

EAST WILTSHIRE CONSTITUENCY LABOUR PARTY

Standing Orders

A) Structure

- i. The East Wiltshire Constituency Labour Party (CLP) covers a large geographical area with a diversely spread membership, and therefore currently runs on an all member structure rather than a local branch and delegate structure.
- ii. The monthly all-member meetings provide a forum for discussion of policy and campaigns, and determine the policy positions and general direction of this CLP. As required, the all-member meeting will act as the decision-making body on financial and constitutional matters.
- iii. The executive committee is responsible for constituency development, including organisation, finance, administration and membership. It is accountable to the all-member meeting.
- iv. Should the East Wiltshire CLP at some point create separate branches within the CLP, the CLP standing orders will be revised to reflect that structure in line with the Labour Party Rule Book, and each branch will have their own standing orders in line with the Labour Party Rule Book.
- v. These Standing Orders are based on the model standing orders in the Labour Party Rule Book.

B) Annual General Meetings

- i. The Annual General Meeting of the East Wiltshire CLP shall be held each year in the month of January.
- ii. A formal notice of the annual meeting shall be sent by the secretary to all CLP members entitled to attend, and all organisations entitled to be represented, at least 28 days prior to the meeting. A notice detailing the business of the annual meeting shall be sent to all eligible members and all duly appointed delegates at least seven days prior to the meeting.

C) Ordinary all-member general meetings

- i. Ordinary meetings shall usually be held monthly with the exception of August and December. There shall be no meetings to transact ordinary business during the period of a national election campaign.
- ii. Formal notice of all ordinary 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.
- iv. In line with the CLP's commitment to equality and diversity, the venues for ordinary meetings will be sensitive to disability access, and other diversity criteria.

D) Agendas

- i. The primary function of party meetings is to provide members and delegates 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 of campaigning, the development of party

organisation, and the promotion of links with sympathetic individuals and bodies within the wider community. The agendas of meetings may include, but are not limited to:

- a. speakers on issues of national or local importance
 - b. discussion of local policies, including those within the remit of any council wholly or partly within the consistency, and national policies, including national policy forum documents
 - c. 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.
 - d. resolutions from members, committees or affiliated organisations
 - e. reports from elected representatives, including MPs and local councillors
 - f. campaigning in local and national elections
 - g. decisions on matters referred by the executive committee, including finances, campaigning, organisational and constitutional issues, and the opportunity to raise any matter included in the minutes of the executive committee
 - h. election of officers and of delegates to other bodies, both at the annual meeting and in filling casual vacancies during the year. 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 CLP member who has indicated willingness to accept nomination shall be considered for any post, unless otherwise stated in the rules.
- ii. Party business shall in general have precedence at all business meetings of this CLP. 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.

E) Quorum

- i. The quorum for a CLP business meeting is 5% of the membership or 75 whichever is the lower. The East Wiltshire CLP operates as both a CLP and a branch, with meetings held in different geographic parts of the constituency and the quorum will apply to all such meetings.
- 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.

F) Meeting times

- i. Meetings shall usually commence at 7.30pm.
- ii. 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.
- iii. 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.

G) 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 the East Wiltshire CLP.
- ii. 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.

H) Chair

- i. The elected chair of the East Wiltshire CLP shall preside at all meetings, except where otherwise provided for in these Standing Orders.
- ii. In the absence of the chair, the vice-chair shall preside. In the absence of both the chair and the vice chair, the secretary 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 general meeting the chair shall preside until a successor is elected. The new chair shall take over the conduct of the meeting forthwith and proceed to the election of other officers and further business.

I) Notice of motion

- i. Original motions for the ordinary or annual general meetings of this body shall be accepted only from members or from organisations entitled to appoint delegates to it, and 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.
- ii. 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.

J) 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.

K) 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.

L) 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 I above.

M) 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.

N) Election of Officers and Ballot votes

- i. Where an election of officers and/or representatives of this CLP is contested, the election shall be by secret paper eliminating ballot either in rounds or by preferential vote. The election of Executive Committee members or 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. 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.
- iii. 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.

O) 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 no fewer 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.

P) Executive Committee

- i. Executive Committee meetings shall normally be held monthly, with the exception of August and December. There shall be no meetings to transact ordinary business during the period of a national election campaign.
- ii. The executive committee shall be responsible for constituency development, for dealing with matters of organisation, finance, administration and membership, and for oversight of the selection of local council candidates and of campaigns, provided that all-member meetings shall have the opportunity to question any matter recorded in the executive committee minutes. These minutes shall be made accessible electronically to all registered CLP members.
- iii. The following members may attend executive committee meetings with voting power:

- a. the officers elected by all members and affiliated delegates at the annual general meeting - Chair, secretary, treasurer, vice-chair(s), membership secretary, women's officer, youth officer, trade union liaison officer, policy officer, campaign coordinator, website organiser, IT officer, disability officer, and two ordinary executive committee members.
- iv. The following members may attend executive committee meetings without voting powers:
 - a. the MP and parliamentary candidates
 - b. the election agent, and the local organiser
 - c. local councillors who do not hold an officer position
 - d. national or regional officers, by invitation
- v. The quorum of the executive committee shall be one-third of the membership of that committee. Decisions shall be taken by a simple majority of those present and voting.

Q) 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. Discrimination against any member on the basis of gender, age, sexual orientation and gender identity, disability, race or religion or faith, pregnancy and maternity, marital and civil partnership status, is unacceptable. 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, be ineligible to attend meetings of this body for the next 12 months. In line with party rules, they will be informed of this decision and the reasons for the decision and will have a right of appeal to the Regional Office.
- iii. This CLP 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 be the delegate at least every other year.
- iv. 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 CLP 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.