

**CONFIDENTIAL TO ALBA PARTY
MEMBERS**

ALBA PARTY

CONSTITUTION

**PROPOSAL FROM THE
CONSTITUTION REVIEW GROUP
FOR CONSIDERATION AT
NATIONAL CONFERENCE**

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1. ALBA PARTY OBJECTIVES

1.1 The Party shall be named the ALBA PARTY and the objectives of the ALBA Party shall be to campaign to secure:

(a) National Independence for Scotland as an immediate necessity and overwhelming priority achieved by democratic means through a vote of people resident in Scotland;

(b) The acceptance by the Scottish people of a written constitution for the newly independent country defending the rights, liberties and equality of all citizens before the law;

(c) The promotion of all Scottish interests and building of an economically successful, environmentally responsible and socially just independent country through the pursuit of a social democratic programme.

2. POLICY

2.1 The national policies of the Party shall be set by the National Conference, National Council, National Executive Committee (NEC) and the Party's Parliamentary Groups.

3. CONDITIONS OF MEMBERSHIP

3.1 Any person may apply for membership of the Party.

3.2 The following principles shall govern the Membership Rules provided in Annex F:

(a) Members shall support the objectives of the Party;

(b) Members shall abide by the rules of the Party, including the Code of Conduct for Members;

(c) A member may not contest or be a member of any party contesting elections in opposition to the Party, or be a member of any organisation deemed to be a rival political party by the NEC;

(d) A member shall pay a subscription to the Party in accordance with a level set by National Conference based on proposals from the NEC;

(e) Membership shall cease when the member intimates his or her resignation to his or her Local Authority Campaign Unit (LACU) or to Headquarters, or publicly; ceases to pay the membership subscription; or is expelled.

4. PARTY CAMPAIGN STRUCTURE

4.1 The Party will have an ALBA Local Authority Campaign Unit (LACU) for each Scottish Local Authority. This shall be the base level of organisation for the Party, each being responsible for political activity within their Local Authority area of operation.

In addition, LACUs can, if they so choose, authorise more localised campaign units (CUs) in specific geographical areas within their Local Authority Area. These will be informally based grassroots units of operation which account to the LACU in which they geographically reside and shall not be classed as accountable units of the ALBA Party.

The LACUs in each of the eight electoral regions of Scotland will, where appropriate, jointly form Regional Campaign Units (RCUs) to organise the local campaign

for the list (regional) vote in Scottish Parliament elections.

4.2 Each LACU will elect a Convenor, Secretary, Treasurer, and whatever other office bearers the AGM chooses to identify. These office bearers together with one representative of each authorised local CU, if any, in the Local Authority Area will constitute the LACU Executive and be subject to annual election.

In addition, there shall be established a virtual CU for members furth of Scotland, named ALBA International. This virtual association shall conduct all its meetings online and be entitled to four representatives at National Council. The virtual CU may decide to form branches or chapters based on international geography.

For those who wish to have direct membership of the Party from HQ, application should be made to the Director of Operations

4.3 All Party members will be entitled to attend and vote at LACU meetings covering the Local Authority Area in which they reside.

A Party member who wishes to be a member of a LACU geographically adjacent to the LACU covering the Local Authority Area in which they reside shall submit a request, stating their reasons, to the Director of Operations. The Director of Operations shall inform the Membership Secretaries of the relevant LACUs. Such requests will normally be granted, unless an objection is made, in which case the Director of Operations shall, after consultation with the Member Support Convenor, decide if the request will or will not be granted. The decision of the Director of Operations is final. This procedure shall also apply for members resident outside

Scotland, in which case "ALBA International" shall be substituted as appropriate for "LACU".

4.4 To be recognised each LACU will:

(a) have paid any levies required by National Conference or National Council decisions;

(b) have the necessary arrangements in place to conform with political party registration and the accounting requirements of current legislation;

(c) have a constitution that conforms with the Party's adopted constitution for LACUs (Annex G);

(d) have been ratified by the NEC.

4.5 The LACUs shall elect two representatives at their AGM to be delegates at National Council except that LACUs with 251-500 members shall elect three representatives and LACUs with more than 500 members shall elect four representatives.

4.6 Meetings and conduct of LACUs shall be governed by the LACU Constitution Template set out in Annex G. LACUs must meet annually before the end of February of each year for a General Meeting to elect office-bearers.

4.7 A regional organiser for each Scottish Parliamentary Region will be appointed by the NEC on the recommendation of the National Organisation Convenor.

4.8 Each LACU shall pay to the Party such affiliation fees and levies as may be required by National Conference or National Council.

4.9 The NEC may, with valid reasons, dissolve any CU.

5. NATIONAL CONFERENCE

5.1 National Conference shall be the supreme governing body of the Party, and shall be responsible for:

(a) determining ALBA Party policy;

(b) announcing the result of direct elections from the Party membership of the national office bearers of: Leader; Depute Leader; Women's Convenor; Equalities Convenor; Local Government Convenor; Member Support Convenor; Organisation Convenor.

(c) annually electing 8 ordinary members of the NEC from two sex-based lists (4 from each).

5.2 National Conference of the Party shall consist of all members being entitled to attend on a one member one vote status, subject to the provision that in the event that there is an oversubscription of registered delegates to National Conference on a first come first served basis, the Director of Operations will put in place appropriate mechanisms to ensure there is a balance of representation from each Local Authority area and region of Scotland.

5.3 National Conference shall meet at least once a year. National Conference, National Council or the NEC can call a Special National Conference upon the submission of a resolution setting out the exact business to be enacted at the special conference.

5.4 The quorum for National Conference shall be one third of registered delegates.

5.5 The conduct of National Conference shall be governed by National Conference Standing Orders and by

the Rules on the Conduct and Procedure of National Conference. (Annex A)

6. NATIONAL COUNCIL

6.1 National Council shall be the governing body of the ALBA Party between National Conferences, and its decisions shall be binding on the Party.

6.2 National Council shall be composed of:

(a) delegates from each LACU as described in section 4.5;

(b) four representatives of ALBA International;

(c) Party Office bearers and ordinary members of the NEC;

(d) all ALBA Members of Parliament;

(e) one ALBA Party councillor member of each Scottish local authority.

6.3 National Council shall meet at least twice a year.

6.4 The quorum for National Council shall be one third of registered delegates

6.5 The conduct of National Council shall be governed by National Council Standing Orders and by the Rules on the Conduct and Procedure of National Council. (Annex B)

6.6 National Council shall have responsibility for the elections of the following:

(a) six members of the Party's Conferences Committee;

- (b) six members of the Party's Conduct Committee;
- (c) six members of the Party's Appeals Committee;
- (d) four members of the Party's Finance and Audit Committee.

7. NATIONAL EXECUTIVE COMMITTEE

7.1 The National Executive Committee (NEC) will be responsible for:

- (a) the management and political direction of the ALBA Party;
- (b) ensuring the decisions of National Conference and National Council are implemented;
- (c) oversight of the work of all National Office Bearers and staff, including the governance, monitoring and performance of the Director of Operations and HQ;
- (d) organising and directing national campaigns;
- (e) ownership of the Party's assets and management of the Party's financial affairs;
- (f) considering the Party Leader's nomination of Party Chair at the first meeting of the NEC after National Conference each year;
- (g) appointing a Suitably Qualified and Experienced Person to fulfil the role of Party Treasurer;
- (h) any other matters expressly delegated to it by National Conference or National Council.

7.2 The NEC shall be composed of:

(a) the National Office Bearers

(b) eight ordinary members elected by Annual Conference, one of whom is the Party Chair;

(c) two members of each of the Party's groups in the Scottish Parliament and the Parliament of the United Kingdom, selected by each Parliamentary group in accordance with its Standing Orders;

(d) two members of the Party's Local Government Group, selected in accordance with the Group's Standing Orders.

7.3 The conduct of the NEC shall be governed by NEC Standing Orders (Annex C).

7.4 The NEC shall ensure that the Director of Operations presents a comprehensive financial report on a monthly basis and that the Party Treasurer provides audited annual accounts and an annual financial report for the Annual Conference and complies with all Electoral Commission financial and donor reporting requirements.

7.5 The NEC shall appoint two members of the NEC onto the Conferences, Conduct and Finance and Audit Committees

7.6 Members seeking nomination as an Ordinary Member of the NEC must be nominated by 10 members of the Party.

8. NATIONAL OFFICE BEARERS AND OFFICERS

8.1 The following shall be National Office Bearers:

- (a) Chair*;
- (b) Leader;
- (c) Depute Leader;
- (d) Women's Convenor;
- (e) Equalities Convenor;
- (f) Local Government Convenor;
- (g) Member Support Convenor.
- (h) Organisation Convenor.

8.2 The National Office Bearers shall be elected directly by the Party membership on an annual basis and announced at National Conference.

*with the exception as set out in 7.1

8.3 The National Office Bearers shall perform functions as set out in the National Office Bearers' Role Descriptions (Annex D). The Party Chair approved at the first meeting of each new NEC will chair all meetings of National Conference, National Council and the NEC in person or by nominating another NEC member.

8.4 The following specific provisions shall apply:

- (a) Should the office of Leader for any reason fall vacant, the Depute Leader shall act as Leader until such time as a new Leader can be elected;

(b) If the Leader is a Member of the Scottish Parliament, he or she shall be the leader of the Parliamentary Group. If the Leader is not a member of the Parliament, then the Depute Leader, if a Member of the Scottish Parliament, shall be leader of the Parliamentary Group.

8.5 The following provisions shall apply to all office bearers:

(a) They shall be elected annually in a vote of all members of the Party conducted in accordance with the Election Rules;

(b) A candidate for National office bearer must be nominated by twenty members, of which at least 5 must come from different local authority areas, except in the case of Leader and Depute Leader which shall each require nomination by a total of 100 members. These 100 members shall comprise members from of at least twenty different local authority areas.

(c) Subject to their agreement, the incumbent Leader and Depute shall automatically be deemed nominated for re-election;

(d) Where only one candidate is nominated, it shall not be necessary to hold an election.

8.6 If a National Office Bearer's post falls vacant before its term, the vacancy shall be filled by the NEC in accordance with the NEC Standing Orders.

8.7 A Party Director of Operations shall be employed by the Party, and appointed by the NEC. The Director of Operations is not a National Office Bearer and is not a member of the NEC. However, the Director of Operations attends meetings of National Conference, National Council and the NEC in a secretarial role. The detailed

functions undertaken by the Director of Operations are described within a job description.

8.8 Other employees of the Party may be appointed by the NEC.

8.9 The Party Treasurer should be a Suitably Qualified and Experienced Person. The Party Treasurer is appointed by the NEC and should not be a member of the Party. The Treasurer is not a National Office Bearer and is not a member of the NEC. The Party Treasurer has specific responsibilities as set out by the Electoral Commission and will ensure that the Party's Financial Scheme is adhered to at all times.

8.10 Staff shall be subjected to performance reviews undertaken by their Line Manager (if appropriate), the Party Chair and two other members of the NEC, appointed to an Appraisal Panel

9. NATIONAL PARTY COMMITTEES AND GROUPS

9.1 In addition to the NEC, the following National Committees shall operate:

(a) Conferences Committee

Conferences Committee is responsible for the preparation of the agenda for National Conference and National Council as described in Annex A and Annex B. The Conferences Committee is composed of six members elected at National Council and two members appointed by the NEC, one of whom shall be the Party Chair and shall be the Chair of the committee;

(b) Conduct Committee

The Conduct Committee hears complaints and imposes sanctions, when considered necessary, against members

of the Party. The Conduct Committee is composed of six members elected at National Council and two members, appointed by the NEC, one of whom is nominated as Chair of the committee.

A member of the Appeals Committee may not serve on the Conduct Committee;

(c) Appeals Committee

The Appeals Committee shall hear appeals by a member who has been subject to sanctions by the Conduct Committee. The Appeals Committee is composed of six members elected at National Council;

A member of the NEC or Conduct Committee may not serve on the Appeals Committee;

(d) Finance and Audit Committee

The Finance and Audit Committee will monitor and review the finances of the Party and shall report or make recommendations to the NEC as appropriate. The Finance and Audit Committee shall meet at least quarterly. The Finance and Audit Committee is composed of four members elected at National Council and two members appointed by the NEC, one of whom is nominated as Chair of the committee;

(e) Vetting Committee

The Vetting Committee is composed of suitably experienced members appointed by the NEC. It shall vet potential candidates who may stand for the Party in Parliamentary or Council elections;

(f) ad hoc Committees

National Conference or National Council may set up other national committees to address a specific issue. Such committees should have a defined remit and would be

expected to produce a report or recommendations, after which they would be disbanded.

9.2 The business of these Committee is normally conducted on the basis of consensus, although votes may be taken if consensus cannot be reached.

All members of committees and groups will be required to sign confidentiality and data protection agreements.

9.3 The Director of Operations or their designate shall act as clerk to the committees.

9.4 The members of each committee, except the Conferences Committee, shall elect the Chair of that committee. The Chair shall have both a deliberative vote and in the event of a tie a casting vote, which they can exercise freely. There shall be no convention that a casting vote should maintain the status quo or be the same as the deliberative vote.

9.5 All elections for national office bearers or national committee places shall be conducted by the single transferable voting system. Voting shall be carried out online. The Director of Operations, in conjunction with the National Equalities Convenor, shall provide an alternative means of voting for members unable to vote online.

9.6 An independent Returning Officer for all internal elections shall be appointed by the NEC.

9.7 In addition to the specific provisions for the election of National Office Bearers and NEC Members, the following general conditions shall apply:

(a) Members eligible to vote or stand as candidates must have been a member of the Party for a continuous period

of four weeks before nominations open and shall remain a member of the Party, including paying any subscriptions to renew their membership, until the end of the voting period;

(b) Members who are subject to investigation by the Conduct Committee or have a case before the Appeals Committee shall be entitled to vote, and stand as a candidate, except that any individual whose membership is suspended will not be entitled to be a candidate or vote in any internal election during the period of suspension, even if an appeal against suspension has been lodged with the Appeals Committee;

(c) Candidates should provide a personal statement of not more than 150 words.

9.8 The ALBA Party will form groups for elected representatives. The ALBA Parliamentary Group comprises all MSPs, who elect a group Leader and Depute Leader. The ALBA Westminster Group (until independence) comprises all MPs, who elect a group Leader and Depute Leader. The ALBA Local Government Group comprises all Councillors, who elect a group Leader and Depute Leader.

10. NATIONAL ASSEMBLIES AND POLICY WORKING GROUPS

10.1 A National Assembly can be set up by National Conference, National Council or the NEC to share information and enable in-depth debate on a specific topic. National Assemblies may or may not be open to members of the public or invited non-members.

10.2 A National Assembly shall have no decision-making powers, but the views expressed during a National

Assembly shall be considered by National Conference, National Council or the NEC, who make take any actions within their respective powers to consider recommendations from a National Assembly.

10.3 A Policy Working Group (PWG) can be set up by National Assembly with NEC approval, National Conference, National Council or the NEC to develop a set of policies on a specific topic.

10.4 PWGs are open to all Party members with relevant interest and expertise.

10.5 The purpose and scope of a PWG shall be defined.

10.6 A PWG shall elect a Chair from among its members. Minutes shall be taken of all meetings of a PWG.

10.7 A PWG may in its own name put forward a resolution or amendment to Conferences Committee for consideration at National Conference or National Council.

10.8 The NEC shall review the function of all PWGs annually. The NEC shall, with valid reasons, dissolve any PWG.

10.9 Any proposals would only become Party Policy if adopted by National Conference or National Council.

11. AFFILIATED ORGANISATIONS

11.1 Any organisation that agrees with the aims of the ALBA Party and wishing to associate itself with the Party, may apply to National Conference for recognition as an Affiliated Organisation of the ALBA Party.

11.2 An Affiliated Organisation must have a constitution and rules that conform to the Affiliated Organisation Rules.

11.3 National Conference or National Council, on the motion of the NEC, may resolve to disaffiliate any Affiliated Organisation.

12. ELECTION CANDIDATES

12.1 Election Rules for Scottish Parliamentary Regional Candidates will be put in place by the NEC in advance of Scottish Parliamentary Elections.

12.2 Candidates for election on the regional list to the Scottish Parliament shall be chosen and ranked by the membership resident within the electoral region from a list of approved candidates and in accordance with the Vetting and Selection Rules.

12.3 Scottish and UK Parliamentary elections will be contested in constituencies as decided by the NEC after consultation with the relevant LACUs. The membership resident in each Constituency will select a candidate from an agreed shortlist prepared from the national approved candidates list supplied by the NEC.

12.4 Local government contests will be contested in the Wards agreed by the LACU and approved by the NEC. The membership resident in LACU will select local council candidates from a shortlist of approved candidates drawn up by the LACU executive, and approved by the NEC

12.5 The Vetting and Selection Rules will specify processes for ensuring a balanced list of candidates, particularly in regard to sex. Proposals in this regard will

be the responsibility of the National Women's Convenor and National Equalities Convenor.

12.6 The decision of the NEC on contesting any election or by-election and on the selection of any candidate, shall be final.

13. CODE OF CONDUCT

13.1 The NEC shall draw up and maintain a Code of Conduct for members, which shall set out minimum standards of behaviour expected from members towards each other and in representing the Party externally (Annex E).

13.2 The Code of Conduct can be amended and or updated by resolutions passed at National Council or National Conference.

13.3 Any member who may have contravened the Constitution or Rules or has breached the Party's Code of Conduct may be subject to the Party's Complaints Procedure.

13.4 All complaints about a member's conduct should be sent to the Chair of the Conduct Committee and the Director of Operations using a dedicated e-mail address. The Director of Operations will acknowledge receipt of all complaints and send full details of the complaint and any associated documents to the individual about whom the complaint has been made by email or other means within 7 days of receipt.

13.5 The Chair of the Conduct Committee shall inform all members of the Conduct Committee of any complaint received within 7 days of the occurrence coming to his or

her attention. The Conduct Committee shall then decide if further investigation is required.

13.6 The Conduct Committee shall aim to resolve all complaints without undue delay. All parties in an investigation shall satisfy any reasonable requests for information from the Conduct Committee.

13.7 Following an investigation, the Conduct Committee has delegated authority to impose appropriate sanctions, including admonishment, a requirement for an apology, suspension of membership for a defined period or expulsion from the Party.

13.8 The ALBA Party accepts that there will be occasions when members inadvertently breach the members' code of conduct and a record of conversation may be a suitable remedy, to document remedy in a timely manner in the event that a complaint is made against a member.

13.9 The Chair of the Conduct Committee by agreement with the Party Chair and Director of Operations, shall have the power to suspend immediately a member he or she believes has deliberately or maliciously contravened the requirements of the Constitution, Rules or the Member Code of Conduct. This suspension will be for a specified period, and the case will be referred immediately to the Conduct Committee for a final decision within 60 days

13.10—Any member of the Conduct Committee cited in or otherwise associated with a complaint shall be recused from all decisions related to that complaint.

13.11 Any member subject to sanctions by the Conduct Committee shall have a right of appeal to an Appeals Committee who will report to the NEC for final decision.

14. RULES AND STANDING ORDERS

14.1 The NEC shall draw up and maintain Rules and Standing Orders covering the following:

(a) the conduct of all bodies referred to in this Constitution;

(b) selection of candidates to stand at any election in the name of the Party;

(c) conduct of the Party's elected members and groups at all levels of government;

(d) conduct required of members, and Party discipline;

(e) role descriptions for Party Office Bearers and any other roles it may consider necessary.

14.2 All such Rules and Standing Orders shall be based on the principles laid down in this Constitution.

14.3 All such Rules and Standing Orders and any changes or updates to them shall be submitted to National Conference or National Council for amendment and/or adoption.

14.4 All Rules and Standing Orders referred to above shall have the same status as if they were incorporated in this Constitution, and will be binding on the structures and procedures of the Party to which they refer.

14.5 This Constitution may not be changed, except by a vote of at least two-thirds of the delegates present and voting at National Conference, or by National Council in relation to a specific matter that National Conference has delegated to National Council.

14.6 Should any question arise during a meeting regarding the interpretation of the Constitution, Rules or Standing Orders of the Party, the Convenor or Chair of the meeting shall adjudicate on the question and his or her adjudication shall be final, unless a motion is passed requiring the person to vacate the chair.

14.7 Where such a question arises between meetings, the Director of Operations shall adjudicate on the interpretation of the Constitution, Rules and Standing Orders. All such adjudications shall be reported to the NEC, which may propose action to clarify the matter.

15. FINANCE

General Financial Provisions

15.1 The NEC has full control over all monies, funds, property, investments and securities of any kind belonging to the Party.

15.2 The Financial Scheme sets out how the Party will regulate its financial affairs for the purpose of compliance with legislation.

15.3 The activities of all bodies of the Party must comply with the Financial Scheme.

15.4 The Party Treasurer may take appropriate remedial measures, including financial measures, against any body of the Party which has failed to comply with the Financial Scheme or a direction issued by the Party Treasurer.

15.5 Funding for the reasonable costs required by disabled members to remove the barriers to equal

participation in the activities of the Party shall be provided upon approval of the Party Treasurer after consultation with the Director of Operations.

15.6 The NEC may charge members and delegates to attend national events.

15.7 If any body within the Party ceases to exist, all assets, at the option of the Party Treasurer, become property of the Party.

Borrowing and Debt

15.8 The NEC has power to borrow money on behalf of the Party where necessary to finance the Party's activities.

15.9 No body within the Party may enter into borrowing unless prior agreement has been reached with the National Treasurer.

15.10 The Director of Operations may deny any body mentioned in the Constitution which has a debt to the Party its entitlement to send delegates to National Conference or National Council until the debt is cleared.

Membership Subscriptions

15.11 National Conference determines the level of minimum membership subscription, the concessionary rate, and the rate for associate membership, on a resolution submitted in the name of the NEC.

Levies

15.12 Each LACU must pay to the Party such levies as may be required by the NEC.

Annex A – National Conference Standing Orders and Rules on the Conduct and Procedure of National Conference

1. QUORUM

1.1 The quorum shall be one-third of all registered delegates. A quorum count may be called for at any time during National Conference. Two minutes warning must be given before a count is taken. After this period no delegates shall be admitted until the quorum count is completed.

2. PREPARATION OF AGENDA

2.1 Conferences Committee is responsible for the preparation of the agenda for National Conference and has power to:

(a) decide whether resolutions, amendments, nominations and other matters pertaining to the Conference are in accordance with the Constitution and Rules and Standing Orders of the Party;

(b) revise and amend resolutions and amendments or to incorporate in one resolution a number of similar resolutions, and to rewrite the resolutions received, provided always that the principles underlying the resolution or amendment must not be infringed;

(c) categorise all resolutions received under the following headings: (i) put forward unamended, (ii) put forward amended for presentation purposes, (iii) put forward composited, (iv) rejected as existing policy, (v) rejected in favour of other resolutions, and (vi) rejected for other reasons. This information will be held at Party Headquarters and supplied by the Chair of the

Conferences Committee to the proposer of a resolution on request after publication of the final agenda;

(d) place resolutions and amendments on the agenda; and

(e) decide the order of business to be transacted, the placing of items on the agenda, and the approximate time to be allocated to items.

2.2 Before considering proposed resolutions and amendments, the Conferences Committee may seek the views of appropriate PWG Chairs and National Office Bearers, although only members of Conferences Committee may vote at meetings of the Conferences Committee.

3. UNDISCHARGED BUSINESS

3.1 The Convenor of the Session should endeavour to leave five minutes free of business prior to conclusion of each session to allow all motions for which no amendments have been submitted and have not been discussed to be put formally to Conference.

3.2 However, business undischarged at the end of a session may be put to a subsequent session if time permits for discussion.

4. ORDER OF BUSINESS

4.1 At the beginning of Conference a motion presented by the Chair of the Conferences Committee to approve the report of Conferences Committee must be passed by a simple majority.

4.2 The order of any item on the agenda may be altered on a motion from the Convenor, or the floor, passed by a simple majority of those voting.

4.3 The Convenor of the Session is the sole judge of the order in which a motion and related amendments are put.

5. EMERGENCY BUSINESS

5.1 Business not on the written agenda, other than topical and emergency motions defined in 5.2 and 5.3 below, may be discussed only by consent of a majority of two-thirds of those voting, except as provided for in 5.4 below.

5.2 Topical Motions must relate to matters currently topical during Conference, which could not have been foreseen at the time the agenda was compiled. They must not relate to internal, disciplinary or Party constitutional matters. Topical motions are debated in the ordinary manner provided for in these Standing Orders.

5.3 Emergency Motions must relate to matters currently topical during Conference, which could not have been foreseen at the time the agenda was compiled. Emergency motions, which are not subject to debate in the normal manner, must be of a non-contentious nature which are likely to achieve overwhelming acceptance by Conference.

5.4 Any member wishing to bring before Conference emergency business not on the written agenda must inform the Director of Operations before 6 p.m. on the day preceding the day in which the member wishes to move the topical or emergency motion in order that the

daily meeting of Conferences Committee can make appropriate arrangements.

6. CONVENOR

6.1 The Chair of the Party, in person or by delegation to another member of the NEC, convenes proceedings except as provided for in 6.10 below. The Party Leader retains the right to convene the meeting.

6.2 The Convenor of the Session is in charge of the proceedings and conducts them in accordance with recognised procedure as amplified by Standing Orders.

6.3 All motions, amendments, speeches, points of order and other business are addressed to the Convenor.

6.4 The decision of the Convenor of the Session on procedure, on all points of order and on choice of speaker is final and conclusive, subject only to the challenge of a motion of No Confidence in the Convenor as provided for in 6.10 below.

6.5 Only one speaker may speak or be on their feet at any one time, save that any member may interrupt a speaker on a point of order. The Convenor of the Session rules on who has the floor and the other member must immediately resume their seat.

6.6 When the Convenor of the Session addresses the Conference, all members standing must resume their seats and maintain silence until the Convenor has concluded their address.

6.7 Any member who, after being requested by the Convenor of the Session to resume their seat and maintain silence, persistently refuses to do so, will forthwith be named by the Convenor and without further

discussion will be suspended from that session and be requested to leave the Conference Chamber for the remainder of that session. No motion, discussion, point of order, or interruption is permitted until the offending member has left the Conference Chamber.

6.8 If the member concerned persists in defying the Convenor by refusing to leave the Conference Chamber or by contriving to speak or interrupt proceedings after the procedure in 6.7 has been invoked, they will be automatically suspended from that session and from attending the rest of that National Conference and any National Conference, National Council and NEC meeting for the next succeeding three calendar months. If they, subsequent to the National Conference at which the incident occurred, submit in writing to the Party Chair an unqualified apology and a specific assurance that they will in future obey the rulings of the Convenor, the NEC, may, if it thinks fit, raise the suspension.

6.9 If any member is suspended from meetings of National Conference, National Council or the NEC more than once during any one year, the Director of Operations must, at the next succeeding meeting of the NEC to that meeting at which the member was last suspended, formally name them for suspension from all meetings of National Conference, National Council and the NEC for the following 12 months.

6.10 Any member, not being the aggrieved member, may, on the Convenor of the Session refusing to alter a ruling, move a motion of No Confidence in the Convenor. If this is seconded by another member, other than the aggrieved member, a temporary Convenor – the next in order respectively of the Depute Leader, whom failing, another available member of the NEC – must take the chair and without discussion put the motion to the meeting.

6.11 If the motion is supported by a simple majority of those voting, the temporary Convenor continues in the chair for that session. If the motion is not carried, the original Convenor of the Session resumes the chair.

6.12 Any member who has moved or seconded a motion of No Confidence in the Convenor is not permitted to move or second another such motion during the same session.

7. CONDUCT OF DEBATE

7.1 It is expected that members remain in the Conference Chamber throughout a session. A member requiring to enter or leave should do so between speeches, and with as little disturbance as possible.

7.2 The ruling of the Convenor of the Session on the competency of any motion or amendment is final.

7.3 Each delegate who wishes to speak must complete a card – obtainable from the ALBA Conference Stewards – in respect of each item on the Conference Agenda on which they wish to speak. This should be returned to the Stewards well in advance of the calling of the motion.

7.4 Movers of motions or Reports are allowed five minutes to speak and other speakers, including movers of amendments, are allowed three minutes. The mover's reply is allowed time as provided for in 7.6 below. Additional time is given at the discretion of the Convenor of the Session to movers of major policy resolutions or Reports and movers of amendments thereto.

7.5 It is open to any member to move that a speaker be further heard. The motion, if seconded, is put to the meeting without discussion and is carried if passed by a

majority of those voting. When an extension of time is allowed, it must be for not more than three minutes.

7.6 No member is entitled to speak more than once on any one motion unless on a point of order, except that movers of motions and amendments may reply and be allowed two minutes for this, the movers of motions having the opportunity of closing the debate. In replying, members must strictly confine themselves to answering previous speakers and must not introduce new matters.

7.7 Motions or amendments, other than a member moving against the acceptance of a motion, not seconded will not be discussed.

7.8 Points of order must deal with the conduct or procedure of the debate.

7.9 Any mover of a motion or amendment to the Constitution or the Rules and Standing Orders may accept an amendment or amendments to this with the consent of a seconder and with the agreement of the Conference.

7.10 Any mover may withdraw a motion or amendment with the consent of a seconder and with the agreement of the Conference.

8. COMPETENT AMENDMENTS

8.1 Competent amendments and procedural motions are as detailed below.

8.2 Competent amendments to motions other than amendments to the Constitution or Rules are:

(a) to amend the motion by substitution, deletion or addition;

(b) to move the motion is not accepted; or

(c) to remit the whole motion back to the proposer of the motion. This specific mechanism should be used if members present are neither for nor against a motion and believe that further work should be carried out to the motion in order that the policy is improved.

8.3 Competent amendments to amendments to the Constitution or Rules are:

(a) to amend the amendment by substitution, deletion or addition; or

(b) to move that the amendment is rejected.

8.4 Competent amendments to reports of National Office Bearers and others presented to Conference for approval are:

(a) to note the report;

(b) to amend the report by deletion of a part, providing notice of the amendment has been given to the Convenor of the Session before the debate on that report has commenced. Such amendments will only be accepted at the discretion of the Convenor of the Session; or

(c) to move to reject the report and request that the NEC Commission a further report to be brought to National Council.

8.5 Procedural motions are:

(a) to adjourn the debate;

(b) to put the question;

(c) to move "Next Business"; or

(d) to have a recount of a vote.

8.6 Procedural motions under 8.5 may not be moved or seconded by a delegate who has previously spoken in the debate and must be put to Conference without further discussion, except that under 8.5(b) the Convenor of the Session may submit the motion to Conference only if satisfied that due balance has been observed in the debate and must allow the proposer of the original substantive motion to exercise their right of reply (under Standing Order 7.6) on making a claim to do so.

8.7 Amendments under 8.2, 8.3, and 8.4, and procedural motions under 8.5(a) and 8.5(b) are carried if passed by a majority of those voting and procedural motions under 8.5(c) and 8.5(d) are carried by a two-thirds majority.

8.8 The Convenor of the Session may at their discretion permit a vote without discussion on an oral amendment to any motion, provided that the amendment does not alter the spirit of the motion.

9. VOTING

9.1 All members of National Conference specified under the Constitution are entitled to vote on any matter before National Conference.

9.2 All members of National Conference have an equal entitlement to vote, except that the Convenor of the Session has a casting vote.

9.3 Each member entitled to vote at National Conference is issued with a credential card bearing their name and indicating their status, or by the issuing of a delegate

lanyard which must be worn for their vote to be counted in a show of hands.

9.4 The Chief Steward or Depute Chief Steward, appointed by the NEC, is responsible for the counting of the votes for and against motions and amendments and report to the Convenor of the Session, who announces the result to the Conference.

9.5 The Convenor of the Session may instruct a recount to be taken or, on a motion for a recount being passed, a recount must be taken. On a recount being called the doors to the Conference Chamber are sealed and no individuals admitted until the recount has been completed.

9.6 If no recount is demanded, or when a final count has been taken, the Convenor of the Session declares that the motion has or has not been carried, and no further discussion is permitted.

9.7 Voting by proxy is not permitted.

10. DISSENT

10.1 It is open to any member to have their dissent recorded from any decision or ruling.

11. SUSPENSION OF STANDING ORDERS ETC.

11.1 Any motion to suspend Standing Orders is carried if seconded and if supported by two-thirds of those voting. A suspension of Standing Orders is for a fixed period of time or for one item of business only.

11.2 The Conference has the right, by majority vote, to ask any member to withdraw from the meeting.

11.3 When the Convenor of the Session formally leaves the chair, no further business can be discharged during that session unless a Deputy takes their place.

Annex B - National Council Standing Orders and Rules on the Conduct and Procedure of National Council

1. QUORUM

1.1 The quorum shall be one third of all registered delegates. A quorum count may be called for at any time during National Council. Two minutes warning must be given before a count is taken. After this period no delegates shall be admitted until the quorum count is completed.

2. PREPARATION OF AGENDA

2.1 Conferences Committee is responsible for the preparation of the agenda for National Council and has power to:

(a) decide whether resolutions, amendments, nominations and other matters pertaining to the Council are in accordance with the Constitution and Rules and Standing Orders of the Party;

(b) revise and amend resolutions and amendments or to incorporate in one resolution a number of similar resolutions and to rewrite the resolutions received, provided always that the principles underlying the resolution or amendment must not be infringed;

(c) categorise all resolutions received under the following headings: (i) put forward unamended, (ii) put forward amended for presentation purposes, (iii) put forward composited, (iv) rejected as existing policy, (v) rejected in favour of other resolutions, and (vi) rejected for other reasons. This information will be held at Party Headquarters and supplied by the Chair of the

Conferences Committee to the proposer of a resolution on request after publication of the final agenda;

(d) place resolutions and amendments on the agenda; and

(e) decide the order of business to be transacted, the placing of items on the agenda, and the approximate time to be allocated to items.

2.2 Before considering proposed resolutions and amendments, the Conferences Committee may seek the views of appropriate PWG Chairs and National Office Bearers, although only members of Conferences Committee may vote at meetings of the Conferences Committee.

2.3 Conferences committee should not accept any motion that substantially changes Party policy on a matter that the NEC prescribe as being a matter that should be referred to a meeting of National Conference for decision.

2.4 The Party's constitution cannot be amended by National Council unless National Conference has delegated authority to do so on a specific matter.

3. UNDISCHARGED BUSINESS

3.1 The Convenor of the Session should endeavour to leave five minutes free of business prior to conclusion of each session to allow all motions for which no amendments have been submitted and have not been discussed to be put formally to Council.

3.2 However, business undischarged at the end of a session may be put to a subsequent session if time permits for discussion.

4. ORDER OF BUSINESS

4.1 At the beginning of Council a motion presented by the Chair of the Conferences Committee to approve the report of Conferences Committee must be passed by a simple majority.

4.2 The order of any item on the agenda may be altered on a motion from the Convenor, or the floor, passed by a simple majority of those voting.

4.3 The Convenor of the Session is the sole judge of the order in which a motion and related amendments are put.

5. EMERGENCY BUSINESS

5.1 Business not on the written agenda, other than topical and emergency motions defined in 5.2 and 5.3 below, may be discussed only by consent of a majority of two-thirds of those voting, except as provided for in 5.4 below.

5.2 Topical Motions must relate to matters currently topical during Council, which could not have been foreseen at the time the agenda was compiled. They must not relate to internal, disciplinary or Party constitutional matters. Topical motions are debated in the ordinary manner provided for in these Standing Orders.

5.3 Emergency Motions must relate to matters currently topical during Council, which could not have been foreseen at the time the agenda was compiled. Emergency motions, which are not subject to debate in the normal manner, must be of a non-contentious nature which are likely to achieve overwhelming acceptance by Council.

5.4 Any member wishing to bring before Council emergency business not on the written agenda must inform the Director of Operations at least 24 hours before the date of National Council.

6. CONVENOR

6.1 The Chair of the Party, in person or by delegation to another member of the NEC, convenes proceedings except as provided for in 6.10 below. The Party Leader retains the right to convene the meeting.

6.2 The Convenor of the Session is in charge of the proceedings and conducts them in accordance with recognised procedure as amplified by Standing Orders.

6.3 All motions, amendments, speeches, points of order and other business are addressed to the Convenor.

6.4 The decision of the Convenor of the Session on procedure, on all points of order and on choice of speaker is final and conclusive, subject only to the challenge of a motion of No Confidence in the Convenor as provided for in 6.10 below.

6.5 Only one speaker may speak or be on their feet at any one time, save that any member may interrupt a speaker on a point of order. The Convenor of the Session rules on who has the floor and the other member must immediately resume their seat.

6.6 When the Convenor of the Session addresses the Council, all members standing must resume their seats and maintain silence until the Convenor has concluded their address.

6.7 Any member who, after being requested by the Convenor of the Session to resume their seat and maintain silence, persistently refuses to do so, will forthwith be named by the Convenor and without further discussion will be suspended from that session and be requested to leave the Council meeting hall for the remainder of that session. No motion, discussion, point of order, or interruption is permitted until the offending member has left the Council meeting hall.

6.8 If the member concerned persists in defying the Convenor by refusing to leave the Council meeting hall or by contriving to speak or interrupt proceedings after the procedure in 6.7 has been invoked, they will be automatically suspended from that session and from attending the rest of that National Council and any National Council, National Conference and the NEC meeting for the next succeeding three calendar months. If they, subsequent to the National Council at which the incident occurred, submit in writing to the Party Chair an unqualified apology and a specific assurance that they will in future obey the rulings of the Convenor, the NEC, may, if it thinks fit, raise the suspension.

6.9 If any member is suspended from meetings of National Conference, National Council or the NEC more than once during any one year, the Director of Operations must, at the next succeeding meeting of the NEC to that meeting at which the member was last suspended, formally name them for suspension from all meetings of National Conference, National Council and the NEC for the following 12 months.

6.10 Any member, not being the aggrieved member, may, on the Convenor of the Session refusing to alter a ruling, move a motion of No Confidence in the Convenor. If this is seconded by another member, other than the aggrieved member, a temporary Convenor – the next in

order respectively of the Depute Leader, whom failing, another available member of the NEC – must take the chair and without discussion put the motion to the meeting.

6.11 If the motion is supported by a simple majority of those voting, the temporary Convenor continues in the chair for that session. If the motion is not carried, the original Convenor of the Session resumes the chair.

6.12 Any member who has moved or seconded a motion of No Confidence in the Convenor is not permitted to move or second another such motion during the same session.

7. CONDUCT OF DEBATE

7.1 It is expected that members remain in the Council meeting hall throughout a session. A member requiring to enter or leave should do so between speeches, and with as little disturbance as possible.

7.2 The ruling of the Convenor of the Session on the competency of any motion or amendment is final.

7.3 Each delegate who wishes to speak must complete a card – obtainable from the ALBA Council Stewards – in respect of each item on the Council Agenda on which they wish to speak. This should be returned to the Stewards well in advance of the calling of the motion.

7.4 Movers of motions or Reports are allowed five minutes to speak and other speakers, including movers of amendments, are allowed three minutes. The mover's reply is allowed time as provided for in 7.6 below. Additional time is given at the discretion of the Convenor of the Session to movers of major policy resolutions or Reports and movers of amendments thereto.

7.5 It is open to any member to move that a speaker be further heard. The motion, if seconded, is put to the meeting without discussion and is carried if passed by a majority of those voting. When an extension of time is allowed, it must be for not more than three minutes.

7.6 No member is entitled to speak more than once on any one motion unless on a point of order, except that movers of motions and amendments may reply and be allowed two minutes for this, the movers of motions having the opportunity of closing the debate. In replying, members must strictly confine themselves to answering previous speakers and must not introduce new matters.

7.7 Motions or amendments, other than a member moving against the acceptance of a motion, not seconded will not be discussed.

7.8 Points of order must deal with the conduct or procedure of the debate.

7.9 Any mover of a motion or amendment to the Constitution or the Rules and Standing Orders may accept an amendment or amendments to this with the consent of a seconder and with the agreement of the Council.

7.10 Any mover may withdraw a motion or amendment with the consent of a seconder and with the agreement of the Council.

8. COMPETENT AMENDMENTS

8.1 Competent amendments and procedural motions are as detailed below.

8.2 Competent amendments to motions other than amendments to the Constitution or Rules are:

(a) to amend a motion by substitution, deletion or addition;

(b) to move the motion is not accepted; or

(c) to remit the whole motion back to the proposer of the motion. This specific mechanism should be used if members present are neither for nor against a motion and believe that further work should be carried out to the motion in order that the policy is improved.

8.3 Competent amendments to amendments to the Constitution or Rules are:

(a) to amend the amendment by substitution, deletion or addition if authority has been delegated by National Conference; or

(b) to move that the amendment is rejected.

8.4 Competent amendments to reports of National Office Bearers and others presented to Council for approval are:

(a) to note the Report;

(b) to amend the report by deletion of a part, providing notice of the amendment has been given to the Convenor of the Session before the debate on that report has commenced. Such amendments will only be accepted at the discretion of the Convenor of the Session; or

(c) to move to reject the report.

8.5 Procedural motions are:

- (a) to adjourn the debate;
- (b) to put the question; or
- (c) to move "Next Business"; or
- (d) to have a recount of a vote.

8.6 Procedural motions under 8.5 may not be moved or seconded by a delegate who has previously spoken in the debate and must be put to Council without further discussion, except that under 8.5(b) the Convenor of the Session may submit the motion to Council only if satisfied that due balance has been observed in the debate and must allow the proposer of the original substantive motion to exercise their right of reply (under Standing Order 7.6) on making a claim to do so.

8.7 Amendments under 8.2, 8.3, and 8.4, and procedural motions under 8.5(a) and 8.5(b) are carried if passed by a majority of those voting and procedural motions under 8.5(c) and 8.5(d) are carried by a two-thirds majority.

8.8 The Convenor of the Session may at their discretion permit a vote without discussion on an oral amendment to any motion, provided that the amendment does not alter the spirit of the motion.

9. VOTING

9.1 All members of National Council specified under the Constitution are entitled to vote on any matter before National Council.

9.2 All members of National Council have an equal entitlement to vote, except that the Convenor of the Session has a casting vote.

9.3 Each member entitled to vote at National Council is issued with a credential card bearing their name and indicating their status, or by the issuing of a delegate lanyard which must be worn for their vote to be counted in a show of hands.

9.4 The Chief Steward or Depute Chief Steward, appointed by the NEC, is responsible for the counting of the votes for and against motions and amendments and report to the Convenor of the Session, who announces the result to the Council.

9.5 The Convenor of the Session may instruct a recount to be taken or, on a motion for a recount being passed, a recount must be taken. On a recount being called the doors to the hall are sealed and no individuals admitted until the recount has been completed.

9.6 If no recount is demanded, or when a final count has been taken, the Convenor of the Session declares that the motion has or has not been carried, and no further discussion is permitted.

9.7 Voting by proxy is not permitted.

10. DISSENT

10.1 It is open to any member to have their dissent recorded from any decision or ruling.

11. SUSPENSION OF STANDING ORDERS, ETC.

11.1 Any motion to suspend Standing Orders is carried if seconded and if supported by two-thirds of those voting. A suspension of Standing Orders is for a fixed period of time or for one item of business only.

11.2 The Council has the right, by majority vote, to ask any member to withdraw from the meeting.

11.3 When the Convenor of the Session formally leaves the chair, no further business can be discharged during that session unless a Deputy takes their place.

Annex C - Standing Orders of the National Executive Committee

1. MEETINGS

1.1 Ordinary meetings of the Committee are held on dates advised at the first meeting of the Committee after Annual National Conference.

1.2 A quorum is one third of the members.

1.3 The following may attend meetings of the Committee in whole or for specified items:

(a) employees and members of the Party invited by the NEC;

(b) other individuals, who are not members of the Party, but whose presence is agreed in advance by the Committee under any conditions agreed by the Committee.

1.4 The Party Chair in consultation with NEC members shall decide whether a meeting is to be held in person or virtually.

2. AGENDA PREPARATION

2.1 The Director of Operations, in consultation with the Party Chair, is responsible for drawing up agendas for meetings. The Core Agenda is set out in the Schedule.

2.2 Not less than one week before a meeting, the Director of Operations circulates:

(a) the agenda;

(b) minutes of the previous meeting, if not previously circulated; and

(c) papers relevant to the meeting.

2.3 Additional papers may not be distributed to the Committee following issue of the agenda unless special circumstances apply, and the prior agreement of the Party Chair-is obtained.

2.4 Members wishing to submit amendments to any proposal in the papers should submit the amendment to the Director of Operations not less than 48 hours in advance of the meeting to allow for circulation to other members if the Party Chair deems the amendment competent.

3. BUSINESS OF THE MEETING

3.1 Any member wishing to bring before the meeting emergency business not on the agenda must inform the Party Chair before the commencement of the meeting.

3.2 Business not on the agenda may be discussed only with the consent of two-thirds of those eligible to vote at the meeting.

3.3 The order of any item on the agenda may be altered on a motion from the committee Chair by a simple majority of those voting or, on a motion from another Committee member, by a two-thirds majority.

3.4 The Party Leader or Chair may introduce to the agenda items relating to current political issues which may require the Committee to use its constitutional powers to interpret and oversee policy between meetings of National Conference and National Council.

4. PAPERS AND DECISIONS

4.1 Minutes and other papers submitted to the Committee must be treated in confidence.

4.2 Members of the NEC must not use minutes of papers of the NEC to injure the interests of the Party, or the reputation of a member of the Committee, by:

(a) sharing the contents of papers;

(b) copying papers; or

(c) wilfully misrepresenting the discussions of the Committee to the public, the media or another political Party.

5. DECISIONS BY EMAIL

5.1 The Party Chair or Director of Operations may ask members to vote on an item through email or other electronic means between meetings of the Committee if they consider that the circumstances require a decision before the next scheduled meeting of the Committee, or that a mandate is required from the NEC to carry out a specific action for which delegated authority is not in place.

5.2 A motion by email is agreed if one half of the eligible members of the Committee plus one indicate their agreement to the proposed motion to the Director of Operations by electronic means.

5.3 If a request is made by a National Office Bearer, if the decision is in relation to the remit of their office, or by four ordinary members of the NEC, to have a meeting about the matter then a meeting must be convened to

approve the decision. If any two members of the NEC propose an amendment to the item proposed then a meeting must be held for the item to be discussed.

5.4 All decisions taken by email are recorded in the minutes of the subsequent meeting of the Committee.

6. CHAIR

6.1 The Chair of the Party, in person or by depute, convenes the Committee. The Party Leader retains a right to convene.

6.2 All motions, amendments speeches, points of order, points of information and other business, are addressed to the meeting Chair.

6.3 The decision of the meeting Chair on:

- (a) procedure;
- (b) the competence of any motion or amendment;
- (c) the order in which motions and amendments are put;
- (d) points of order;
- (e) choice of speaker; and
- (f) time allocated to each speaker,

is final subject to any motion of no confidence in the Chair of the meeting.

6.4 For any item that requires a method of voting other than a simple majority or two-thirds majority, the method of voting should be agreed by the members of the committee by a simple majority.

7. CONDUCT OF BUSINESS

7.1 The business of the Committee is normally conducted on the basis of consensus.

7.2 Only one speaker may speak at any one time. Any member may interrupt a speaker on a point of order or on a point of information with the consent of the speaker.

7.3 The Convenor may intervene at any point during a debate, in which event all members must cease debate until the Convenor consents for a speaker to continue the debate.

7.4 When a motion comes before the Committee, members have the right to question the proposer, who shall address the points raised when summing up.

7.5 A motion may be to:

- (a) submit a resolution to National Conference;
- (b) approve Rules or Standing Orders of the Party;
- (c) adopt a policy;
- (d) note a report;
- (e) approve recommendations or endorse options in a report;
- (f) establish a group to make recommendations to the Committee;
- (g) make a submission to an external organisation;
- (h) carry out any other function of the Committee; or

(i) take no action on a specified issue;

7.6 All questions will be taken before amendments are formally proposed and seconded. After amendments have been debated, no further questions on the matter under consideration will be taken.

7.7 All members of the Committee have a single vote, except that the Convenor has a casting vote.

8. AMENDMENTS AND PROCEDURAL MOTIONS

8.1 Substantive Amendments are to:

(a) amend the motion by substitution, deletion or addition;

(b) move the direct negative;

(c) move the remit back.

8.2 Procedural Motions are to:

(a) adjourn the meeting;

(b) put the question;

(c) move 'Next Business'.

8.3 Procedural Motions:

(a) may not be moved or seconded by a member who has previously spoken in the discussion on that item of business; and

(b) must be put without further discussion, except in the case of a motion to move 'Next Business', where the

proposer of the original substantive motion may be permitted to exercise a right of reply.

8.4 Motions or amendments, other than moving against a proposal being accepted, are not discussed unless seconded.

8.5 Any mover of a motion may accept an amendment or amendments to the agenda, subject to the agreement of the meeting.

8.6 Any mover may withdraw a motion or amendment with the consent of the meeting.

9. POINTS OF ORDER

9.1 Points of order must deal with the conduct or procedure of the Committee.

9.2 Members making a point of order must prove either that the speaker is:

(a) travelling outside the scope of the question; or

(b) infringing Standing Orders

10. MOTIONS OF NO CONFIDENCE IN THE CHAIR

10.1 Any member, not being the aggrieved member, may, on the Chair refusing to alter a ruling, move a motion of No Confidence in the Chair of the meeting.

10.2 If this is seconded by another member, other than the aggrieved member, a temporary Chair will take the chair.

10.3 The temporary Chair is the next in order respectively of the Leader and the Depute Leader. In the

event that neither the Leader or Depute Leader are present then a member of the NEC shall take the chair.

10.4 The Temporary Chair takes the Chair and, without discussion, puts the motion to the meeting. If the motion is supported by a simple majority of those voting, the temporary Chair continues as the Chair for that meeting. If the motion is not carried, the original Chair resumes as Chair.

10.5 Any member who has moved or seconded a motion of No Confidence in the ~~Convenor~~ Chair is not permitted to move or second another such motion during the same meeting.

11. VIRTUAL MEETINGS

11.1 When the Committee meets virtually:

(a) if the Chair of the meeting is unable to connect with the meeting for a period of five minutes, then the person who would be the temporary Chair in a motion of no confidence in the Chair takes the chair until the Chair can again connect with the meeting;

(b) any requirement for a member to leave the room, is a requirement that they are electronically placed into a 'waiting room' until they are permitted by the Chair to re-enter the meeting;

(c) the Chair may allow competent motions and points of order to be made through the Chat function;

(d) the Chat function should be used only to facilitate the business of the meeting and not for separate discussion during the meeting.

12. APPOINTMENTS

12.1 At its first meeting after Annual National Conference, the Committee considers the Leader's proposal as Party Chair from the membership of the NEC, appoints two members of Conferences Committee, appoints two members of the Conduct Committee and appoints two members of the Finance and Audit Committee.

12.2 The Director of Operations or their designate shall act as clerk to the committee.

12.3 The Committee has power to fill vacancies in any position on national committees

12.4 Should a vacancy arise for any elected position on the NEC or other national committee, the vacancy shall be filled in the first instance by the candidate(s) that finished next in the respective ballot. If there are no such candidates, the NEC may co-opt a Party member to fill a position on the NEC, who shall serve until the next annual elections, except in the case of Leader and Depute Leader, in which case an election shall be held as soon as reasonably possible.

13. GENERAL CONDUCT OF MEMBERS

13.1 Members of the Committee are required:

(a) to uphold the Members Code of Conduct, as further explained in these Standing Orders and in the decisions and practices of the Committee;

(b) attend induction and other training as arranged by the Director of Operations; and

(c) treat members of staff and others involved in the work of the Committee with dignity and respect.

13.2 If concerns are expressed about the conduct of a member of the Committee, the Party Chair will attempt to resolve the issue in a collegiate manner.

14. DECLARATION OF INTERESTS

14.1 Members of the committee that have an interest in a matter should declare the interest at the start of the meeting. If the member deems that the interest does not impinge their ability to take part in debate and/or vote then the member may take part in proceedings.

14.2 If a member believes that they have a conflict of interest in a matter that is to be discussed by the committee which would impinge their ability to take part in a non-biased manner, or if they have a direct financial interest in the matter, then that member should not take part in debate or any votes in regards to the item in which there is an interest.

14.3 It is for a member to determine if they have a conflict of interest in the first instance, as is common in Scottish public bodies and elected bodies. Guidance should be sought from the Party Chair when there is uncertainty over whether an interest should preclude inclusion in debate. The standard test of whether or not there is a conflict of interest is whether a fair-minded member of the Party, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice the decision making of the member of the Committee.

14.4 In the event that the Director of Operations receives a complaint that a member has taken part in proceedings without declaring a conflict of interest, the Director of

Operations in conjunction with the Party Chair will discuss with the member concerned to establish facts and determine if any remedial action is required.

15. SCHEDULE FOR NEC MEETINGS

15.1 Core Agenda for Meetings

1. Apologies
2. Declarations of Interest
3. Minutes of the Last Meeting
4. Business Arising
5. Current Political Business • Report from the Party Leader • Report from Parliamentary Groups • Report from Local Government Group
6. Director of Operations Business
7. Finance Report
8. Reports of National Office Bearers
9. Any Other Notified Business
10. Date, time and place of next meeting

Annex D - National Office Bearers' Role Descriptions

1. PARTY CHAIR

The Party Chair shall convene National Conference, National Council and the NEC. The Party Chair has day to day responsibility of liaising with Party HQ to ensure that Party staff are following the instructions of National Conference, National Council and the NEC.

2. LEADER

The Party Leader has strategic responsibility for setting the political direction of the Party. The Party Leader is elected by all members of the Party. The Party Leader shall determine the Party's position on political matters during meetings of National Conference, National Council and the NEC when it is necessary to articulate the Party's political position.

The Leader may take immediate action if there is an urgent need to protect the standing or reputation of the Party, subject to prior consent of the NEC, as far as possible, and retrospective approval by Conference or Council.

3. DEPUTE LEADER

The Depute Leader shall support the Party Leader. The Depute Leader shall be next in line in seniority in assuming the position of Acting Leader in the event that the Party Leader role becomes vacant. The Depute Leader has strategic responsibility for preparing the Party's election manifesto and for convening regular meetings of the Party's elected representatives.

The Depute Leader, in the absence of the Leader, may take immediate action if there is an urgent need to protect the standing or reputation of the Party, subject to prior consent, as far as possible, of the NEC and retrospective approval by Conference or Council.

4. WOMEN'S CONVENOR

The Women's Convenor has strategic responsibility for ensuring that the Party promotes and advocates equality of opportunity for women at all levels of the Party's operation. The Women's Convenor will advise the NEC on mechanisms that the NEC may wish to implement to boost female participation in elections and events organised by the Party. The Women's Convenor shall convene an ALBA Women's Forum.

5. EQUALITIES CONVENOR

The Equalities Convenor has strategic responsibility for ensuring that the Party promotes and advocates equality of opportunity for all under-represented groups at all levels of the Party's operation. The Equalities Convenor will advise the NEC on mechanisms that the NEC may wish to implement to boost participation in elections and events organised by the Party. The Equalities Convenor shall convene an ALBA Equalities Forum.

6. LOCAL GOVERNMENT CONVENOR

The Local Government Convenor has strategic responsibility for organising the Party's Local Government operation across Scotland. They will work with the Party's Local Government Group in formulating the Party's national position on matters that are pertinent to local service delivery. They will convene regular meetings of all Local Authority Representatives.

7. MEMBER SUPPORT CONVENOR

The Member Support Convenor shall ensure engagement between members of the Party takes place regularly. They shall regularly engage with Party HQ staff to ensure that issues that are being identified by Party members are being appraised and addressed if necessary. The Membership Support Convenor shall convene monthly meeting with LACU Convenors and attend meetings of ALBA LACUs when necessary.

8. NATIONAL ORGANISATION CONVENOR

The National Organisation Convenor shall take strategic lead on coordination of the Party's campaign organisation, convening regular meetings of the Party's LACU organisers and working with Regional Organisers for Parliamentary elections and the Local Government Convenor for Local Authority elections.

Annex E – Member Code of Conduct

1. APPLICATION

1.1 The member code of conduct is applicable to all members of the ALBA Party, including prospective candidates seeking election to public office representing the ALBA Party, and Elected Representatives of the ALBA Party. Elected Representatives are further expected to maintain the standards of conduct expected of them in regards to the ethical standards of individuals in public life relevant to the body to which they are elected.

2. PURPOSE

2.1 The purpose of the member code of conduct is to ensure that all members and elected representatives conduct themselves in line with the Constitution of ALBA Party, and at all times treat other members and members of the public, whilst purporting to conduct business on behalf of the ALBA Party or representing the ALBA Party, in a dignified and respectful manner. ALBA Party members should endeavour to conduct all Party business guided by the principles and standards of Fairness, Decency, and Inclusiveness.

2.2 Fairness: ALBA Party members should endeavour to conduct themselves in a manner that treats everyone with fairness, respect, and courtesy.

2.3 Decency: ALBA Party members should strive to conduct themselves to high standards of decency in the manner they interact with others, both in person and via interactions on social media.

2.4 Inclusiveness: The ALBA Party is an inclusive Party with membership open to all that agree with the constitution and aims of the Party. All members should

strive to support equity of opportunity for others within the Party. All members must not discriminate in their conduct on the ground of age, disability, gender reassignment, race, religion or belief (or lack of), sex, sexual orientation, marriage and civil partnership and pregnancy and maternity status.

3. REQUIREMENTS

3.1 All members must abide by the constitutional requirements of membership of the ALBA Party.

3.2 All members that are elected as representatives of the Party must sign and adhere to the Party's Standing Orders for the Group of which they are part.

3.3 Members must not act in a manner which is deemed to injure the Party, or other members of the Party, in the eyes of the public.

3.4 Members are expected to conduct themselves appropriately at all times and must not commit acts of misconduct whilst purporting to be acting on behalf of or representing the Party.

3.5 Public policy statements should only be made on behalf of the Party by elected representatives of the Party, including Parliamentarians, Councillors, National and Local Office Bearers, Committee Chairs and candidates in public elections. All policy statements, including responses to urgent or short-term issues or political developments, should be consistent with established Party policy.

Annex F - Membership Rules

1. JOINING THE PARTY

1.1 Any individual eligible for membership of the Party can join online or complete an application form and have it sent to Party Headquarters.

1.2 Membership of the Party commences once a subscription is paid or a Direct Debit is established.

2. GENERAL MEMBERSHIP

2.1 General Membership is open to any person of the age of sixteen years or older who supports the aims of the Party, with the exceptions set out in Rules 5 and 6.

2.2 The membership subscription rates are agreed by National Conference, based on proposals from the NEC.

3. CONCESSIONARY RATE

3.1 The concessionary rate for membership of the Party is available for unwaged members and members over the age of 60. All Party members who are in a financial position to do so are asked to consider giving as generously as they can and-and paying the standard membership subscription.

4. YOUNG MEMBERS

4.1 The details of any members under 16 years of age will not appear on branch membership lists. A member under 16 years of age attending any event organised by the Party shall be accompanied by a parent or other responsible adult.

5. LIFE MEMBERSHIP

5.1 Life Members of the Party do not require to pay an annual subscription.

5.2 The rates for life membership are decided by the NEC. There may be different rates depending on the age of the member.

5.3 The NEC may approve honorary life membership of the Party in recognition of the member's long commitment to the cause of Scottish independence

6. MEMBERSHIP OF OTHER PARTIES AND ORGANISATIONS

6.1 A member who is a member of another Party registered as a political Party with the Electoral Commission in the Great Britain register and intending to contest elections in Scotland is regarded as being a member of a political Party expected to contest elections in opposition to the Party. A member in this situation ceases to be a member of the ALBA Party.

6.2 The NEC decides:

(a) in any case of any difficulty, whether a political Party is a Party expected to contest elections in opposition to the Party;

(b) membership of which organisations are inconsistent with Party membership.

7. MEMBERSHIP INVALIDITY

7.1 For a period of 3 months after membership commences, the NEC may, in exceptional circumstances, declare any membership invalid. The Director of Operations will advise the individual concerned that their

membership is invalid. Any subscriptions which have been paid will be refunded.

7.2 If a person who has been entered as a member is found to have been ineligible at the time of application to join the Party, the membership is invalid.

8. MEMBERSHIP OUTWITH SCOTLAND

8.1 Members living outwith Scotland may join ALBA international.

9. HEADQUARTERS MEMBERSHIP

8.1 Any member who does not desire to become a member of an ALBA LACU may become a member registered at Headquarters.

10. MEMBERSHIP

10.1 Membership runs for one year from the commencement of membership.

10.2 Members will be invited to renew their membership prior to the date for renewal if automatic renewal is not in place. If membership is not renewed by this date, members will be notified that their membership subscription is overdue and be invited to renew.

10.3 Following this date, the member's LACU will also be notified that the membership is overdue for renewal and will be asked to contact the member.

10.4 If a member renews their membership within three calendar months of the due date of renewal, then this period:

(a) is not regarded as a "lapse in membership"; and

(b) does not preclude the member from being the subject of a complaint to the Conduct Committee for their conduct during the period.

10.5 Members subject to sanctions that limit their participation in the ALBA Party (such as the measures described in Paragraphs 6.8 and 6.9 of Annex A and Annex B) shall maintain their membership during the period that such restrictions apply.

11. PUBLIC RESIGNATION

11.1 A member “publicly resigns” when they seek to make their resignation a public matter, with the intention of harming the Party or individual members of the Party by their actions.

11.2 The Director of Operations must report the circumstances of any action considered to be a public resignation to the NEC and seek their confirmation that the actions constituted a public resignation.

12. RE-ADMISSION

12.1 This paragraph applies to individuals who:

(a) have been expelled;

(b) publicly resigned from membership of the Party; or

(c) contested any parliamentary or local government election in Scotland except as an authorised Party candidate.

12.2 An individual falling within this paragraph may not become a member again without the consent of the NEC.

12.3 The NEC will only consider an application from such an individual, which is submitted to the Director of Operations. Membership will be ineligible if not approved by the NEC in these circumstances.

12.4 The NEC in considering an application for readmission may:

(a) refuse the application;

(b) grant the application; or

(c) grant the application subject to such reasonable pre-conditions as appear appropriate.

12.5 In refusing an application for re-admission, the NEC may state what further steps the individual requires to take, or what time requires to elapse, before another application for re-admission can be submitted.

Annex G – ALBA Local Authority Campaign Unit Constitution Template

ALBA <INSERT NAME HERE> LOCAL AUTHORITY
CAMPAIGN UNIT DRAFT CONSTITUTION

1. TITLE AND STATUS

1.1 The name of the unit shall be ALBA <INSERT NAME HERE> LOCAL AUTHORITY CAMPAIGN UNIT (hereinafter referred to as <INSERT NAME HERE> -LACU).

1.2 <INSERT NAME HERE> -LACU is a constituent part of the ALBA Party and is subject to its rules, standing orders and constitution.

1.3 The geographical area of < INSERT NAME HERE> - LACU is that covered by the <INSERT LOCAL AUTHORITY NAME HERE> Council.

2. AIMS

2.1 The object of <INSERT NAME HERE> -LACU is to promote the aims of the ALBA Party as stated in its Constitution:

- a) to organise and campaign to secure the election of ALBA Party Candidates at all levels of government in <INSERT LOCAL AUTHORITY NAME HERE>;
- b) to promote local membership of the ALBA Party, and to ensure that members are regularly informed regarding local activities;
- c) to organise any appropriate activity which will publicise and further these aims.

3. MEMBERS

3.1 The membership consists of all ALBA Party members resident within the geographical area of <INSERT LOCAL AUTHORITY NAME HERE> and those resident elsewhere who have been accepted as a member of ALBA <INSERT LOCAL AUTHORITY NAME HERE> LACU, except those being members of another LACU, ALBA International or having ALBA Headquarters Membership.

4. OFFICERS AND MANAGEMENT OF THE LACU

4.1 The LACU shall elect its Officers at each AGM, which must be held before the end of February each year.

These shall include a Convenor, Secretary, Treasurer and other positions as deemed appropriate.

4.2 Nominations shall be proposed and seconded and positions won by a simple majority vote.

4.3 The AGM has the discretion not to fill posts if no seconded nominations are forthcoming, or to propose the merging of posts, or the creation of other posts with the agreement of a simple majority.

4.4 These Officers, together with one representative of each authorised local Campaign Unit (CU), if any, in <INSERT LOCAL AUTHORITY NAME HERE>, shall form the LACU Executive and shall manage the routine business of the LACU. Additional members may be co-opted as deemed necessary.

4.5 The LACU Executive shall meet on a regular basis, and meetings shall be conducted in person or using Zoom, or a similar media facility.

4.6 An Executive meeting shall be in quorum if 3 Officers are in attendance.

4.7 Attendance and business conducted shall be recorded in minutes to be approved by the next meeting.

4.8 In the event of a decision needing to be made before an Executive Meeting, an emergency decision may be made by agreement of a simple majority of Officers of the LACU. This decision must be ratified by the next LACU meeting.

4.9 Should any Officer fail to attend three consecutive meetings without good reason or apology, the LACU may co-opt another person to act in their place.

4.10 In the event of a vacancy an Officer may be co-opted at the next ordinary LACU meeting.

5. LACU MEETINGS

5.1 LACU meetings shall be held at least at least six times per year and be open to all LACU members, one such meeting being the LACU Annual General Meeting. Such meetings shall be conducted in person or using Zoom or a similar media facility. Potential new members and or supporters may attend by invitation, but except at the discretion of the meeting chair, shall have no right to speak.

5.2 Notice of such meetings shall be issued, generally by email or a similar electronic medium, at least one week in advance.

5.3 The business of such meetings shall ordinarily be determined by the Executive, but motions, duly proposed and seconded, may be submitted two weeks in advance of the date of the next meeting. Members should be

specifically notified of any motions relating to policy at least one week before the meeting.

5.4 A draft agenda will be circulated in advance of each LACU meeting, together with the minutes of the previous meeting. Anyone can suggest additional items for the agenda in advance of or at the start of the meeting.

5.5 Motions and any other matters for decision shall be carried by a simple majority vote of members present.

5.6 Only members of <INSERT NAME OF LOCAL AUTHORITY HERE> -LACU will be entitled to vote. Those unable to attend may make their views known to the meeting, either in writing or through representation by another member, but only those in attendance will be entitled to vote.

5.7 A LACU meeting will be deemed to be quorate if meets any requirements agreed at its AGM and<inset requirements here>

5.8 Attendance and business conducted at meetings shall be recorded in minutes to be approved by the next meeting.

5.9 Working groups may be set up to discuss specific issues, but any recommendations shall be considered by the following Executive and/or LACU meeting.

6. ANNUAL GENERAL MEETING (AGM)

6.1 Every calendar year, by the end of February, an AGM shall be held for the purposes of:

(a) Presentation of Officer reports of work which has been carried out over the year;

- (b) Presentation of a financial statement for the year;
- (c) Election of the Officers and delegates to National Council;
- (d) Reviewing strategy and setting goals for the following year and beyond;
- (e) Any other business on the agenda.

6.2 For the purpose of electing Office Bearers the chair shall be taken by a nominated independent person prior to the AGM.

6.3 All members of the LACU who are present have one vote each, and resolutions must have the support of a simple majority.

6.4 Notice of the AGM shall be given at least four weeks prior to the meeting and any motions for consideration shall be submitted in writing to the Secretary at least two weeks prior to the meeting.

6.5 The agenda will be circulated in advance at least ten days prior to the meeting.

6.6 The Chair has the right to rule on the admissibility of any emergency motions put forward.

6.7 The quorum of an AGM shall be 5% of members of LACU.

6.8 An Extraordinary General Meeting (EGM) on a particular agenda item may be called on the request of a LACU meeting or at least 5% of the members of LACU. The same general rules apply to EGM's as to AGM's.

7 FINANCE

7.1 The Treasurer shall open an account with a bank (or similar with another banking organisation) in the name of <INSERT NAME HERE> -LACU, and there shall be a minimum of 3 signatories to the account.

7.2 The Treasurer shall receive all monies due to the LACU and shall receive all donations to the LACU and shall be the custodian thereof.

7.3 The Treasurer will arrange payment of any bills incurred by the LACU.

7.4 All monies drawn from the LACU bank account shall be approved by 2 authorised persons from a list of 3, to be agreed at the AGM. Provision for electronic payments shall be implemented and meaningful controls applied.

7.5 Members, Ward and/or Working Groups may incur expenditure on behalf of a LACU provided prior approval is obtained from an ordinary Executive Meeting, LACU Meeting, EGM or AGM.

7.6 Any affiliation fees to another organisation or donations to another group must have the approval of the Executive Meeting.

7.7 The LACU Treasurer is required to provide quarterly accounts to the Director of Operations and any other information as requested. In the event of the treasurer leaving the post all accounts/information/data should be passed to the new Treasurer immediately or if there is no new Treasurer a complete set of accounts should be submitted to the Director of Operations within 5 working days.

8. SELECTION OF ELECTION CANDIDATES

8.1 For selection of parliamentary candidates, the provisions of the ALBA Party Constitution and national rules set by the NEC must be followed.

8.2 For selection of local authority candidates the LACU will set a Vote Management Strategy and once approved by the NEC, members in the LACU being contested shall select candidates from a shortlist of approved candidates.

9. AMENDING THE CONSTITUTION

9.1 This constitution can only be altered by an AGM or EGM of the LACU.

9.2 Amendments to this constitution require advance notice.

10. LACU OFFICER ROLE DESCRIPTIONS

Convenor

- Arranges, in consultation with the LACU Executive, meetings of the Executive and the Membership.
- Prepares an Agenda for all meetings of the LACU.
- Chairs all meetings of the LACU.

Deputy Convenor

- Will assume the role of Convenor when the Convenor is unavailable.

Vice Convenor

- Has the same role as the Deputy Convenor.
- LACU may have a Deputy or Vice Convenor but not both.

Co – Convenor

- Two people who, jointly, undertake all the roles of the Convenor.
- By agreement undertake the roles on a rotational basis.
- Failure to agree will be referred to the LACU Executive for decision.
- Failing that there will be referral to the Director of Operations.

Treasurer

- To open bank accounts on behalf of the LACU, in consultation with, and with the agreement of the National Treasurer.
- To be responsible for the day-to-day management of the bank account, paying in any receipts, and settling any invoices, etc.
- To maintain LACU records, and submit reports, as required, in accordance with directions issued by the National Treasurer.
- To provide, at LACU Executive and Membership meetings and to the National Treasurer, up to date Statement of Accounts.
- To provide support to Candidates and Election Agents at Elections with regard to Election Expenses.
- To seek guidance, as appropriate, from the National Treasurer.

Vice/ Deputy Treasurer

- Will assume the role of Treasurer when the Treasurer is unavailable.
- May, with the agreement of the LACU Executive, undertake specific tasks within the Treasurer's role, act as the liaison with the National Party and the point of contact for local enquirers.
- Be a co-signatory to the LACU bank account.

Secretary

- Will correspond, with the agreement of the LACU Executive, with National Office bearers, the Director of Operations, and Outside Bodies.
- In the absence of a Minute Secretary will undertake the role of the Minute Secretary.

Vice/ Deputy Secretary

- Will assume the role of Secretary when the Secretary is unavailable.
- May, with the agreement of the LACU Executive, undertake specific tasks within the Secretary's role.

Minute Secretary

- Will undertake to draw up and communicate accurate minutes of all LACU minutes.
- This to be done within five (5) working days of the meeting.

Membership Secretary

- Will liaise with the National Member Support Convenor on matters relating to Membership.
- Will promote membership of the ALBA Party within the LACU area.
- Will bring to the attention of the LACU membership, in consultation with the Secretary, all membership issues.
- Will have appropriate access to the National database.

Organiser

- Will liaise with the National Organiser on all organisational matters.
- Will convey to the LACU membership, following agreement within the LACU Executive, all organisational matters including, but not reserved to, political activity both local and national.
- Will seek to work with other LACUs with regard to political activity.

Youth Officer

- Will undertake, in consultation with the Membership Secretary and the Organiser, activities targeted specifically at extending and informing the Youth membership of the LACU.

Political Development Officer

- Will liaise with the Organiser to bring to the attention of the LACU membership and give opportunity for discussion of Policy matters.
- To attend, or arrange for LACU representation, at all National Assemblies.

Fund Raising Secretary

- To work closely with the LACU Treasurer.
- By agreement of the LACU Executive and in consultation with the LACU Organiser to organise activities for the purpose of raising funds for the LACU.

Women's Officer

- Will liaise with the National Women's Convenor to assist them in promoting their role within the LACU area.
- Will organise, in consultation with the Organiser, and with the agreement of the LACU Executive, opportunities for the discussion of Women's issues.

Equality Officer

- Will liaise with the National Equality Convenor to assist them in promoting their respective roles within the LACU area.
- Will organise, in consultation with the Organiser, and with the agreement of the LACU Executive, opportunities for the discussion of Equality issues.

Social Media Officer

- Will undertake the promotion of the ALBA Party and the LACU events, discussion, and pronouncements across all areas of social media as agreed by the LACU.

GENERAL

- Each LACU will choose a Nation Builder Point Person [NB PP] from the executive.
- All Office Bearers should, as a matter of course, look across their remits and seek consultation and discussion as appropriate with other Office Bearers - National, other LACUs and within their own LACU— to maximise the impact of their undertakings and to enhance communication.