Voting on motions

i. Voting shall be by show of hands except where the constitution of the Party provides for a ballot vote or where this body decides otherwise. In the event of there being an equality of votes on any matter decided by a show of hands, the chair may give a casting vote provided that s/he has not used an ordinary vote. If the chair does not wish to give a casting vote, the motion is not carried.

M. Ballot votes

i. The election of officers and/ or representatives of this body shall be by

secret paper eliminating ballot either in rounds or by preferential vote. The election of large delegations may be by secret paper ballot using a multiple vote where members may not cast more votes than the number of positions to be filled. Any quotas for women laid down in the Party constitution which apply to this body shall be incorporated in the arrangements for the secret ballot.

ii. Ballot votes shall be held at meetings to select candidates and where otherwise provided for in the Party constitution; and where requested by any member supported by at least two others.

iii. In the event of a tie on a secret paper ballot the chair shall not have a casting vote. Where appropriate, the ballot shall be retaken and in the event of a continual tie lots may be drawn. In a preferential ballot the tie shall be broken by establishing which candidate had the highest number of first preference votes or took the earliest lead on transfers.

N. Chair's ruling

i. Any breach of or question to the rules or standing orders may be raised by a member rising to a point of order. The chair's ruling on any point arising from the rules or standing orders is final unless challenged by not less than four members; such a challenge shall be put to the meeting without discussion and shall only be carried with the support of two-thirds of the members present.

O. Miscellaneous

i. Party meetings and events shall be conducted in a friendly and orderly manner and organised in such a way as to maximise participation from members. No member shall be precluded from attendance because they cannot gain access to the meeting place for any reason. Harassment or intimidation of any member is unacceptable as is any form of discrimination on the basis of gender, age, sexual orientation and gender identity, disability or race. Smoking is not permitted at any Party meeting.

ii. Any member acting in an unruly or disruptive manner, in contravention of the standing orders, may be removed from the meeting by action of the chair. The chair shall put such a motion to the meeting, which to be carried shall require the support of two-thirds of those present and voting. Any member who has been removed from two meetings during a 12- month period shall, with the approval of the appropriate RD(GS), be ineligible to attend meetings of this body for the next 12 months.

iii. This Party unit accepts the principle of minimum quotas for women at all levels of representation within the Party and shall take steps to ensure that 50 per cent of any delegation shall be women and, where only one delegate is appointed, a woman shall hold the position at least every other year.

iv. The conditions under which job shares are allowed are as follows:

- a. A job can be shared by a maximum of two members.
- b. Those members must be specifically nominated as a job share, by whatever system of nomination is being used by that Party unit.
- c. Chair cannot be a job share, nor can Treasurer, due to the statutory responsibilities of these roles.
- d. Any members sharing a role will only have the equivalent of one vote between them either as:
 1. One vote each, where only one member will be attending any meeting at any given time; or
 2. 0.5 votes each, where both members will be in attendance; or
 3. Both members agree to nominate one of them as the voting member.
- e. Where a man and a woman are job sharing, the woman would not count towards the minimum quota for women, unless a woman is part of another job share.
- f. For positions requiring access to data, a personal data form must be signed and returned by each job sharer.
- v. The general provisions of the constitution and rules of the Party shall apply to this body. No changes shall be made to the rules and standing orders of this organisation except at an annual or special meeting called for this purpose and carried with the support of two-thirds of the members present. No alteration shall be effective until it has received the approval of the appropriate officer of the NEC of the Party.