



**Revised Standing Orders 2019. VERSION 4.0**

**1. The Annual General Meeting (AGM).**

The Annual General Meeting will be held in March of each year. A formal notice shall be sent out by the secretary to affiliated and party organisations at least 28 days prior to the annual general meeting and to duly appointed delegates 7 days prior to the meeting.

**2. Meetings.**

2.1 The general committee (GC) shall hold meetings on a monthly basis (third Friday of the month) to deal with all party business, including establishing policy objectives for the CLP in the constituency through political debate and policy discussions, setting targets for development of CLP organisation and campaigning in the area and promoting links with the wider community. All members can attend these meetings and take part in debate with the agreement of the chair, but only accredited delegates are entitled to vote.

2.2 The executive committee (EC) shall meet as required in order to deal with any issues deemed necessary by the President / Secretary, at the request of at least 4 members of the Executive Committee or to deal with specific items referred from the General Committee (GC).

2.3. The executive officers (EO) shall meet at least monthly in order to to undertake the day to day workings of the party and ensure all procedural and statutory requirements are met. The EO shall also ensure progress in arranging and facilitating all member meetings, campaigns, etc. after approval by the General Committee (GC).

2.4 Special and emergency meetings may be convened when necessary. A formal notice of the meetings shall be sent to delegates / members as appropriate, by the Secretary, at least 7 days prior to the meeting. Such notices shall include the agenda or an indication of any special business to be placed before the meeting. A shorter notice period (no less than 48hrs) may be given if business is deemed urgent by the President or nominated substitute.

2.5 A formal notice of general committee (GC) meetings and executive committee (EC) meetings shall be sent to all members, by the Secretary, at least one week prior to the meeting. Such notices shall include the agenda or an indication of any special business to be placed before the meeting.

2.6 CLP meetings shall commence at 6.00pm Monday to Friday (unless otherwise agreed), weekend meetings shall take place at 10.00am on Saturday morning. If within twenty (20) minutes of the appointed time, a quorum is not present, meetings shall not be held. In special circumstances, a lesser number than the quorum may transact business, subject to the ratification of the proceedings by the next full meeting. In special circumstances, as decided by the Executive Committee, delegates or members attending meetings may be required to show credentials on entering the meeting room.

**3. Quorum.**

The quorum for the general committee (GC) shall be 12 and the quorum for the executive committee (EC) shall be 7.

**4. Roll of Members.**

A register of the members attending the meetings shall be marked up before the close of the meeting. Apologies to be notified to the Secretary in advance.

**5. President (Chair).**

The President of the Party shall preside over the general committee (GC) and executive committee (EC) meetings. In his/her absence, the Vice-Chair shall take the Chair. In the absence of the Vice-Chairs, the Secretary or some member of the meeting shall call on the meeting to elect a person to preside. Should the President or Vice-Chairs appear later, the presiding Chair may continue until the current or particular business

is disposed-of before vacating the Chair for the official holder. At the Annual General Meeting the retiring President (Chair) shall remain in the Chair until the close of that meeting.

**6. The Executive officers of this CLP shall be:-**

- President (Chair)
- Vice-Chair (Membership)
- Vice-Chair (Campaigns)
- Secretary
- Treasurer
- Women's Officer
- Youth Officer
- Policy Officer
- Communications Officer
- Trades Union Liaison Officer
- Political Education
- BAME Officer

**7. Executive Committee Elections.**

7.1 Any member wishing to stand for election to an executive officer position must first be a delegate member of the general committee. In order to stand delegate members must then seek nomination from a branch labour party, affiliated union branch or affiliated organisation prior to the annual general meeting of the general committee.

7.2 The election of the Statutory Executive Officers identified above shall be in the following order:-

- President
- Secretary
- Treasurer
- Vice-Chair (Membership)
- Women's Officer
- Youth Officer

At least 3 of the officers shall be women. If at least two woman are not elected into the first three (3) officer positions the nomination for the Vice-Chair Membership shall be restricted to women.

The position of youth/student officer (under 27) is not included in the gender quota and shall be an open selection.

7.3 The election of the non-statutory executive officers identified above shall be in the following order:

- Trades Union Liaison Officer
- Policy Officer
- Political Education Officer
- BAME Officer
- Fundraising Officer

Members elected as non-statutory executive officers shall be assumed to have been elected to the Executive Committee (EC) as individuals. At least 2 of the non-statutory executive officers shall be women.

7.4 Voting for the election of officers shall be by eliminating ballot until a nominee obtains more than 50% of the votes cast, disregarding abstentions. The nominee with the least number of votes in each round of a ballot shall be eliminated and any other nominee shall also be eliminated if his/her votes combined with the votes of those already eliminated in that round are insufficient to match the votes of the next nominee higher in the ballot.

7.5 The position of Vice-Chair (Campaigns) shall be appointed annually at the July meeting of the General Committee along with elected LCF positions – all nominations for these position are to be submitted to the Secretary no later than 14 days prior to the meeting.

7.6 Voting for the Executive Committee shall be by simple paper ballot and the nominees obtaining most votes shall be elected.

The Executive Committee shall consist of the CLP Officers and:-

- All elected BLP secretaries.
- 8 members elected by trade union delegates.
- 1 member elected by other affiliated socialist societies

## **8. Order of Business.**

The usual order of business at ordinary meetings of the General Committee shall be as follows:-

- Executive Committee & Officer Reports including;
  - Treasurer's financial report.
  - Membership report & endorsement of new members.
- Resolutions referred from the EC.
- Urgent Correspondence.
- Policy Chair's Reports to G.C.
- Report from MP
- Motions to G.C. & Discussion
- Minutes of Last G.C. Meeting & Matters Arising
- Any Other Business.

CLP officer and policy chair reports to G.C. shall take the form of a concise written reports submitted to the CLP Secretary not less than 7 days before the date of the next meeting. CLP officers and policy chairs shall be granted opportunity to discuss or highlight significant items within submitted reports at the discretion of the Chair.

When relevant Campaign Reports/Reviews shall be heard after item (2).

Visiting speakers and special discussion topics may be taken after item (3) according to the wishes of the General Committee (GC) subject to their being adequate time for other party business.

The order of business for the purposes of political discussion shall be decided by the General Committee (GC) or the constituency officers.

## **9. Party Business.**

The General Committee (GC) is the policy-making body for the constituency. The role of the Executive Committee (EC) is to act on behalf of the General Committee (GC) when required by the General Committee (GC) to execute its policy and shall prepare recommendations on other organisational matters for approval by the General Committee (GC)

Party business include which discussion topics at General Committee (GC) shall have precedence on the agenda. Communications from outside bodies or persons shall be taken under the agenda heading or item of general business unless the President sanctions a priority on account of necessity.

The Executive Committee (EC) / Officers may also endorse membership applications

## **10. Financial Matters.**

The Treasurer shall lead on all financial matters on behalf of the Party. The CLP's Chair, Secretary, Treasurer and Vice-Chair (Campaigns) shall be bona fide signatories on behalf of the Party. A minimum of 2 signatories are required in order to effect any financial business on behalf of the Party.

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.

The CLP shall hold one central bank account and receive quarterly reports including items on non-routine expenditure and current balances from the Treasurer.

BLPs are permitted to create their own bank accounts in accordance with the following rules.

BLPs may create a bank account with the permission of the General Committee. The signatories of the account must include the BLP Treasurer and the Treasurer of the CLP (or any other designated Executive Officer where the Treasurer cannot sign). On request financial reports from branch treasurers must be submitted to the CLP Treasurer within one week of their next BLP meeting. BLPs may only hold a maximum of £300, any funds over that must be handed to the Treasurer and held centrally to be allocated to that ward upon written request from the BLP.

Any Branch found to be in breach of these rules will have the right to have their separate account revoked by vote of the GC.

Cash monies collected at fundraising events will be paid to the Treasurer and will be accompanied by an accounting slip which will show the name and date of the fundraising event, the sum raised (and enclosed), and be signed and witnessed by the payee and one other present at the event.

The CLP Treasurer will provide BLPs with a half yearly account of the current balance held by the CLP.

**11. Notice of Motions.**

All original motions to G.C. shall be forwarded to the Secretary, in written form, not less than 14 days before the next appropriate meeting, unless on matters of urgency accepted by the majority as such. Where urgency is known or anticipated before the meeting, notice in writing of the urgent business or motion shall be submitted to the Secretary as early as may be practicable before the meeting. The term urgency shall be interpreted in a bona fide way and with due regard to the reasonable intent of this order.

All motions shall be reviewed by the E.C. prior to submission for consideration by the General Committee. Where the E.C. judge a submitted motion to be out of order or where a submitted motion is judged to likely to bring the party into disrepute the E.C. withholds the right to refer the motion back to its originating branch for revision.

The names of the mover and seconder must be submitted with all motions.

**12. Amendments.**

Amendments to original motions shall be forwarded to the Secretary in written form. Amendments shall be taken in order, and one amendment shall be disposed of before another is moved. If the first amendment is carried it becomes the substantive motion whereupon another amendment may be moved.

**13. Resolution to be Moved and Seconded.**

No motion shall be discussed at a meeting until it has been moved by a delegate from the originating organisation and seconded. Motions may be raised by specifically appointed proxies should members from the originating organisation be unable to attend GC, these proxies must be appointed in writing and the CLP Secretary must be notified prior to the meeting. Motions sent to GC and not raised will be added to the agenda of the next monthly meeting.

**14. Notice to Rescind Resolution.**

Any motion to rescind a resolution previously passed by the Party shall be forwarded, in written form, to the Secretary, not less than 21 days before the date of the next appropriate meeting, such notice to be included in the agenda sent to delegates.

A motion to rescind a resolution shall not be valid within the six (6) months after the date of the original resolution, always provided that on due consideration of grounds of untenability, emergency or definite urgency, the General Committee (GC) shall have power to suspend a part of this order for the purpose of allowing an ad hoc motion of rescissions to be put.

**15. Speakers.**

All speakers shall address the Chair. No member shall be allowed to speak more than once on any motion until every other member has had an opportunity of speaking and shall then only have opportunity to speak a second time by permission of the Chair.

**16. Time limit for Speakers.**

The mover and seconder of any motion shall be deemed to have spoken thereon unless the seconder has formally seconded the motion and reserves the right to speak later in the debate. The mover of a motion shall be allowed five minutes, the seconder and succeeding speakers three minutes each. The time limit of speakers may be extended by vote of members. The mover of any original resolution, but not of any amendment, may reply to the discussion without introducing a new matter and this shall close the discussion. No debate shall last longer than thirty minutes.

**17. Chair Speaking to a Motion**

The Chair, if desirous of speaking individually to any motion, shall request the permission of the meeting to leave the chair for the purposes of doing so, always providing that this shall not abrogate the ordinary right of the chair to sum up or comment on a discussion to clarify the issues on which members are to vote.

**18. Voting.**

Voting shall be done by show of hands except where the constitution of the Party provides for a ballot vote, or when the General Committee (GC) shall otherwise decide. Voting for Officers and Executive Committee (EC) positions as well as any votes pertaining to specific persons shall be by ballot.

**19. Equality of Votes.**

The Chair of the meeting may give a casting vote in the event of there being an equality of votes on any matter (other than for a candidate at a Selection Meeting). If the Chair of the meeting does not wish to give a casting vote, the resolution is not carried.

In the event of a tie on a secret ballot, the Chair of the meeting shall not have a casting vote. The ballot will be retaken and in the event of another tie lots shall be drawn.

**20. Entitlement to Vote.**

All delegates must be individual members of the Constituency Labour Party (CLP). Delegate/s whose names are registered with the Secretary as having been duly notified by their appointing bodies, shall be entitled to vote on the General Committee (GC). The members of the Executive Committee (EC) are those so qualified to act as delegates and elected by and from the Annual General Meeting, or in the case of vacancies, by a subsequent meeting of the General Committee (GC)

**21. Nomination of Absent Delegates.**

An absent delegate may be nominated for any office provided the written consent of the delegate has been received by the meeting, subject to the discretion of the Chair whose ruling shall have regard to circumstances.

**22. Procedure Motions.**

Any motion "to adjourn", "next business", "that the vote be taken", "that the Chair leave the Chair", shall be moved by a delegate who has not already spoken on the motion, seconded and put to the vote without discussion. A two-thirds majority vote of members present is required.

**23. Chair's Ruling.**

The Chair's ruling on any point of order arising from these standing orders shall be final, unless challenged by not less than four members whereupon the Chair shall put the ruling to the meeting forthwith. A two-thirds majority vote of present is required.

If any point arises not provided for in these standing orders, the Chair shall give His/her opinion. Should this opinion be challenged by not less than four members a vote shall be taken to decide the point. A two-thirds majority vote of members present is required.

**24. Breach of Rules or Orders.**

Any breach of or question on the rules or standing orders may be raised by a member to a point of order.

**25. Suspension of Standing Orders.**

Any of the standing orders numbered 8, 14, 22, may for good reason be temporarily suspended for the remainder of a meeting by a two-thirds majority vote of the members present at a meeting.

**26. Close of Meeting.**

All meetings, in accordance with standing orders, shall close not later than 20:00 (or 2hrs from meeting start).

Any motion to move standing orders to allow a meeting to continue after 20:00 (or 2hrs from meeting start), must pass by a two-thirds majority vote of members present and must include a specified time limit.

**27. Branch Labour Parties.**

27.1 Branch party meetings shall be held monthly at a time and place decided by branch members. Special meetings may be called at the discretion of this branch executive or at the written request of 20 per cent of the members. A formal notice of branch meetings shall be sent to members by the Secretary, at least 7 days prior to the meeting.

27.2 The quorum for branch meetings shall be 6.

27.3 Branch party executives shall consist of a Chair, Vice-Chair, Secretary and Treasurer. At least two of the officers shall be women. Branches may appoint additional functional officers as required (e.g. Branch Woman's Officer/Branch Youth Officer). Elections for these posts shall be held at branch general meetings held in the January/February of each year.

27.4 Branch labour parties are entitled to appoint 1 General Committee member for every full 10 branch members. Branch delegates shall be elected to the General Committee of the CLP at the annual meeting, but may be changed as necessary at subsequent ordinary meetings. A minimum quota of 50 per cent women shall apply to these elected delegates.

27.5 The term of a General Committee delegate elected at the annual meeting shall commence at the annual general meeting of the CLP.

27.6 Where there are three or more members under the age of 27, a branch may appoint an additional 'Young Labour' delegate to the CLP's General Committee.

**28. Local Government Candidate Selection.**

28.1 With guidance and recommendations from the Procedures Secretary the General Committee shall endorse members of the local selection interview panel in June.

28.2 The local selection panel shall be made up of two trained General Committee delegates and chaired by an independent member of a Constituency Labour Party other than Hartlepool. At least one member of the selection panel must be a woman.

28.3 The General Committee shall endorse a panel of prospective local government candidates, in accordance with the procedural guidelines approved by the NEC, in July.

28.4 With guidance and recommendations from the Procedures Secretary the General Committee shall endorse the order of branch selection in July.

28.5 The Procedures Secretary shall liaise with branch officers to organise special selection meetings throughout the July and August of each year.

28.6 In the case of an Extraordinary or by-elections the Executive Committee shall work alongside involved branch parties to organise an emergency selection processes in line with procedural guidelines approved by the NEC.

### **29. Local Campaigns Forum.**

Hartlepool CLP shall operate a local campaign's forum in line with procedural guidelines approved by the NEC.

The Local Campaign's Forum shall consist of:

- Labour Group Leader, Deputy Leader, or an appointed group representative.
- The Member of Parliament for Hartlepool or an appointed representative.
- Hartlepool CLP Vice-Chair (Campaigns).
- Hartlepool CLP Communication's Officer.
- 8 members selected from amongst General Committee delegates.
- 1 member elected by affiliated socialist societies.

The Chair, Treasurer, Secretary and TULO shall be considered ex officio members of the Local Campaign's Forum.

### **30. Buildings Committee**

The Properties committee of Hartlepool CLP shall be responsible for the upkeep, maintenance and management of Hartlepool CLP properties. This Committee shall include the CLP President, Vice-Chair, Secretary, Treasurer and three General Committee Delegates elected annually at the AGM by eliminating Ballot.

### **31. Miscellaneous.**

31.1 The general provisions of the Labour Party as stated in the constitution and standing orders shall apply to this organisation. This shall include the payment of affiliation fees, rules covering delegates, election of delegates to the Party Conference, nominations for the Executive Committee (EC) etc. and resolutions or amendments for the conference agenda etc.

30.2 In the election of delegates to other Labour Party bodies at least 50% of the delegation shall be women. In the event the delegate entitlement being one (1) the constituency shall ensure that at least every alternative year their delegate is a woman.

30.3 Party meetings and events shall be organised in a comradely fashion in such a way as to maximise participation from members. No members shall be precluded from attending because they cannot gain access to the meeting room for any reason. Harassment and intimidation of members on the basis of their race, gender, sexual orientation or religion is unacceptable

### **31. Alterations to Standing Orders & Rules.**

No alterations shall be made to the Standing Orders or Rules of the Party except at the Annual Meeting or at a special meeting convened for that purpose, and carried by a two-thirds majority vote of members present.

*The above Standing Orders were adopted on Saturday 2<sup>nd</sup> March, 2019.*