

Rule Book

2022

CONTENTS

| | | | |
|--|-----------|---|-----------|
| Chapter 1 Constitutional rules | 1 | Chapter 6 Disciplinary rules | 37 |
| Clause I. Name and objects | 1 | Clause I. National action by the Party | 37 |
| Clause II. Party structure and affiliated organisations | 1 | Clause II. Action by CLPs | 39 |
| Clause III. The Party's financial scheme | 2 | Chapter 7 Rules for CLPs | 42 |
| Clause IV. Aims and values | 3 | Clause I. Name | 42 |
| Clause V. Party programme | 3 | Clause II. Aims and values | 42 |
| Clause VI. Labour Party Conference | 4 | Clause III. Affiliated organisations | 42 |
| Clause VII. Party officers and statutory officers | 4 | Clause IV. Affiliation fees | 42 |
| Clause VIII. The National Executive Committee | 5 | Clause V. Individual membership | 43 |
| Clause IX. The National Constitutional Committee | 8 | Clause VI. Method of organisation | 43 |
| Clause X. The Independent Review Board | 10 | Clause VII. Management | 44 |
| Clause XI. The Independent Complaints Board | 11 | Clause VIII. Officers | 45 |
| Clause XII. Scope of rules | 12 | Clause IX. The General Meeting | 46 |
| Chapter 2 Membership rules | 14 | Clause X. The Party Conference | 47 |
| Clause I. Conditions of membership | 14 | Clause XI. Duties of the General Meeting | 47 |
| Clause II. Charter of Members Rights and Responsibilities | 17 | Clause XII. Disciplinary | 47 |
| Clause III. Membership procedures | 18 | Clause XIII. Parliamentary candidates | 48 |
| Clause IV. Membership subscriptions | 19 | Clause XIV. Local government candidates | 48 |
| Chapter 3 Party Conference | 21 | Clause XV. Amendment to rules | 48 |
| Clause I. Delegations | 21 | Chapter 8 Rules for Branches | 49 |
| Clause II. Conference Arrangements Committee | 22 | Clause I. Name | 49 |
| Clause III. Procedural rules for Party Conference | 22 | Clause II. Objects | 49 |
| Clause IV. National Annual Women's Conference | 24 | Clause III. Membership | 49 |
| Chapter 4 Elections of national officers of the Party and national committees | 25 | Clause IV. Officers and Executive Committee | 49 |
| Clause I. General principles | 25 | Clause V. Meetings | 49 |
| Clause II. Procedural rules for elections for national officers of the Party | 25 | Clause VI. Local government candidates | 50 |
| Clause III. Procedural rules for elections for national committees | 27 | Clause VII. Miscellaneous | 50 |
| Chapter 5 Selections, rights and responsibilities of candidates for elected public office | 32 | Chapter 9 (A) General Rules for Regional Structures | 51 |
| Clause I. General rules for selections for public office | 32 | Clause I. Rules for Regional Structures | 51 |
| Clause II. Rights and responsibilities of elected members | 33 | Chapter 9 (B) Rules for Regional Executive Committees and Regional Conferences | 52 |
| Clause III. Selection of local government candidates | 34 | Clause I. Name | 52 |
| Clause IV. Selection of Westminster parliamentary candidates | 34 | Clause II. Aims and values | 52 |
| Clause V. Selection of Candidates for devolved institutions | 36 | Clause III. Affiliated Organisations | 52 |
| | | Clause IV. Affiliation Fees | 52 |
| | | Clause V. Membership of the Regional Executive Committee | 52 |
| | | Clause VI. Regional Conference | 53 |
| | | Chapter 10 Rules for Young Labour | 55 |
| | | Clause I. Establishment | 55 |
| | | Clause II. Aims and values | 55 |
| | | Clause III. Membership | 55 |
| | | Clause IV. Structure | 55 |
| | | Clause V. Amendment to rules | 55 |
| | | Chapter 10 (A) Young Labour Local Branches | 56 |
| | | Clause I. Name | 56 |
| | | Clause II. Aims and values | 56 |

| | | | | | | | |
|--|--|----|---|--|-------------|------------|----|
| Clause III. | Membership | 56 | Chapter 12 National Labour Party Black Asian Minority Ethnic Members Organisation | 67 | | | |
| Clause IV. | Establishing a Branch | 56 | | | | | |
| Clause V. | Meetings | 56 | | | | | |
| Clause VI. | Officers | 56 | | | | | |
| Clause VII. | Finance | 57 | | | | | |
| Clause VIII. | Relationship with constituency parties | 57 | Clause I. | Aims and values | 67 | | |
| Clause IX. | General relations | 57 | Clause II. | Membership | 67 | | |
| Clause X. | Dissolution | 57 | Clause III. | Structure | 67 | | |
| Chapter 10 (B) Regional/Welsh/Scottish Young Labour Groups | 58 | | Chapter 12 (A) National Labour Party Black Asian Minority Ethnic Members' Committee and Conference | | 69 | | |
| | | | Clause I. | Aims and values | 69 | | |
| | | | Clause II. | Membership | 69 | | |
| | | | Clause III. | Officers | 70 | | |
| | | | Clause IV. | Meetings | 70 | | |
| Clause V. | Officers and Executive Committee | 58 | Clause V. | Labour Party Black Asian Minority Ethnic Members' Conference | 70 | | |
| Clause VI. | Meetings | 58 | Chapter 12 (B) Rules for BAME Branches | 72 | | | |
| Clause VI. | Amendment to rules | 58 | | | | | |
| Chapter 10 (C) Young Labour National Committee | 59 | | | | Clause I. | Name | 72 |
| | | | | | Clause II. | Objects | 72 |
| | | | | | Clause III. | Membership | 72 |
| | | | Clause IV. | Officers and Executive Committee | 72 | | |
| | | | Clause V. | Meetings | 72 | | |
| Clause I. | Aims and values | 59 | Clause VI. | Activities | 73 | | |
| Clause II. | Membership | 59 | Clause VII. | Relationship with constituency parties | 73 | | |
| Clause III. | Chair | 59 | Clause VIII. | Miscellaneous | 73 | | |
| Clause IV. | National Policy Forum Representatives | 59 | Chapter 13 National Disabled Members Organisation | 75 | | | |
| Clause V. | Meetings | 60 | | | | | |
| Clause VI. | Finance | 60 | | | | | |
| Clause VII. | Conference | 60 | | | | | |
| Chapter 11 National Labour Party Women's Organisation | 61 | | | | Clause I. | Values | 75 |
| | | | Clause II. | Aims | 75 | | |
| | | | Clause III. | Membership | 75 | | |
| | | | Clause IV. | Structure | 75 | | |
| | | | Clause IV. | Amendment to rules | 61 | | |
| Chapter 11 (A) National Labour Party Women's Committee & Conference | 62 | | Chapter 13 (A) National Disabled Members' Committee and Conference | | 77 | | |
| | | | Clause I. | Aims & Values | 77 | | |
| | | | Clause II. | Membership | 77 | | |
| | | | Clause III. | Officers | 77 | | |
| | | | Clause IV. | Meetings | 77 | | |
| Clause V. | Labour Party Women's Conference | 62 | Clause V. | Labour Party Disabled Members' Conference | 77 | | |
| Chapter 11 (B) Rules for Women's Branches | 64 | | Chapter 13 (B) Rules for Disabled Members' Branches | | 79 | | |
| | | | Clause I. | Name | 79 | | |
| | | | Clause II. | Objects | 79 | | |
| | | | Clause III. | Membership | 79 | | |
| | | | Clause IV. | Officers and Executive Committee | 79 | | |
| Clause V. | Meetings | 64 | Clause IV. | Officers and Executive Committee | 79 | | |
| Clause VI. | Activities | 65 | Clause V. | Meetings | 79 | | |
| Clause VII. | Relationship with constituency parties | 65 | Clause VI. | Activities | 80 | | |
| Clause VIII. | Miscellaneous | 65 | | | | | |

| | | | |
|--|-----------|---|------------|
| Clause VII. Relationship with constituency parties | 80 | Chapter 17 Rules for LGBT Branches | 95 |
| Clause VIII. Miscellaneous | 81 | Clause I. Name | 95 |
| Chapter 14 National Labour Students | 82 | Clause II. Objects | 95 |
| Clause I. Name | 82 | Clause III. Membership | 95 |
| Clause II. Establishment | 82 | Clause IV. Officers and Executive Committee | 95 |
| Clause III. Aims and values | 82 | Clause V. Meetings | 95 |
| Clause IV. Membership | 82 | Clause VI. Activities | 96 |
| Clause V. Structure | 82 | Clause VII. Relationship with constituency parties | 96 |
| Clause VI. National Committee of Labour Students | 82 | Clause VIII. Miscellaneous | 96 |
| Clause VII. Meetings | 83 | Chapter 18 Model procedural rules | 99 |
| Clause VIII. Finance | 83 | Clause I. Model Standing Orders for Party Units | 99 |
| Clause IX. Student Conference | 83 | Appendix 1 NEC statement on the importance of our members | 103 |
| Chapter 15 Rules for Labour Party Local Government Committees | 84 | Appendix 2 NEC procedural guidelines on membership recruitment and retention | 104 |
| Clause I. Name | 84 | Clause I. Guidelines on membership recruitment and retention | 104 |
| Clause II. Objects | 84 | Appendix 3 NEC Advice Note – Interviewing sitting councillors or recent candidates | 109 |
| Clause III. General Principles | 84 | Appendix 4 NEC Procedures for the selection of local government Candidates | 111 |
| Clause IV. Membership | 84 | Appendix 5 NEC statement - A minimum guarantee of support to CLPs | 119 |
| Clause V. Officers and Executive Committee | 85 | Clause I. Introduction | 119 |
| Clause VI. Meetings | 85 | Clause II. The minimum guarantee will: | 119 |
| Clause VII. Finance | 86 | Clause III. The detail of the proposal | 119 |
| Clause VIII. General | 86 | Clause IV. The aim of each fund is as follows: | 120 |
| Clause IX. Candidates | 86 | Appendix 6 Procedural guidelines in disciplinary cases brought before the NCC | 121 |
| Clause X. Relations with the Labour group | 86 | Introduction, interpretation and overriding objective | 121 |
| Clause XI. Miscellaneous | 86 | Presentation of charges | 121 |
| Chapter 16 Rules for Local Government Labour Groups on principal authorities | 88 | Pre-hearing procedure | 122 |
| Clause I. General rules and provisions for Labour groups on local authorities | 88 | The Hearing126 | |
| Clause II. Aims and Values | 88 | Determination without a hearing | 127 |
| Clause III. Membership of the group | 90 | Commencement and transitional provisions | 127 |
| Clause IV. Group meetings | 90 | Annex A: Model Hearing Agenda A | 127 |
| Clause V. Group officers | 91 | Annex B: Model Hearing Agenda B for sexual harassment cases | 128 |
| Clause VI. Group executive | 91 | Appendix 7 Procedural guidelines for the general organisation of Constituency Labour Parties | 130 |
| Clause VII. Casual vacancies | 91 | Clause I. General | 130 |
| Clause VIII. Determination of group policy and action | 91 | Clause II. Delegate Organisation | 130 |
| Clause IX. Selection of nominations for civic offices, council leadership and other council appointments | 91 | Clause III. Basis of representation | 130 |
| Clause X. Arrangements with other parties | 92 | | |
| Clause XI. Action by individual members | 92 | | |
| Clause XII. Groups on committees | 92 | | |
| Clause XIII. Breach of rule | 92 | | |
| Clause XIV. Reporting to and consulting with the Party | 93 | | |
| Clause XV. Group standing orders | 93 | | |
| Clause XVI. Compliance with PPERA | 93 | | |
| Clause XVII. Miscellaneous | 94 | | |

| | | |
|------------|---|-----|
| Clause IV. | Conditions for appointment of delegates to this CLP | 130 |
| Clause V. | Non Delegate Organisation | 131 |
| Clause VI. | Other Methods of Organisation | 131 |

Appendix 8 NEC Codes of Conduct 132

| | | |
|----|--|-----|
| 1. | Code of Conduct: Sexual Harassment and Gender Discrimination | 132 |
| 2. | Code of Conduct: Antisemitism and other forms of racism | 133 |
| 3. | Code of Conduct: Social Media Policy | 138 |
| 4. | Code of Conduct: Member's Pledge | 139 |

| | | |
|----|--|-----|
| 5. | Bullying and harassment: Policy statement and procedural guidelines for all Labour Party Members, Volunteers and Staff | 139 |
|----|--|-----|

| | | |
|----|--|-----|
| 6. | Code of Conduct: Confidentiality and Privacy | 141 |
|----|--|-----|

Appendix 9 Standing Orders for Party Conference 143

| | | |
|-----------|--------------------------------------|-----|
| Clause I. | Standing Orders for Party Conference | 143 |
|-----------|--------------------------------------|-----|

Contacts 146

Glossary 147

Chapter 1

Constitutional rules

Clause I.

Name and objects

1. This organisation shall be known as 'The Labour Party' (hereinafter referred to as 'the Party').
2. Its purpose is to organise and maintain in Parliament and in the country a political Labour Party
3. The Party shall bring together members and supporters who share its values to develop policies, make communities stronger through collective action and support, and promote the election of Labour Party representatives at all levels of the democratic process.
4. The Party shall give effect, as far as may be practicable, to the principles from time to time approved by Party conference.

Clause II.

Party structure and affiliated organisations

1. There shall be a National Executive Committee of the Party (the 'NEC') which shall, subject to the control and directions of Party conference, be the administrative authority of the Party.
2. The Party shall be organised on the following basis:
 - A. Where the NEC so determines there shall be established in any Westminster parliamentary constituency, Welsh Parliament constituency, or Scottish Parliamentary constituency a unit of the Party, to be known as a 'Constituency Labour Party' or 'CLP'. Any Westminster parliamentary constituencies, Welsh Parliament constituencies, or Scottish Parliamentary constituencies may be arranged as 'Multiple-constituency CLPs' with the approval of the NEC.
 - B. Where practicable within each CLP, members shall be organised in branches, the number and area covered by such branches to be agreed by the CLP and the NEC
 - C. A Women's Branch may be established in each CLP, consisting of all individual women members within that CLP. A BAME Branch may be established consisting of all individual Black, Asian, Minority Ethnic (BAME) individual members within that CLP. Other forums may be

established as appropriate with the approval of the NEC.

- D. In Scotland, Wales and each of the English regions there shall be established: a Scottish Labour, Wales Labour or regional Party office; a Scottish executive, Welsh executive or Regional Executive Committee; and a European Constituency Labour Party. There may also be established a Scottish, Welsh or regional women's committee and a regional BAME members' section.
 - E. Members on local authorities shall be organised locally in Labour groups and nationally in the Association of Labour Councillors (ALC). The ALC, together with elected mayors and Police Commissioners, shall enjoy rights in respect of:
 - i. Annual Conference
 - ii. Regional, Welsh and Scottish Conferences
 - iii. Leadership elections
 - F. All individual members of the Party aged between 14 and 26 years inclusive shall be members of Young Labour and may establish local Young Labour branches throughout England, Scotland and Wales. Young Labour shall enjoy rights in respect of:
 - i. Annual Conference
 - ii. Regional, Welsh and Scottish Conferences
 - iii. Nominations for Leadership elections
 - G. Student members of the Party shall be organised nationally as Labour Students
 - H. A National Trade Union and Labour Party Liaison Organisation shall be established to involve affiliated unions in Party organisation, which shall include a National Trade Union and Labour Party Liaison Committee and Regional Liaison Committees in Scotland, Wales and each of the English regions
 - I. Labour Party Properties Limited and Labour Party Nominees Limited shall be maintained as companies holding Party assets, either outright or on trust for the benefit of the Party.
3. Organisations may, subject to the decision of the NEC, which shall be final and binding, affiliate to the Party if they fall within the following categories:
 - A. trade unions affiliated to the Trades Union Congress or are considered by the NEC to be bona fide trade unions
 - B. co-operative societies
 - C. socialist societies

- D. other organisations which, in the opinion of the NEC, have interests consistent with those of the Party.
4. Each affiliated organisation must:
- A. accept the programme, policy and principles of the Party
 - B. agree to conform to the constitution and standing orders of the Party
 - C. submit its political rules to the NEC.
5. Other organisations
- A. Political organisations not affiliated or associated under a national agreement with the Party, having their own programme, principles and policy, or distinctive and separate propaganda, or possessing branches in the constituencies, or engaged in the promotion of parliamentary or local government candidates, or having allegiance to any political organisation situated abroad, shall be ineligible for affiliation to the Party.
 - B. The panel of the NEC responsible for assessing applications from socialist societies to affiliate to the Party shall have regard to procedural guidelines determined by the NEC, which are available from the Governance and Legal Unit.
6. Affiliations Fees
- A. Trade Unions
 - i. Each affiliated trade union shall pay an affiliation fee per member of £3.00.
 - ii. After consultation with affiliated organisations, the NEC will determine affiliation fees as and when necessary for Annual Conference to approve.
 - iii. Of that affiliation fee, a proportion shall be allocated to the Party's national election fund as provided by clause VIII.3.k of these rules.
 - iv. Affiliation fees shall be payable on a quarterly basis on the first days of January, April, July and October each year and must have been paid in full not later than 31 December of the relevant year.
 - B. Socialist Societies
 - i. Each affiliated socialist society or other organisation shall pay an affiliation fee per member of £1.25.
 - ii. Of that affiliation fee, 10p shall be allocated to the Party's national election fund as provided by clause VIII.3.k. of these rules.
 - iii. All affiliation fees shall be paid not later than 31 December of the relevant year.
- C. Affiliation fees and the allocation thereof may be varied by Party conference and sub-clauses 6.A.i to 6.B.iii above modified accordingly.
7. Membership fees and insurance
- A. Membership fees for each individual member shall be collected by, or on behalf of, the Party's Head Office and shall be divided between Head Office, the relevant regional office, or Scottish/ Welsh office as the case may be, and the relevant CLP, as laid down in the membership rules.
 - B. The NEC shall arrange on behalf of all CLPs an insurance scheme to cover a by-election premium, public liability, and such other legal risks as the NEC considers appropriate. The estimated cost of such insurance for the following year shall be advised to the annual session of Party conference and each CLP shall be notified of its share of the cost which must be paid by 15 April of the following year; wherever possible this shall be deducted from a CLP's share of membership subscriptions during the first quarter of each year.
8. There shall be a Women's representative structure, including a national Women's Committee and a national Women's Conference. Which shall operate on procedural guidelines issued by the NEC
9. There shall be a BAME Members' representative structure which shall operate on procedural guidelines issued by the NEC.
10. There shall be a Disabled Member's representative structure which shall operate on procedural guidelines issued by the NEC.

Clause III.

The Party's financial scheme

- 1. The Party shall maintain a financial scheme approved by the Electoral Commission and shall consist of a central organisation with accounting units
- 2. The following may, subject to the approval of the NEC, be registered as accounting units under the Party's financial scheme:
 - A. CLPs
 - B. the Scottish Labour Party
 - C. Wales Labour
 - D. Labour Students
 - E. the Association of Labour Councillors ('ALC')

- F. the Trade Union and Labour Party Liaison Committee and the National and Regional Trade Union Liaison Committees
 - G. the Parliamentary Labour Party ('PLP')
 - H. such other Party units as shall from time to time be agreed by the NEC to be eligible for registration.
3. All accounting units will comply with their legal obligations under PPERA 2000, including using 1 January to 31 December as the financial year, maintaining adequate financial records, identifying and reporting donations and loans, producing an annual statement of accounts by the end of the first quarter of the following year and providing all relevant information as requested to the Party. Failure to meet these obligations may lead to the NEC taking disciplinary action against individual members, the suspension of the appropriate Party unit or both.
 4. The financial year for all units of the Party shall be 1st January to 31st December.

Clause IV.

Aims and values

1. The Labour Party is a democratic socialist Party. It believes that by the strength of our common endeavour we achieve more than we achieve alone, so as to create for each of us the means to realise our true potential and for all of us a community in which power, wealth and opportunity are in the hands of the many not the few; where the rights we enjoy reflect the duties we owe and where we live together freely, in a spirit of solidarity, tolerance and respect.
2. To these ends we work for:
 - A. A DYNAMIC ECONOMY, serving the public interest, in which the enterprise of the market and the rigour of competition are joined with the forces of partnership and co-operation to produce the wealth the nation needs and the opportunity for all to work and prosper with a thriving private sector and high-quality public services where those undertakings essential to the common good are either owned by the public or accountable to them
 - B. A JUST SOCIETY, which judges its strength by the condition of the weak as much as the strong, provides security against fear, and justice at work; which nurtures families, promotes equality of opportunity, and delivers people from the tyranny of poverty, prejudice and the abuse of power

- C. AN OPEN DEMOCRACY, in which government is held to account by the people, decisions are taken as far as practicable by the communities they affect and where fundamental human rights are guaranteed
 - D. A HEALTHY ENVIRONMENT, which we protect, enhance and hold in trust for future generations.
3. Labour is committed to the defence and security of the British people and to co-operating in European institutions, the United Nations, the Commonwealth and other international bodies to secure peace, freedom, democracy, economic security and environmental protection for all.
 4. Labour shall work in pursuit of these aims with trade unions and co-operative societies and also with voluntary organisations, consumer groups and other representative bodies.
 5. On the basis of these principles, Labour seeks the trust of the people to govern.

Clause V.

Party programme

1. At all levels the Party will ensure that members, elected representatives, affiliated organisations and, where practicable, the wider community are able to participate in the process of policy consideration and formulation.
2. Party conference shall decide from time to time what specific proposals of legislative, financial or administrative reform shall be included in the Party programme. This shall be based on the rolling programme of work of the National Policy Forum. No proposal shall be included in the final Party programme unless it has been adopted by the Party conference by a majority of not less than two-thirds of the votes recorded on a card vote.
3. When in Government the NEC, the seven backbench members of the Parliamentary Committee of the Parliamentary Labour Party ('PLP') plus the Chair of the PLP, the Cabinet, the Leaders of the Scottish and Welsh Labour Parties, the Chair and three vice Chairs of the NPF, two CLP members of the NPF to be elected by CLP delegates to the NPF, and eight Trade Union members of the TULO Contact Group, shall decide which items from the Party programme shall be included in the manifesto which shall be issued by the NEC prior to every general election. The joint meeting shall also define the attitude of the Party to the principal issues raised by the election which are not covered by the manifesto.

4. When not in Government the NEC, the Shadow Cabinet, the Parliamentary Committee of the Parliamentary Labour Party ('PLP'), the Leaders of the Scottish and Welsh Labour Parties, and the Chair and three vice Chairs of the NPF and eight Trade Union members of the TULO Contact Group shall decide which items from the Party programme shall be included in the manifesto that shall be issued by the NEC prior to every general election. The joint meeting shall also define the attitude of the Party to the principal issues raised by the election which are not covered by the manifesto.

Clause VI.

Labour Party Conference

1. The work of the Party shall be under the direction and control of Party conference, which shall itself be subject to the constitution and standing orders of the Party. Party conference shall meet regularly once in every year and also at such other times as it may be convened by the NEC.
2. The rules for the convening and operation of Party conference are contained in chapter 3 of these rules which may be amended by decision of the NEC, subject to ratification by Party conference. Party conference and special sessions of Party conference in these rules are referred to as 'Party conference' and these rules (except where the context otherwise requires) shall apply thereto.

Clause VII.

Party officers and statutory officers

1. Party officers
 - A. Leader and deputy leader
 - i. There shall be a leader and deputy leader of the Party who shall, ex-officio, be leader and deputy leader of the PLP.
 - ii. The leader and deputy leader of the Party shall be elected or re-elected from among Commons members of the PLP in accordance with procedural rule Chapter 4 Clause II below, at a Party conference convened in accordance with clause VI above. In respect to the election of the leader and deputy leader, the standing orders of the PLP shall always automatically be brought into line with these rules.
 - iii. The Leader shall be the person registered as the Party's Leader for legal purposes.
 - iv. The Leader shall have the right to attend any Party meeting (or to appoint representatives

to attend on his or her behalf) in order to promote understanding and co-operation between all sections of the Party.

- v. The Leader shall, as a member of the NEC, uphold and enforce the constitution, rules and standing orders of the Party and ensure the maintenance and development of an effective political Labour Party in parliament and in the country.
 - vi. The Leader shall report to Annual Conference on the work and state of the Party and its aspirations for the country and make regular reports to the NEC, National Policy Forum and other Party bodies between annual conferences.
 - vii. The Leader shall in conjunction with the NEC have overall responsibility for all elections and shall appoint a Campaign Co-ordinator and a Campaign Committee to ensure that all Labour Party election campaigns report to the Leader and receive the support and assistance they need.
 - viii. When the Party is in Government, the Leader shall appoint the Cabinet and all other front bench positions in their capacity as Prime Minister. When the Party is not in Government, MPs in the Shadow Cabinet shall be appointed by the Party Leader, as shall the Chief Whip. The Party Leader shall also appoint all other frontbench positions outside the Shadow Cabinet.
 - ix. The Leader shall consult the Deputy Leader on a regular basis and the Deputy Leader shall provide the Leader with advice and support in achieving the goals of the Party and deputise as requested
- B. Chair and vice-chair
 - i. There shall be a chair and vice-chair of the Party elected by the NEC from among its own members in accordance with the provisions set out in procedural rule Chapter 4 II.3 below.
 - C. General Secretary
 - i. There shall be a General Secretary of the Party who shall be appointed in accordance with the provisions set out in procedural rule Chapter 4.II.4.A below. The General Secretary shall act as secretary to the NEC.
 - ii. For the avoidance of doubt, wherever in this rule book or upon instruction or delegation by the NEC, or a committee or sub-committee thereof, the General Secretary has a function to discharge, she or he may delegate the discharge of such function to such

appropriate officer or designated representative of the Party as she or he shall see fit. Further, the General Secretary shall be deemed always to have had the power so to delegate.

D. Party Treasurer

- i. There shall be a treasurer of the Party who shall be elected by Party conference at its regular annual meeting in accordance with the provisions set out in rule Chapter 4 II.5.A below.

E. Auditors

- i. Two conference delegates shall be elected in accordance with rule Chapter 4 II.6 below to act as auditors of the Party accounts to be submitted to the annual session of Party conference in the year following that in which they were elected.

2. Statutory officers

A. In order to comply with statutory requirements:

- i. The Party shall notify the Electoral Commission of:
 - a. a person to be registered as the Party's leader;
 - b. a person to be registered as the Party's nominating officer; and
 - c. a person to be registered as the Party's treasurer.
- ii. The Party may also notify the Electoral Commission of:
 - a. a person or persons to be registered as the Party's deputy treasurer(s); and
 - b. a person to be registered as the Party's campaigns officer.
- iii. Each accounting unit shall notify the Party of the following appointments, to be notified by the Party to the Electoral Commission:
 - a. a person to be registered as the accounting unit's treasurer; and
 - b. a person to be registered as the accounting unit's deputy treasurer.

- B. In the case of 2.A.i.b and 2.A.i.c, and 2.Aii.a and 2.Aii.b above, the registration of a person or persons as statutory officers shall be subject to the approval of the NEC.

- A. 28 members elected in such proportion and under such conditions as may be set out in rules Chapter 3.III below and Chapter 4.III below;
- B. the leader and deputy leader of the Party;
- C. the treasurer of the Party;
- D. three frontbench Members of Parliament, at least one of whom must be a woman, nominated by the Cabinet (or Shadow Cabinet in opposition);
- E. one youth member aged under 27 at the date of their election who must be a woman at least every other term, elected under such conditions as may be set out in rules Chapter 4.III below;
- F. One BAME member elected under such conditions as may be set out in rules Chapter 4.III below;
- G. One Scottish Labour Party member elected according to the rules laid down by the Scottish Conference;
- H. One Welsh Labour Party member elected according to the rules laid down by the Welsh Conference; and
- I. One disabled member, elected under such conditions as may be set out in rules Chapter 4.III below.

2. The primary purpose of the NEC shall be to provide a strategic direction for the Party as a whole and to maintain and develop an active Party in the country, working in partnership with the Party's representatives in Parliament, devolved administrations and local government to secure the Party's objectives. The key functions of the NEC are to:

- A. contribute to policy development;
- B. win elections and maintain the support of voters;
- C. maintain a healthy Party at all levels, engaged in the community upholding the highest standards in public life;
- D. ensure a high quality of service through a contract with Party members;
- E. fulfil its operational and constitutional responsibilities as defined in this clause;
- F. maintain a balanced partnership between all Party stakeholders; and
- G. ensure the Party meets its legal and financial responsibilities in compliance with the Political Parties, Elections and Referendums Act 2000 and all other legislative requirements.

Clause VIII. The National Executive Committee

1. The NEC shall comprise:

3. In furtherance of its primary purpose and key functions, the duties and powers of the NEC shall include:
 - A. to uphold and enforce the constitution, rules and standing orders of the Party and to take any action it deems necessary for such purpose, including:
 - i. disaffiliation, disbanding, suspending or otherwise disciplining any affiliated organisation or Party unit;
 - ii. administratively suspending or taking other administrative action against individual members of the Party subject to the provisions of the disciplinary rules set out in Chapter 6 below of these rules;
 - iii. where a determination has been made as a result of a case brought under disciplinary proceedings concluded at NEC stage under Chapter 6, Clause I.1.B below of these rules, to impose such disciplinary measures as it thinks fit including:
 - a. formal warning;
 - b. reprimand;
 - c. suspensions from membership of the Party, or from holding office in the Party (including being a candidate or prospective candidate at any, or any specified, level) or being a delegate to any Party body, for a specified period or until the happening a specified event;
 - d. withholding or withdrawing endorsement as a candidate or prospective candidate at any, or any specified, level (such disciplinary power shall be without prejudice to and shall not in any way affect the NEC's other powers to withhold endorsement under these rules);
 - e. expulsion from membership of the Party, in which case the NEC may direct that following expiration of a specified period of not less than two nor more than five years, the person concerned may seek readmission to the Party on that basis that Chapter 6.I.2 is not to apply to that readmission; or
 - f. any other reasonable and proportionate measure.
 - iv. A measure imposed under sub-clause iii above may require, or operate by reference to, the receipt of specified training by the individual concerned. The decisions of the NEC or the decision of the Disputes Panel as approved by the NEC (which shall have discretion not to approve the Disputes Panel decision) in determining such disciplinary matters brought before it and imposing such disciplinary measures as it sees fit, shall be final, subject to any appeal to in accordance with the provisions and prescribed grounds of appeal contained in Chapter 6 below of these rules.
 - B. subject to the preceding sub-clause A and through its national and regional officers, where the NEC so determines, to ensure the establishment of and to keep in active operation in accordance with the rules laid down by Party conference:
 - i. a Regional Executive Committee in each region designated by the NEC and, in the case of Scotland and Wales, a Scottish executive and Welsh executive;
 - ii. CLPs in each Westminster parliamentary and European parliamentary constituency area; and
 - iii. an Local Government Committee (LGC) for each elected level of local authority above parish or community – and a Labour group of councillors on local authorities having Labour representation.
 - C. to establish and promote Young Labour by encouraging the formation of local Young Labour branches, holding a regular Young Labour Conference and establishing a national committee in accordance with the rules laid down by Party conference
 - D. to establish and promote a women's organisation throughout the country by encouraging the formation of Women's Branches and by holding a regular national women's conference in accordance with the rules laid down by Party conference
 - E. to ensure that Party meetings and events shall be conducted in a friendly and orderly manner and organised in such a way as to maximize participation from members and that no member shall be precluded from attendance because they cannot gain access to the meeting place for any reason. Harassment or intimidation of any member is unacceptable as is any form of discrimination on the basis of age, race, religion or belief, sex, gender reassignment, gender identity, sexual orientation or disability. The NEC shall from time to time, issue guidance and instructions on the conduct of meetings and guidance and instructions on the implementation of quotas for women's representation.

- F. The NEC shall have the power to issue guidance about holding, accessing and participating in any Party meeting via the internet or other means of remote communication. No provision of these rules shall prevent the NEC from making arrangements for Party meetings to be held remotely where it is necessary and proportionate to do so in the NEC's opinion, or where it is necessary to do so to make reasonable adjustments for disabled people.
- G. to confer with the PLP at the opening of each parliamentary session and to convene at any other time when it or the PLP may desire a conference on any matters relating to the work and progress of the Party. When a Labour government is in office, to confer with its representatives prior to the formulation of legislative proposals for the next parliamentary session
- H. to present to the regular annual meeting of Party conference a report covering the work and progress of the Party during its period of office, together with a report on the work of the NEC committees, a financial statement and duly audited accounts. This report, financial statement and accounts shall be sent to CLPs and affiliated organisations at least two clear weeks before the opening of Party conference
- I. to propose to Party conference such amendments to the constitution, rules and standing orders as may be deemed desirable; also, in accordance with the rules, to submit to the Party conference such resolutions and declarations affecting the programme, principles and policies of the Party as in its view may be necessitated by political circumstances
- J. to establish a Joint Policy Committee to oversee the National Policy Forum and the Policy Commissions in producing a rolling programme for submission to Party conference. The NEC shall also produce guidelines for the establishment and operation of local policy forums.
- K. to require CLPs to hold ballots of individual members on such matters as they deem to be appropriate; such ballots, where considered necessary by the NEC or where provided for in these rules, shall be conducted by means of a one-member-one-vote ballot on ballot papers provided by, and to a timetable and procedure laid down by, the NEC.
- L. to organise and maintain such fund or funds as may be thought necessary for any or all of the objects for which the Party exists.
- M. to secure advances from time to time, or to raise loans either by mortgage or otherwise and on such terms as it may deem expedient; to employ any part of the funds at its disposal in the purchase of any freehold or leasehold building or site and/ or in the building, leasing, holding or rental of any premises, and in the fitting up and maintenance thereof; and to invest any moneys not immediately required in such securities as it may deem proper and to realise or to vary such investments from time to time and to appoint trustees and/ or form a society, association, company or companies in accordance with the provisions of the Friendly Societies Acts or the Companies Acts for any or all of the above purposes and to define the powers of such trustees, society, association, company or companies and the manner in which such powers shall be exercised.
- N. to issue guidance, give rulings and bring forward rule changes to Party conference to ensure continued compliance with the Party's legal and financial responsibilities, and to take action on the advice of the General Secretary to protect the Party from actions by organisations and individuals who fail to comply with, or fail to co-operate with the Party in meeting, such legislative requirements.
- O. to establish that the guidance referred to in Chapter 1, Clause VIII.3.N will include the principles of the Social Model of Disability, which state that many of those with impairments are disabled by the barriers operating in society that exclude and discriminate against them. The Party recognises and supports the aim of breaking down those barriers to create a more just and equal society. The Party will comply with its duties to make reasonable adjustments for disabled people under the Equality Act 2010, including, where relevant, those required to ensure access to Party meetings and events.
- P. to be the accountable body for safeguarding children and vulnerable adults within the Party by ensuring that the Party has a safeguarding policy, safeguarding code of conduct and that all members at every level know that they can report a safeguarding concern to the Party.
- Q. to ensure an equal opportunities procedure is in place which covers the rights of members during all Party activities. The NEC will work to deliver a Labour Party that reflects the communities it serves and will therefore ensure policy, practices and procedures enshrine principles of equalities, inclusion and diversity. The NEC confirms the policy of promoting equality, tackling under representation and not

unfairly discriminating against anyone including on the basis of gender, age, race, sexual orientation and gender identity, disability or religious beliefs. The NEC shall provide guidance for all aspects of the Party including selections to Westminster Parliament, Scottish Parliament, Welsh Parliament, Devolved Bodies, Directly Elected Mayors, and Councillors for Principal Authorities. The NEC is responsible for monitoring and developing equalities policy.

4. Guidance and qualifying legal proceedings

A. The NEC shall have the power to issue guidance and procedural rules about the exercise of its powers of adjudication which all units and individual members of the Party must follow.

B. Individual members of the Party shall not issue qualifying legal proceedings against the Party in a Court or Tribunal until they have completed NEC adjudication under these rules and any guidance issued by the NEC under this Clause VIII.4. For the purpose of this clause, “qualifying legal proceedings” means any legal proceedings arising from any dispute under these rules which:

- i. involves an individual member;
- ii. is in respect of any disciplinary power or decision of the Party or its employees or agents made under Chapter 1, Clause VIII.3, Chapter 1, Clause IX, Chapter 1, Clause X, Chapter 1, Clause XI and/or Chapter 6; and
- iii. for the avoidance of doubt, nothing in this clause shall prevent any member from making any application for interim relief (including an interim injunction), nor any claim that may be brought in the Employment Tribunal.

C. Where the rules do not meet the particular circumstances, the NEC may have regard to national or local custom and practice as the case may require. The NEC’s decisions shall be final and binding on all organisations, units and individuals concerned.

5. The NEC shall have the power to adjudicate in disputes that may arise at any level of the Party, including between CLPs, affiliated organisations and other Party units, and between CLPs, other Party units and individuals in those units and in disputes which occur between individual members or within the Party organisation. The NEC’s decisions shall be final and binding on all organisations, units and individuals concerned.

6. All powers of the NEC may be exercised as the NEC deems appropriate through its elected officers, committees, sub-committees, the General Secretary and other national and regional officials and designated representatives appointed by the NEC or the General Secretary. For the avoidance of doubt, it is hereby declared that the NEC shall have the power to delegate its powers to such officers and committees and subcommittees of the NEC and upon such terms as from time to time it shall see fit. Further, it shall be deemed always to have had such power.

Clause IX. The National Constitutional Committee

1. There shall be a National Constitutional Committee of the Party (‘the NCC’) to be elected at Party conference in accordance with the procedural rules (rule Chapter 4 III.C below). The NCC shall consist of 25 members of the Party each of whom has been a member of the Party for a continuous period of not less than 12 months immediately prior to their election.

2a. The duties and powers of the NCC shall be:

- A. to determine by hearing or otherwise such disciplinary matters as are presented to it by CLPs in accordance with the provisions contained in the disciplinary rules (Chapter 6 below).
- B. to determine by hearing or otherwise such disciplinary matters as are presented to it by the officers of the Party on the instructions of the NEC.
- C. to determine appeals from cases determined by the NEC which resulted in the NEC imposing a sanction of expulsion or suspension under Chapter 1, Clause VIII.3.A.iii above (but not administrative suspension), in accordance with the provisions and prescribed grounds of appeal contained in Chapter 6 below of these rules.
- D. where a determination has been made as a result of a case brought under A or B above, to impose such disciplinary measures as it thinks fit including:
 - i. formal warning;
 - ii. reprimand;
 - iii. suspensions from membership of the Party, or from holding office in the Party (including being a candidate or prospective candidate at any, or any specified, level) or being a delegate to any Party body, for a specified

period or until the happening a specified event;

- iv. withholding or withdrawing endorsement as a candidate or prospective candidate at any, or any specified, level;
- v. expulsion from membership of the Party, in which case the NCC may direct that following expiration of a specified period of not less than two nor more than five years, the person concerned may seek readmission to the Party on that basis that Chapter 6, Clause I.2 is not to apply to that readmission; or
- vi. any other reasonable and proportionate measure.

A measure imposed under this sub-clause may require, or operate by reference to, the receipt of specified training by the individual concerned. The decisions of the NCC in determining such disciplinary matters brought before it and imposing such disciplinary measures as it sees fit, shall be final.

2b. The duties and powers of the NCC shall be:

- A. To determine by hearing or otherwise such matters as are prescribed by the rules and constitution of the Party.
- B. Subject to Chapter 1, Clause IX.2b.D below, to determine by hearing or otherwise such matters that are presented to it by CLPs in accordance with the provisions contained in Chapter 6.
- C. Subject to Chapter 1, Clause IX.2b.D below, to determine by hearing or otherwise such matters as are presented to it by the officers of the Party on the instructions of the NEC.
- D. The NCC may not hear or determine any matter that could be determined by the ICB under Chapter 1, Clause XI.
- E. Where a determination has been made as a result of a case brought under A, B or C above, to impose such disciplinary measures as it thinks fit including:
 - i. formal warning;
 - ii. reprimand;
 - iii. suspensions from membership of the Party, or from holding office in the Party (including being a candidate or prospective candidate at any, or any specified, level) or being a delegate to any Party body, for a specified period or until the happening a specified event;

- iv. withholding or withdrawing endorsement as a candidate or prospective candidate at any, or any specified, level;
- v. expulsion from membership of the Party, in which case the NCC may direct that following expiration of a specified period of not less than two nor more than five years, the person concerned may seek re- admission to the Party; or
- vi. any other reasonable and proportionate measure.

A measure imposed under this sub-clause may require, or operate by reference to, the receipt of specified training by the individual concerned. The decisions of the NCC in determining such disciplinary matters brought before it and imposing such disciplinary measures as it sees fit, shall be final.

2. Meetings of the NCC

- A. The NCC shall elect its chair and vice chair each year from among its members at its first meeting to be held as soon after each annual session of Party conference as practicable. The Chair and vice-chair must have been elected to the NCC in different divisions (as specified in Chapter 4.III.C.i).
- B. The quorum for full meetings of the NCC or hearings in front of the full NCC shall be not less than eight members, who shall be present for the entirety of a hearing involving any individual.
- C. The NCC may, for the better ordering of its business from time to time and as it thinks fit, divide into panels of not less than three members who shall have the full powers of the NCC. Each such panel shall elect a chair as occasion requires it. Each such panel shall include at least one member from each of divisions I and III as provided for in procedural rule Chapter 4.III.C below. If a member of such a panel is unable to attend a hearing, the chair of the NCC may appoint another member of the NCC to that panel as a replacement.
- D. The NCC or any panel thereof shall meet at such time and at such place as it thinks fit having regard to the convenience of the individual concerned, the members of the NCC or panel, any witnesses and the effective and proper conduct of any hearing.

3. Procedure in disciplinary matters

- A. The NCC or any panel thereof in hearing and determining charges against an individual shall follow such procedure as it considers appropriate to ensure that the charges are

determined without undue delay and in a manner that is fair to both the individual and the Party, and shall follow procedural guidelines adopted under sub-clause B. The NCC or panel may modify or supplement guidelines in order to meet the circumstances of any particular case, but may not adopt a procedure inconsistent with the requirements set out in sub-clause B.

B. The NCC shall adopt, and may from time to time amend, procedural guidelines for disciplinary matters, subject to endorsement by the NEC. The NEC may also amend the guidelines after consultation with the NCC. The guidelines must include provision for the purpose of meeting the following requirements:

- i. Each member of the NCC shall sit to determine disciplinary matters as frequently as may reasonably be required for the effective discharge of the NCC's functions. The guidelines may include criteria to which members may have regard in deciding whether to rescue themselves from hearing any particular matter.
- ii. Other than in exceptional circumstances, a disciplinary matter against an individual is to be determined within three months of the NCC receiving the charges under Chapter 6. The guidelines must include provision about the timetable for procedural steps and the circumstances in which the timetable may be varied, but may not provide for dismissal of a charge merely because the three-month period is exceeded.
- iii. The NCC members who are to determine a disciplinary matter shall consider, as early as possible in the proceedings, whether the case is appropriate for determination without a hearing.
- iv. The NCC or panel determining a disciplinary matter shall give reasons for its determination (including, where it finds a charge proved, its decision in relation to disciplinary measures).

C. The guidelines may confer functions on the chair and vice-chair of the NCC and may provide for the exercise by the vice-chair of any function conferred on the chair by this clause.

4. The NCC shall have the right to dismiss without full hearing or at any point any case presented to it which it or the panel appointed to hear the case considers by a majority vote to be frivolous, vexatious, an abuse of the processes of the NCC, or where it considers that no case to answer has been established.

Clause X.

The Independent Review Board

1. There shall be an Independent Review Board (the 'IRB') appointed by the General Secretary in accordance with Chapter 1, Clause X.2 below.
2. The General Secretary (or such national officer or representative of the Party to whom s/he may delegate his or her powers from time to time) or the Standing Recruitment Committee (referred to in Chapter 1, Clause XI.10.A) shall establish a panel of qualified persons to serve as Independent Review Board Members. A qualified person for the purposes of this rule is a lawyer holding a valid practising certificate in England and Wales, Scotland or Northern Ireland.
3. The General Secretary may appoint one or several Independent Review Board Members to exercise any power or function of the Independent Review Board.
4. The powers and functions of the Independent Review Board shall be to:
 - A. Review relevant disciplinary decisions of the NEC or the NEC Disputes Panel. Upon such review, the Independent Review Board may:
 - i. Declare that the decision of the NEC or the NEC Disputes Panel complies with these rules and any guidance issued pursuant to Chapter 6, Clause I.4;
 - ii. Declare that the decision of the NEC or the NEC Disputes Panel has contravened one or several of these rules;
 - iii. Declare that the decision of the NEC or the NEC Disputes Panel has contravened guidance issued pursuant to Chapter 6, Clause I.4;
 - B. Review any aspect of the Party's disciplinary decisions, procedures, systems, policies, practices or processes and any documents related thereto.
5. A relevant disciplinary decision for the purposes of Chapter 1, Clause X.4.A is any decision of the NEC or the NEC Disputes Panel made pursuant to Chapter 6 of these rules that finally determines disciplinary allegations against a member of the Party or any decision of the NEC or the NEC Disputes Panel made pursuant to Chapter 6, Clause 1.D.iii.
6. Upon completing any review under Chapter 1, Clause X.4.A, the Independent Review Board Member shall report in writing to the NEC Organisation Committee or such other sub-committee of the NEC as the NEC may direct from time to time.

7. Upon completing any review under Chapter 1, Clause X.4.B, the Independent Review Board shall report in writing to the General Secretary.

Clause XI.

The Independent Complaints Board

1. There shall be an Independent Complaints Board (the 'ICB') established in accordance with Chapter 1, Clause XI.3.
2. The powers and functions of the Independent Complaints Board shall be to:
 - A. Undertake a preliminary review of any membership appeal brought pursuant to Chapter 6, Clause I.1.H and, upon such review, to:
 - i. Dismiss the appeal as presenting no reasonable grounds for further consideration; or
 - ii. Require the General Secretary to appoint an Independent Complaints Panel in accordance with this Chapter to consider the appeal pursuant to Chapter 1, Clause XI.2.B.
 - B. Review the decision of the NEC or NEC Disputes Panel against which an appeal under Chapter 6, Clause I.1.H is brought and upon such review:
 - i. Dismiss the appeal; or
 - ii. Uphold one or more grounds of the appeal, in which case the decision of the NEC or the NEC Disputes Panel shall be remitted to a differently constituted NEC Disputes Panel for fresh determination; or
 - iii. Impose a reduced disciplinary sanction if it is fair and proportionate to do so.
 - C. Determine any disciplinary allegations that the NEC may refer from time to time in its absolute discretion to the Independent Complaints Panel in accordance with these rules and upon such referral:
 - i. Dismiss the allegations; or
 - ii. Uphold one or more of the allegations.
 - D. Impose a proportionate sanction up to and including expulsion from the Party on any member in circumstances where:
 - i. The Independent Complaints Panel has determined and upheld an allegation under Chapter 1, Clause XI.2.C; or
 - ii. The NEC or the NEC Disputes Panel has considered disciplinary allegations in accordance with Chapter 6, Clause I.1 and determined that a member has breached the rules, constitution or standing orders of the

Party and the NEC or the NEC Disputes Panel has referred that member's disciplinary case to the Independent Complaints Board for a decision to be made on a proportionate sanction.

3. The powers and functions of the Independent Complaints Board shall be exercised by a panel of the Independent Complaints Board (an 'Independent Complaints Panel') appointed and constituted pursuant to Chapter 1, Clause XI.10 and Chapter 1, Clause XI.12.
4. Any preliminary review or decision under Chapter 1, Clause XI.2.A shall be taken on the papers without a hearing unless the Independent Complaints Board decides there are exceptional reasons justifying a hearing.
5. Any review or decision under Chapter 1, Clause XI.2.B, Chapter 1, Clause XI.2.C or Chapter 1, Clause XI.2.D may be taken without a hearing if the Independent Complaints Panel considers it to be fair and proportionate to do so.
6. Upon exercising any of its powers or functions, the Independent Complaints Panel shall send a report to:
 - A. The member, or former member, by whom the appeal was brought; and
 - B. The Chair of the NEC Organisation Committee and the General Secretary.
7. The decisions of the Independent Complaints Panel are final and binding on all members and units of the Party.
8. The Independent Complaints Panel may dismiss at any point any appeal or disciplinary allegation presented to it which it considers to be vexatious or malicious.
9. The NEC shall issue procedural rules and guidance that must be followed by the Independent Complaints Panel.
10. The Independent Complaints Board shall be appointed as follows:
 - A. The General Secretary, or such national officer or representative of the Party to whom he or she may delegate his or her powers from time to time, shall appoint a Standing Recruitment Committee.
 - B. The Standing Recruitment Committee shall establish a pool of twelve independent complaints board members (each, an 'Independent Complaints Board Member', and together, the 'Independent Complaints Board Members') comprising:

- i. Four lawyers holding a valid practising certificate in England and Wales, Scotland or Northern Ireland;
 - ii. Four Human Resources or other regulatory expert professionals, being either Chartered Members, a member of a reputable Human Resources body or otherwise expert in determining disciplinary matters; and
 - iii. Four members of the Party selected from applicants to a publicly advertised competition for that purpose who:
 - a. Have been a member of the Party for at least five consecutive years immediately prior to the date their applications are received by the Standing Recruitment Committee; and
 - b. Have not previously been subject to a written warning or other punitive sanction by Party for breaching the rules, constitution or standing orders of Party.
 - iv. Each Independent Complaints Board Member must commit to exercising their powers and duties under this rule independently from any instruction or direction of any kind whether explicit or implicit from any natural or legal person or from any association. Each Independent Complaints Board Member must act in accordance with this Chapter and any other rules of the Party to which they are subject. In the case of Chapter 1, Clause XI.10.B.i. and Chapter 1, Clause XI.10.B.ii., such Independent Complaints Board Members shall not have been members of a registered political party in the United Kingdom for at least five preceding years immediately prior to the date their applications are received by the Standing Recruitment Committee.
11. The Independent Complaints Board Members shall each have terms of not less than two years but may be removed by the General Secretary if they are found to have breached the Independent Complaints Board Code of Conduct.
12. The General Secretary, or such national officer or representative of the Party to whom s/he may delegate his or her powers from time to time, shall appoint from the members of the Independent Complaints Board, an Independent Complaints Panel to undertake any of the functions pursuant to Chapter 1, Clause XI.2.B, Chapter 1, Clause XI.2.C and/or Chapter 1, Clause XI.2.D. The Independent Complaints Panel shall comprise:
- A. One lawyer, who shall be the Chair of the Independent Complaints Panel with a right to vote;
 - B. One Human Resources professional or other expert in determining disciplinary matters; and
 - C. One Party member.
13. The Independent Complaints Panel shall determine all matters and take all decisions to exercise its functions by a majority vote (with the Chair of the Independent Complaints Panel having any casting vote).
14. The General Secretary, or such national officer or representative of the Party to whom he or she may delegate his or her powers from time to time, shall appoint a lawyer from among the Independent Complaints Board Members to undertake any preliminary review of an appeal pursuant to Chapter 1, Clause XI.2.A.
15. An Independent Complaints Board Code of Conduct may be issued as the NEC sees fit from time to time.

Clause XII. **Scope of rules**

1. The general provisions of these rules shall apply to all units of the Party and the model rules and standing orders appended to these constitutional rules shall apply to:
 - A. CLPs;
 - B. member branches organised within CLPs;
 - C. Women's Branches;
 - D. Young Labour and Young Labour Branches;
 - E. Local Government Committees (LGCs);
 - F. local government Labour groups;
 - G. the Scottish executive, Welsh executive and English Regional Executive Committees, including when acting as European Constituency Labour Parties; and
 - H. BAME Branches.
2. The NEC shall have the authority to:
 - A. where the NEC considers local circumstances render it necessary, modify the rules laid down by Party conference for the various Party units. Such modifications shall comply with the spirit and intention of the rules adopted by Party conference and may not alter the Party's objects, the basis or conditions of affiliated and individual membership, vary the procedure for the selection of parliamentary or local government candidates (except as provided for in the rules) or effect a change in the relationship between CLPs and the Party; and

- B. amend these rules for the sole purpose of complying with a legal obligation set out in a judgment of the High Court, the Court of Appeal, the Inner House of the Court of Session, the Supreme Court of the United Kingdom or a statutory obligation in the United Kingdom and only to the extent necessary to comply with any such legal obligation and not further or otherwise. Any such amendments must be renewed and approved by the next subsequent meeting of Party conference or those amendments will cease to have effect at the close of that subsequent meeting of Party conference.
3. Party units may adopt additional rules which shall not contravene the provisions contained in the rules adopted by Party conference and must be submitted to the NEC for endorsement prior to final adoption and implementation; pending such endorsement or rejection no such additional rule may be invoked.
4. The existing constitution and rules, or any part thereof, may be amended, altered or additions made thereto by resolutions carried on a card vote at Party conference in the manner provided for in the procedural rules for Party conference which are appended hereto. Notice of resolution embodying any such proposal must be sent to the General Secretary at the Head Office of the Party also in the manner provided for in the procedural rules.
5. For the avoidance of any doubt, any dispute as to the meaning, interpretation or general application of the constitution, standing orders and rules of the Party or any unit of the Party shall be referred to the NEC for determination, and the decision of the NEC thereupon shall be final and conclusive for all purposes. The decision of the NEC subject to any modification by Party conference as to the meaning and effect of any rule or any part of this constitution and rules shall be final.
6. Independent Disciplinary Process: transitional provisions Chapter 1, Clause IX.2a shall apply only up to and including 31 December 2021, during which time the provisions of Chapter 1, Clause IX.2b, Chapter 1, Clause X and Chapter 1, Clause XI shall have no effect. From 1 January 2022, Chapter 1, Clause IX.2a shall be null and void and shall have no effect and Chapter 1, Clause IX.2b, Chapter 1, Clause X and Chapter 1, Clause XI shall have full force and effect. In addition, reference to the NEC Disputes Panel and/or a sub-panel of the NEC Disputes Panel in these rules shall include any successor panel thereto.

Chapter 2

Membership rules

Clause I.

Conditions of membership

1. There shall be individual members of the Labour Party who shall pay a subscription in accordance with these rules, subject to a minimum as laid down in Clause III below.
2. The term 'individual members of the Party' shall encompass all grades of membership laid down in Clause III below; all such members shall have equivalent rights within all units of the Party except as prescribed in these rules.
3. Individual members shall be subjects/residents of The United Kingdom of Great Britain and Northern Ireland or citizens of The Republic of Ireland or other persons resident in The United Kingdom of Great Britain and Northern Ireland for more than one year who:
 - A. are not less than 14 years of age, and
 - B. subscribe to the conditions of membership in this clause, and
 - C. are not members of political parties or organisations ancillary or subsidiary thereto declared by Party conference or by the NEC in pursuance of Party conference decisions to be ineligible for affiliation to the Party.
4. Automatic Termination of Membership
 - A. A member who commits a Proscribed Act in Chapter 2, Clause I.4.B ceases to be eligible for membership of the Party and his or her membership shall terminate automatically without further notice in the circumstances set out in Chapter 2, Clause I.4.C.
 - B. Proscribed Acts are the following acts:
 - i. Standing for public election in opposition to a Party candidate.
 - ii. Signing or subscribing to a nomination paper of a person standing in opposition to a Party candidate in a public election.
 - iii. Acting as the election agent to any person standing in opposition to a Party candidate in a public election.
 - iv. Declaring an intention to stand in a public election in opposition to a Party candidate.
 - v. Being a duly endorsed Party candidate and standing intentionally in a public election as a candidate under a description other than as a Party candidate, having given less than 14 days written notice of such to the local Party prior to the close of nominations.
 - C. The membership of a member who has committed a Proscribed Act under Chapter 2, Clause I.4.B shall terminate on the date on which the General Secretary or a national officer of the Party receives:
 - i. A copy of a nomination paper or statement of persons nominated for a public election recording the member's assent for his or her candidature for that election in opposition to the Party, or under a description other than as a Party candidate.
 - ii. A copy of a nomination paper or statement of persons nominated for a public election that identifies a member proposing, seconding or nominating a candidate standing in opposition to a Party candidate.
 - iii. A copy of nomination or other official election papers recording the member's confirmation of acceptance to be the election agent of a person standing in opposition to the Party.
 - iv. A copy of any written or electronic document, in any medium including video or audio recordings, that records a member's declaration to stand in opposition to a Party candidate in a public election.
 - v. A copy of any judgment or order from a Court or Tribunal in the United Kingdom certifying the member's claim or application against the Party as being vexatious, totally without merit or wholly without merit.
 - D. Neither the principles of natural justice nor the provisions of fairness in Chapter 2, Clause II.8 shall apply to the termination of Party membership pursuant to Chapter 2, Clauses I.4.A and C.
5. Exclusions from Membership
 - A. A member who commits a Prohibited Act in Chapter 2, Clause I.5.B ceases to be eligible for membership of the Party and his or her membership shall terminate in the

circumstances set out in Chapter 2, Clause I.5.C.

B. Prohibited Acts are the following acts:

- i. Possessing membership of a registered political party in the United Kingdom other than the Party or the Co-operative Party.
- ii. Supporting financially a registered political party in the United Kingdom other than the Party or the Co-operative Party.
- iii. Joining a Parliamentary party or caucus other than the Parliamentary Labour Party or the Labour Party in the Welsh Parliament or the Scottish Parliament.
- iv. Joining a local authority Group other than the official Party Group without the permission of the NEC.
- v. Possessing membership of, providing financial assistance to, sitting on the ruling body of or otherwise supporting (as may be defined by the NEC) any political organisation that the NEC in its absolute discretion shall declare to be inimical with the aims and values of the Party.
- vi. Physically abusing employees of the Party.
- vii. Threatening or harassing employees of the Party.
- viii. Being convicted by a Court in the United Kingdom of a serious offence. For these purposes, a 'serious offence' is an offence that is serious in the opinion of the NEC and which may include, inter alia, indictable offences, sexual offences and/or offences committed by an adult against a child.
- ix. Failing to satisfy an order for costs in the Party's favour promulgated by a Court or Tribunal in the United Kingdom.
- x. A 'substantiated safeguarding concern' finding is made as the result of either an investigation by a Local Authority Designated Officer or another suitable professional regulatory body, or as the result of an outcome from a safeguarding investigation conducted by a statutory agency.

C. The membership of a member who commits a Prohibited Act under Chapter 2, Clause I.5.B shall terminate on the date on which the General Secretary or a national officer of the Party sends that member notice that the NEC has made a finding of fact pursuant to Chapter 2, Clause I.5.D that the member has committed the Prohibited Act.

D. The NEC shall determine whether a member has committed a Prohibited Act under Chapter 2, Clause I.5.B in accordance with the following provisions:

- i. Chapter 6 shall not apply to findings of fact made under this clause.
- ii. The General Secretary shall send to the member a Notice of Allegation. The Notice of Allegation must:
 - a. State details of any allegation that the member has committed Prohibited Act;
 - b. Be accompanied by any relevant evidence supporting that allegation;
 - c. State that the member has a right to make representations in writing within 14 days of the date the Notice of Allegation;
 - d. Inform the member how any such representations should be made; and
 - e. Draw to the attention of the member the provisions of Chapter 2, Clause I.5.
- iii. The member shall have a right to make representations to the NEC in writing within 14 days of the date of the Notice of Allegation.
- iv. The General Secretary shall convene a panel of at least three NEC members to consider the allegation.
- v. The NEC must consider any representations submitted in defence that have been provided within 14 days of the Notice of Allegation. The NEC may in its absolute discretion consider any representations that are submitted after that 14 day period but the NEC is not obliged to do so.
- vi. The NEC panel shall make findings of fact whether or not the member has committed a Proscribed Act on the balance of probabilities upon consideration of all the evidence available to the NEC.
- vii. The NEC panel shall give prompt notice of its findings to the General Secretary.
- viii. The General Secretary shall give notice of the NEC's decision to the member. Notice must:
 - a. Set out the NEC's findings of fact;
 - b. State that the member's membership stands terminated; and

- c. Inform the member of a right of appeal under Chapter 2, Clause I.6 and to whom to address that appeal.
6. Upon termination of a member's membership pursuant to Chapters 2, Clause I.4.C or I.5.C, a former member may appeal against that termination to the NCC on grounds that:
 - A. The General Secretary or the NEC has contravened a provision in Chapters 2, Clause I.4 or I.5;
 - B. The findings of the NEC are flawed or tainted by bias or unsupported by the evidence; and/or
 - C. The evidence provided to the Party under Chapter 2, Clause I.4.C is false, wrong or fabricated.
 - D. The member shall remain expelled from membership of the Party until such time that such member's appeal is upheld by the NCC.
7. The NEC may in its absolute discretion:
 - A. Suspend administratively any member suspected of committing a Proscribed Act under Chapter 2, Clause I.4.C or a Prohibited Act under Chapter 2, Clause I.5.C;
 - B. Upon any termination of membership pursuant to Chapters 2, I.4.C or I.5.C, renew a member's membership immediately or at some later time, notwithstanding the member's commission of a Proscribed or Prohibited Act; or
 - C. Place a member the membership of whom the NEC has renewed under punitive suspension, save that such suspension must not exceed a period of two years from the date on which the Proscribed Act occurred.
 - D. In the event that a member's membership is renewed under Chapter 2, Clause I.7.B, the date of commencement of membership for the purpose of measuring continuous membership under these rules shall be the date of the NEC's renewal under Chapter 2, Clause I.7.B not any other date.
8. Residents abroad
 - A. Subjects of Great Britain or Northern Ireland or citizens of The Republic of Ireland, the Channel Islands and Isle of Man resident abroad may become individual overseas members of the Party, by enrolment with Head Office, provided they accept the conditions of membership in this clause. Overseas members may establish overseas supporters groups registered with Head Office.
 - B. Subjects of Great Britain or Northern Ireland temporarily resident abroad may retain their existing membership of the Party, subject to notifying Head Office of their address, paying the full standard rate subscription and accepting the conditions of membership in this clause.
 - C. The individual members and supporters groups referred to in this clause shall be known as Labour International which shall operate according to regulations approved by the NEC but shall include provision for the representation of Labour International members at Party conference, with a voting entitlement as for CLPs in Chapter 3.III.3.A.ii below.
9. To be and remain eligible for membership, each individual member must:
 - A. accept and conform to the constitution, programme, principles, values and policy of the Party.
 - B. if applicable, be a member of a trade union affiliated to the Trade Union Congress or considered by the NEC as a bona fide trade union and contribute to the political fund of that union (a person who does not contribute to the political fund of her/his trade union may not be an individual member of the Party).
 - C. be a member of the CLP for the address where she or he resides and is registered as an elector unless having moved since the registration qualifying date, temporarily resident abroad or otherwise prevented from being registered, in which case she or he must be resident within that constituency.
 - D. on becoming elected as a public representative (including, but not exclusively: local authority councillor, member of Westminster Parliament, Scottish Parliament, Greater London Assembly, Welsh Parliament, Police Commissioner or local government body), pay their membership subscriptions at the elected representatives rate by Direct Debit except local authority councillors who should pay by Direct Debit and at least at the standard rate. Parish and town councillors are exempt from this rule as they are not recognised by the Labour Party.
10. The NEC may rescind endorsement as a full Party member when evidence is provided that the individual concerned neither resides at the address given on the membership system and/or is not on the electoral register and is therefore (subject to 5 above) ineligible for membership; or

where evidence is provided that the individual concerned has been claiming reduced rate or registered membership when s/he is not entitled to it under Clause III.1 below.

11. No member of the Party shall engage in conduct which in the opinion of the NEC is prejudicial, or in any act which in the opinion of the NEC is grossly detrimental to the Party. The NEC and NCC shall take account of any codes of conduct currently in force and shall regard any incident which in their view might reasonably be seen to demonstrate hostility or prejudice based on age; disability; gender reassignment or identity; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation as conduct prejudicial to the Party: these shall include but not be limited to incidents involving racism, antisemitism, Islamophobia or otherwise racist language, sentiments, stereotypes or actions, sexual harassment, bullying or any form of intimidation towards another person on the basis of a protected characteristic as determined by the NEC, wherever it occurs, as conduct prejudicial to the Party. The disclosure of confidential information relating to the Party or to any other member, unless the disclosure is duly authorised or made pursuant to a legal obligation, shall also be considered conduct prejudicial to the Party.
12. Any dispute as to whether a member is in breach of the provisions of sub-clause 8 shall be determined by the NEC in accordance with Chapter 1 Clause VIII above and the disciplinary rules and guidelines in Chapter 6 below, or by the NCC in accordance with Chapter 1 Clause IX above and the disciplinary rules and guidelines in Chapter 6 below. Where appropriate the NCC shall have regard to involvement in financial support for the organisation and/or the activities of any organisation declared ineligible for affiliation to the Party under Chapter 1.II.5 or 3.C above; or to the candidature of the members in opposition to an officially endorsed Labour Party candidate or the support for such candidature. The NEC and NCC shall not have regard to the mere holding or expression of beliefs and opinions except in any instance inconsistent with the Party's aims and values, agreed codes of conduct, or involving prejudice towards any protected characteristic.
13. On any application by the Party for costs mandated by a Court or Tribunal in the Party's favour, all legal costs, disbursements, fees and/or other associated costs incurred by the Party shall be deemed reasonable and reasonably incurred and payable in full by the person or persons

against whom any application for costs may be made by the Party.

Clause II.

Charter of Members Rights and Responsibilities

1. Members having 12 months continuous membership at the relevant date shall, unless otherwise prohibited, have the right to put themselves forward for selection as a Labour candidate for the Westminster Parliament and other public offices in England, and to run for election to NEC, CAC, NCC and other relevant national internal elections. Members must meet all relevant qualifications for the role, including agreeing to undertake any course of equality and diversity training that the NEC may prescribe, and being a trade union member in accordance with Chapter 1.9.B above. For local government selections, the power to waive the requirement for 12 months membership may be delegated by the NEC in accordance with Chapter 1.VIII.6 above. In all other circumstances, waivers to the relevant qualifications for the role, including being a trade union member in accordance with 1.9.B above, may only be granted in exceptional circumstances by the NEC or its relevant sub-committees.
2. Members having 6 months continuous membership at the relevant date shall, unless otherwise prohibited, have the right to stand for election as a delegate to national and regional conferences, and to vote in selection meetings for Westminster Parliamentary candidates and candidates for other public offices in England.
3. Young Labour members having 8 weeks continuous membership at the relevant date shall, unless the 8 week verification period has been extended or unless otherwise prohibited, have the right to stand for election as a delegate to national and regional Young Labour conference.
4. Members having 8 weeks continuous membership at the relevant date shall, unless the 8 week verification period has been extended, or unless otherwise prohibited, have the right to attend and vote at local meetings, subject to any delegate arrangements in place and to stand for election to Branch and CLP roles.
5. Members shall, unless otherwise restricted pursuant to these rules, have the right to vote in NEC elections and national and regional OMOV ballots providing they are fully paid up at a date set by the NEC. Any such date shall be no more than 8 weeks prior to the opening of the ballot.

6. Members have the right to be invited to all Party meetings which they are eligible to attend.
7. Members moving constituencies shall, unless otherwise prohibited, have full local membership rights, subject to any objections received to the transfer of membership. This right does not apply to participation in selections for candidates for public offices in England, where participation rights shall be defined by procedural rules made by the NEC.
8. Members have the right to dignity and respect, and to be treated fairly by the Labour Party. Party officers at every level shall exercise their powers in good faith and use their best endeavours to ensure procedural fairness for members.
9. All BAME members having 8 weeks continuous membership shall, unless the 8 week verification period has been extended or unless otherwise prohibited, have the right to free membership of the Labour Party's BAME representative structures. Only Labour Party members may participate in such structures.
10. All disabled members having 8 weeks continuous membership shall, unless the 8 week verification period has been extended or unless otherwise prohibited, have the right to free membership of the Labour Party's disabled members' representative structures. Only Labour Party members may participate in such structures.
11. Eligibility requirements for procedures in the competency of the Welsh or Scottish Labour Parties, such as the selection of candidates for the Welsh or Scottish Parliaments or standing for election to the Welsh or Scottish Executive Committees, shall be defined by procedural rules made by the WEC or SEC.
12. The NEC may issue guidance on the standards of behaviour and conduct expected of the Labour Party's publicly elected representatives, Peers and its candidates for public office.
13. The NEC may consider any conduct by the Labour Party's publicly elected representatives, Peers and its candidates of public office that does not comply with guidance issued pursuant to Chapter 2, Clause II.12 as conduct that is prejudicial and grossly detrimental to the Labour Party.
14. The Labour Party shall give all members an ongoing opportunity to self-define as holding the characteristics mentioned in 8 above and to declare a disability in line with 9 above, and may give members the opportunity to self-define as holding other characteristics. The Labour Party is only bound to accept genuine self-definition, made in good faith.

15. The relevant dates for all other rights shall be defined by procedural rules made by the NEC.

Clause III.

Membership procedures

1. Individual members of the Party shall be recruited into membership in accordance with these rules and any applicable NEC guidelines which shall be issued to Party units and affiliated organisations from time to time.
2. Members recruited into membership shall be subject to a probationary period of provisional membership during which they shall be provisional members.
 - A. The NEC may further define rights of provisional membership and issue guidance on provisional membership that must be followed by all members and units of the Party.
 - B. The General Secretary may at any point during provisional membership rule that a provisional member's application for full membership be rejected for any reason which the General Secretary sees fit, including but not limited to the provisional member's conduct prior to their application to join the Party, or on the grounds that the provisional member does not share the values of the Labour Party.
3. Without prejudice to any other provision of these rules, and without prejudice to its powers under Chapter 1.VIII, the NEC shall be empowered to determine any dispute or question which may arise in respect of membership of the Party, either by considering the matter itself or by referring the matter to the NEC Disputes Panel for a decision. In cases determined by the NEC, the decision shall be final and binding, subject to any appeal to the NCC under Chapter 6 below of these rules. In cases determined by the Disputes Panel as approved by the NEC (which shall have discretion not to approve the decision), shall be final and binding, subject to any appeal to the NCC under Chapter 6 below of these rules.
4. For the avoidance of doubt and without prejudice to any other provision in this rule book, any breach of any of these procedures, NEC guidelines or the NEC code of conduct shall be liable to be dealt with by the NEC or NCC as a disciplinary offence.
5. The NEC shall issue procedural guidelines on issues relating to membership from time to time, including a code of conduct on membership recruitment. In particular, the NEC wishes to

highlight the following areas of potential abuse of membership rules:

- A. It is an abuse of Party rules for one individual or faction to 'buy' Party membership for other individuals or groups of individuals who would otherwise be unwilling to pay their own subscriptions.
- B. It is an abuse of Party rules for an individual or faction to offer reduced-rate membership to people they know to be ineligible for that category of membership.
- C. It is an abuse of Party rules for individuals or factions to recruit members who do not live at the claimed addresses in an attempt to manipulate local Party meetings or the outcome of Party ballots.
- D. It is a requirement of Party rules for members, where eligible, to register to vote at the address for which they claim membership. It is an abuse of this rule to allow those who are not willing to register to vote for the Party to become members of it.
- E. It shall be regarded as an act grossly detrimental to the Party to withhold membership payments collected locally.
- F. Party officers and members should be aware that involvement in such abuses shall be considered as behaviour likely to bring the Party into disrepute and prima facie evidence of such behaviour may lead to disciplinary action leading to expulsion under the constitutional rules of the Party.

Clause IV.

Membership subscriptions

1. The NEC shall review membership rates and discounts. The NEC may immediately incorporate amended rates and categories into A and E above, subject to approval at Annual Conference 2020, when this sub-clause shall expire.
2. Each individual member of the Party shall pay a minimum annual membership subscription. The level of subscription shall be set in accordance with the formula shown below.

A. Reduced Rate

- i. A reduced minimum rate set at half the Standard Rate will be offered to persons who are unwaged, pensioners who have retired from work, persons working less than 16 hours a week and persons on government training schemes,

B. Elected Representative Rate

- i. An elected representative's rate shall be set at twice the Standard Rate for all elected representatives and Peers with the exception of local authority councillors.

C. Registered Trade Union Rate

- i. Members of affiliated organisations not already members who have paid the political levy or political subscriptions to the affiliated organisation for a period of at least 12 months may pay the reduced rate as a minimum annual subscription.

D. Youth and Student Rates

- i. Members under the age of 27 or who are in full time education can join for an annual subscription at a reduced rate and can continue to pay at a reduced rate as long as they qualify as follows:
 - a. Under the age of 19 at £3.00 per year;
 - b. In full time education at £3.00 per year; and
 - c. Under the age of 27 in line with the Reduced Rate.

E. Veteran Rate

- i. Current serving and former members of the British Armed Forces shall be entitled to become new members of the Labour Party at a subscription of £3 for their first year.

F. Standard Rate

- i. There shall be a standard rate for all other members.

G. Upgraded Membership

- i. When a member reaches the end of the period for which they are qualified for any reduced rate, they will be automatically upgraded to another suitable rate. To aid with retention the Labour Party will endeavour to identify the lowest possible rate of membership depending on the data held on the relevant member at the member's next renewal date.
- ii. The Labour Party reserves the right to cancel any special rates of membership, in which case any current payers will be upgraded at the point of their next renewal date.
- iii. When a member is upgraded, they will be notified in writing and will be given the opportunity to notify the Labour Party if they believe they qualify for another rate.

H. Exceptions

- i. The NEC may from time to time define membership offers to encourage recruitment and retention.
 - l. In order to provide all members with a quality membership service and to achieve the objectives of the Labour Party, members are encouraged to pay a membership fee according to their annual income.
 - J. The NEC will determine membership rates as and when necessary for Annual Conference to approve.
3. That on the 1st January each year the membership fee will increase by the rate of inflation (using the rate of inflation for the previous September). The reduced and registered rate membership fees will be set at 50% of the full rate each year rounded to the nearest 50p. The Elected Representatives' rate will be set at twice the standard rate each year. The NEC will retain the power to bring to Party conference recommendations to set the membership fee increase at a level greater than inflation, if it deems that necessary.
 4. In order to develop membership, CLPs may adjust membership subscriptions for specific purposes as agreed in principle by Party conference.
 5. Eligibility and arrears
 - A. A member may only participate and vote in Party meetings if they are endorsed and have paid the appropriate subscription to Head Office. Any dispute as to eligibility shall be resolved by the Regional Director (or General Secretary in Scotland and Wales) – RD(GS), or their designated representative, with reference to the records of the national membership system. It is the responsibility of the individual member to ensure their membership is fully up to date.
 - B. To participate in the selection of candidates at any level, a member must be fully paid up by the notified relevant date. A member shall be deemed to be 'fully paid up' if they are not in arrears, either in whole or in part, with their membership payments.
 - C. A member shall be deemed to be in arrears from when their renewal day has passed, they have ceased paying a monthly subscription or otherwise underpaid against their current subscription rate and they have not paid any subscription or made any arrangements to pay their subscription.
 - D. A member shall be deemed to have lapsed from membership if s/he has been in arrears for six months and has not responded to a request to pay the arrears.
 6. NEC guidelines shall be published to deal with the payment of membership arrears and the granting in exceptional circumstances of continuous membership to lapsed members who have paid any outstanding subscriptions owed.
 7. An NEC approved statement shall be produced setting out the basis on which membership fees shall be allocated, including a minimum cash allocation of £1.50 per paid up member and a guaranteed minimum package of support for all CLPs. The minimum cash allocation will increase on January 1st each year by the rate of inflation (using the rate of inflation for the previous October).

Chapter 3

Party Conference

Clause I. Delegations

1. Party conference shall be constituted as follows:

- A. Delegates duly appointed by each affiliated trade union or other affiliated organisation to the number of one delegate for each 5,000 members or part thereof on whom affiliation fees, by-election insurance premiums and any levies due were paid for the year ending 31 December prior to the Party conference. A requirement is placed on affiliated organisations that their delegation should include women at least in the proportions in which they are represented in that organisation's membership. Where the membership of an affiliated trade union or other organisation is less than 5,000 members, an additional woman delegate may be appointed if the women's membership is 400 or more.
- B. Delegates duly appointed by CLPs to the number of one delegate for the first 749 individual members in the constituency or part thereof paying their membership dues as of 31 December in the previous year, and one further delegate for every additional 250 individual members in the constituency or part thereof. CLPs must also have paid any outstanding insurance premiums and other levies due before their delegation shall be accepted. To increase the representation of women at Party conference, at least every second delegate from a CLP shall be a woman; where only one delegate is appointed this must be a woman at least in every other year. In a year where a CLP is required to send a female delegate, following a male delegate in the preceding year, but is unable to find one, they will not be entitled to send a man as delegate. In the following year, permission may be granted to send a male delegate if they demonstrate to the conference arrangements committee that they have made every effort to seek a woman delegate.
- C. Where the individual women's membership in a constituency is 100 or more, an additional woman delegate may be appointed. Where the individual Young Labour membership in a constituency is 30 or more an additional delegate under the age of 27 may be appointed.

- D. Six delegates appointed by the ALC at least three of whom shall be women.
 - E. Two delegates appointed by young Labour, at least one of whom shall be a woman.
 - F. Ex-officio members of Party conference are as follows:
 - i. members of the NEC
 - ii. members of the PLP
 - iii. parliamentary Labour candidates for Westminster and European elections whose candidatures have been endorsed by the NEC
 - iv. candidates for Police Commissioner
 - v. the General Secretary of the Labour Party
 - vi. accredited organisers employed by the Party
 - vii. the lay members of the NEC committees
 - viii. the national chair of Young Labour
 - ix. members of the NCC
 - x. members of the CAC
 - xi. members of the National Policy Forum
 - xii. officers of the Local Government Association Labour group and the convenor of the Convention of Scottish Local Authorities Labour group
 - xiii. members of the Labour groups of the Scottish Parliament and the National Assembly of Wales.
 - xiv. members of the Association of Labour Councillors
 - xv. members of the Executive Committee of BAME Labour.
 - xvi. Ex-officio members shall have no voting power, except as provided for in the rules for the election of Party leader and deputy leader or where they have been notified as being a member of an affiliated organisation's or CLP's delegation.
 - G. Any special sessions of Party conference shall be called on the same basis of representation as that upon which the preceding annual session of Party conference was convened.
2. An affiliated organisation or CLP may appoint a delegate in addition to its entitlement under 1.A above if one of its duly appointed delegates is the Party treasurer, a member of the NEC, a member of the Conference Arrangements Committee, or a member of the NCC due for re-election that year.
 3. The procedural rules of Party conference (Clause III below) shall be considered for all purposes as if

they form part of the constitution and shall have effect accordingly.

4. All delegates must qualify for appointment as follows:
 - A. Every delegate must be an individual member of the Party as described in the membership rules, except persons who are resident in Northern Ireland who are duly appointed delegates of affiliated trade unions and who individually accept and conform to the constitution, programme, policy and principles of the Party.
 - B. Delegates must be bona fide members or paid permanent officials of the organisation appointing them, or, in the case of CLP delegates, reside within the constituency they have been appointed to represent, except in the case of members of the PLP or duly endorsed parliamentary Labour candidates appointed to represent CLPs in accordance with sub-section C which follows.
 - C. Members of the PLP and duly endorsed parliamentary Labour candidates may be appointed as delegates by CLPs responsible for their candidatures; otherwise, delegates appointed by CLPs must either reside or be registered as electors in the constituency they represent.
 - D. No person shall act as a delegate for more than one organisation.
 - E. Members of Parliament who are not members of the PLP are ineligible to act as delegates.
 - F. All delegates must have been individual members of the Party for at least 6 months at the closing date set for the receipt of names of delegates (see III.1.E below).

Clause II.

Conference Arrangements Committee

1. There shall be elected in accordance with the procedural rules (Chapter 4 III.B below) a Conference Arrangements Committee of eight members for the annual session of Party conference in the year succeeding its election or for any special session of conference called during the intervening period. A member of staff shall act as secretary to the committee.
2. The duties of the Conference Arrangements Committee shall be:
 - A. to arrange the order of the agenda of Party conference

- B. to act as a standing orders committee
- C. to select scrutineers and tellers as may be required from among the delegates whose names have been received at the Head Office of the Party by the closing date for the appointment of delegates to any conference and submit them for approval to that conference.

Clause III.

Procedural rules for Party Conference

1. Conference rule 1 – Annual Party Conference
 - A. The NEC shall (whenever practicable) convene an annual session of Party conference during September/ October in each year, in accordance with the conditions laid down in the constitution and these rules. It may also convene special sessions of Party conference when it deems necessary.
 - B. When a Party conference is called at short notice, the secretaries of affiliated organisations and CLPs shall, on receiving the summons, instantly take steps to secure representation of their organisation in accordance with the constitution and these rules.
 - C. Any session of Party conference summoned with less than ten days' notice shall confine its business strictly to that relating to the emergency giving rise to the special session.
 - D. A delegation fee on each delegate shall be payable by affiliated organisations and CLPs sending delegates to Party conference. Ex officio members of Party conference in attendance shall also pay a fee. Such fees must be paid to Party Head Office before credentials are issued. The amount of the delegation fee payable for each conference shall be fixed by the NEC and notified to all affiliated organisations and CLPs. For the annual session of Party conference this shall be fixed by 31 December of the preceding year.
 - E. The timetable for the receipt of names and addresses of delegates appointed by affiliated organisations and CLPs shall be determined by the NEC and submitted to the affiliated organisations and CLPs with the notice convening the conference. In the case of a special conference session called under Clause III.1.A above, the NEC shall also determine a date by which such names and addresses shall be submitted.
 - F. The NEC may make arrangements each year for the pooling of railway fares in respect of

delegations to Party conference appointed by CLPs.

- G. The NEC draw up Standing Orders for Party Conference that will outline procedures for: the conference timetable, procedure in debate, motions, composite motions, emergency motions, withdrawal and remittance of motions, reference back, point of order, chair's ruling, suspension of Standing Orders, voting, including full procedures for card votes, ending debate and the role of the CAC. These Standing Orders will be presented to the first session of each Party Conference in a CAC report for agreement by the conference.

2. Conference rule 2 – Agenda

- A. The NEC shall present to conference the report of the NEC, including: a summary of its work during the previous year; the work of the NEC committees and proposed programme for the forthcoming year. All such documentation shall be circulated to all affiliated organisations and CLPs by a date to be determined by the NEC.
- B. The NEC shall present to conference the report of the NPF, including: a summary of its work during the previous year; the work of the policy commissions; policy documents; options, alternatives or minority reports by the NPF; and proposed programme for the forthcoming year to be circulated to all affiliated organisations and CLPs by a date to be determined by the NEC. A Policy Ballot will be held at Annual Conference, on the same basis as the ballot for motions, which will select a number of areas for detailed discussion and development by the NPF from topics proposed by the JPC. At least the four topics selected by CLPs will be prioritised, as will the four selected by Trade Unions and other affiliated organisations
- C. All affiliated organisations, the ALC, Young Labour and CLPs may submit one motion to Conference. In addition, affiliates with more than 100,000 affiliated members may submit one further motion. The CAC shall submit all motions received to a priorities ballot either prior to or at the start of conference. The ballot will be divided into two sections. One section for CLPs, and one section for trade unions and other affiliated organisations. At least the first six priorities selected by CLPs will be time-tabled for debate, as will at least the first six priorities selected by Trade Unions and other affiliated organisations. Motions must be in writing, on one subject only and in 250 words or less. Alternatively, a constitutional amendment on one subject only may be submitted in writing. Motions and constitutional

amendments must be received by the General Secretary at the offices of the Party by the closing date determined by the NEC.

- D. All affiliated organisations, the ALC, Young Labour and CLPs may submit motions to the NEC on campaigning and organisational issues and to the NPF and its policy commissions on policy issues throughout the year. The NEC and NPF shall consider such motions and report on action taken in their annual report to conference.
- E. Nominations for leader and deputy leader, the NEC, treasurer, auditors, Conference Arrangements Committee, National Policy Forum and NCC shall be sent in writing on the form provided to the General Secretary at the offices of the Party by the closing date agreed by the NEC. Each affiliated organisation, the ALC, Young Labour, and each CLP shall be entitled to make nominations as provided for in these rules and such nominations shall be included in the final agenda.
- F. Constitutional amendments, motions, emergency resolutions and nominations shall be accepted only from those affiliated organisations, the ALC, Young Labour and CLPs who have met their financial obligations to the Party, including affiliation fees, by-election and other insurance premiums and any levies due for the preceding year.
- G. Party conference shall consider policy reports and draft reports as part of the rolling programme, the NPF report, the NEC annual report, NEC statements and development strategy. Conference has the right to refer back part of any document without rejecting the policy document as a whole. Conference shall also consider constitutional amendments and motions or emergency resolutions submitted and accepted. It shall not consider any business unless recommended by the NEC or the CAC. At any special session of Party conference, the NEC shall determine the business to be conducted.
- H. When Party conference has made a decision on a constitutional amendment, no resolution to amend the constitution or rules of the Party having the same or a similar primary objective shall appear on the agenda of the three following annual party conferences, except such resolutions to amend the constitution and rules that are in the opinion of the NEC of immediate importance.
- I. All constitutional amendments submitted by affiliated organisations and CLPs that are accepted as in order shall be timetabled for

debate at the first annual party conference following their submission.

3. Conference rule 3 – Voting

- A. Voting at Party conference on resolutions, reports, amendments, proposals and references back shall be by show of hands or, when the conditions laid down by the CAC require it, by card. When a card vote is called, voting shall be in two sections as follows:
 - i. Affiliated organisations, on the basis of the number of members for whom affiliation fees were paid for the year ending 31 December preceding the conference in accordance with Clause II of the constitution, the ALC and Young Labour, shall cast a percentage of the total voting entitlement as laid down in iv below. The vote of each affiliated organisation, the ALC and Young Labour shall then be divided equally among the registered delegates of that organisation standing appointed at the date determined by the NEC; such votes shall be allocated to each delegate to be cast separately.
 - ii. CLPs shall cast a percentage of the total voting entitlement as laid down in iv below, on the basis of the actual number of fully paid up members in the CLP at 31 December preceding the conference. The vote of the CLP shall then be divided equally among the registered delegates standing appointed at the date determined by the NEC; such votes shall be allocated to each delegate to be cast separately.
 - iii. The votes apportioned as provided for in i above and ii above shall be totalled and the aggregate reported to conference as a percentage for each section.
 - iv. The balance of voting between the two sections shall be: 50 per cent to the affiliated organisations (as in i above), and 50 per cent to the CLPs (as in ii above).
- B. Voting at any special conference session shall be on the same basis as that upon which voting took place at the preceding annual session of Party conference.

Clause IV. National Annual Women's Conference

- 1. The NEC will issue procedures for holding a national annual women's conference which has a formal role in the policy making process.

Chapter 4

Elections of national officers of the Party and national committees

Clause I. General principles

1. Internal Party elections for officer posts and the membership of national committees shall be conducted in a fair, open and transparent manner, in accordance with the constitutional rules of the Party and any appropriate NEC guidelines.

Clause II. Procedural rules for elections for national officers of the Party

1. General
 - A. The following procedures provide a rules framework which, unless varied by the consent of the NEC, shall be followed when conducting elections for Party officers. The NEC will also issue procedural guidelines on nominations, timetable, codes of conduct for candidates and other matters relating to the conduct of these elections.
2. Election of leader and deputy leader
 - A. The leader and deputy leader shall be elected separately in accordance with rule C below, unless rule E below applies.
 - B. Nomination
 - i. In the case of a vacancy for leader or deputy leader, each nomination must be supported by 20 per cent of the Commons members of the PLP and either:
 - a. 5 per cent of CLPs; or
 - b. At least three affiliates (at least two of which shall be trade union affiliates) comprising 5 per cent of affiliated membership.Nominations not attaining the thresholds under either a. or b. above shall be null and void.

- ii. Where there is no vacancy, nominations may be sought by potential challengers each year prior to the annual session of Party conference. In this case any nomination must be supported by 20 per cent of the Commons members of the PLP. Nominations not attaining this threshold shall be null and void. The sitting Leader or Deputy Leader shall not be required to seek nominations in the event of a challenge under this rule.
 - iii. CLP nominations under 2.B.i.a above shall be made at all member meetings according to procedural guidelines laid out by the NEC. All nominees must be Commons members of the PLP.
 - iv. Nominees shall inform the General Secretary in writing of the acceptance or otherwise of their nomination at least two clear weeks before the commencement of the procedures for voting laid out in rule C below. Unless written consent to nomination is received, nominations shall be rendered null and void.
 - v. Valid nominations shall be printed in the final agenda for Party conference, together with the names of the nominating organisations and Commons members of the PLP supporting the nominations. In the case of a vacancy under E below this information shall be included with the documentation circulated with any ballot.
 - vi. Nominees who do not attend the relevant Party conference shall be deemed to have withdrawn their nominations, unless they send to the General Secretary – on or before the day on which the conference opens – an explanation in writing of their absence satisfactory to the CAC.
- C. Voting
- i. The General Secretary shall be the Returning Officer.
 - ii. The Returning Officer shall appoint a Labour Party legal advisor to act as Deputy Returning Officer who shall advise on any matters of dispute in respect of eligibility or procedure.
 - iii. An Independent Scrutineer will be appointed by the Returning Officer to oversee and verify the ballot, and the results shall be declared at a session of Party Conference.
 - iv. The timetable for the election, and the procedures for agreeing the list of those eligible to vote must be approved by the Independent Scrutineer. All individuals who

are eligible to participate in the election shall have continuous membership of at least six months prior to the approved timetable being announced.

- v. The procedures shall ensure that each candidate has equal access to the eligible electorate and has equal treatment in all other matters pertaining to the election.
- vi. Votes shall be cast in a single section, by Party members and affiliated supporters.
- vii. The precise eligibility criteria shall be defined by the NEC and set out in procedural guidelines and in each annual report to conference.
- viii. No person shall be entitled to receive more than one vote. Votes shall be cast by each individual and counted on the basis of one person one vote.
- ix. Voting shall be by preferential ballot. The votes shall be totalled and the candidate receiving more than half of the votes so apportioned shall be declared elected. If no candidate reaches this total on the count of first preference votes, a redistribution of votes shall take place according to preferences indicated on the ballot paper.
- x. The votes cast for each nominee shall be recorded and published in a form to be determined by the NEC as soon as possible following any election.
- xi. In the event of any conflict between these rules and the constitutional rules and other general rules of the Party, these rules shall prevail.

D. Timing of an election

- i. When the PLP is in opposition in the House of Commons, the election of the leader and deputy leader shall take place at each annual session of Party conference.
- ii. When the PLP is in government and the leader and/ or deputy leader are prime minister and/ or in Cabinet, an election shall proceed only if requested by a majority of Party conference on a card vote.
- iii. In any other circumstances an election shall only be held when a vacancy occurs, subject to E below.

E. Procedure in a vacancy

- i. When the Party is in government and the Party leader is prime minister and the Party leader, for whatever reason, becomes permanently unavailable, the Cabinet shall, in

consultation with the NEC, appoint one of its members to serve as Party leader until a ballot under these rules can be carried out.

- ii. When the Party is in government and the deputy leader becomes Party leader under i above of this rule, the Cabinet may, in consultation with the NEC, appoint one of its members to serve as deputy leader until the next Party conference. The Cabinet may alternatively, in consultation with the NEC, leave the post vacant until the next Party conference.
- iii. When the Party is in government and the deputy leader, for whatever reason, becomes permanently unavailable, the Cabinet may, in consultation with the NEC, appoint one of its members to serve as deputy leader until the next Party conference. The Cabinet may alternatively, in consultation with the NEC, leave the post vacant until the next Party conference.
- iv. When the Party is in opposition and the Party leader, for whatever reason, becomes permanently unavailable, the deputy leader shall automatically become Party leader on a pro-tem basis. The NEC shall decide whether to hold an immediate ballot as provided under E above or to elect a new leader at the next annual session of Party conference.
- v. When the Party is in opposition and the leader and deputy leader, for whatever reason, both become permanently unavailable, the NEC shall order a ballot as provided under E above. In consultation with the Shadow Cabinet they may choose to appoint a member of the Shadow Cabinet to serve as Party leader until the outcome of that ballot.

F. Where an acting leader takes office under 2.E above, the following roles, responsibilities and qualifications apply:

- i. The Acting Leader's powers only take effect when her/his appointment has been approved by the NEC.
- ii. The Acting Leader may fill any vacancies that arise in the Cabinet, Shadow Cabinet, or other frontbench positions, but shall not otherwise alter their composition or dismiss members of the Cabinet, Shadow Cabinet or other frontbench positions.
- iii. The Acting Leader shall invite the Cabinet (or Shadow Cabinet in opposition) to fill any vacancies that arise in the frontbench representation on the NEC under Chapter 1 Clause VIII.1.E above but shall not otherwise

alter their composition or remove those representatives.

- iv. Where any vacancies arise in the Campaign Co-ordinator or Campaign Committee, the NEC and Acting Leader shall jointly fill those vacancies.
- v. Where the Acting Leader proposes significant changes to Party policy, the Acting Leader shall consult the NEC in advance, to the extent that is practicable.

3. Election of chair and vice-chair

- A. The NEC shall elect its own chair and vice-chair at its first meeting each year. Those elected to these positions shall act in that capacity throughout the year and also act as chair and vice-chair of the subsequent annual session of Party conference and any special sessions of Party conference during the course of the year.
- B. The NEC shall also elect during the course of the year a panel of three assistant chairs who, together with the vice-chair, shall assist the chair in the conduct of Party conference. These assistant chairs shall be elected by the whole of the NEC in line with the usual requirements for diversity and representation of the NEC's various sections.

4. Election of General Secretary

- A. The General Secretary shall be elected by Party conference on the recommendation of the NEC and shall be an ex-officio member of Party conference. S/he shall devote her or his whole time to the work of the Party and shall not be eligible to act as a parliamentary candidate. S/he shall remain in office so long as her/ his work gives satisfaction to the NEC and Party conference. Should a vacancy in the office occur, for whatever reason, between Party conferences, the NEC shall have full power to fill the vacancy subject to the approval of Party conference.

5. Election of Party treasurer

- A. Every affiliated organisation and CLP may nominate a person for Party treasurer who is an eligible member of the Party.
- B. The CLPs' portion of the votes shall be cast by a ballot among all eligible individual members of the Party by means of a national one-member-one-vote ballot conducted to guidelines laid down by the NEC. The affiliates portion of the votes shall be cast by a ballot of affiliated organisations on the same timetable as the CLP members ballot.

- C. The term of office of the Party treasurer shall be for two years.

6. Election of auditors

- A. Two auditors shall be elected by means of a ballot on a card vote basis as provided in these rules.
- B. Every affiliated organisation and CLP may nominate up to two eligible members of the Party for auditor.
- C. In the event of an auditor being unable to fulfil the duties, the same procedure shall be followed to fill the vacancy as in the case of the CAC in Chapter 4.III.B.iii below.

7. Election of the Leader and Deputy Leader of the Scottish Labour Party

- A. The Leader and Deputy Leader of the Scottish Labour Party shall be elected according to the procedural rules set out by the Scottish Executive Committee.

8. Election of the Leader and Deputy Leader of Welsh Labour.

- A. The Leader and Deputy Leader of Welsh Labour shall be elected according to the procedural rules set out by the Welsh Executive Committee.

Clause III.

Procedural rules for elections for national committees

The following procedures provide a rules framework to be followed when conducting elections for places on the Party's national decision-making committees. The NEC will also issue procedural guidelines on nominations, timetable, codes of conduct for candidates and other matters relating to the conduct of these elections.

A. Election of the NEC

- i. No elected member of the House of Commons, Scottish Parliament, Welsh Parliament or a member of the House of Lords shall be eligible to stand in Divisions I, II, III, or IV of the NEC. Any member of Divisions I, II, III or IV shall cease to be a member of the NEC if they are elected to the House of Commons, Scottish Parliament, Welsh Parliament or are appointed to the House of Lords. The resulting vacancy shall be filled according to the provision of Clause iv-vi as appropriate below. For the purpose of nomination and election, the NEC shall be divided into five divisions:

- a. Division I (trade unions) shall consist of 13 members, at least six of whom shall be women, to be nominated by trade unions and elected by their delegations at Party conference.
 - b. Division II (socialist and co-operative societies) shall consist of one member to be nominated by socialist, co-operative and other organisations and elected by their delegations at Party conference.
 - c. Division III (CLPs) shall consist of nine members, at least four of whom shall be women, to be nominated by at least five CLPs. The ballot for these places shall be conducted among all eligible individual members of the Party by means of a national one-member-one-vote ballot to be counted by the Single Transferable Vote method and conducted to guidelines laid down by the NEC.
 - d. Division IV (local governance) shall consist of two members from either the Association of Labour Councillors ('ALC'), directly elected mayors, or elected Police Commissioners, at least one of whom shall be a woman, duly nominated by Labour groups. The ballot for these places shall be conducted among all individual ALC members, directly elected mayors, and elected Police Commissioners by means of a national one-member-one-vote ballot conducted to guidelines laid down by the NEC.
 - e. Division V (PLP) shall consist of three Commons members of the PLP, at least one of whom shall be a woman. They shall be nominated from among backbench Labour MPs and elected by all Labour MPs. The ballot shall be conducted to guidelines laid down by the NEC.
 - f. The youth member shall be elected through the Party's youth representative structure by an electoral college of 50% one member one vote ballot of all members under the age of 27 and 50% affiliated trade unions. The ballot shall be conducted to guidelines laid down by the NEC. The NEC may vary the electoral rules in this sub-clause to the extent required to comply with equality law.
 - g. The BAME member shall be elected through the Party's BAME representative structure by an electoral college of 50% one member one vote ballot of all members self-defining as BAME and 50% affiliated trade unions. The ballot shall be conducted to guidelines laid down by the NEC. The NEC may vary the electoral rules in this sub-clause to the extent required to comply with equality law.
 - h. The disabled member shall be elected through the Party's disabled members' representative structure by an electoral college of 50% one member one vote ballot of all members self-declaring as disabled and 50% affiliated trade unions. The ballot shall be conducted to guidelines laid down by the NEC. The NEC may, if it so chooses, allow this seat to be held as a job share, in adherence to clear conditions on nomination requirements, gender quotas and arrangements to prevent multiple voting. The NEC may vary the electoral rules in this sub-clause to the extent required to comply with equality law.
- ii. The votes cast for each nominee by all affiliated organisations and CLPs shall be recorded and published following each Party conference.
 - iii. Nominations for the NEC shall be made in accordance with the following conditions:
 - a. Nominees must be bona fide paying members of the affiliated organisations/CLPs submitting their nominations (other than supporting nominations).
 - b. A nominee of a CLP must be registered as an elector in the area of the CLP submitting the nomination (unless ineligible for such registration in which case s/he must be resident in that area), unless the CLP is making a supporting nomination for a member of another CLP.
 - c. Commons members of the PLP and members of the EPLP shall be ineligible for nomination to Divisions I, II, III and IV of the NEC.
 - d. Members of the General Council of the Trades Union Congress are not eligible for nomination to the NEC.
 - e. Persons nominated shall inform the General Secretary in writing of the acceptance or otherwise of that nomination in accordance with the timetable determined by the NEC. If written consent to nomination is not received by the date specified in the NEC timetable the nomination shall be rendered null and void.

- iv. Subject to the rules on maintaining representation of women under A.i above, any vacancy that occurs among members of NEC Division I during a period of office shall be filled by an election among affiliated trade unions. The ballot shall be conducted to guidelines laid down by the NEC.
 - v. Subject to the rules on maintaining representation for women under A.i above, any vacancy that occurs among members of NEC Divisions II, IV, or V shall be filled by an election for the required number of places on the same basis as under A.i above, only to be held if and when a practical opportunity arises.
 - vi. Subject to the rules on maintaining representation for women under A.i above, any vacancy that occurs among members of NEC Division III shall be filled by recounting the previous Single Transferable Vote election until the next available candidate is elected.
 - vii. The period of office of any person who fills a vacancy on the NEC whether by co-option or election shall run to the end of the original term of the member who gave rise to the vacancy.
- B. Election of Conference Arrangements Committee (CAC)
- i. The CAC shall consist of eight members, at least three of whom shall be women, comprising:
 - a. Five members, at least two of whom shall be women, nominated by affiliated organisations or CLPs shall be elected by Party conference by means of a ballot on a card vote basis as provided in these rules. Each CLP and affiliated organisation may nominate up to five eligible members for a seat on the CAC in this section.
 - b. The other two members, at least one of whom shall be a woman, nominated by CLPs shall be elected by means of a ballot conducted among all eligible individual members of the party by means of a national one-member-one-vote ballot conducted to guidelines laid down by the NEC. Each CLP may nominate up to two eligible members of the Party for a seat on the CAC in this section.
 - c. One disabled members' representative nominated by affiliated organisations or CLPs shall be elected by Party conference by means of a ballot on a card vote basis as provided in these rules. Each CLP and affiliated organisation may nominate one eligible member for a seat on the CAC in this session.
 - ii. Members of Government (when the party is in power) and members of the Parliamentary Committee (when the party is in opposition) are ineligible to stand for the CAC.
 - iii. Any vacancy which occurs between Party conferences among members of the CAC shall be filled by the CAC co-opting the member who received the highest total of votes among those not elected in the appropriate section of the ballot for the CAC at the previous Party conference (and not already a member of the CAC). Should the voting list be exhausted the affiliated organisation or CLP which nominated the member originally elected to the vacant seat shall nominate a substitute to serve the rest of the term.
 - iv. The term of office for CAC members shall be two years.
- C. Election of National Constitutional Committee (NCC)
- i. For the purposes only of nomination and election, the NCC shall be divided into three divisions as follows:
 - a. Division I shall consist of fourteen members, at least seven of whom shall be women, to be nominated by affiliated trade unions and elected by their delegations at Party conference on a card vote basis.
 - b. Division II shall consist of one member to be nominated by socialist, co-operative and other organisations and elected by their delegations at Party conference on a card vote basis.
 - c. Division III shall consist of ten members, at least five of whom shall be women, to be nominated by CLPs and elected by their delegations at Party conference on a card vote basis.
 - ii. The votes cast for each nominee by all affiliated organisations and CLPs shall be recorded and published following each conference.
 - iii. Nominations for the NCC shall be made in accordance with the following conditions:
 - a. Where nominated by affiliated organisations, nominees must be bona fide paying members of the affiliated organisations submitting their nominations.

- b. No member of the NEC, MP, employee of the Party, or any member with less than 12 months continuous membership of the Party is eligible for nomination.
 - c. Persons nominated shall inform the General Secretary in writing of the acceptance or otherwise of that nomination 12 clear weeks before the opening of the Party conference. Unless such written consent to nomination is received the nomination shall be deemed null and void.
 - d. Each affiliated organisation/ CLP may make one nomination for its appropriate Division (I, II or III) of the NCC.
- iv. Members of the NCC shall be elected at an annual session of Party conference for a period of three years and be subject to re-election on a rota to be determined by the NEC.
- v. Any vacancy which occurs among members of the NCC during a period of office shall be filled by election at the next Party conference after the vacancy arises. The period of office of any person elected to fill such a vacancy shall run to the end of the original term of the member who gave rise to the vacancy and the new member shall be subject to re-election at that Party conference. Such elections shall be held in accordance with the provisions of C above.
- D. Election of National Policy Forum (NPF)
- i. For the purpose of election, the NPF shall be divided into 15 divisions as follows:
 - a. Division I shall consist of 55 members to be nominated by CLPs and elected by a ballot conducted among all eligible individual members of the Party by means of a regionally based one-member-one-vote ballot conducted to guidelines laid down by the NEC. Five each shall be elected from Scotland, Wales and the English regions, of which one place shall be reserved for a Young Labour representative elected by Young Labour members and at least two of the four other places shall be reserved for women. The Young Labour representative must be a woman at least every other election.
 - b. Division II shall consist of 55 members, at least 27 of whom shall be women, to be nominated and elected by affiliated trade unions.
 - c. Division III shall consist of four officers of the Welsh Policy Forum and the four officers of the Scottish Policy Forum.
 - d. Division IV shall consist of ten Labour local government representatives. Four each to be elected by the Local Government Association Labour group and the Association of Labour Councillors, at least two each of whom shall be women; and one representative of the Convention of Scottish Local Authorities Labour group and one from the Welsh Local Government Association Labour Group.
 - e. Division V shall consist of six members, at least three of whom shall be a woman, to be nominated and elected by affiliated socialist societies.
 - f. Division VI shall consist of two representatives of BAME Labour, at least one of whom shall be a woman.
 - g. Division VII shall consist of two representatives appointed by the National Black, Asian, Minority Ethnic Committee, at least one of whom shall be women.
 - h. Division VIII shall consist of two members of LGBT Labour, at least one of whom shall be a woman.
 - i. Division IX shall consist of two members appointed by the National Committee of Disabled Members, at least one of whom shall be a woman.
 - j. Division X shall consist of two members appointed by the National Women's Committee.
 - k. Division XI shall consist of one member to be appointed by the National Committee of Labour Students.
 - l. Division XII shall consist of one member from Northern Ireland Labour Party.
 - m. Division XIII shall consist of one member from Labour International.
 - n. Division VI shall consist of nine representatives of Commons members of the PLP, at least four of whom shall be women.
 - o. Division XIV shall consist of two Labour members from the House of Lords to be nominated and elected by Labour peers, at least one of whom shall be a woman.
 - p. Division XV shall consist of six representatives appointed by the Cabinet

or Shadow Cabinet, at least three of whom shall be women.

- q. Division XVI shall consist of two representatives appointed by the Co-operative Party, at least one of whom shall be a woman, as well as the General Secretary of the Co-operative Party who shall be ex-officio.
- ii. Elections to all Divisions of the NPF shall be conducted to guidelines laid down by the NEC. The term of office shall be for two years. Members of the NEC shall be ex-officio members of the NPF.
- iii. No member shall be eligible for nomination to more than one position to be filled by election at Party conference in respect of the NEC, CAC, NCC, Treasurer, and Auditors, nor serve on more than one of these bodies at any given time. In the event of any member being nominated for more than one such position, the member shall be requested to select the position for which she or he desires to remain nominated. After the selection has been made, the member's name shall be omitted from the nominations for all other positions. Should no selection of position be made six clear weeks before the opening of the Party conference, all nominations made on behalf of the member concerned shall be deemed null and void.

Chapter 5

Selections, rights and responsibilities of candidates for elected public office

To be read in conjunction with selection procedures set out in the appendices to these rules.

A right of Labour Party membership includes the opportunity to select candidates for public office in an area where the NEC determines that a CLP shall be established, at every level – local, regional, national and European. Core principles shall apply to these selections that will enable members to select Labour Party candidates representative of our society who can uphold the highest standards of probity and integrity in public life.

Clause I. General rules for selections for public office

1. The following rules shall be observed in the selections of all prospective elected representatives:

A. Rights of members participating in the selection process

- i. All individual eligible members of the Party with continuous membership of at least six months (who reside in the electoral area concerned) are entitled to participate in selections. Any exceptions to this must be approved by the NEC.

B. Nominating criteria of members standing for public office

- i. In addition to fulfilling any statutory requirements for the relevant public office, persons wishing to stand as a Labour candidate must have continuous membership of the Party of at least 12 months. Where not otherwise prevented they shall also be a member of a trade union affiliated to the TUC or considered by the NEC as a bona fide trade union and contribute to the political fund of that union. Any exceptions to these conditions must be approved by the NEC.
- ii. The Labour Party does not tolerate electoral fraud and no member who has been found guilty of an illegal or corrupt

election practice as defined by the Representation of the People Act 1983 and subsequent legislation may be considered for selection for public office at any level without the prior approval of the NEC.

C. Rights of nominees in the selection process

- i. Nominees will be given a code of conduct which will indicate the rights a potential candidate has in a selection, based on the principle that all eligible members shall have a fair and equal opportunity to seek selection.

D. Accountability of candidates to Party

- i. All nominees shall undertake in writing, in a form stipulated by the NEC, if selected, to abide by Labour Party rules and standing orders.

E. Candidates representative of our society

- i. The Party will take action in all selections to encourage a greater level of representation and participation of groups of people in our society who are currently under-represented in our democratic institutions. In particular, the Party will seek to select more candidates who reflect the full diversity of our society in terms of gender, race, sexual orientation and disability, and to increase working class representation.
- ii. In addition to the use of All Women Shortlists to rectify the under-representation of women in elected public office, the party will seek to rectify the under-representation of BAME candidates by designating BAME representation priority selections in which shortlists shall have a fixed minimum number of places reserved for BAME candidates, to the extent allowed by the Equality Act 2010.

F. Inclusive processes

- i. Selection processes must enable the inclusion and involvement of all members on an equal basis and take into account the barriers to participation which underrepresented groups may face. One member one vote (OMOV) shall be adopted in all selections where reasonably practicable including those when an electoral college is used.

G. Alternative Procedures

- i. For any mayoral selection the NEC may consider the use of primary elections, subject to the absolute power of the NEC to cancel or amend procedure, and subject to:
 - a. Procedural guidelines set by the NEC.

- H. Transparency in procedures
 - i. Procedural rules and guidelines for these selections shall endeavour to be clear, simple and easy to administer by Party units. Support shall be provided to those administering the selections process.
- 2. Party units shall act in accordance with guidance that shall be issued by the NEC in the application of these rules. The NEC has the authority to modify these rules and any procedural rules and guidelines as required to meet particular circumstances or to further the stated objectives and principles of these rules. Further the NEC has the power to impose candidates where it deems this is required by the circumstances.

Clause II.

Rights and responsibilities of elected members

- 1. High quality candidates
 - A. Labour candidates must meet high standards as determined from time to time by the NEC. Support will be made available to candidates to ensure these standards are achieved and sustained.
- 2. Candidate contracts
 - A. The NEC (or the local Party with NEC approval) may introduce candidate contracts which may include the following:
 - i. Campaigning elements, including specific objectives for all year round campaigning and community engagement activity. Candidates and elected members will be expected to provide the leadership to achieve those objectives, and failure may lead to a candidate's right to stand being reassessed, and may be taken into account when an elected representative is up for re-selection.
 - ii. A 2% levy on elected member's salary/set personal allowances, including all payments flowing directly from elected office and salaried positions in the House of Lords.
 - B. Any Candidate Contract must take account of Party policy and current legislation in respect of equal opportunities.
- 3. Members of Westminster Parliament
 - A. General.
 - i. Labour MPs are expected to meet the highest standards of probity and to take a lead in the Party's campaigning and community engagement work both locally and nationally.

- ii. All Labour MPs shall be members of the Parliamentary Labour Party (PLP) and play their part in its work.
 - iii. Every Labour MP must be a member of a trade union.
- B. The PLP will operate under standing orders, which must be endorsed by the NEC:
 - i. There shall be a meeting of the PLP each week when the House is in session, which shall receive regular reports and briefings from the Cabinet when in Government and Shadow Cabinet in opposition.
 - ii. Immediately after the Party has secured a majority at a General Election a meeting of the PLP shall be held to discuss priorities for the Queen's Speech.
 - iii. In the case of a hung parliament the NEC and PLP should be consulted on any positions taken by the Party Leadership.
 - iv. There shall be a Parliamentary Committee elected by the PLP, in accordance with PLP Standing Orders, when the Party is in Government and in Opposition.
 - v. There shall be a Chair of the PLP, elected by the PLP in accordance with PLP Standing Orders.
 - vi. The Parliamentary Committee shall be the executive of the PLP, chaired by the PLP Chair, and will meet each week when the House is in session.
 - vii. The Parliamentary Committee shall be part of the joint meeting to decide which items from the Party programme shall be included in the manifesto, which shall be discussed by the NEC prior to every general election.
 - viii. The Chair of the PLP shall have the right to attend meetings of the Shadow Cabinet and meetings of political Cabinet in Government. And, in addition, the General Secretary of the Party and the Leader of the LGA Labour Group shall have the right to attend meetings of the political Cabinet and political Shadow Cabinet in accordance with PLP Standing Orders.
- 4. Combined Authority Mayors and Police Commissioners
 - A. Labour Combined Authority Mayors (CAMs) and Police Commissioners (PCCs) are expected to meet the highest standards of probity and to take a lead in the Party's campaigning and community engagement work both locally and nationally.

- B. CAMs and PCCs will work closely with their respective national or regional office to maintain regular contact with Labour Party organisations and members in the areas which they represent, including but not limited to regular reports to CLPs, Labour Groups and affiliates. At the discretion of the RD(GS), CAMs and PCCs may be asked to give a report to Labour's national and regional conferences or specially convened annual meetings organised by the regional office.
- C. CAMs and PCCs shall be responsible to the NEC as an elected representative of the Labour Party.
- D. Any appointments in the gift of Labour CAMs and PCCs should give fair consideration to Labour's commitment to increase diversity and representation for under-represented people.

Clause III. Selection of local government candidates

- 1. The NEC, Scottish Executive Committee and Welsh Executive Committee shall issue procedural rules and guidelines for the selection of local government candidates. Local Government Committees, established in accordance with Chapter 12 of these rules, shall be responsible for implementing these guidelines in line with the rules detailed in Clause I.1 above and following. Local Government Committees shall agree their procedures with the appropriate RD(GS) or other designated officer approved by the NEC.
- 2. All nominees must fulfil the criteria to stand as a prospective local government candidate detailed in Clause I.1.B above. In addition, no person who is disqualified as a parliamentary candidate under the constitutional rules of the Party, or under the decision of Party conference, shall be nominated or selected as a candidate for any local government election.
- 3. All nominees shall undertake, in writing, in a form stipulated by the NEC, if elected, to accept and comply with the standing orders of the appropriate Labour group. All nominees, if elected, shall be members of the national Association of Labour Councillors.
- 4. The Local Government Committees shall determine and endorse a panel of prospective local government candidates in accordance with the procedural guidelines approved by the NEC. The Local Government Committees shall make the panel details available to the branches

covering electoral areas where selections are due to take place.

- 5. Individual paid-up members of the Party, resident in the electoral area where the selection is taking place and a member for at least six months at a date determined by the Local Government Committees, will be invited to participate in the process of shortlisting and selection of their local government candidate(s).
- 6. The shortlisting and selection of candidates shall consist of a vote, by eliminating ballot, of all eligible individual members of the electoral ward/ division on the basis of one member one vote.
- 7. Any disputes arising out of the non-endorsement of nominees onto the panel of prospective local government candidates shall be referred to the appropriate regional appeals board. Disputes arising over the shortlisting or selection meeting shall be submitted to the appropriate Local Government Committee. The NEC shall issue guidelines to the relevant Party units and any appellant for dealing with any disputed matter.
- 8. Any exceptions to rules 1-7 above can only be made with the approval of the NEC or an officer exercising the powers given to them by the NEC.

Clause IV. Selection of Westminster parliamentary candidates

- 1. The NEC, Scottish and Welsh Executive Committees shall issue procedural rules and guidelines and the timetable for the selection of candidates for Westminster Parliament elections. The Scottish and Welsh Executive Committees will be responsible for administering the selection of Westminster Parliamentary Candidates in Scotland and Wales subject to rules detailed in 2-11 below. CLPs shall be responsible for implementing these guidelines in line with the rules detailed in Clause I.1 above and following. CLPs must agree their procedures and timetable with the appropriate RD(GS) or other designated officer approved by the NEC.
- 2. All nominees must fulfil the criteria to stand as a parliamentary candidate detailed in Clause I.1.B above. In addition, no person who has been disqualified as a local government candidate under the rules of the Party or by the decision of Party conference shall be eligible for nomination or selection as a parliamentary candidate. Members of the Scottish Parliament and Members of the National Assembly for Wales may seek nomination as Labour candidates for the Westminster Parliament but only with the

express permission of the NEC whose decision shall be final.

3. All nominees shall undertake, if elected, to accept and comply with the standing orders of the PLP.
4. The NEC may establish a national parliamentary panel of candidates in the selection procedure appended to these rules. Nominees do not have to be members of any national parliamentary panel to seek selection. Where a national panel is established by the NEC then candidates recommended by nationally affiliated organisations through their own procedures shall automatically be included on the national panel subject to agreement between the NEC and the affiliate that their procedures set similar criteria for accreditation.
5. If a CLP is represented in Parliament by a member of the PLP:
 - A. If the sitting MP wishes to stand for re-election, a trigger ballot will be carried out through Party branches and affiliated branches according to this clause and NEC guidelines.
 - B. If more than 50% of an electoral college consisting of Party branches voting with a weight of 50% and affiliated branches voting with a weight of 50% indicate that they wish a selection to take place, a selection shall proceed. The MP shall automatically be included in the shortlist of candidates from whom the selection shall be made. Where 50% or more of an electoral college consisting of Party branches voting with a weight of 50% and affiliated branches voting with a weight of 50% indicate that they do not wish a selection to take place, the MP will, subject to NEC endorsement, be selected as that CLP's prospective parliamentary candidate.
 - C. If the said MP is not selected as the prospective parliamentary candidate s/he shall have the right of appeal to the NEC. The appeal can only be made on the grounds that the procedures laid down in the rules and the general provisions of the constitution, rules and standing orders have not been properly carried out. The appeal must be received by the NEC by the date on which they consider endorsement of the parliamentary candidate for the constituency.
 - D. When there is a formal announcement of a royal proclamation to dissolve Parliament before the trigger ballot or the constituency selection meeting(s) have been held, the provisions of this clause (other than this paragraph) shall be suspended and the said MP shall be reselected as the prospective

parliamentary candidate, subject to NEC endorsement.

- E. If the MP has intimated her or his intention to retire, the provisions of this clause shall not apply.
6. In all circumstances (i.e. where there is no MP, where the MP has announced s/he is retiring or where the MP is putting themselves forward for re-selection but has failed to win the trigger ballot) the CLP Shortlisting Committee shall draw up a shortlist of interested candidates to present to all members of the CLP who are eligible to vote in accordance with Clause I.1.A above.
7. The selection of candidates shall consist of a vote, by eliminating ballot, of all eligible individual members of the constituency on the basis of one member one vote.
8. NEC Endorsement
 - A. The selection of a parliamentary candidate shall not be regarded as completed until the name of the member selected has been placed before a meeting of the NEC and her or his selection has been endorsed. Until such endorsement has been received the member shall not be introduced to the public as a prospective candidate. Where successful candidates are not members of the national recommended panel or if in the case of a sitting MP a referral from the Whips office is received, there should, however, be an endorsement interview in each case before a recommendation is made to the NEC.
 - B. If the NEC is satisfied that there is prima facie evidence of a breach of rules by an individual, the NEC shall have the right after such investigations and interviews with the individual as the NEC shall consider reasonably practicable and appropriate to decline to endorse or, where already endorsed, rescind endorsement of such individual as a prospective parliamentary candidate.
9. A CLP, having completed the selection of its prospective parliamentary candidate according to these rules, shall accept responsibility for the election expenses of the candidate so selected. Acceptance of such financial responsibility shall become binding on the CLP concerned upon NEC endorsement of the candidature.
10. The normal procedure may be dispensed with by the NEC where no valid nominations are received, or when an emergency arises, or when the NEC are of the opinion that the interests of the Party would be best served by the suspension of the procedures issued by the NEC.

11. Disputes arising out of the selection procedure shall be considered by an officer appointed by the NEC who shall report to them. The NEC's decision on that report shall be final and binding on all parties for all purposes.
12. In the event of a by-election, snap election or any other Parliamentary selection where there is insufficient time for a normal selection process, a five person panel shall be formed to undertake the shortlisting, comprised of three representatives of the CLP to be appointed by the CLP Executive, one representative of the REC to be appointed by the Chair and Vice-Chairs of that REC, and one NEC member. The composition of the panel shall take into account equalities considerations. A minimum of one week shall be allowed between shortlisting and the hustings and vote. Where there is insufficient time for a hustings and vote, the selection should be made by the Constituency Executive Committee from the shortlist approved by the aforementioned panel following interviews.
13. Any exceptions to rules 1-11 above can only be made with the approval of the NEC or an officer exercising the powers given to them by the NEC.
4. Any exceptions to rules 1-3 above can only be made with the approval of the NEC or an officer exercising the powers given to them by the NEC.

Clause V.

Selection of Candidates for devolved institutions

1. With respect to selections for candidates for the Scottish Parliament or National Assembly of Wales, the Scottish and Welsh Executive Committees shall draw up a detailed procedural document, based on principles detailed in Clause I and Clause IV above.
2. The NEC shall also draw up detailed procedural guidance with respect to selections for the Greater London Authority or other such regional body in England, based on principles detailed in Clause I above. Regional selections boards, representative of the given area and reflecting a balance of CLPs and affiliates will administer the process. Regional/ national bodies must agree their procedures and timetable with a designated officer approved by the NEC.
3. The NEC, Scottish Executive Committee and Welsh Executive Committee shall also draw up detailed procedural guidance with respect to selections for directly elected leaders of regional administrations and local authorities based on principles detailed in Clause I above. Regional (or Scottish or Welsh) selections board, representative of the given area and reflecting a balance of CLPs and affiliates, will also administer these processes.

Chapter 6

Disciplinary rules

Clause I.

National action by the Party

1. The NEC shall take such disciplinary measures as it deems necessary to ensure that all Party members and officers conform to the constitution, rules and standing orders of the Party. Such powers shall include:

- A. The General Secretary or other national officer of the Party shall investigate the conduct of any member of the Party if there are reasonable grounds to suspect that the member has breached the constitution, rules and standing orders of the Party or any NEC Codes of Conduct.
- B. In relation to any alleged breach of the constitution, rules or standing orders of the Party by an individual member or members of the Party, the NEC may, pending the final outcome of any investigation and charges (if any), suspend that individual or individuals from office or representation of the Party notwithstanding the fact that the individual concerned has been or may be eligible to be selected as a candidate in any election or by-election.
- C. Upon the conclusion of any investigation under Chapter 6, Clause I.1, the General Secretary or other national officer shall report to the NEC on such investigation.
- D. Upon the submission of an investigation report to the NEC pursuant to Chapter 6, Clause 1.I.C:
 - i. Subject to Chapter 6, Clause I.1.E, the NEC or a sub-panel of the NEC Disputes Panel may exercise its powers under Chapter 1, Clause VIII.3.A.iii in relation to any alleged conduct or behaviour by a member that in the NEC's opinion may reasonably be seen to demonstrate hostility or prejudice based on age, disability, gender reassignment, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
 - ii. In relation to any alleged conduct or behaviour by a member to which Chapter 6, Clause I.1.D does not apply, the NEC or a sub-panel of the NEC Disputes Panel or a duly authorised representative of the NEC

may instruct the General Secretary or other national officer to formulate charges against the member and to present such charges to the ICB or NCC for determination in accordance with their applicable procedures.

- iii. The NEC may issue written warnings to any member of the Party if it considers that circumstances exist which might warrant the exercise of its disciplinary powers under this chapter. Written warnings issued under this sub-clause may be recorded on a member's membership file for a fixed period of months specified by the NEC during which period the fact of the warning and the conduct to which the warning relates may be taken into account by the NEC, the ICB and the NCC in any and all subsequent exercise of their disciplinary powers or their powers to approve or endorse members for selection as Party candidates.
- iv. The NEC or a sub-panel of its Disputes Panel or a duly authorised representative of the NEC may refer any disciplinary matter to the ICB or the NCC in circumstances where:
 - a. The NEC is unable to adjudicate on the matter due to a conflict of interest or a real risk of apparent bias; or
 - b. The NEC has made a finding that a member has breached the constitution, rules and standing orders of the Party and the NEC is unable to decide upon an appropriate sanction to impose; or
 - c. The NEC, in its opinion, is unable to make a finding of fact on the evidence that is available to the NEC or its committees or sub-panels thereof.
- E. The NEC or a sub-panel of its Disputes Panel may exercise its powers under Chapter 1, Clause VIII.3.A.iii only if the following conditions are satisfied:
 - i. The proposed charge and all evidence to be relied upon have been put to the individual member or members under investigation;
 - ii. The member or members under investigation have been given a reasonable opportunity to submit any evidence and make any representations in response to the proposed charge;
 - iii. There is sufficient evidence in documentary or other recorded form to

- reasonably conclude that the charge is proven and justify the sanction proposed;
- iv. The evidence relied upon is sufficient to conclude that the charge is proven and justify the sanction imposed without the reasonable need for witness evidence;
 - v. There is no other compelling reason to determine the matter by an oral hearing; and
 - vi. No member of the panel taking the decision has been involved in the conduct of the investigation or making of recommendations as a result of the investigation.
- F. The NEC may require any member against whom a disciplinary sanction or warning is imposed to complete a course of equality and diversity training in accordance with this sub-clause:
- i. The NEC may issue mandatory guidance to which all members and units of the Party must adhere about the content, delivery of and participation in any training under this rule.
 - ii. The NEC may require members to complete any training under Chapter 6, Clause I.1.F within a specified period of time or by a certain date ('the Specified Period'). The NEC may suspend any member who fails to complete such training within the Specified Period in which case that member shall only be suspended from the day after the expiry of the Specified Period until the day on which the Party receives evidence confirming the completion of the training.
- G. In relation to any alleged breach of Labour group rules and standing orders by a group member or members, the NEC may, pending the final outcome of any investigation and charges (if any), suspend that individual or individuals from the group in question. The General Secretary or other national officer shall investigate and report to the NEC on such investigation. Upon such report being submitted, the NEC may instruct the General Secretary or other national officer to formulate charges against the individual or individuals concerned and present such charges to the NCC for determination in accordance with their rules.
- H. A member of the Party who is expelled or suspended from the Party pursuant to Chapter 6, Clause I.1.D.i may appeal against the expulsion or suspension. Any appeal under this sub-clause shall be considered pursuant to Chapter 1, Clause XI, save that the Party may decline to consider any appeal that does not comply with the following requirements:
- i. The appeal must be made to the ICB care of the General Secretary within 14 days of the date on which the NEC sends the member notice of its decision to expel or suspend the member.
 - ii. The appeal must be made on the grounds that one or any of the conditions in Chapter 6, Clause I.1.E were not met in the exercise of the NEC's power to expel or suspend the member.
 - iii. The appeal must be made by the member who is subject to the NEC's decision to expel or suspend him or her or in the alternative by a nominated representative of that member.
- I. The NEC shall adopt, and may from time to time amend, procedural guidelines for disciplinary matters under Chapter 6. Those procedural guidelines must be followed by all members and units of the Party.
2. When a person applies for re-admission to the Party following an expulsion by the NCC on whatever basis or by automatic exclusion under Chapter 2.4 above of the membership rules, the application shall be submitted to the NEC for consideration and decision. Subject to the provisions of guidance issued by the NEC, such applications shall not normally be considered by the NEC until a minimum of five years has elapsed. The decision of the NEC shall be binding on the individual concerned and on the CLP relevant to the application.
3. A 'suspension' of a member, whether an administrative suspension by the NEC or by the NEC or NCC in imposing a disciplinary penalty, shall comply with this clause:
- A. Subject to paragraph D below, the NEC or the NCC may suspend any or all of a member's membership rights under these rules including his or her rights to attend Party meetings, to stand in internal elections or selections at any level, to represent the Party at any level as a publicly elected representative or otherwise, and to vote or participate in any ballots of individual members as may be prescribed by the NEC.
 - B. Unless the NEC expressly decides and states otherwise, any suspension of a member shall be a suspension of all of his or her membership rights under these rules.

- C. Subject to Chapter 6, Clauses I.3.A. and B above, a suspended member shall not be eligible to seek any office in the Party, nor shall s/he be eligible for nomination to any panel of prospective candidates.
- D. In the case of a member who is subject to an administrative suspension pursuant to these rules, the membership rights of the individual member concerned will be confined to participation in such ballots of all individual members as may be prescribed by the NEC.
- 4. The NEC may issue guidance setting out principles of good practice to be followed by the NEC or any committee therefor in the determination of disciplinary decisions.
- 5. The Party will be permitted to share appropriate information in respect of any disciplinary measures undertaken in respect of a Party member pursuant to Chapters 1, 2, 6 and/or 13 to the extent relevant to the interests of either the Party or the Co-operative Party, provided that appropriate data sharing agreements and/or data processing agreements have been entered into between both the Party and the Co-operative Party.
- D. Where there is not an Executive Committee in place within the CLP, the matter shall be referred direct to the General Meeting which shall decide by resolution whether the complaint calls for investigation.
- E. Any person proposed to be the subject of such an investigation shall reside or be registered as an elector within the constituency or shall have been resident or registered as an elector within the constituency at the time of the actions subject to complaint. If that person is a member of the General Meeting and/or Executive Committee s/he shall have full rights to participate and vote in the meetings of the committee of which s/he is a member when this matter is considered.
- F. The secretary shall immediately following any such resolution contact the regional office of the Party to ensure the correct implementation of the disciplinary procedures at all stages, including the formulation of any charges.
- G. Where the General Meeting so authorises an investigation the Executive Committee shall appoint three of its members to act as investigators. The investigators may be agreed by the original Executive Committee meeting, subject to subsequent endorsement by the General Meeting. None of these investigators shall be a party to or a subject of the original complaint.

Clause II. **Action by CLPs**

- 1. It shall be the duty of the General Meeting of a CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Party within its constituency and to safeguard the programme, policy and principles of the Party within its constituency. A CLP shall take such action as it deems necessary for such purposes in accordance with the following provisions:
 - A. Any complaint or allegation made of breach of the constitution, rules or standing orders of the Party shall be made in writing to the secretary of the CLP either by a Party branch or by an organisation affiliated to that Party, or by a member of the CLP. Such complaint or allegation shall state that the complainant wishes disciplinary action to be considered.
 - B. Upon such complaint being made, the secretary shall refer it to the Executive Committee of the CLP who shall decide by resolution whether the complaint calls for investigation.
 - C. Any resolution of the Executive Committee shall be reported to the General Meeting which shall decide whether to authorise the recommended investigation.
 - H. The investigators shall conduct their investigation of the complaint(s) or allegation(s) in such a manner as they see fit, including the receipt of written evidence from the complainant(s), those complained against and from other Party members.
 - I. The investigators shall decide whether or not a prima facie case can be made out and, if so, shall formulate a charge or charges and shall report to the General Meeting. Their report to the General Meeting shall be limited to whether they have found a prima facie case and, if so, the proposed charge or charges. The charge must specify which rule(s) of the Party have been breached. The General Meeting shall decide at this stage which of the proposed charges, if any, are to be preferred.
 - J. None of the investigators shall participate in or vote at the General Meeting at this stage, except that one member of the investigating team only shall present the report of the investigators and answer questions thereon but still not vote.

- K. If the General Meeting decides that a charge or charges should be preferred, it shall instruct the investigators to prefer these charges and accompanying evidence together with, if so decided, a recommendation for disciplinary action. The investigators shall appoint one of their number to act as 'the presenter' of the case which shall be preferred to the NCC of the Party for determination. All the evidence and documentation to be relied on in presenting the case must accompany the charges to be preferred.
 - L. The charges shall be forwarded to the secretary of the NCC at the Head Office of the Party who shall liaise with the presenter and the chair of the NCC to arrange for the case to be brought before the committee or a panel thereof and for dates and venues for a hearing if appropriate. The NCC shall determine the charges, by hearing or otherwise and having regard to their procedural guidelines. The decision of the NCC as to whether in its opinion there is a case to answer, or whether in its opinion the charges are proved or not proved, and any disciplinary action to be imposed shall be final.
 - M. A CLP may not prefer charges to the NCC in relation to, a complaint or allegation of breach of the constitution, rules or standing orders of the Party where the alleged breach consists of (or consists mainly of):
 - i. hostility or prejudice based on race, religion or belief, or any other protected characteristic, including any incident involving racism, antisemitism, Islamophobia or otherwise racist language, sentiments, stereotypes or actions;
 - ii. harassment, intimidation or bullying based on a protected characteristic;
 - iii. conduct of any other description specified in a resolution of the NEC.
 - N. If the secretary of the CLP receives a complaint or allegation of such a breach, the secretary shall inform the person making it that the CLP has no power to take disciplinary action to the alleged breach. That does not prevent the CLP from taking such other action within its powers as it considers appropriate to address the subject-matter of the complaint or allegation, including referring the matter to the national Party for possible action under Clause I or inviting the regional office of the Party to advise or assist the CLP or any branch, affiliated organisation or member involved.
 - O. Procedural guidelines in disciplinary cases brought before the NCC is appendix 6 at the rear of the Party's rule book, or can be obtained from the Governance and Legal Unit at Head Office. The investigation team should familiarise itself with the content of the document before commencing their investigation.
2. The NEC may, at any time before the 2020 Party Conference, by resolution amend this Clause to:
- i. Provide that a CLP may, or may not, refer charges to the NCC in relation to matters of a specified description;
 - ii. Vary any of the procedures set out in sub-clause 1 above.

Rules for units of Party organisation

Chapter 7

Rules for CLPs

To be read in conjunction with the appendices to these rules and with particular regard to the conduct of meetings contained therein.

Clause I.

Name

1. The { } Constituency Labour Party, hereinafter named 'this CLP'

Clause II.

Aims and values

1. National
 - A. The aims and values of the Labour Party as outlined in Chapter 1 Clause IV above shall apply to this CLP.
2. Constituency
 - A. To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation an appropriate organisation and structure, which shall normally include branches, as approved by the NEC.
 - B. To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Party throughout the constituency with a view to increasing the Party's influence within the local community and securing support and membership from it.
 - C. To promote the policies of the Party within the constituency by formulating a development action plan for the Party in the area and to ensure its adoption and implementation by all Party units.
 - D. To provide the opportunity for all individual members of the Party within the constituency to contribute to the development of the aims and policies by ensuring that a full range of Party activities are available to them, including local policy forums, and that they may participate fully in discussion to broaden the political education of members of the Party and to increase their influence over the formulation of the Party programme.
 - E. To establish local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by and with the support of the appropriate RD(GS) operating to guidelines

produced by the NEC. The constitution of the Party places an obligation on CLPs to work in pursuit of our aims with trade unions, co-operative societies and other affiliated organisations, and it must consult its members, elected representatives, affiliated organisations, and, where practicable, the wider community in which it is based on policy making initiatives which are to be forwarded for consideration as part of the national policy making process.

Clause III.

Affiliated organisations

1. Organisations may affiliate to the Party at constituency level if they fall within the following categories:
 - A. trade unions or branches thereof affiliated to the Trades Union Congress or considered by the NEC to be bona fide trade unions affiliated to the Party nationally. Where provided by the structure of an affiliated organisation, sub-sections of branches, retired member sections/associations may affiliate separately at the discretion of the RD(GS) of the Party in agreement with the appropriate authority of the affiliated trade union
 - B. co-operative societies, branches of the Cooperative Party and other co-operative organisations
 - C. branches of those socialist societies affiliated to the Party nationally
 - D. other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.
2. Each affiliated organisation must: accept the programme, principles and policy of the Party; agree to conform to the constitution, rules and standing orders of the Party; have members who are registered as electors within the constituency.

Clause IV.

Affiliation fees

1. Affiliation fees and contributions payable to this CLP shall be:
 - A. trade unions, branches of trade unions, retired member sections/associations of trade unions, branches of socialist societies and other organisations; 6p per annum per member resident or registered as an elector within the constituency, with a minimum payment of £6 per branch
 - B. co-operative societies and other cooperative organisations on the basis agreed between this

CLP and the respective co-operative organisation, though as a minimum on the same basis as other affiliated organisations

- C. the Co-operative Party in accordance with the agreement between the Labour Party and the Co-operative Union Limited currently in force
- D. all affiliation fees shall be paid not later than 31 December of the relevant year.

Clause V.

Individual membership

- 1. The conditions of membership for, method of enrolment of, and level of subscription payable by individual members of the Party within this constituency shall be as laid down in the membership rules of the Party in Chapter 2 .
- 2. The constitutional rights of individual members of the Party within this constituency shall operate only where they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- 3. Women members in this CLP shall, if they so desire, be organised into a Women's Branch acting in accordance with Chapter 10.
- 4. Individual members of the Party between 14 years and 26 years of age inclusive shall, if they so desire, be organised in branches of Young Labour acting in accordance with Chapter 11 (A)

Clause VI.

Method of organisation

- 1. General
 - A. The CLP may adopt any method of organisation currently approved by the NEC.
 - B. Methods of organisation include delegate structures and structures based on 'all member meetings'.
 - C. Any proposal to change from an all member meeting to a delegate method of organisation or vice versa may only be initiated by resolution of a Party unit or affiliate branch. Upon receipt of such a proposal the CLP Secretary shall declare the next-but-one scheduled meeting to be a special all member meeting, which shall decide by a simple majority whether to adopt the proposed new method of organisation. The NEC may make guidelines setting out limits on the frequency at which CLPs may be asked to initiate this process and on the minimum requirements for consultation with local affiliates.
 - D. In any structure there must be provision for a general meeting (GM) either of all members or delegates.
 - E. In addition this CLP may propose new methods of organisation to the RD(GS). The General Meeting may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this CLP's constitutional obligations.
 - F. Any method of organisation shall generally include branches on such basis as decided by the General Meeting and approved by the NEC. Branch boundaries shall as far as possible follow local government boundaries.
 - G. A branch established in accordance with this rule shall consist only of those individual members of the Party within this CLP who reside and are registered as electors within the area covered by the branch or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
 - H. Branches shall operate in accordance with the rules for Party branches and any other regulations approved by the NEC. In particular, a branch shall maintain the necessary machinery for elections within its area. A branch may undertake other activities to promote the Party in its area and the involvement of its individual members in line with the development action plan agreed for this CLP. The public activities of a branch shall be approved by the Executive Committee of this CLP.
 - I. Where the General Meeting considers it desirable there may be established a coordinating organisation covering more than one branch subject to the approval of the regional office.
- 2. There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.
 - 3. There may be established a Women's Branch to co-ordinate work among women members, acting in accordance with the rules for Women's Branches and any other regulations approved by the NEC and on boundaries approved by the NEC.
 - 4. There may be established a BAME Branch to co-ordinate work among BAME members, acting in accordance with the rules for BAME Branches and any other regulations approved by the NEC and on boundaries approved by the NEC.
 - 5. Multiple constituency CLPs

- A. There may be established CLPs which cover multiple Westminster parliamentary constituencies, or Scottish parliamentary constituencies.
 - B. The NEC will continue to recognise the component single constituency CLPs for the purposes for which this is appropriate; including but not limited to the allocation of conference delegates, the submission of motions and constitutional amendments to conferences and the selection of candidates. Only members who are registered as members within the appropriate electoral boundaries shall take part in any CLP business which involves such boundaries.
 - C. Any change from single constituency CLPs to multiple constituency CLP or vice versa must be agreed by the NEC in advance of any resolution being tabled. NEC approval will only be given when it is satisfied sufficient consultation has been undertaken with affected Party branches and affiliates.
 - D. Where two or more single constituency CLPs wish to merge, a resolution must be carried at each individual General Meeting by a simple majority.
 - E. An existing multiple constituency CLP shall divide into component constituencies should a resolution be carried by a simple majority at a General Meeting.
 - F. Where a multiple constituency CLP is to divide into single constituency CLPs, its assets shall be divided in proportion with the membership of its successor CLPs at a date to be defined by the NEC.
 - G. Once a reorganisation has been agreed, no further changes shall be approved for a period of 12 months.
 - H. Any dispute arising as to the margining or division of CLPs shall be referred to the NEC, whose decision shall be final.
6. CLP Executive Committees shall provide a written record of decisions to the CLP General Meeting for approval. Standing orders for CLPs shall be published on an electronic platform provided by the Party.
 7. There may be established other such forums among common interests groups acting in accordance with the rules for these forums and any other regulations approved by the NEC and on boundaries approved by the NEC.
 8. There shall be established a Campaign Committee to co-ordinate the public activity of this CLP.

- A. The Campaign Committee, which comprise campaign organisers and other members as appropriate. The chair and treasurer of this CLP and the Member of Parliament and/ or the parliamentary candidate and the parliamentary agent, shall be ex-officio members of the Campaign Committee.
- B. The Campaign Committee shall elect a campaign co-ordinator who shall: co-ordinate constituency-wide campaigns; liaise with Head Office and either Scottish Labour, Welsh Labour or their English regional office and with affiliated organisations, as the case may be, in the promotion of the Party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy for elections and referenda taking place wholly or partly within the area of this CLP.
- C. Where the campaign co-ordinator is not the election agent, the Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of this CLP. Agents shall liaise with other agents within the local authority area in order to ensure a unified and co-ordinated campaign. For national elections, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate RD(GS) and this appointment shall be subject to the approval of the NEC. Any member not otherwise disbarred from being an election agent may be considered for appointment.

Clause VII. Management

1. The management of this CLP shall be in the hands of the General Meeting. The decisions of the General Meeting shall be put into effect by an Executive Committee which shall be appointed by and report to an Annual General Meeting of this CLP and to other such meetings as required by the CLP rules and procedures.
2. This CLP adopts the rules and procedures for CLPs and branches set out in the appendix to these rules and such amendments thereto as may be agreed by Party conference or made by the NEC in accordance with the powers conferred upon it under Chapter 1 Clause X of the constitutional rules. This CLP shall have power to make changes to these rules, subject to the specific prior approval in writing of the NEC, Scottish or Welsh Executive Committees and providing that such changes do not contravene the spirit and intention of the rules as adopted by Party conference or alter the Party objects, basis

or conditions of affiliated and individual membership, or vary the procedure for the selection of parliamentary candidates (other than as provided for in the rules) or effect a change in the relationship of this CLP with the national Party.

3. The General Meeting shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the CLP. Such power may also be exercised by the Executive Committee, or by officers of the General Meeting, if so authorised by the General Meeting.
 - A. NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.
 - B. The General Meeting and the Executive Committee shall procure that all legal title to property leasehold and freehold presently held for this CLP shall forthwith be transferred to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
 - C. Every CLP and BLP of the Party and as a pre-condition to continued membership thereto shall with effect from forthwith do and execute such acts and deeds to transfer the beneficial ownership of their respective freehold and leasehold properties legal title to which is presently held either by individuals or by Labour Party Nominees Limited to and for the benefit of The Labour Party subject only to the CLPs' and BLPs' existing rights of occupation thereof and to their continued receipt of all rents and profits there from and the right to license and to lease the said properties from time to time subject to the prior written consent of The NEC but subject to the CLPs' and BLPs' continuing respective obligations in respect of any borrowings secured on such properties. (Note- For clarity this rule is repeated in rules for branches)
4. The General Meeting shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the CLP. Such power may also be exercised by the Executive Committee or by officers of the General Meeting if so authorised by the General Meeting. In all such circumstances, the primary responsibility for

meeting financial and other obligations in respect of such employees shall be borne by this CLP.

Clause VIII. Officers

1. The officers of this CLP, the Executive Committee, and two auditors shall be elected at the annual general meeting of this CLP and shall continue in office until replaced or re-appointed.
2. The Executive Officers of this CLP shall be; chair, vice-chair, vice-chair/membership, secretary, treasurer, policy officer, women's officer/women's branch secretary (where established), BAME officer/BAME branch secretary (where established), disability officer/disabled members branch secretary (where established), LGBT+ officer/LGBT+ branch secretary (where established), youth officer/Young Labour branch secretary (where established), trade union liaison officer (where established, who shall be a member of a trade union in accordance with Chapter 2 Clause 1.6.B above), political education and training officer (where established), communications and social media officer (where established). At least three of the first six officers listed above, as well as at least half of the total number of officers, must be women. This CLP may, with the approval of the NEC add other Executive Officer posts drawn from amongst its Coordinator roles subject to the gender quota being amended appropriately.
3. Where a CLP has an equalities branch set up, the Secretary of each branch shall replace the relevant officer. In instances where the equalities branch crosses CLP boundaries, the relevant branch will elect a representative from amongst the branch members residing in that CLP.
4. The Chair shall also be the deputy treasurer to be notified to the Electoral Commission. In exceptional circumstances, and with the prior approval of the General Secretary, a different person may be appointed.
5. In addition this CLP may elect coordinators to lead on specific areas of responsibility including community involvement, membership recruitment and retention, fundraising, information technology etc. These coordinators shall be encouraged to attend Executive Committee Meetings to report on their work and share expertise with colleagues but shall not be voting members unless elected to the Executive Committee as individuals
6. The team of officers and coordinators, together with the parliamentary candidate and/or Member of Parliament and the campaign coordinator,

shall provide a strategic lead for the development of the Party in the constituency.

7. The Executive Committee shall consist of the Executive Officers, branch secretaries or other representatives elected by each branch and { } members upon such proportionate basis of the whole membership as this CLP may decide, subject to the approval of the NEC.
8. The parliamentary election agent may also attend Executive Committee meetings.
9. Where a constituency plan agreement has been entered into by this CLP and an organisation affiliated to the Party nationally and approved by the NEC, the affiliated organisation concerned may appoint a member of this CLP to the Executive Committee to represent their interest: this member shall be an ex-officio member with voting powers of both executive and General Meetings.
10. The Executive Committee shall meet as required and be responsible for reviewing the implementation of the development action plan and supervising the work of the branches and other Party units in the constituency. The Executive Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the General Meeting can devote its time to the discussion of policy and Party objectives for the constituency.
11. The treasurer shall be responsible for ensuring this CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by Party Head Office to the Electoral Commission.
12. This CLP Secretary shall notify Party Head Office immediately in the event of the resignation or replacement of the treasurer or the deputy treasurer, so that the Party can meet its statutory responsibility to inform the Electoral Commission of any such changes.
13. It shall be a requirement of their office that the treasurer and the parliamentary election agent undertake such training as deemed desirable by the NEC.

Clause IX.

The General Meeting

1. Annual Meetings

- A. The annual meeting of this CLP shall be held in { } of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible. The annual meeting should not normally be held before May in any year.
- B. Affiliation fees due to this CLP for the previous year ended 31 December must have been paid to this CLP a clear 35 days before the date of the annual meeting.
- C. New affiliations accepted at least 60 days prior to the AGM in the current year shall have all rights associated with attendance at the AGM.
- D. Twenty eight days' notice of an annual meeting shall be given to all eligible affiliated organisations and Party units.
- E. Seven days' notice of an annual meeting shall be given to voting members entitled to attend.

2. Special Meetings

- A. Special General Meetings may be called at the discretion of the Executive Committee and shall be called on the written request of at least one third of the affiliated organisations and Party units which are or would be entitled to send delegates to this CLP under a delegate structure.
- B. Seven days' notice of a special meeting shall be given to voting members entitled to attend except in cases of emergency, when only business of immediate importance shall be transacted.
3. Ordinary General Meetings shall be held at such intervals as laid down in the standing orders of this CLP or as may be determined by resolution of the General Meeting, subject to a requirement that all members of the CLP must be given the opportunity to attend at least 8 meetings per year, including at least 2 policy meetings.
4. Seven days' notice of General Meetings shall be given to voting members entitled to attend.
5. A notice calling an annual, special or ordinary General Meeting shall state as far as possible the business to be transacted.
6. Any notice required to be given under these rules shall be in writing which may include electronic communication. Notices to be sent to affiliated organisations and Party units shall be addressed to the secretary thereof.

7. Finance

- A. Following each annual meeting of this CLP the secretary shall forward to the General Secretary

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

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

Clause X.

The Party Conference

1. Subject to the conditions laid down in the rules of Party conference and the constitutional rules of the Party, this CLP may appoint to any Party conference convened under Clause VI of the constitutional rules of the Party, one delegate for the first 749 eligible members, or part thereof, and a further delegate for each additional 250 eligible members, or part thereof. Eligible members shall be defined as those listed by the Party as members of this CLP at 31 December in the previous year.
2. When appointing their delegate(s) this CLP shall seek to increase the representation of women at conference, by ensuring that at least every second delegate shall be a woman; where only one delegate is appointed this must be a woman at least in every other year.
3. Where the individual women's membership within this CLP is 100 or more, an additional woman delegate may be appointed.
4. Where the individual Young Labour membership within this CLP is 30 or more, an additional delegate under the age of 27 may be appointed.
5. This CLP may appoint a delegate in addition to its above entitlement if one of its duly appointed delegates is the national treasurer, a member of the NEC, member of the Conference Arrangements Committee, or a member of the NCC due for re-election that year.

Clause XI.

Duties of the General Meeting

1. The general provisions of the constitution, rules and standing orders of the Party shall apply to this CLP and the General Meeting has a duty to act within and uphold such provisions.

2. The General Meeting shall be responsible for establishing objectives for this CLP in the constituency through political debate and policy discussion, setting targets for development of CLP organisation and campaigning in the area and promoting links with the wider community.
3. In particular this CLP is required to submit in the fourth quarter of each year a development plan in a format approved by the NEC for the constituency for the coming year. The plan shall be submitted to the appropriate regional office (or Scottish or Welsh national office).
4. It shall be the duty of the General Meeting of this CLP to ensure that at least 50 per cent of their delegates to other Party bodies (where delegate entitlement is more than one) shall be women.
5. This CLP and units of this CLP shall not enter into affiliation with or give support, financially or otherwise, to any political party or organisation (or ancillary or subsidiary body thereto) without the prior permission of the NEC. Nor shall they give any such support to individuals ineligible for membership of the Party.
6. This CLP shall co-operate with the NEC of the Party in conducting a ballot of all eligible individual members for the selection of parliamentary candidates, the election of the leader and deputy leader of the Party, the national treasurer and auditors, and the appropriate sections of the NEC, and NCC. Such ballots to be conducted in accordance with guidelines laid down by the NEC and subject to the provisions of Chapter 4.
7. In the event of this CLP being dissolved or ceasing to exist for any reason, its assets (after payment of outstanding liabilities) shall be transferred to the NEC of the Party.
8. This CLP shall co-operate fully with the NEC in respect of its legal and financial obligations under the Political Parties, Elections and Referendums Act 2000. Should this CLP fail to co-operate with the Party with regard to its obligations under the Act, the NEC will not hesitate to take appropriate disciplinary action against individual members and/or suspend this CLP.

Clause XII.

Disciplinary

1. It shall be the duty of the General Meeting of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Party within this constituency and to safeguard the programme, policy and principles of the Party within this constituency. This CLP shall take such

action as it deems necessary for such purposes in accordance with the provisions laid out in the disciplinary rules, contained in Chapter 6 above.

Clause XIII.

Parliamentary candidates

1. The Party's parliamentary candidate for this constituency shall be selected in accordance with the rules for selection of parliamentary candidates laid down in Chapter 5 and in the selection guidelines appended thereto, along with any other regulations approved by the NEC.

Clause XIV.

Local government candidates

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

Clause XV.

Amendment to rules

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

Chapter 8

Rules for Branches

Clause I. Name

The { } Branch of the { } Constituency Labour Party
(this branch)

Clause II. Objects

1. The objects of this branch shall be to provide an opportunity for members to participate in the activities of the Party within its area with the approval of the Executive Committee of the CLP and in line with its agreed development action plan; to play their part in the Party's policy-making processes; to work together to run effective election and issue-based campaigns; to maximise the Party's engagement with organisations and individuals in the branch area and join with them in working for social justice. Work to meet these objectives shall always have priority in this branch's plans and meetings.
2. This branch shall cover such area as may be decided by the CLP and approved by the NEC in accordance with Chapter 7 Clause VI.1 above of the CLP's rules.

Clause III. Membership

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

Clause IV. Officers and Executive Committee

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

Clause V. Meetings

1. The annual meeting of this branch shall be held in {} of each year. In the event of the annual meeting not being held in that month for any reason it shall be held as soon thereafter as possible.
2. Seven days' notice of the annual meeting shall be given to the CLP and to all individual members in this branch.
3. This branch shall raise and hold funds to support activities within the objects of this branch. The financial year of this branch begin on 1 January and end on 31 December. The annual accounts of this branch shall be forwarded to the CLP Treasurer no later than the end of February each year so they can be incorporated into the CLP's Annual Statement of Accounts.
4. Where the CLP requires delegates to be appointed to the General Meeting of the CLP they shall be elected at the annual meeting, but may be changed as necessary at subsequent ordinary meetings. A minimum quota of 50 per cent women shall apply to these elected delegates. Unless otherwise decided, the term of a General Committee delegate elected at the annual meeting shall commence at the annual general meeting of the CLP.
5. Where the CLP requires delegates to be appointed to the General Meeting of the CLP and there are three or more members under the age of 27, this branch may appoint one of them as an additional Young Labour delegate to the CLP's General Meeting.
6. Ordinary meetings shall be held at such intervals and on such notice as may be laid down in the standing orders, or as determined by this branch from time to time. Special meetings may be called at the discretion of this branch executive or

at the written request of 20 per cent of the members.

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

Clause VI.

Local government candidates

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

Clause VII.

Miscellaneous

1. The general provisions of the constitution and rules of the Party shall apply to this branch.
2. This branch shall not enter into affiliation or give support financially or otherwise to any political party or organisation ancillary or subsidiary thereto declared ineligible for affiliation to the Party by the annual Party conference or by the NEC.
3. It shall be the duty of this branch to take all necessary steps to safeguard the constitution, programme and principles of the Party within its area. Any decision taken under this clause proposing the expulsion or exclusion of any individual from membership shall be in the form of a recommendation to the CLP which shall determine the matter in accordance with the disciplinary procedures laid out in the rules of the Party (Chapter 6).
4. For the avoidance of doubt, the Labour Party Financial Scheme recognises the assets of this branch as the assets of { } CLP, of which they are a constituent part. It shall be the duty of this branch to co-operate with the CLP regarding the CLP's obligations under the Political Parties, Elections and Referendums Act 2000. Should this

branch fail to co-operate with the CLP, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this branch.

5. The Officers of this Branch shall use all reasonable endeavours to procure that legal title to any leasehold and freehold property presently held by or in trust for this Branch by individual Trustees shall be transferred forthwith to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
6. Every CLP and BLP of the Party and as a pre-condition to continued membership thereto shall with effect from forthwith do and execute such acts and deeds to transfer the beneficial ownership of their respective freehold and leasehold properties legal title to which is presently held either by individuals or by Labour Party Nominees Limited to and for the benefit of The Labour Party subject only to the CLPs' and BLPs' existing rights of occupation thereof and to their continued receipt of all rents and profits there from and the right to license and to lease the said properties from time to time subject to the prior written consent of The NEC but subject to the CLPs' and BLPs' continuing respective obligations in respect of any borrowings secured on such properties. (Note- For clarity this rule is repeated in rules for CLPs)
7. Saving 5 and 6 above this branch shall not have the power to enter into property-related transactions or to employ staff
8. Should this branch be dissolved or cease to exist for any reason its assets, after the payment of any outstanding liabilities, shall be transferred to the CLP.
9. This branch shall adopt standing orders and may make such changes in the procedural rules and these rules as may be agreed by the CLP and the RD(GS) of the Party. Such changes shall not contravene the spirit or intention of the model rules as accepted by Party conference or the NEC.

Chapter 9 (A)

General Rules for Regional Structures

Clause I.

Rules for Regional Structures

1. Full copies of the rules and standing orders that have been approved for each of the Regional Executive Committees, Regional Conferences, and other Regional Structures in England and for the Scottish and Welsh Labour Parties shall be published in this rule book. Such rules may not conflict with the model rules approved by Party conference. Where any matters are not covered by procedural rules approved by the NEC reference should be made to the appropriate national guidelines (such as those for Party Conference in Chapter 3).
2. The Regional Executive Committees/Scottish or Welsh executive will undertake appeals against the withdrawal of the whip by a Labour group, and appeals against exclusion from the panel of local government candidates. The Regional Executive Committees/Scottish or Welsh executive will keep in place an appeals panel, which may include members who are not elected members of the Regional Executive Committees/Scottish or Welsh executive.
3. Where there are regional/Scottish/Welsh women's committees or a regional BAME members' section or other forums the Regional Executive Committees, Scottish or Welsh executive will be responsible for overseeing their operation, subject to the overall supervision and procedures of the relevant national committee.
4. The NEC shall codify rules and procedures for selections, standing orders, accountability and relationship to the Party for regional government in England and directly elected mayors on a basis broadly mirroring the rules and procedures for local government. The NEC may immediately incorporate these rules into this rule book, subject to approval at Annual Conference 2020, when this sentence shall expire.

Chapter 9 (B)

Rules for Regional Executive Committees and Regional Conferences

Note: These rules apply to all Regional Executive Committees and Regional Conferences in England. Variations to these rules for each English region shall be agreed by the NEC. Rules for Welsh and Scottish Labour Parties shall be determined by the Welsh and Scottish Executive Committees and approved by the NEC. Rules for each English Region, the Welsh Labour Party, and the Scottish Labour Party shall be published as an appendix to this rule book once agreed by the NEC.

Clause I. Name

1. The { } Regional Executive Committee, hereinafter named 'REC'.

Clause II. Aims and values

1. National
 - A. The aims and values of the Labour Party as outlined in Chapter 1 Clause IV above shall apply to this REC.
2. Regional
 - A. To assist the NEC in promoting and building the Labour Party at all levels within the region. This REC will encourage all Party organisations to build and consolidate membership of the Labour Party, assist in the induction of new members and encourage their participation in the campaigning and policy making activities of the Labour Party.
 - B. To work with local Party units, the regional and local organising staff of the Party to secure the election of Labour representatives at all levels of the democratic process. Members of this REC will undertake such work in accordance with the plans formulated by the National Executive Committee.
 - C. To act as an Appeals and Disputes Panel to hear constitutional appeals, to receive reports of such appeals, and to carry out other constitutional duties as the NEC or the rules

and constitution of the Party shall from time to time require.

- D. To ensure the effective organisation of regional conferences. To develop an annual work programme for the REC to support regional engagement with all members, affiliates and stakeholders, including: affiliated supporters, women members, BAME members, disabled members, LGBT members, Young Labour and Labour Students within the region.

Clause III. Affiliated Organisations

1. CLPs shall affiliate to the Regional Labour Party. Other organisations may affiliate to the REC if they fall within the following categories:
 - A. Regional trade union affiliated to the Party nationally;
 - B. Socialist societies affiliated to the Party nationally;
 - C. The Cooperative Party;
 - D. Other organisations which in the opinion of the NEC are deemed eligible for affiliation.
2. Each affiliated organisation must have members who are registered as electors within the region.

Clause IV. Affiliation Fees

1. Affiliation fees and contributions payable to the REC shall be:
 - A. Constituency Labour Parties at a fixed rate of { } per CLP per annum.
 - B. Trade Unions, Socialist Societies and other organisations: at a rate set of { } per 1000 members or part thereof per annum.
 - C. The Co-operative Party branches at a rate set of { } per 1000 members or part thereof per annum.
2. All affiliation fees shall be paid no later than 31 December of the relevant year.

Clause V. Membership of the Regional Executive Committee

1. The REC shall comprise:
 - A. CLP representatives elected by a ballot of CLP delegates at regional conference. The CLP

section shall contain at least 50% women. The REC shall be responsible for ensuring that the election of CLP representatives reflects the geography and membership of the region. The size of the CLP section shall be determined by the size of the region and on the following basis:

- i. For regions with fewer than 35 Westminster constituencies there shall be 2 CLP representatives for every 6 constituencies or part thereof.
 - ii. For regions with 35 to 60 Westminster constituencies there shall be 2 CLP representatives for every 8 constituencies or part thereof.
 - iii. For regions with more than 60 Westminster constituencies there shall be 2 CLP representatives for every 10 constituencies or part thereof.
- B. Trade union representatives elected by trade union delegates at regional conference. The trade union section shall contain at least 50% women. The trade union section shall make up at least a third of the overall voting members of the REC.
 - C. A women's representative elected by the regional women's committee, or elected by delegates to regional conference if there is no active regional women's committee.
 - D. A regional BAME representative elected by the regional BAME committee, or elected by delegates to regional conference if there is no active regional BAME committee.
 - E. A disability representative elected by the regional disability committee, or elected by delegates to regional conference if there is no active regional disability committee.
 - F. An LGBT representative elected by the regional LGBT committee, or elected by delegates to regional conference if there is no active regional LGBT committee.
 - G. A Young Labour representative elected at an all members meeting of the Regional Young Labour Group who must be a woman at least every other term.
 - H. A Co-operative Party representative nominated by the Co-operative Party who must be a woman at least every other term.
 - I. 2 representatives of local and regional government elected by members of the ALC at least one of whom must be a woman.

- J. 1 representative from MPs elected by the regional group of the PLP who must be a woman at least every other term.
 - K. In London there shall also be a GLA representative elected by the Labour Group on the GLA who must be a woman at least every other term.
 - L. 1 representative from the Socialist Societies affiliated to the Regional Labour Party, elected by Socialist Society delegates to regional conference.
2. Ex-officio members of this REC, without voting rights, shall be:
 - A. National Policy Forum members representing the region.
 - B. A representative of Police and Crime Commissioners in the region.
 - C. The Regional Director.
 - D. The Chair of the regional CAC.
 3. The Chair and two Vice Chairs of this REC shall be elected by delegates to regional conference from amongst the membership of this REC. At least one of the Vice Chairs shall be a woman.
 4. This REC shall meet as required to transact the business of this REC and not less than four times a year.
 5. The quorum for business meetings of this REC shall be 33 per cent rounded up to the nearest number of those members entitled to vote in attendance.

Clause VI. Regional Conference

1. The regional conference will take place annually to deal with Party business at a timing determined by the REC. The REC will be elected as outlined in Clause V in alternate years.
2. There shall be a Regional Conference Arrangements Committee of no fewer than three of its members which will set the priorities for the conference and oversee the organisation of the conference.
 - A. Where no Regional Conference Arrangements Committee is currently established, the Regional Conference Arrangements Committee shall be elected by and from the membership of the Regional Executive Committee.
 - B. Thereafter, the Regional Conference Arrangements Committee shall be elected by delegates to the Regional Conference.

3. Delegations shall be established on a basis set by the REC and fulfil the following criteria:
 - A. The voting weights of CLPs and affiliates to the conference should mirror Annual Conference.
 - B. The number of delegates permitted should be relative to the size of the nominating Party unit or organisation.
 - C. Delegations should be at least 50% women
 - D. Relevant measures should be taken to ensure that the region's ethnic diversity is represented.
4. A delegation fee will be charged at an amount decided by the REC. Such fees should be paid before credentials are issued.
5. The duties of the Regional Conference Arrangements Committee shall be:
 - A. To draw up the agenda of regional conference ensuring that time is provided to enable debate and allow for any policy making process that is stipulated for the conference by the NEC or Annual Conference.
 - B. To publish a timetable for the submission of motions from members and affiliates.
6. Qualification of delegates
 - A. Every delegate must be an individual and fully paid-up member of the Party with at least 6 months continuous membership.
 - B. Delegates may only attend the regional conference if their appointing organisation's REC affiliation and delegate fee are up to date.
 - C. Delegates must be bona-fide members of the organisation appointing them and resident within the region except that:
 - i. Organisations can be represented by paid permanent officials.
 - ii. CLPs may be represented by their Member of Parliament (provided they are members of the Parliamentary Labour Party) or their NEC endorsed Parliamentary candidate.
 - iii. No delegate shall act for more than one organisation.
7. Ex-officio members of the Regional Conference are as follows and may attend on payment of the appropriate fee set by the REC:
 - A. Members of the NEC.
 - B. Members of the REC.
 - C. Members of the regional group of the PLP.
 - D. Members of the EPLP representing the region.
 - E. Local government group leaders and Executive Mayors within the region.
 - F. NEC endorsed prospective Parliamentary candidates.
 - G. Labour City Region {or the London} Mayor(s); or candidates for those positions once endorsed by the NEC.
 - H. In London: Assembly Members and endorsed candidates for the London Assembly.
 - I. Chairs and Secretaries of LCFs.
 - J. Regional NPF representatives.
 - K. The General Secretary.
 - L. The Regional Director.
8. Visitors, who may be members or Affiliated Supporters, on payment of a fee set by the REC and subject to the limitations of the venue, will be eligible to attend Regional Conference without speaking or voting rights.
9. Procedure at Regional Conference shall as far as practicable be informed by the Standing Orders agreed at the last session of Annual Conference.

Chapter 10

Rules for Young Labour

Clause I. Establishment

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

Clause II. Aims and values

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

Clause III. Membership

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

Clause IV. Structure

1. There shall be a National Committee and an Executive Committee to ensure the effective administration and organisation of Young Labour.
2. There shall be Young Labour Local Branches throughout England, Scotland and Wales which shall usually be co-terminus with Constituency Labour Parties
3. There shall be a regional/Welsh/Scottish Young Labour Group for each English Region, Wales, and Scotland. Such Groups shall produce regular reports on their work and progress to the National Committee of Young Labour and to the appropriate Regional/Welsh/Scottish Executive Committee
4. Young Labour shall ensure at every level close cooperation and liaison with young trade unionists, Labour Students and young people in other affiliated organisations.

Clause V. Amendment to rules

1. Young Labour Conference shall have the power to propose changes to these rules (Chapter 10, 10 (A), 10 (B), 10 (C)), providing that such changes do not contravene the spirit and intention of the rules as adopted by Party conference or alter the party objects, basis or conditions of affiliated and individual membership, or effect a change in relationship of Young Labour with the Party. Any such proposal must secure the support of at least two thirds of Young Labour Conference.
2. Rule Changes receiving two thirds support at Young Labour Conference would, subject to NEC approval, be tabled at the next Annual Conference. Amendments to these rules would take effect once passed by Annual Conference.

Chapter 10 (A)

Young Labour Local Branches

Clause I. Name

1. { } Young Labour

Clause II. Aims and values

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

Clause III. Membership

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

Clause IV. Establishing a Branch

1. A branch shall only be established once an inaugural meeting has taken place. The CLP Secretary(ies) and/or Youth Officers shall ensure

that all young members in the CLP(s) are notified at least 14 days prior to the inaugural meeting

2. Once an inaugural meeting has taken place, the Branch may be registered by applying to the Young Labour National Committee via the national Youth Officer. The member(s) shall also contact the CLP Secretaries, relevant RD/GS and any Youth Officers within all CLPs covered by the proposed Young Labour Branch informing them of the establishment of the Branch, and notifying them of any delegates.
3. Once registered the Secretary of a Young Labour Branch shall have the right to contact young members within the Branch at least five times a year, by a method to be defined by the NEC

Clause V. Meetings

1. Young Labour Branches should avoid bureaucracy at their meetings. Only the activities planned, the division of duties and responsibilities between members of the group, or a programme of action need be officially recorded.
2. Political education discussions, speakers, campaigns and elections, social activities should be the main items on the agenda of meetings with any other of the objectives and aims of Young Labour.
3. Guidelines on running Young Labour Branch meetings may be issued by the Young Labour National Committee from time to time.
4. All individual members of the Party between the ages of 14 and 26 inclusive and that live in the area covered by the Young Labour Branch should be invited to meetings of the Branch.
5. The national Youth Officer and the appropriate RD/GS shall be given at least seven days written notice of any meeting at which it is intended to elect officers of the Young Labour Branch.

Clause VI. Officers

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

also be members of the executive. The names and addresses of the officers of the Young Labour Branch and any subsequent changes shall be notified to Party Head Office.

Clause VII.

Finance

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

Clause VIII.

Relationship with constituency parties

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

Clause IX.

General relations

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

Clause X.

Dissolution

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

Chapter 10 (B)

Regional/Welsh/Scottish Young Labour Groups

Clause I. Name

1. {} Young Labour Group

Clause II. Aims and values

1. To support and develop Young Labour Local Groups across the region/Wales/Scotland.
2. To train and politically educate young Party members, debate policy and decide upon campaign activities.
3. To represent young party members within regional/Welsh/Scottish structures.
4. To advise the National Young Labour Committee and the Regional/Welsh/Scottish Executive Committee on issues affecting young Party members and young people in general in the region/Wales/Scotland and to suggest opportunities for campaigning.
5. To help mobilise young Party members into regional/Welsh/Scottish campaign priorities such as by-elections and target electoral areas.

Clause III. Membership

1. All individual members of the Party aged between 14 and 26 years inclusive, who live within the region/Wales/Scotland, shall be eligible to attend meetings of the regional/Welsh/Scottish Group.
2. The RD/GS shall appoint a member of staff to lead on liaison with the regional/Welsh/Scottish Young Labour Group, who shall be eligible to attend all meetings without voting rights.

Clause IV. Officers and Executive Committee

1. The officers of this committee shall be Chair, Secretary, Membership and Campaigns Officer, Women's Officer, BAME Officer, Disabled Members' Officer, LGBT Officer, an under 18s Officer, and a TULO officer. At least four of the officers shall be women. The Executive

Committee will also have four spaces reserved for trade unions affiliated to the Labour Party Region/Nation, at least two of whom will be women. Other functional officers may be elected to lead on specific areas of responsibility, subject to at least 50% of officers being women.

Clause V. Meetings

1. The Executive Committee shall convene at least one regional meeting for young members per year, at which officers shall be elected every year. Trade Unions affiliated to the Region/Nation will be invited to participate in all meetings of the Young Labour Group.

Clause VI. Amendment to rules

1. The Welsh and Scottish Executive Committees shall have the power to make amendments to these rules where such changes are required to meet the needs of existing devolved structures.

Chapter 10 (C)

Young Labour

National Committee

Clause I.

Aims and values

1. To advise the NEC on the administration and organisation of Young Labour; advise on all matters affecting young people; advise on any matters at the request of the NEC.
2. To establish relations with British youth organisations whose purpose and activities are not incompatible with membership of the Party.
3. To maintain good relations with the youth organisations of sister parties and with the International Union of Socialist Youth and the Young European Socialists (YES).
4. To present an annual report on its work to the Young Labour national conference.
5. To receive reports from Young Labour Branches and give guidance to Young Labour Branches so that they are run effectively and efficiently.
6. To organise teams of young members to help fight by-elections and other campaigns.

Clause II.

Membership

1. Regional Representatives
 - A. ONE representative, who should be a woman at least every other term, shall be elected from each of the Party English regions and the Scottish and Welsh Labour parties, who will also serve as Chair of the appropriate Regional/Welsh/Scottish Young Labour Group.
 - B. This representative shall be a woman at least every other term, and half of the regions shall elect a woman to this post the first time it is elected, as determined by the NEC, giving consideration to the gender of the current post holders.
2. The National Committee of Young Labour
 - A. The Chair of Young Labour.
 - B. ONE representative, from each of the Party English regions and the Scottish and Welsh Labour parties to be elected by an OMOV ballot.

- C. TEN representatives from trade unions affiliated to the Party at least five of whom shall be women.
 - D. THREE student representatives at least two of whom shall be women, to be elected by an OMOV ballot of registered and verified members of the Labour Party.
 - E. ONE representative elected by Socialist Societies.
 - F. The young members' representative on the NEC.
 - G. Four equality officers (women's, LGBT, BAME, disability).
 - H. An under 18s representative to be elected by an OMOV ballot.
 - I. An International Officer to be elected by an OMOV ballot.
 - J. The Chair of the Co-operative Party Youth Committee.
 - K. The national Youth Officer shall be the permanent secretary and an ex-officio member of the National Committee without voting rights.
 - L. ONE member of the National Policy Forum, elected in line with the procedure outlined in Clause V below.
3. All members of the National Committee shall serve a term of two years.

Clause III.

Chair

1. The Chair of Young Labour shall be elected by an OMOV ballot of young members for a term of two years and must be a woman at least every other term.

Clause IV.

National Policy Forum Representatives

1. The young members' representatives on the National Policy Forum shall convene a committee to promote healthy policy debate in the youth movement. This committee shall elect ONE representative to be Vice Chair (policy) on the Young Labour National Committee and who shall sit on the Young Labour National Committee.

Clause V. Meetings

1. The National Committee of Young Labour shall meet at least quarterly. The executive of Young Labour shall meet as often as necessary. The permanent secretary shall convene all meetings of the National and Executive Committees.

Clause VI. Finance

1. The National Committee may raise and spend its own funds, as long as expenditure is to achieve the objectives of Young Labour as determined in these rules and, from time to time, by the NEC. The permanent secretary of the National Committee shall act as treasurer of the National Committee. The National Committee shall submit its accounts to the NEC annually.

Clause VII. Conference

1. There shall be an Annual Young Labour Conference.
2. The NEC will determine the basis for delegations to the Annual Young Labour Conference, with the aim that once sufficient Young Labour Branches have been established each Young Labour Branch shall be eligible to send at least one delegate to Young Labour Conference, with provision for women, BAME, LGBT, disabled members or under 18s as additional delegates.
3. Voting at Young Labour Conference shall mirror Annual Conference as far as practicable, in particular with Young Labour members voting with a weight of 50% and affiliated organisations voting with a weight of 50%. The Conference shall follow Annual Conference procedures on ballots and elections.
4. For the first National Youth Conference, the National Young Labour Committee shall elect three of their number to serve as a Conference Arrangements Committee (CAC), at least one of whom must be a woman. At the first National Youth Conference to take place under these rules a CAC of three members shall be elected by delegates at that Conference.
5. Any standing orders or rules for Young Labour Conference shall as far as practicable mirror those of Annual Conference, and must be agreed by the NEC.

Chapter 11

National Labour Party

Women's Organisation

Clause I.

Aims and values

1. To lead political work relating to women members.
2. To organise women members.
3. To build the Labour Party amongst women across the country.
4. To strengthen the voice and presence of women throughout the Labour Party.

Clause II.

Membership

1. All women members of the Party shall automatically be members of the Labour Party Women's Organisation.

Clause III.

Structure

1. There shall be a National Labour Party Women's Committee to ensure the effective administration and organisation of the Labour Party Women's Organisation.
2. Women's Branches may be established throughout England, Scotland and Wales, which shall usually be co-terminus with Constituency Labour Parties (CLPs)
3. There may be established a regional/Welsh/Scottish Women's Committee for each English Region, Wales, and Scotland. Such Committees shall produce regular reports on their work and progress to the National Labour Party Women's Committee and to the appropriate Regional/Welsh/Scottish Executive Committee.
4. The Labour Party Women's Organisation shall ensure at every level close cooperation and liaison with other women trade unionists, and other women in affiliated organisations.

Clause IV.

Amendment to rules

1. Labour Party Women's Conference shall have the power to propose changes to these rules (Chapter 11, 11 (A), 11(B)), providing that such changes do not contravene the spirit and intention of the rules as adopted by Party conference or alter the party objects, basis or conditions of affiliated and individual membership, or effect a change in relationship of Labour Party Women's Conference with the Party. Any such proposal must secure the support of at least a two thirds majority at Labour Party Women's Conference.
2. Rule Changes receiving a two thirds majority on a card vote at Labour Party Women's Conference would, subject to agreement to timetabling by the NEC, be tabled at the next Annual Conference. Amendments to these rules would take effect once passed by Annual Conference.

Chapter 11 (A)

National Labour Party Women's Committee & Conference

National Labour Party Women's Committee & Conference

Clause I.

Aims and values

1. To lead political work relating to women members.
2. To organise women members.
3. To build the Labour Party amongst women across the country.
4. To strengthen the voice and presence of women throughout the Labour Party.
5. To make recommendations to the NEC and its sub-committees relating to women members.
6. To set a timetable for Labour Party Women's Conference (in consultation with the WCAC), and to oversee the overall direction of the Labour Party Women's Organisation, including Annual Labour Party Women's Conference.

Clause II.

Membership

1. The National Labour Party Women's Committee shall comprise women members of the Labour Party as follows:
 - A. Voting members:
 - i. Six members elected by CLPs at the Labour Party Women's Conference.
 - ii. Six members elected by affiliated trade unions at the Labour Party Women's Conference.
 - iii. One member elected by Socialist Societies at the Labour Party Women's Conference.
 - iv. One member elected by the Women's PLP.
 - v. One member elected by women members of the ALC.
 - vi. One member appointed by each of any Scottish or Welsh Women's Committee
 - vii. The NEC Vice Chair for Women.

- B. In order to ensure effective communication and joint working across different parts of the Party, the following people will be Ex Officio members of the Committee:
 - i. Women members of the NEC
 - ii. When in Government, the Minister or Secretary of State with responsibility for Women. When in Opposition, the relevant Shadow Minister or Secretary of State.
 - iii. One woman member appointed by each of any national BAME, disabled members or Young Labour organisation.
2. Representatives of other groups within the Labour Party may be invited to attend meeting of the National Labour Party Women's Committee, at the discretion of the Chair.
3. All members of the National Labour Party Women's Committee shall serve a term of two years.
4. Ex officio members shall not have voting rights.

Clause III.

Officers

1. The Officers of the National Labour Party Women's Committee shall be Chair and two Vice Chairs, to be elected by members of the Committee.

Clause IV.

Meetings

1. The National Labour Party Women's Committee shall meet at least three times per year, with additional meetings to be scheduled as often as necessary.

Clause V.

Labour Party Women's Conference

1. There shall be an Annual Labour Party Women's Conference which shall wherever practicable be held in the spring.
2. The NEC will determine the basis for delegations of women to the Labour Party Women's Conference, with positive action to ensure BAME, LGBT, disabled members or young members as delegates.
3. CLPs and affiliated organisations will be entitled to send delegations to the Annual Labour Party Women's Conference.
 - A. For CLPs, where established, delegates shall be elected by Women's Branches, otherwise delegates shall be elected by CLPs. Where a

Women's Branch covers more than one CLP, delegates shall be elected only by members of the Women's Branch who are also members of the individual component CLPs.

- B. Delegates shall be appointed by affiliated trade unions or other affiliated organisations in accordance with each organisation's rules and processes. This will be on the basis of one delegate per 10,000 members or part thereof, up to a maximum of 25 delegates per affiliate.
- 4. The procedure to be followed at Labour Party Women's Conference shall mirror Annual Conference as far as practicable, in the event of card votes or ballots, voting shall be in two sections: affiliates and CLPs.
 - A. Affiliated organisations shall cast a vote on the basis of the number of members for whom affiliation fees were paid for the year ending 31 December preceding the conference in accordance with Chapter 1 Clause II.
 - B. CLPs shall cast a vote on the basis of the actual number of fully paid up members in the CLP at 31 December preceding the conference.
 - C. The balance of the two sections will be 50/50.
- 5. One motions or rule change may be submitted to Labour Party Women's Conference by each affiliated organisation and CLP/Women's Branch. Motions from CLPs/Women's Branches shall be submitted on the same principles outlined in Clause VII.3 above.
- 6. In addition each of any Scottish or Welsh Women's Conferences may submit one motion.
- 7. There shall be a Women's Conference Arrangements Committee elected by Labour Party Women's Conference comprising three members elected by CLPs/Women's Branches and three members elected by affiliated organisations, and one member appointed by the national Conference Arrangements Committee. Each member will serve a two year term.
- 8. The Labour Party Women's Conference shall be entitled to send up to two policy motions to the subsequent Annual Conference, which will be automatically be timetabled for debate and not subject to the Annual Conference priorities ballot, one of which shall be chosen by delegates from CLPs, and one of shall be chosen by delegates from affiliated organisations at the end of Labour Party Women's Conference. Only motions passed by Labour Party Women's Conference shall be eligible to be sent to Annual Conference.
- 9. The WCAC shall decide in advance how many issues will be debated at Women's Conference and inform CLPs and affiliated organisations. The

WCAC shall submit all motions to a priorities ballot before or at the start of conference. The ballot will be divided into two sections, one section for CLPs, and one section for trade unions and other affiliated organisations. Each section will select an equal number of priorities to be debated at Annual Labour Women's Conference.

- 10. Any standing orders and procedures for Labour Party Women's Conference shall as far as practicable mirror those of Annual Conference, and must be agreed by the NEC.

Chapter 11 (B)

Rules for Women's Branches

Clause I. Name

1. { } Constituency Labour Party Women's Branch (this Women's Branch)

Clause II. Objects

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

Clause III. Membership

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

Clause IV. Officers and Executive Committee

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

Clause V. Meetings

1. The annual meeting of this Women's branch shall be held in { } of each year. In the event of the annual meeting not being held in that month for any reason it shall be held as soon as possible thereafter.
2. 14 days' notice of the annual meeting shall be given to the CLP(s) and to all individual members in this Women's branch.
3. This Women's branch shall raise and hold funds to support activities within the objects of this Women's branch. The financial year of this Women's branch will begin on 1 January and end on 31 December. The annual accounts of this Women's branch shall be forwarded to the CLP Treasurer(s) no later than the end of February each year so they can be incorporated into the CLP(s) Annual Statement of Accounts.
4. Where the CLP(s) requires delegates to be appointed to the General Meeting of the CLP(s) they shall be elected at the annual meeting, but may be changed as necessary at subsequent ordinary meetings. Unless otherwise decided, the term of a delegate elected at the annual meeting shall commence at the annual general meeting of the CLP(s).
5. At a formal meeting the Women's branch may, if it wishes, make nominations to the CLP for posts open to nomination from branches (i.e. CLP officers, parliamentary candidate, members of the NEC, National Policy Forum, etc.). A formal meeting may also agree motions to be sent to the General Meeting.
6. The Women's branch may hold whatever informal meetings or gatherings it sees fit to work towards meetings its aims.

7. Ordinary meetings shall be held at such intervals and on such notice as may be laid down in the standing orders, or as determined by this Women's branch from time to time. Special meetings may be called at the discretion of this Women's branch executive or at the written request of 20 per cent of the members.
8. Notice of ordinary and special meetings shall be sent to all members a minimum of seven days in advance.

Clause VI. Activities

1. The Women's branch shall seek to ensure that women's voices are properly heard in the Party, through the above activities and through, for example:
 - A. Feeding on women's views on policy into local and national policy forums and to the constituency's General Meeting.
 - B. encouraging women to play an active role in these and other bodies, monitoring women's involvement and working the rest of the Party to develop arrangements which maximise this involvement.
 - C. bringing any problems regarding women's involvement, including through the filling of quotas, to the attention of the constituency secretary, other officers or the regional Party office.
 - D. holding local policy forums for women.
 - E. engaging with national structures by electing delegates and submitting motions to Women's Conference.
2. The Women's branch shall prioritise work which aims to support women members of the Party to play an active part in all the Party's activities – in particular, training, mentoring and networking among women to encourage women to:
 - A. hold elected office within the Party (e.g. as branch or constituency chair, political education officer, etc.).
 - B. stand as councillors, MPs and other forms of elected representative for the Party.
 - C. become involved in the community, for example, as school governors/ board members, on committees of local organisations, as magistrates, members of community health councils, etc.
 - D. take part in all forms of Party activities – in particular campaigns, recruitment activity, Party committees, meetings and policy forums.

3. The Women's branch shall also seek to build links with women in the community through, for example:
 - A. building relationships with organisations, such as women's voluntary organisations, tenants' groups, trade unions and other organisations in which women are active, through information exchange, personal contact, joint meetings, events and campaigns
 - B. working with the Party and Labour councillors and MPs to consult women in the community about their views and concerns, using consultation meetings, policy forums, surveys, listening campaigns and other techniques.
 - C. targeted campaigning and recruitment activity with women, including campaigns on issues of particular interest to women such as women's health, childcare and violence against women.

Clause VII. Relationship with constituency parties

1. This Women's branch shall maintain good relations with the CLP(s) within its geographical boundary. In particular, this Women's branch shall inform the CLP(s) within its geographical boundary of any campaigns, activities or events it is running, organising or assisting with. This Women's branch shall also receive the co-operation, encouragement and assistance of the CLP(s), branches and their officers.
2. This Women's branch shall be entitled to send delegates to the CLP(s) on a basis consistent with Appendix 7 of this Rule Book.
3. Should a Women's branch cross CLP boundaries, only members of this branch who are members of the appropriate CLP shall be involved in business relevant to that CLP, such as nomination of and voting for delegates to the General Meeting.

Clause VIII. Miscellaneous

1. The general provisions of the constitution and rules of the Party shall apply to the Women's Branch.
2. The Women's Branch shall not enter into affiliation or give support financially or otherwise to any political party or organisation ancillary or subsidiary thereto declared ineligible for affiliation to the Party by the Party conference or by the NEC.

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

Chapter 12

National Labour Party

Black Asian Minority

Ethnic Members

Organisation

Clause I.

Aims and values

1. To promote equality for all and to work with the Party to eliminate all forms of racism, harassment, prejudice and unfair discrimination, both within the Party's structures and through its activities, including its employment practices.
2. To ensure that the voice and views of Black Asian Minority Ethnic members and trade unionists are an integral part of Labour Party decision-making and reflected across Labour's policy platform and throughout democratic processes in order to ensure that the Party reflects the composition and diversity of the UK.
3. To ensure that Black Asian Minority Ethnic members and trade unionists are able to organise and participate at all levels of the Labour Party.
4. To work with the Labour Party at a local, regional and national level to ensure that the Labour Party puts in place mechanisms to ensure meaningful engagement with Black Asian Minority Ethnic members, trade unionists and communities. To engage with communities outside the Party locally, regionally and nationally and to promote Labour values and policies with Black Asian Minority Ethnic communities across the country.
5. To strengthen the voice and participation of Black Asian Minority Ethnic members throughout the Labour Party, and to increase representation of Black Asian Minority Ethnic members within the Labour Party's structures and at every level of public office where Labour fields candidates.
6. To seek to ensure transparency, equality and fair treatment is put into practice in all structures by putting in place mechanisms to monitor and audit progress towards these aims.

Clause II.

Membership

1. The Labour Party Black Asian Minority Ethnic Members Organisation is open to all members of

the Party who are Black Asian Minority Ethnic. Its purpose is to guarantee effective participation, representation and voice to those who experience racism and are discriminated and excluded on the basis of race, colour and ethnicity.

2. All those members of the Labour Party who meet the criteria in point 1 above shall automatically be members of the Labour Party Black Asian Minority Ethnic Members' Organisation.
3. In order to participate in the Black Asian Minority Ethnic Members Organisation's democratic processes and structures, members will be required to complete the Party's Equality Monitoring form to confirm they meet the eligibility criteria (as outlined in point 1 above), and will be required to do so in good faith. This is subject to any additional eligibility requirements as agreed by the national Black Asian Minority Ethnic members' committee.
4. The Labour Party will maintain appropriate ethnicity records of members who have complied with the required eligibility criteria as part of its race equality audit. This will be done via the Equalities Monitoring form, in line with Labour Party data protection procedures and requirements in law. The Party will provide regular opportunities for members to complete the Equalities Monitoring form (including at the point of joining the Party), in order to confirm their eligibility to participate in the Black Asian Minority Ethnic Members Organisation's formal elected and democratic structures.

Clause III.

Structure

1. There shall be a National Labour Party Black Asian Minority Ethnic Committee to ensure that the Labour Party Black Asian Minority Ethnic Organisation is effectively administered and organised. The Labour Party will ensure that the organisation is appropriately resourced and staffed.
2. Black Asian Minority Ethnic branches may be established throughout England, Scotland and Wales, which shall usually be co-terminus with Constituency Labour Parties (CLPs). The Labour Party will produce appropriate guidance to support CLPs and members and affiliated branches in the setting up of Black Asian Minority Ethnic branches.
3. There will be established a regional/Welsh/Scottish Black Asian Minority Ethnic Members' Committee for each English Region, Wales, and Scotland. Such Committees

shall produce regular reports on their work and progress to the National Labour Party Black Asian Minority Ethnic Members Committee and to the appropriate Regional/Welsh/Scottish Executive Committee.

4. In each English Region, a regional Black Asian Minority Ethnic Members' representative will be elected by the regional Black Asian Minority Ethnic Members' committee, or elected by Black Asian Minority Ethnic delegates to regional conference if there is no active regional Black Asian Minority Ethnic Members' Committee.
5. The Labour Party Black Asian Minority Ethnic Organisation shall ensure at every level close cooperation and liaison with other Black Asian Minority Ethnic trade unionists, and other Black Asian Minority Ethnic members of affiliated organisations.

Clause IV.

Amendment to rules

1. Labour Party Black Asian Minority Ethnic Members Conference shall have the power to propose changes to these rules (Chapter 12, 12 (A), 12 (B)), providing that such changes do not contravene the spirit and intention of the rules as adopted by Party conference or alter the party objects, basis or conditions of affiliated and individual membership, or effect a change in relationship of Labour Party Black Asian Minority Ethnic Members Conference with the Party. Any such proposal must secure the support of at least a two thirds majority at Labour Party National Black Asian Minority Ethnic Members Conference.
2. Rule Changes receiving a two thirds majority on a card vote at Labour Party Black Asian Minority Ethnic Members Conference would, subject to agreement to timetabling by the NEC, be tabled at the next Annual Conference. Amendments to these rules would take effect once passed by Annual Conference.

Chapter 12 (A)

National Labour Party

Black Asian Minority

Ethnic Members’

Committee and

Conference

Clause I.

Aims and values

1. To promote equality for all and to work with the Party to eliminate all forms of racism, harassment, prejudice and unfair discrimination, both with the Party’s structures and through its activities, including its employment practices.
2. To ensure that the voice and views of Black Asian Minority Ethnic members and trade unionists are an integral part of Labour Party decision-making and reflected across Labour’s policy platform and throughout democratic processes in order to ensure that the Party that reflects the composition and diversity of the UK.
3. To ensure that Black Asian Minority Ethnic members and trade unionists are able to organise and participate at all levels of the Labour Party.
4. To work with the Labour Party at a local, regional and national level to ensure that the Labour Party puts in place mechanisms to ensure meaningful engagement with Black Asian Minority Ethnic members, trade unionists and communities. To engage with communities outside the Party locally, regionally and nationally and to promote Labour values and policies with Black Asian Minority Ethnic communities across the country.
5. To strengthen the voice and participation of Black Asian Minority Ethnic members throughout the Labour Party, and to increase representation of Black Asian Minority Ethnic members within the Labour Party’s structures and at every level of public office where Labour fields candidates.
6. To seek to ensure transparency, equality and fair treatment is put into practice in all structures by putting in place mechanisms to monitor and audit progress towards these aims.
7. To make recommendations to the NEC and its sub-committees on organisational, political, policy, campaigning and representation issues,

including on matters relating to Black Asian Minority Ethnic members and the wider work of the Labour Party

8. To set a timetable for Labour Party Black Asian Minority Ethnic Members Conference (in consultation with the Black Asian Minority Ethnic Members CAC), and to oversee the overall direction of the Labour Party Black Asian Minority Ethnic Members Organisation, including Labour Party Annual Black Asian Minority Ethnic Members Conference.

Clause II.

Membership

1. The National Labour Party Black Asian Minority Ethnic Members Committee shall comprise Black Asian Minority Ethnic members of the Labour Party as follows:
 - A. Voting members:
 - i. Eleven members representing CLPs, at least five of whom must be women, to be elected by CLP delegates to the National Black Asian Minority Ethnic Members Conference.
 - ii. One member appointed by each of any Scottish or Welsh Black Asian Minority Ethnic Members Committee, each of whom must be a woman at least every other term.
 - iii. Eleven members elected by affiliated trade unions at the Labour Party Black Asian Minority Ethnic Members Conference, at least five of whom must be women.
 - iv. Two members elected by BAME Labour, one representing Party members and one representing the trade unions, at least one of whom must be a woman.
 - v. One member elected by Black Asian Minority Ethnic Members of the PLP, who must be a woman at least every other term and who must be a backbench MP.
 - vi. One member elected by Black Asian Minority Ethnic members of the ALC, who must be a woman at least every other term.
 - vii. The Black Asian Minority Ethnic Members’ NEC rep
 - viii. The Chair of the National Black Asian Minority Ethnic Members Committee. The Chair of the Committee shall be a woman at least every other term. The Chair shall be elected by delegates to the Labour Party Black Asian Minority Ethnic Members National Conference, by means of a ballot on a card vote basis, with votes weighted to 50% CLPs and 50% affiliated organisations.

B. In order to ensure effective communication and joint working across different parts of the Party, the following people will be entitled to attend meetings of the Committee without voting rights:

- i. A Black Asian Minority Ethnic frontbench Member of Parliament, nominated by the Cabinet (or Shadow Cabinet in opposition), who must be a woman at least every other term.
- ii. One Black Asian Minority Ethnic member elected by each of any national Women's, Disabled Members or Young Labour Committee, each of whom must be a woman at least every other term.
- iii. One Black Asian Minority Ethnic member elected by LGBT+ Labour, who must be a woman at least every other term.
- iv. When in Government, the Minister or Secretary of State with responsibility for Equalities, and when in Opposition, the relevant Shadow Minister or Secretary of State.
- v. Representatives of other groups, including Friends of and Supporter Groups, within the Labour Party may be invited to attend meeting of the National Labour Party Black Asian Minority Ethnic Members Committee, at the discretion of the Chair, in order to ensure the widest engagement and diverse representation.
- vi. All members of the National Labour Party Black Asian Minority Ethnic Members Committee shall serve a term of two years.
- vii. Members of Parliament will only be eligible to stand for the one place on the Committee reserved for backbench members of the PLP, as specified in 1.a.E above, or to be nominated for the non-voting place reserved for frontbench members of the PLP as specified in 1.b.A above. Members of Parliament will not be eligible to stand for election as Chair of the Committee, or to stand for any of the positions on the Black Asian Minority Ethnic Members' Conference Arrangements Committee.

Clause III. Officers

1. The Committee will elect, from amongst its members, 2 Vice-Chairs, one representing the constituencies and one representing the Trade Unions, who together with the Chair will be the

Officers of the Committee. At least one of the Vice-Chairs must be a woman.

Clause IV. Meetings

1. The National Labour Party Black Asian Minority Ethnic Members Committee shall meet at least three times per year, with additional meetings to be scheduled as often as necessary. This may include additional meetings relating to the National Black Asian Minority Ethnic Members Conference.

Clause V. Labour Party Black Asian Minority Ethnic Members' Conference

1. There shall be an Annual Labour Party Black Asian and Minority Ethnic Members Conference which shall wherever practicable be held in the spring or early summer.
2. The NEC will determine the basis for delegations to the Labour Party Black Asian Minority Ethnic Members Conference, with positive action to ensure LGBT+, disabled members or young members as delegates, and with provisions to ensure gender balance. Delegates must self-define as Black Asian Minority Ethnic, in line with other provisions in these rules.
3. CLPs and affiliated organisations will be entitled to send delegations to the Annual Labour Party Black Asian Minority Ethnic Members' Conference.
4. For CLPs, where established, delegates shall be elected by Black Asian Minority Ethnic Members branches, otherwise delegates shall be elected by CLPs. Where a Black Asian Minority Ethnic Members Branch covers more than one CLP, delegates shall be elected only by members of the Black Asian Minority Ethnic Members Branch who are also members of the individual component CLPs.
5. Delegates shall be appointed by affiliated trade unions or other affiliated organisations in accordance with each organisation's rules and processes. This will be on the basis of one delegate per 10,000 members or part thereof, up to a maximum of 25 delegates per affiliate.
6. The procedures to be followed at Labour Party Black Asian Minority Ethnic Members Conference shall mirror those of Annual Conference as far as practicable. In the event of card votes or ballots, voting shall be in two sections: affiliates and CLPs.

- A. Affiliated organisations shall cast a vote on the basis of the number of members for whom affiliation fees were paid for the year ending 31 December preceding the conference in accordance with Chapter 1 Clause II.
 - B. CLPs shall cast a vote on the basis of the actual number of fully paid up members in the CLP at 31 December preceding the conference.
 - C. The balance of the two sections will be 50/50.
7. One motion or rule change may be submitted to Labour Party Labour Party Black Asian Minority Ethnic Members Conference by each affiliated organisation and CLP/Black Asian Minority Ethnic Members Branch. Motions from CLPs/Black Asian Minority Ethnic Members Branches shall be submitted on the same principles outlined in Clause VII.3 above.
 8. In addition each of any Scottish or Welsh Labour Party Black Asian Minority Ethnic Members Conference may submit one motion.
 9. There shall be a Labour Party Black Asian Minority Ethnic Members Conference Arrangements Committee elected by Labour Party Labour Party Black Asian Minority Ethnic Members Conference comprising two members elected by CLPs/Black Asian Minority Ethnic Members branches, at least one of whom must be a woman, two members elected by affiliated organisations at least one of whom must be a woman, and one member elected by the whole Conference, on a card vote basis with CLPs/Black Asian Minority Ethnic Members branches and affiliated organisations both weighted to 50% of the total. Each member will serve a two year term.
 10. The Labour Party Labour Party Black Asian Minority Ethnic Members Conference shall be entitled to send up to two policy motions to the subsequent Annual Conference, which will automatically be timetabled for debate and not subject to the Annual Conference priorities ballot, one of which shall be chosen by delegates from CLPs, and one of shall be chosen by delegates from affiliated organisations at the end of Labour Party Labour Party Black Asian Minority Ethnic Members Conference. Only motions passed by Labour Party Black Asian Minority Ethnic Members Conference shall be eligible to be sent to Annual Conference.
 11. The Black Asian Minority Ethnic Members CAC shall decide in advance how many issues will be debated at Labour Party Black Asian Minority Ethnic Members Conference and inform CLPs and affiliated organisations. The Labour Party Black Asian Minority Ethnic Members CAC shall submit

all motions to a priorities ballot before or at the start of conference. The ballot will be divided into two sections, one section for CLPs, and one section for trade unions and other affiliated organisations. Each section will select an equal number of priorities to be debated at Labour Party Black Asian Minority Ethnic Members Conference.

12. Any standing orders and procedures for Labour Party Black Asian Minority Ethnic Members Conference shall as far as practicable mirror those of Annual Conference, and must be agreed by the NEC.

Chapter 12 (B)

Rules for BAME Branches

Clause I. Name

1. The { } Constituency Labour Party BAME Branch (this BAME Branch)

Clause II. Objects

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

Clause III. Membership

1. The membership of the BAME branch shall consist of all individual BAME members in { } Constituency Labour Party. All BAME members shall be mailed at least annually to inform them about the activity of the BAME branch and/ or officer.
2. BAME branches may be established on alternative electoral boundaries (such as local authorities) with the agreement of the NEC Equalities Committee. Any BAME branches which cross CLP boundaries shall retain the rights of interaction with component CLPs as defined by Clause VI below.

3. A proportion of members' subscriptions should be allocated to this BAME branch as determined by the CLP General Meeting(s), or by the Executive Committee if given such delegated authority by the General Meeting.

Clause IV. Officers and Executive Committee

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

Clause V. Meetings

1. The annual meeting of this BAME branch shall be held in { } of each year. In the event of the annual meeting not being held in that month for any reason it shall be held as soon as possible thereafter.
2. 14 days' notice of the annual meeting shall be given to the CLP(s) and to all individual members in this BAME branch.
3. This BAME branch shall raise and hold funds to support activities within the objects of this BAME branch. The financial year of this BAME branch will begin on 1 January and end on 31 December. The annual accounts of this BAME branch shall be forwarded to the CLP Treasurer(s) no later than the end of February each year so they can be incorporated into the CLP(s) Annual Statement of Accounts.
4. Where the CLP(s) requires delegates to be appointed to the General Meeting of the CLP(s) they shall be elected at the annual meeting, but may be changed as necessary at subsequent ordinary meetings. Unless otherwise decided, the term of a delegate elected at the annual meeting shall commence at the annual general meeting of the CLP(s).
5. At a formal meeting the BAME branch may, if it wishes, make nominations to the CLP for posts open to nomination from branches (i.e. CLP officers, parliamentary candidate, members of the NEC, National Policy Forum, etc.). A formal

meeting may also agree motions to be sent to the General Meeting.

6. The BAME branch may hold whatever informal meetings or gatherings it sees fit to work towards meeting its aims
7. Ordinary meetings shall be held at such intervals and on such notice as may be laid down in the standing orders, or as determined by this BAME branch from time to time. Special meetings may be called at the discretion of this BAME branch executive or at the written request of 20 per cent of the members.
8. Notice of ordinary and special meetings shall be sent to all members a minimum of seven days in advance.

Clause VI. Activities

1. The BAME branch shall seek to ensure that BAME members' voices are properly heard in the Party, through the above activities and through, for example:
 - A. feeding BAME members' views on policy into local and national policy forums and to the constituency's General Meeting.
 - B. encouraging BAME members to play an active role in these and other bodies, monitoring BAME members' involvement and working with the rest of the Party to develop arrangements which maximise this involvement.
 - C. bringing any problems regarding BAME members' involvement to the attention of the constituency secretary, other officers or the regional Party office
 - D. holding local policy forums for BAME members.
 - E. engaging with national structures by electing delegates and submitting motions to BAME Members' Conference
2. The BAME branch shall prioritise work which aims to support BAME members of the Party to play an active part in all the Party's activities – in particular, training, mentoring and networking among BAME members to encourage BAME members to:
 - A. hold elected office within the Party (e.g. as branch or constituency chair, political education officer, etc.)
 - B. stand as councillors, MPs and other forms of elected representative for the Party.
 - C. become involved in the community, for example, as school governors/ board members,

on committees of local organisations, as magistrates, members of community health councils, etc.

- D. take part in all forms of Party activities – in particular campaigns, recruitment activity, Party committees, meetings and policy forums.
3. The BAME branch shall also seek to build links with BAME voters in the community through, for example:
 - A. building relationships with organisations, such as BAME voluntary organisations, tenants' groups, trade unions and other organisations in which BAME voters are active, through information exchange, personal contact, joint meetings, events and campaigns.
 - B. working with the Party and Labour councillors and MPs to consult BAME voters in the community about their views and concerns, using consultation meetings, policy forums, surveys, listening campaigns and other techniques.
 - C. targeted campaigning and recruitment activity with BAME voters, including campaigns on issues of particular interest to BAME voters.

Clause VII. Relationship with constituency parties

1. This BAME branch shall maintain good relations with the CLP(s) within its geographical boundary. In particular, this BAME branch shall inform the CLP(s) within its geographical boundary of any campaigns, activities or events it is running, organising or assisting with. This BAME branch shall also receive the co-operation, encouragement and assistance of the CLP(s), branches and their officers.
2. This BAME branch shall be entitled to send delegates to the CLP(s) on a basis consistent with Appendix 7 of this Rule Book.
3. Should a BAME branch cross CLP boundaries, only members of this branch who are members of the appropriate CLP shall be involved in business relevant to that CLP, such as nomination of and voting for delegates to the General Meeting.

Clause VIII. Miscellaneous

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

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

Chapter 13

National Disabled Members Organisation

Clause I. Values

1. The Labour Party Disabled Members' Organisation exists to promote equality and human rights for disabled people and to work to eliminate all forms of prejudice, harassment and unfair discrimination, especially in relation to discrimination against disabled people within the Party's policies, practices and activities.
2. The Labour Party Disabled Members' Organisation supports the principles behind the Social Model of Disability, acting as a radical and practical approach to tackling the disabling barriers constructed by society rather than individual's impairment, resulting in the exclusion and oppression of disabled people.
3. The Labour Party Disabled Members' Organisation believes in the right to self-determination of disabled people, advocating 'nothing about us, without us' and this principle should be applied in developing policy, practice and activities.

Clause II. Aims

1. To lead political work relating to disabled members.
2. To organise disabled members.
3. To build the Labour Party amongst disabled people in the country.
4. To strengthen the voice and participation of disabled members throughout the Labour Party, and to increase representation of disabled members within the Labour Party's structures and at every level of public office where Labour fields candidates.
5. To work with and continue to build relationships with disabled trade union members and their representative structures, other affiliated organisations and disabled people's organisations.
6. To advise the Party on the rights of disabled people and help form existing and future policy on all matters relating to disabled people.

Clause III. Membership

1. All members of the Labour Party who self-identify as disabled shall automatically be members of the Labour Party National Disabled Members Organisation.
2. The Labour Party will maintain appropriate records of members who have complied with the clause above. This will be done via the Equalities Monitoring form, in line with Labour Party data protection procedures and requirements in law. The Party will provide regular opportunities for members to complete the Equalities Monitoring form (including at the point of joining the Party), in order to confirm their eligibility to participate in the National Disabled Members Organisation and all its activities.

Clause IV. Structure

1. There shall be a National Disabled Members' Committee to ensure that the National Disabled Members' Organisation is effectively administered and organised. The Labour Party will ensure that the organisation is appropriately resourced and staffed.
2. Disabled Members' Branches may be established throughout England, Scotland and Wales and Northern Ireland., which shall usually be co-terminus with Constituency Labour Parties (CLPs). Regional Offices, and the Scottish and Welsh Parties, will support CLPs in establishing Disabled Members' Branches and in ensuring CLP activities are accessible.
3. There may be established a regional/Welsh/Scottish Disabled Members' Committee for each English Region, Wales, and Scotland. Such Committees shall produce regular reports on their work and progress to the National Labour Party Disabled Members' Committee and to the appropriate Regional/Welsh/Scottish Executive Committee.
4. In each English Region, a regional Disabled Members' representative to the Regional Executive Committee will be elected by the regional Disabled Members' Committee, or elected by Disabled delegates to regional conference if there is no active regional Disabled Members' Committee.

Clause V.

Amendment to rules

1. Labour Party Disabled Members Conference shall have the power to propose changes to these rules (Chapter 13, 13 (A), 13(B)), providing that such changes do not contravene the spirit and intention of the rules as adopted by Party conference or alter the party objects, basis or conditions of affiliated and individual membership, or effect a change in relationship of Labour Party Disabled Members' Conference with the Party. Any such proposal must secure the support of at least a two thirds majority at Labour Party National Disabled Members' Conference.
2. Rule Changes receiving a two thirds majority on a card vote at Labour Party Disabled Members Conference would, subject to agreement to timetabling by the NEC, be tabled at the next Annual Conference. Amendments to these rules would take effect once passed by Annual Conference

Chapter 13 (A)

National Disabled Members' Committee and Conference

Clause I.

Aims & Values

1. To further the Aims and Values of the Disabled Members' Organisation.
2. To lead political work relating to disabled members.
3. To organise disabled members.
4. To build the Labour Party amongst disabled people across the country.
5. To strengthen the voice and presence of disabled members and trade unionists throughout the Labour Party.
6. To make recommendations to the NEC and its sub-committees relating to disabled members.
7. To set a timetable for Labour Party Disabled Members' Conference (in consultation with the Disabled Members' CAC), and to oversee the overall direction of the Labour Party Disabled Members' Organisation, including Annual Labour Party Disabled Members' Conference.

Clause II.

Membership

1. The National Labour Party Disabled Members' Committee shall comprise of disabled members of the Labour Party as follows:
 - A. Voting members:
 - i. Six members elected by all members who have self-defined as disabled. The ballot will be conducted as a Single Transferable Vote. At least three must be women.
 - ii. Six members elected by affiliated trade union delegates at the Labour Party Disabled Member's Conference. At least three must be women.
 - iii. One member elected by Socialist Society delegates at the Labour Party Disabled Member's Conference, who must be a woman at least every other term.
 - iv. One member elected by the PLP, who must be a woman at least every other term.

- v. One member elected by disabled members of the ALC, who must be a woman at least every other term.
- vi. One member appointed by each of the Scottish and Welsh Executive Committees, who must be a woman at last every other term.

vii. The NEC Disabled Members Representative.

B. Non-voting members:

- i. Members of the NEC who self-define as disabled.
 - ii. One member appointed by each of any national Women's, BAME, or Young Labour organisation.
 - iii. When in Government, the Minister or Secretary of State with responsibility for disabled people. When in Opposition, the relevant Shadow Minister or Secretary of State.
2. All members of the National Labour Party Disabled Members' Committee shall serve a term of two years.

Clause III.

Officers

1. The Officers of the National Labour Party Disabled Members' Committee shall be Chair and two Vice Chairs, to be elected by members of the Committee. One of the Vice Chairs will represent the constituencies and one represent the trade unions. At least one of the Vice Chairs must be a woman.

Clause IV.

Meetings

1. The National Labour Party Disabled Members' Committee shall meet at least three times per year, with additional meetings to be scheduled as often as necessary.

Clause V.

Labour Party Disabled Members' Conference

1. There shall be an Annual Labour Party Disabled Members' Conference which shall wherever practicable be held in the spring.
2. Disabled Members' Branches and affiliated organisations will be entitled to send delegations to Labour Party Disabled Members' Conference.
 - A. For CLPs, where established, delegates shall be elected by Disabled Members' Branches,

otherwise delegates shall be elected by CLPs. Where a Disabled Members' Branch covers more than one CLP, delegates shall be elected only by members of the Disabled Members' Branch who are also members of the individual component CLPs.

- B. Delegates shall be appointed by affiliated trade unions or other affiliated organisations in accordance with each organisation's rules and processes. This will be on the basis of one delegate per 10,000 members or part thereof, up to a maximum of 25 delegates per affiliate.
- 3. The procedure to be followed at Labour Party Disabled Members' Conference shall mirror Annual Conference as far as practicable, in the event of card votes or ballots, voting shall be in two sections: affiliates and CLPs.
 - A. Affiliated organisations shall cast a vote on the basis of the number of members for whom affiliation fees were paid for the year ending 31 December preceding the conference in accordance with Chapter 1 Clause II.
 - B. CLPs shall cast a vote on the basis of the actual number of fully paid up members in the CLP at 31 December preceding the conference.
 - C. The balance of the two sections will be 50/50.
- 4. There shall be a Disabled Members' Conference Arrangements Committee elected by Labour Party Disabled Members' Conference comprising three members elected by delegates from the CLP/Disabled Members' Branch section and three members elected by delegates from the affiliated organisations section, and the Disabled Members' representative on the national Conference Arrangements Committee. Each member will serve a two year term.
- 5. One motions or rule change may be submitted to Labour Party Disabled Members Conference by each affiliated organisation and CLP/Disabled Members' Branch. Motions from CLPs/Disabled Members' Branch shall be submitted on the same principles outlined in Clause V.2 above.
- 6. The Disabled Members' CAC shall decide in advance how many issues will be debated at Disabled Members' Conference and inform CLPs and affiliated organisations. The Disabled Members' CAC shall submit all motions to a priorities ballot before or at the start of conference. The ballot will be divided into two sections, one section for CLPs, and one section for trade unions and other affiliated organisations. Each section will select an equal number of priorities to be debated at Annual Labour Disabled Members' Conference.
- 7. Any standing orders and procedures for Labour Party Disabled Members' Conference shall as far as practicable mirror those of Annual Conference, and must be agreed by the NEC.

Chapter 13 (B)

Rules for Disabled Members' Branches

Clause I.

Name

1. The { } Constituency Labour Party Disabled Members' Branch (this disabled members' branch)

Clause II.

Objects

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

Clause III.

Membership

1. The membership of the disabled members' branch shall consist of all individual disabled members in { } Constituency Labour Party. All disabled members shall be mailed at least annually to inform them about the activity of the disabled branch and/or officer.
2. Disabled members' branches may be established on alternative electoral boundaries (such as local authorities) with the agreement of the NEC Equalities Committee. Any disabled members' branches which cross CLP boundaries shall retain the rights of interaction with component CLPs as defined by Clause VI below.

3. A proportion of members' subscriptions should be allocated to this disabled members' branch as determined by the CLP General Meeting(s), or by the Executive Committee if given such delegated authority by the General Meeting.

Clause IV.

Officers and Executive Committee

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

Clause V.

Meetings

1. The annual meeting of this disabled members' branch shall be held in { } of each year. In the event of the annual meeting not being held in that month for any reason it shall be held as soon as possible thereafter.
2. 14 days' notice of the annual meeting shall be given to the CLP(s) and to all individual members in this disabled members' branch.
3. This disabled members' branch shall raise and hold funds to support activities within the objects of this disabled members' branch. The financial year of this disabled members' branch will begin on 1 January and end on 31 December. The annual accounts of this disabled members' branch shall be forwarded to the CLP Treasurer(s) no later than the end of February each year so they can be incorporated into the CLP(s) Annual Statement of Accounts.
4. Where the CLP(s) requires delegates to be appointed to the General Meeting of the CLP(s) they shall be elected at the annual meeting, but may be changed as necessary at subsequent ordinary meetings. Unless otherwise decided, the term of a delegate elected at the annual meeting shall commence at the annual general meeting of the CLP(s).
5. At a formal meeting the disabled members' branch may, if it wishes, make nominations to the

CLP for posts open to nomination from branches (i.e. CLP officers, parliamentary candidate, members of the NEC, National Policy Forum, etc.). A formal meeting may also agree motions to be sent to the General Meeting.

6. The disabled members' branch may hold whatever informal meetings or gatherings it sees fit to work towards meeting its aims.
7. Ordinary meetings shall be held at such intervals and on such notice as may be laid down in the standing orders, or as determined by this disabled members' branch from time to time. Special meetings may be called at the discretion of this disabled members' branch executive or at the written request of 20 per cent of the members.
8. Notice of ordinary and special meetings shall be sent to all members a minimum of seven days in advance.

Clause VI. Activities

1. The disabled members' branch shall seek to ensure that disabled members' voices are properly heard in the Party, through the above activities and through, for example:
 - A. feeding disabled members' views on policy into local and national policy forums and to the constituency's General Meeting.
 - B. encouraging disabled members to play an active role in these and other bodies, monitoring disabled members' involvement and working with the rest of the Party to develop arrangements which maximise this involvement.
 - C. bringing any problems regarding disabled members' involvement, including through the filling of quotas, to the attention of the constituency secretary, other officers or the regional Party office.
 - D. holding local policy forums for disabled members.
 - E. engaging with national structures by electing delegates and submitting motions to Disabled Members' Conference.
2. The disabled members' branch shall prioritise work which aims to support disabled members of the Party to play an active part in all the Party's activities – in particular, training, mentoring and networking among disabled members to encourage disabled members to:

- A. hold elected office within the Party (e.g. as branch or constituency chair, political education officer, etc.)
 - B. stand as councillors, MPs and other forms of elected representative for the Party
 - C. become involved in the community, for example, as school governors/ board members, on committees of local organisations, as magistrates, members of community health councils, etc.
 - D. take part in all forms of Party activities – in particular campaigns, recruitment activity, Party committees, meetings and policy forums.
3. The disabled members branch shall also seek to build links with disabled voters in the community through, for example:
 - A. building relationships with organisations, such as disabled voters' voluntary organisations, tenants' groups, trade unions and other organisations in which disabled voters are active, through information exchange, personal contact, joint meetings, events and campaigns.
 - B. working with the Party and Labour councillors and MPs to consult disabled voters in the community about their views and concerns, using consultation meetings, policy forums, surveys, listening campaigns and other techniques.
 - C. targeted campaigning and recruitment activity with disabled voters, including campaigns on issues of particular interest to disabled voters.

Clause VII. Relationship with constituency parties

1. This disabled members' branch shall maintain good relations with the CLP(s) within its geographical boundary. In particular, this disabled members' branch shall inform the CLP(s) within its geographical boundary of any campaigns, activities or events it is running, organising or assisting with. This disabled members' branch shall also receive the co-operation, encouragement and assistance of the CLP(s), branches and their officers.
2. This disabled members' branch shall be entitled to send delegates to the CLP(s) on a basis consistent with Appendix 7 of this Rule Book.
3. Should a disabled members' branch cross CLP boundaries, only members of this branch who are members of the appropriate CLP shall be involved in business relevant to that CLP, such as

nomination of and voting for delegates to the General Meeting.

Clause VIII.

Miscellaneous

1. The general provisions of the constitution and rules of the Party shall apply to this disabled members' branch.
2. This disabled members' branch shall not enter into affiliation or give support financially or otherwise to any political party or organisation ancillary or subsidiary thereto declared ineligible for affiliation to the Party by the Party conference or by the NEC.
3. This disabled members' branch shall not have the power to enter into property-related transactions or to employ staff
4. This disabled members' branch shall adopt standing orders and procedural rules as may be agreed by the appropriate RD(GS).
5. Any alteration or addition to these rules may only be made at the annual general meeting of the { } Constituency Labour Party disabled members' branch but must be submitted to the appropriate Regional Director/General Secretary for approval before being put into operation. Such changes shall not contravene the spirit or intention of the model rules as accepted by Party conference or the NEC.

Chapter 14

National Labour Students

Clause I. Name

1. The name of the organisation will be National Labour Students.

Clause II. Establishment

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

Clause III. Aims and values

1. To encourage student members to play a full role and active part in the Party.
2. To recruit and retain students into Party membership.
3. To establish as many Labour Clubs in as many educational institutes as possible across the country.
4. To campaign on issues affecting all students including issues effecting Higher Education, Further Education, Post Graduate students and any students taking vocational courses.
5. To increase the voter turnout amongst students.
6. To promote Labour values within the wider student movement
7. To ensure that a close relationship with trade unions and other affiliated organisations is maintained.

Clause IV. Membership

1. All verified student members of the Labour Party as well as any member currently on a sabbatical.
2. All student members who attend an education institute within the area covered by a Labour Club shall have the right to join that Labour Club.

Clause V. Structure

1. There shall be a National Labour Students Committee to ensure the effective administration and organisation of the National Labour Students.
2. Labour Clubs may be established to represent both Further and Higher Education institutions.
3. The National Labour Students will work with Young Labour to ensure that the views of students are represented at all levels of the Party.

Clause VI. National Committee of Labour Students

1. The National Officers of Labour Students
 - A. The Chair of Labour Students, elected by a preferential ballot of all verified student Party members and must be a woman at least every other term.
 - B. National Secretary of Labour Students, elected by a preferential ballot of all verified student Party members and must be a woman at least every other term.
 - C. The Vice-Chair of Labour Students, elected by a preferential ballot of all verified student Party members and must be a woman at least every other term.
2. The National Equalities Officers of Labour Students
 - A. Women's Officer, elected by a preferential ballot of all verified student women Party members.
 - B. BAME Officer, elected by a preferential ballot of all verified student Party members who have self-identified with the national Party as BAME.
 - C. LGBT+ Officer, elected by a preferential ballot of all verified student Party members.
 - D. Trans Officer, elected by a preferential ballot of all verified student Party members.
 - E. Disabled Students Officer, elected by a preferential ballot of all verified student Party members who have self-identified with the national Party as disabled.
3. Regional Student Representatives
 - A. ONE representative, who should be a woman at least every other term, shall be elected by a preferential ballot from amongst verified student members in each of the Party English regions.

- B. Once established, the chair of Scottish and Welsh Labour Students shall act as the representatives from both nations. Until such time as Scottish and Welsh students is established a representative shall be elected.
 - C. This representative shall be a woman at least every other term, and half of the regions shall elect a woman to this post the first time it is elected, as determined by the NEC.
4. Ordinary Representatives
- A. 6 ordinary student members elected by a Single Transferable Vote of all verified student members of the Party, at least three must be women.
 - B. There must be a minimum of one from each of Further Education students, International students, Mature Students and Post graduate students. One Ordinary Representative can be from more than one of these strands.
5. The voting members of the National Committee of Labour Students will be the National Officers of Labour Students, The National Equalities Officers of Labour Students, Regional Student Representatives and the Ordinary Representatives.
6. The following will be ex-officio with no voting rights.
- A. National Policy Forum Representative
 - B. NEC Youth Representative
 - C. National Union of Students Group Leader

Clause VII. Meetings

1. The National Committee of Labour Students shall meet at least quarterly. The permanent secretary shall convene all meetings.

Clause VIII. Finance

1. The National Committee may raise and spend its own funds, as long as expenditure is to achieve the objectives of National Labour Students as determined in these rules and, from time to time, by the NEC. The permanent secretary of the National Committee shall act as treasurer of the National Committee. The National Committee shall submit its accounts to the NEC annually.

Clause IX. Student Conference

1. There shall be an Annual National Labour Students Conference.
2. Each Labour Club will be entitled to send at least two delegates to the conference, at least one of the delegates must be a woman. Any additional delegates may be agreed by the National Students Committee.
3. National Labour Students Conference will elect 2 delegates to represent the student membership at Annual Conference.
4. National Labour Students Conference will be entitled to send one motion to Annual Conference in line with Chapter 3 of this Rule Book.
5. For the first National Labour Students Conference, the National Student Committee shall elect three of their number to serve as a Conference Arrangements Committee (CAC), at least one of whom must be a woman. At the first National Labour Students Conference to take place under these rules a CAC of three members shall be elected by delegates at that Conference.
6. Weighting of votes shall be based on the size of members within each Labour Club in attendance at the Conference.
7. Any standing orders or rules for National Labour Students Conference shall as far as practicable mirror those of Annual Conference, and must be agreed by the NEC.

Chapter 15

Rules for Labour Party Local Government Committees

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

Clause I. Name

1. The { } borough/ district/ Scottish or Welsh unitary/ district/ county borough/ county Labour Party Local Government Committee (LGC).

Clause II. Objects

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

Clause III. General Principles

1. The Local Government Committee will be structured to deliver the best organisation and campaigns in pursuit of the objects above and to secure the best possible representation for Labour in the authority.
2. The local Party/ies shall determine the size and structure of the LGC with approval from the appropriate RD(GS), on behalf of the NEC (or on behalf of the SEC or WEC) following the principles laid out in this chapter. These may include existing structures where these are working effectively to meet the objectives of the NEC or alternative structures where circumstances require it. Such circumstances shall include areas where geography makes the structures below impractical and areas where there are not large Labour Groups or where the Labour Party is not competitive.

Clause IV. Membership

1. The membership of the LGC shall be focussed around campaign delivery, the recruitment and selection of candidates and the development of opportunities for wider engagement with council issues.
2. The membership of the LGC will be in three sections:
 - A. Delegates from the Labour Group, including the Leader and the Deputy Leader, and other members of the Labour Group to be elected by the Group. The Executive Committee of the Labour Group may attend the LGC ex-officio as non-voting members. At least 50% of the voting delegates from the Labour Group must be women.
 - B. Delegates from the CLPs falling within or partially within the council area, elected by the CLPs. At least 50% of the CLP delegates must be women.
 - C. Delegates chosen by the trade unions affiliated to the CLPs falling within or partially within the council area. At least 50% of the Trade Union delegates must be women.
 - D. Where a Co-operative Party council exists for the area concerned and they sponsor candidates in local elections, they shall be entitled to appoint up to two delegates to the LGC, at least one of whom must be a woman.
- 3.

- A. There should be an equal number of delegates from the Labour Group, CLP(s) and Trade Union sections.
 - B. Votes at meetings of the LGC will be cast in three sections – the Labour Group, CLPs and Trade Unions.
 - i. The votes for each section will be totalled.
 - ii. Each section's votes will be apportioned so that each of the three sections has a voting weight of one third.
 - C. Labour Group members may only act as representatives on behalf of the Labour Group and may not act as delegates representing CLPs, affiliates or the Co-Operative Party.
 - D. Each CLP falling fully within the council area shall appoint the same number of delegates to the LGC.
 - E. CLPs which are only partially within the council area shall appoint a reduced number of delegates approximately in line with the proportion of CLP wards within the council area. Those delegates must reside within the council area.
 - F. Trade Union delegates must be members of the Labour Party.
 - G. Local and regional organisers and any campaign co-ordinators for the area covered by the LGC shall be invited to attend LGC meetings as non-voting delegates.
 - H. Any sitting MP, AM, MSP, PCC and / or PPC and Labour Group members who is not a voting LGC delegate may attend LGC meetings as non-voting delegates.
4. The local Party should work to ensure that the membership of the LGC is representative of the communities in which it will work.
 5. Variations to the above LGC structure must be approved by the relevant REC/SEC/WEC.
 3. The officers shall consist of a chair, two vice-chairs, and secretary. At least two of the officers shall be a woman.
 4. Where this LGC is an accounting unit of the Party with regard to the Political Parties, Elections and Referendums Act 2000, it shall have additional officers of Treasurer and Deputy Treasurer. The Chair shall also be the deputy treasurer to be notified to the Electoral Commission. In exceptional circumstances, and with the prior approval of the General Secretary, a different person may be appointed.
 5. The Executive Committee shall consist of the officers, the leader and deputy leader of the Labour Group and { } members elected on a basis to be approved by the NEC (or by the SEC or WEC in Scotland and Wales). Accredited Party organisers within the area may attend Executive Committee meetings without voting power.

Clause VI. Meetings

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

Clause V. Officers and Executive Committee

1. The officers and Executive Committee shall be elected at the first meeting of the LGC and annually thereafter. The Leader and Deputy Leader of the Labour Group shall be voting members of its Executive Committee ex-officio.
2. Where the number of LGC members make it practicable, the LGC may resolve that the whole LGC shall perform the functions of the Executive Committee

precluded because they cannot gain access to the meeting room for any reason. Harassment or intimidation of members on the basis of gender, age, sexual orientation and gender identity, disability or race is unacceptable.

Clause VII. Finance

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

Clause VIII. General

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

Clause IX. Candidates

1. The LGC shall select and convene an interview panel for the selection of candidates. This shall include a member of the LGC, and respective CLPs and Labour groups may nominate a member to sit on this panel. If a member of the Labour Group is also seeking selection as a candidate they shall declare the wards they wish to stand in and shall be excluded from any discussion about selections in those wards until they been selected as a candidate. The LGC may co-opt additional members, including members from other Labour parties, when it is deemed necessary, in line with the selection guidelines approved by the NEC.
2. Labour Group members and all members who have expressed an interest in standing as candidates in the next local election must declare an interest and not participate in any meeting about candidate selection, for that election until they have been selected.

3. Candidates for the appropriate elections shall be selected in accordance with the rules for the selection of local government candidates laid down in Chapter 5 of these rules and in the selection guidelines appended thereto along with any other regulations approved by the NEC.
4. In the event of a by-election arising the Executive Committee shall consult with the executive committees of the CLP and branches concerned to ensure that a candidate is selected as far as possible following the procedure referred to above. In the case of an emergency, it shall take whatever action that may be necessary to meet the situation and to ensure that the vacancy is contested by the Party.

Clause X. Relations with the Labour group

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

Clause XI. Miscellaneous

1. The general provisions of the constitution and rules of the Party shall apply to this Local Government Committee.
2. Where this LGC is an accounting unit of the Party with regard to the Political Parties, Elections and Referendums Act 2000, it shall co-operate fully with regard to its legal and financial obligations.
 - A. All accounting units will comply with their legal obligations under PPERA 2000 including using 1 January to 31 December as the financial year, maintaining adequate financial records, identifying and reporting donations and loans, producing an annual statement of accounts and providing all relevant information as requested to the Party. Failure to meet these obligations may lead to the NEC taking disciplinary action against individual members, the suspension of the appropriate Party unit or both.
 - B. Following each annual meeting of this LGC the secretary shall forward to General Secretary a copy of the LGC annual report, including the

annual statement of accounts and such other information as may be requested by the NEC in the format required and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.

- C. The annual statement of accounts must be presented to and approved by a general meeting in the first quarter of the year following the year in question. Where required by PPERA 2000, the annual statement of accounts must be forwarded to the Electoral Commission by 30 April of the year following the year in question.
- 3. Where this LGC is not an accounting unit of the Party with regard to the Political Parties Elections and Referendums Act 2000, it shall liaise with and cooperate with the Regional Director (or General Secretary in Scotland or Wales) to ensure that the CLPs which have a geographical interest in the LGC are able to meet their legal and financial obligations.
- 4. Should this LGC fail to co-operate with the Party with regard to its obligations under the Act, the NEC will not hesitate to take appropriate disciplinary action against individual members and/or suspend this LGC.
- 5. Any insertions or proposed changes to these rules for Local Government Committees are subject to the approval of the NEC (or SEC/WEC in Scotland or Wales).
- 6. The NEC (or SEC/WEC in Scotland or Wales) shall have the authority to determine how these rules shall be applied in particular circumstances and make any adaptations necessary to suit different or new levels of local government as they arise.

Chapter 16

Rules for Local Government Labour Groups on principal authorities

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

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

Clause II. Aims and Values

1. Labour Groups
 - A. To work constructively in their local authority for real and sustainable improvements in the economic, social and environmental well-being of the communities and local people they represent.
 - i. Labour Groups shall campaign for measures that will secure stronger and safer communities for local people, a high quality of life and effective and responsive delivery of

services, and that will provide community leadership.

- B. To operate at all times as a Group in an effective and comradely fashion.
 - i. Labour groups shall conduct their business in a comradely fashion, in such a way as to maximise participation from all members and to facilitate debate on key policy and political matters. Attendance at group meetings by all members is important to ensure all points of view are heard and a full internal discussion is possible. The content of internal discussion is not for communication outside the Party, and internal disputes that are aired in the public domain will be subject to disciplinary action.
- C. To ensure every Group member is enabled fully to contribute.
 - i. All members and liaison members shall be able to gain access to the room and attend all group meetings (unless suspended from the whip). Harassment or intimidation of members for any reason, or on the basis of gender, age, sexual orientation and gender identity, race, religion or disability is unacceptable conduct and subject to disciplinary action.
- D. To engage with the local Party and wider community.
 - i. Labour groups shall engage in and encourage active and constructive debate and policy development with local Party members on local government matters. Labour groups should be outward-looking and active in their local communities, working in partnership with community groups, tenants' and residents' associations, business groups, trades unions and all other relevant interests, and support consultative mechanisms in their local authority.
2. Individual members of Labour groups and group observers
 - A. To uphold the highest standards of probity and integrity.
 - i. The Party requires its representatives to uphold the highest standards of probity and integrity and they shall be guided in those standards by advice from the NEC.
 - ii. The onus of responsibility for upholding those standards rests with the individual councillor and group observer. Specifically, it shall be the responsibility of the group whip to establish a register of interests in the form prescribed by the NEC, detailing for each member of the group and group observer their employment,

- financial interests in companies, membership of trade unions and other societies or organisations.
- iii. Labour councillors and members must at all times avoid not only wrong-doing but also the perception of wrong-doing. Therefore if there is any uncertainty regarding whether a declaration of interest is appropriate, Labour councillors and members must take the most open course of action and declare an interest or disclose all relevant circumstances, taking advice if necessary.
 - iv. The statutory provisions relating to the declaration of pecuniary interests shall apply to full group meetings and other meetings of all or part of the Labour group (e.g. pre meetings). Councillors and group observers are required to take the appropriate actions in all those meetings in respect of any interest (e.g. an individual with a pecuniary interest in the item under discussion must declare that interest and leave the meeting while that item is under consideration).
 - v. Members of the Labour group in administration must comply with the provisions of the Local Government Finance Act 1988 and subsequent revisions and shall not vote against or abstain on a vote in full Council to set a legal budget proposed by the administration. Members of the Labour Group shall not support any proposal to set an illegal budget. Any councillor who votes against or abstains on a Labour group policy decision in this matter may face disciplinary action.
- B. To comply fully with the statutory ethical framework.
- i. Members of the Labour group must sign and abide by any codes of conduct as may be agreed by the local authority from time to time. All members must sign up to the local code within two months of it being adopted, or they cease to be a member of the council. Members of the Labour group must sign any other legal requirements relating to acceptance of office. Members must refer any wrong-doing by other members to the Group Whip and to the Relevant standards committee for England, Local Government Ombudsman in Wales or Standards Commission in Scotland, and/or local Standards Committee and the Group Whip should immediately consider appropriate action if any Labour councillor is referred to a Standards body.
 - ii. Should a standards body find against a member, an investigation be established to decide on the appropriate internal sanction.
- C. To accept the rules and standing orders of the Labour group.
- i. Members of the Labour group must register as members of the Labour group under the provisions of the Local Government (Committees & Political Groups) regulations 1990. Failure to do so within 14 days of a written request from an officer of the group or the Party's Governance and Legal Unit shall automatically render that person outside the group for all purposes and ineligible to be or remain a Party member (subject to the provisions of Chapter 6 A.2 above of the Party's disciplinary rules).
 - ii. All group members may have the opportunity of participating in meetings and voting remotely using electronic means of communication where appropriate.
 - iii. Members of the Labour group shall agree in writing to abide by the rules and standing orders of the Labour group, as agreed at the annual meeting of the group. The general provisions of the constitution and rules of the Party shall apply to this group.
- D. To seek to the best of their ability to be effective and influential councillors.
- i. The Party expects its councillors to have at least minimum competencies in carrying out their public duties, and will intervene where political management leads to a failure in public service and performance of the authority, and where there is a lack of commitment displayed by leading members in the improvement agenda.
 - ii. Members of the Labour group also shall commit themselves to certain minimum duties and activities as councillors, as set out in guidance that shall be issued from time to time by the NEC. This shall include attendance at council meetings and other meetings of which you are a member, the holding of advice surgeries, attendance at consultative meetings in the ward, and regular communications with local residents.
 - iii. Members of the Labour group shall have a responsibility to take up such opportunities of training and development that may be provided by the council or the group or Party, in order better to carry out their activities as effective and influential councillors. Through their council duties and activities in the community, members of the Labour group

should seek to promote Party policies and to represent and empower local people and communities, and act in a way that does not bring the Party into disrepute.

Clause III.

Membership of the group

1. Members of the Labour group must be individual members of the Party with the subscriptions paid at the standard rate by continuous authority and must have been elected to and be eligible for membership of the local authority.
2. Members of the Labour group shall pay an annual levy to the Party of 2 per cent of their total income from council and joint body sources, in line with all elected representatives of the Party. For a Labour Group with ten or more members, or with an allowance amount of £1,000 or more, the elected representative levy shall be paid through a group contribution by a continuous payment method from group funds, the deduction being the figure notified to the Party by the group secretary by 6 September each year and taken in 5 instalments commencing September. Labour Groups with fewer than 10 members or an allowance of less than £1,000 may choose to pay either by a continuous payment method described above, or make a single payment in December.
3. For the purpose of effective and vibrant electoral organisation, members of the Labour group shall pay an annual contribution to the Labour group of a recommended minimum of 5 per cent of their total income from council and joint body sources, to cover group administration, communications and other appropriate activity. The amount and budget shall be determined by local circumstances, agreed by the group at its AGM and paid within 30 days of such agreement or on an equal monthly basis. Subject to the motion to be agreed at the AGM, members of the Labour group shall give the requisite authority to their council for payment of their due amounts through the council's payroll system if the council affords this facility.
4. Membership of the Labour group is dependent on payment of the elected representative levy and annual contribution to the Labour group. Members of the Labour group who fail to maintain payments under 1, 2 and 3 above, according to the rules of the Party and standing orders of the group shall have the whip automatically withdrawn, suspending them from membership of the Labour group until their membership of the Party and/or elected

representative levy and/or contribution to the Labour group is reinstated.

5. No amount paid under 2 and 3 above nor any other subscription payment or other levy paid under this Clause III by or on account of being a member of the Labour group shall be refundable either in whole or in part to either the Labour group or a member by reason of a member leaving, being suspended or removed from the Labour group at any time for whatever reason.
6. For the purpose of maintaining contact between the Labour group and the appropriate Party Local Government Committee, representatives of the latter ('group observers') may attend group meetings; the number of group observers shall be locally determined but shall not exceed one third of the membership of the group up to a maximum of 6 members. Observers will have the right to speak on all matters coming before the group (subject to Clause II.1.B.i above) but shall not propose or second motions or amendments or vote. Group observers shall have access to all information under consideration by the group subject to any statutory or other conditions imposed on the council and individual councillors.
7. Accredited Party organisers within the area shall be ex-officio members of the group without voting power unless eligible under 1 above.
8. Attendance at group meetings shall be restricted to members of the Party referred to in these rules except at the special invitation of the group.
9. All those attending Labour group meetings shall abide by the ethical behaviour requirements as set out in Clause II.1.B above.

Clause IV.

Group meetings

1. Ordinary meetings of the Labour group shall be held at an agreed time between the publication of the council agenda and the full meeting of the council, and on such other dates as may be agreed at the annual meeting.
2. The annual meeting of the group shall be held, on date/s to be determined, prior to the statutory annual meeting of the council, for the election of group officers, to make nominations to civic office, council leadership, executive and scrutiny positions, chair and vice chair of committees and to allocate members to committees. All groups shall follow NEC guidance on good practice in running annual group meetings (see the AGM Toolkit).

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

Clause V. Group officers

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

Clause VI. Group executive

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

Clause VII. Casual vacancies

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

Clause VIII. Determination of group policy and action

1. The local government election campaign strategy shall be determined by the local Party, normally the Local Government Committee in consultation with the Labour Group. The Labour Group will play a lead role in developing local election manifestos and assisting the LGC in arriving at a local manifesto which is credible and deliverable.
2. Labour group standing orders shall specify the matters on which it shall be the responsibility of the group to take decisions. The group and the Local Government Committee shall arrange a rolling programme of policy discussion and development during the year, where progress

with the implementation of policy or any new developments that have arisen since the election manifesto was produced shall be discussed. The form of such a programme will include will include an annual presentation to the LGC by the Group leader of progress on achieving the manifesto and shall be jointly agreed by the Labour group and the LGC.

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

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

1. The selection of nominations for civic offices, council leadership, chair and vice-chair of any committees and allocation of members to committees shall be made in accordance with the group standing orders, and in a manner that ensures equality of opportunity and encourages under-represented groups to come forward.
2. For councils which it selects to pilot direct election of the group leader, the NEC shall have the power to require a direct election of the group leader by all eligible party members resident within the council area. This rule is subject to the power of the NEC to cancel or amend procedure and subject to procedural guidelines set by the NEC.
3. The Party expects Labour councillors in leadership positions and in particular Labour cabinets to reflect the diversity of the area represented by the local authority and to deliver at least a gender balance of leadership positions to reflect the make-up of the group. Any failure to do so should be discussed with the RD(GS). Where a Labour group wishes to amend their standing orders to adopt measures that will ensure such diversity is proportionately reflected in group leadership positions, they shall be permitted to do so with the prior agreement of both relevant RD(GS) and the Party's Governance

and Legal Unit. Where a vote for a nomination is necessary it shall be by secret ballot. The appropriate Local Government Committee of the Party shall have the right and opportunity to submit names for consideration, but formal nomination and selection shall be as specified in the group standing orders.

Clause X.

Arrangements with other parties

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

Clause XI.

Action by individual members

1. Action by individual members of the Labour group shall conform to the group standing orders. Labour recognises that individual members, to fulfil their representative duties, may without consultation speak and ask questions in meetings of the council on behalf of their constituents or other community interests. Where the tendency of such interventions is likely to be in conflict with the policy of the group, it is the responsibility of the individual member to ensure that the relevant lead member of the group is consulted.
2. Individual members of the group are bound by Party policy and values, and should be committed to comradely behaviour. They should not issue publications, or maintain web sites, or speak to the press in a way which opposes Party policy or attacks other members of their group or members of groups in neighbouring or other tier authorities.
3. Where matters of conscience arise (e.g. religion, temperance) individual members of the group may abstain from voting provided they first raise the matter at a group meeting in order to ascertain the feeling of the group.

4. In matters where the council or its committees or sub-committees are acting in a quasi-judicial capacity (e.g. licensing of pubs, theatres and cinemas or the consideration of planning applications) or in the scrutiny process each member shall form his or her own judgement according to the evidence, and not be bound by a group whip. However, the member should have regard to their membership of the Party and seek to act in keeping with Party policy and values.
5. The demands of modern local government requires the Party to have regard to competency in considering the performance of its councillors, especially those in a leadership position, and may take action through the NEC to intervene to ensure effective political management and leadership, and a commitment to the improvement agenda.

Clause XII.

Groups on committees

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

Clause XIII.

Breach of rule

1. Acceptance of these rules (as approved by the NEC) is a condition of membership of the Labour group on the council.
2. Where allegations of a breach of rule by a Labour councillor are made, action shall be taken in accordance with guidance provided from time to time by the NEC. The chief whip shall be responsible for the implementation of such guidance locally.
3. If, following any initial investigation, the group whip finds a serious breach of rule, it shall be competent for the group whip to be withdrawn for a specified period up to a maximum of six months or for an indefinite period, from any member who is in breach of these rules, such action to be initiated by the group whip who shall:
 - A. report to the officers of the group and the appropriate Party Local Government Committee who shall ensure that there is no Party discussion on the proposed action outside the procedure provided for in this rule until this procedure has been completed.
 - B. convene a joint meeting of the Labour group and the executive of the appropriate Party Local

Government Committee at which upon due notice the matter shall be determined with the chair from the Labour Group and evidence taken in writing, from the defendant, and from witnesses as necessary).

4. Where the NEC determine there are exceptional circumstances, the NEC Disputes Panel shall be charged with the responsibility to undertake procedures relating to a breach of these rules, thus in such instant relieving the Labour group and Local Campaign Forum executive of such powers.
5. Withdrawal of whip
 - A. A decision to withdraw the whip shall take immediate effect but is subject to appeal within 14 days to the appeal panel of the Regional Executive Committee who shall hear the appeal within 14 days where practicable of receipt and whose decision shall be final.
 - B. Where a decision to withdraw the whip has been made by a panel of the NEC, an appeal may be made to the General Secretary of the Party within 14 days. The appeal shall be heard by a panel of not less than three members drawn from the NCC, who shall hear the appeal, within 28 days where practicable and whose decision shall be final.
6. Any member of the group who has had the group whip withdrawn shall at the time of such withdrawal be informed of their right to appeal. Once such appeal procedure, if any, has upheld a decision to withdraw the whip without a time limit being determined, the member concerned shall be ineligible to be or to be nominated as a Labour candidate or as a public representative at any level of election as long as s/he is not in receipt of that whip (this shall not apply when the suspension is for a fixed period). A member who has had the group whip withdrawn must remain registered as a member of the Labour group in accordance with Clause II.2.C above.
7. Any member who has had the whip withdrawn without a time limit being determined shall after six months be eligible to apply to the Labour group for re-admission. In such cases, the Labour group shall be responsible for restoration of the whip. Where the whip has been withdrawn by the NEC, application for restoration of the whip after six months shall be made to the NEC.
8. Where a member of the Labour group is alleged to have breached any element of the statutory ethical framework, the chief whip shall follow the guidance issued from time to time by the NEC in determining what action, if any, needs to be taken by the Labour group.

Clause XIV.

Reporting to and consulting with the Party

1. Members of the Labour group are entitled and encouraged to attend meetings of their constituency Party and appropriate local Party units. The group standing orders shall specify how the group and council leadership shall report to and consult with the appropriate local Party on a regular basis; the leader and deputy leader of the Labour Group, or other Group officer as determined by the Group shall be members of the LGC and its Executive Committee. The Party expects the Group Leader to give an annual report on progress on the local manifesto and hold a number of policy consultations within the year, to keep the Party informed of budgetary and service delivery issues, and other policy areas.
2. The provisions for consultation between the Party and Labour group set out in these rules and the model standing orders are the minimum arrangements required. Local Parties and groups are encouraged to secure the greatest possible degree of cooperation and consultation on all matters concerning local governance in their area.

Clause XV.

Group standing orders

1. Labour groups, in consultation with the Party's Governance and Legal Unit, shall adopt and follow the relevant model rules and standing orders issued from time to time by the NEC, according to the political management arrangements in operation in their local authority. These standing orders may be varied from time to time by the NEC.
2. Any insertions or proposed changes to Labour group rules or standing orders are subject to the prior approval of the NEC.

Clause XVI.

Compliance with PPERA

1. Labour groups are members associations for the purposes of the Political Parties, Elections and Referendums Act 2000 (PPERA). They do not form part of the central organisation of the Party or any of its accounting units, including any Local Government Committee, for those purposes. Group members shall ensure that they comply with their individual obligations, and that the group complies with its collective obligations, under PPERA, in particular in respect of political

spending and donation reporting. Group members shall co-operate with the officers of other Party units to enable them to comply with their obligations under PPERA, in particular in respect of financial transfers between the group and/or group members and those other units. Should the group or any of its members fail to cooperate with any relevant Party unit in respect of any of its or their PPERA obligations, the NEC will take appropriate disciplinary action against individual members, suspend the group or both.

Clause XVII.

Miscellaneous

1. Labour groups on joint boards, committees, on regional bodies and on local government associations shall adopt appropriate rules and standing orders in consultation with the Party's Local Government Unit and with the prior approval of the NEC.
2. The rules contained in Chapter 13 are minimum requirements for the operation of Labour groups and the conduct of Labour councillors. Due account must be taken of the resources for member development and the guidance approved by the NEC and of such advice as may be issued from time to time by the NEC.
3. Model standing orders for Labour groups
 - A. The NEC has approved a single set of model standing orders for Labour groups, which will encompass the different sets of standing orders previously available in sections 13B to 13F. The model standing orders can be obtained via a number of different routes:
 - i. on the local government pages of the Labour Party website
 - ii. by contacting the Governance and Legal Unit at Labour Party Head Office, telephone 020 7783 1498 or email legal_queries@labour.org.uk
 - iii. They are also contained within the Labour Group AGM Toolkit, issued annually to group secretaries

Chapter 17

Rules for LGBT Branches

Clause I. Name

1. The { } Constituency Labour Party LGBT Branch (this LGBT branch)

Clause II. Objects

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

Clause III. Membership

1. The membership of the LGBT branch shall consist of all individual LGBT members in { } Constituency Labour Party.
2. LGBT branches may be established on alternative electoral boundaries (such as local authorities) with the agreement of the NEC Equalities Committee. Any LGBT branches which cross CLP boundaries shall retain the rights of interaction with component CLPs as defined by Clause VI below.
3. A proportion of members' subscriptions should be allocated to this LGBT branch as determined by the CLP General Meeting(s), or by the Executive Committee if given such delegated authority by the General Meeting.

Clause IV. Officers and Executive Committee

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

Clause V. Meetings

1. The annual meeting of this LGBT branch shall be held in { } of each year. In the event of the annual meeting not being held in that month for any reason it shall be held as soon as possible thereafter.
2. 14 days' notice of the annual meeting shall be given to the CLP(s) and to all members in the component CLP(s).
3. This LGBT branch shall raise and hold funds to support activities within the objects of this LGBT branch. The financial year of this LGBT branch will begin on 1 January and end on 31 December. The annual accounts of this LGBT branch shall be forwarded to the CLP Treasurer(s) no later than the end of February each year so they can be incorporated into the CLP(s) Annual Statement of Accounts.
4. Where the CLP(s) requires delegates to be appointed to the General Meeting of the CLP(s) they shall be elected at the annual meeting, but may be changed as necessary at subsequent ordinary meetings. Unless otherwise decided, the term of a delegate elected at the annual meeting shall commence at the annual general meeting of the CLP(s).
5. At a formal meeting the LGBT branch may, if it wishes, make nominations to the CLP for posts open to nomination from branches (i.e. CLP officers, parliamentary candidate, members of the NEC, National Policy Forum, etc.). A formal meeting may also agree motions to be sent to the General Meeting.
6. The LGBT branch may hold whatever informal meetings or gatherings it sees fit to work towards meeting its aims.

7. Ordinary meetings shall be held at such intervals and on such notice as may be laid down in the standing orders, or as determined by this LGBT branch from time to time. Special meetings may be called at the discretion of this LGBT branch executive or at the written request of 20 per cent of the members of the component CLP(s).
8. Notice of ordinary and special meetings shall be sent to all members a minimum of seven days in advance.

Clause VI. Activities

1. The LGBT branch shall seek to ensure that LGBT members' voices are properly heard in the Party, through the above activities and through, for example:
 - A. feeding LGBT members' views on policy into local and national policy forums and to the constituency's General Meeting
 - B. encouraging LGBT members to play an active role in these and other bodies, monitoring LGBT members' involvement and working with the rest of the Party to develop arrangements which maximise this involvement
 - C. bringing any problems regarding LGBT members' involvement to the attention of the constituency secretary, other officers or the regional Party office
 - D. holding local policy forums for LGBT members.
2. The LGBT branch shall prioritise work which aims to support LGBT members of the Party to play an active part in all the Party's activities – in particular, training, mentoring and networking among LGBT members to encourage LGBT members to:
 - A. hold elected office within the Party (e.g. as branch or constituency chair, political education officer, etc.)
 - B. stand as councillors, MPs and other forms of elected representative for the Party
 - C. become involved in the community, for example, as school governors/ board members, on committees of local organisations, as magistrates, members of community health councils, etc.
 - D. take part in all forms of Party activities – in particular campaigns, recruitment activity, Party committees, meetings and policy forums.
3. The LGBT branch shall also seek to build links with LGBT voters in the community through, for example:

- A. building relationships with organisations, such as LGBT voluntary organisations, tenants' groups, trade unions and other organisations in which LGBT voters are active, through information exchange, personal contact, joint meetings, events and campaigns
- B. working with the Party and Labour councillors and MPs to consult LGBT voters in the community about their views and concerns, using consultation meetings, policy forums, surveys, listening campaigns and other techniques
- C. targeted campaigning and recruitment activity with LGBT voters, including campaigns on issues of particular interest to LGBT voters.

Clause VII. Relationship with constituency parties

1. This LGBT branch shall maintain good relations with the CLP(s) within its geographical boundary. In particular, this LGBT branch shall inform the CLP(s) within its geographical boundary of any campaigns, activities or events it is running, organising or assisting with. This LGBT branch shall also receive the co-operation, encouragement and assistance of the CLP(s), branches and their officers.
2. This LGBT branch shall be entitled to send delegates to the CLP(s) on a basis consistent with Appendix 7 of this Rule Book.
3. Should a LGBT branch cross CLP boundaries, only members of this branch who are members of the appropriate CLP shall be involved in business relevant to that CLP, such as nomination of and voting for delegates to the General Meeting.

Clause VIII. Miscellaneous

1. The general provisions of the constitution and rules of the Party shall apply to this LGBT branch.
2. This LGBT branch shall not enter into affiliation or give support financially or otherwise to any political party or organisation ancillary or subsidiary thereto declared ineligible for affiliation to the Party by the Party conference or by the NEC.
3. This LGBT branch shall not have the power to enter into property-related transactions or to employ staff

4. This LGBT branch shall adopt standing orders and procedural rules as may be agreed by the appropriate RD(GS).
5. Any alteration or addition to these rules may only be made at the annual general meeting of the { } Constituency Labour Party LGBT branch but must be submitted to the appropriate Regional Director/General Secretary for approval before being put into operation. Such changes shall not contravene the spirit or intention of the model rules as accepted by Party conference or the NEC.

Procedural rules

Chapter 18

Model procedural rules

Clause I. Model Standing Orders for Party Units

1. These model procedural rules are designed to provide a framework for well-ordered Party meetings. Party units will want to adopt local standing orders to reflect their specific method of operation; however, local arrangements must not conflict with the provisions of these model rules which have the full authority of the NEC and form part of the rule book.
2. Throughout these rules, alternative 'A' is for Party units which have a delegate structure (e.g. CLPs, Local Government Committees); alternative 'B' is for meetings of individual members (e.g. CLPs, Branches, Women's Branches, Young Labour Branches, Regional Young Labour Groups, BAME Branches, Disabled Members Branches, LGBT+ Branches).

A. Annual General Meetings

- i. The Annual General Meeting of {this body} shall be held each year in the month of { }.
- ii. A formal notice of the annual meeting shall be sent by the secretary to all Party units and organisations entitled to be represented at least 28 days prior to the meeting. A notice detailing the business of the annual meeting shall be sent to all duly appointed delegates or eligible members at least seven days prior to the meeting.

B. Ordinary meetings

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

C. Meeting times

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

D. Quorum

- i. [Alt A:] The quorum for business meetings of (this body) shall be 25 per cent of those members entitled to vote in attendance {or a fixed number to be agreed with the regional office of the Party on behalf of the NEC}.
- [Alt B:] The quorum for business meetings of (this body) shall be 5 per cent of members of the Party unit or 75, whichever is the lower, or a fixed number agreed with the regional office of the Party on behalf of the NEC.
- ii. The proceedings and resolutions of any quorate meeting shall not be held to be invalid simply through the accidental failure to give notice of the meeting to, or the non-receipt of such notice by, any person entitled to attend.

E. Entitlement to attend

- i. [Alt A:] All delegates must be current endorsed individual members of the Party residing and registered as electors or, exceptionally if they are not eligible to be registered to vote, residing only within the area covered by this Party unit. Delegates whose details have been duly notified by their organisations to the secretary of this Party unit shall be entitled to attend meetings and to vote. Only those duly appointed delegates who have been elected to it may attend and vote at meetings of the Executive Committee.

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

[Both:] When an annual or special meeting is not held for any reason or is abandoned

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

F. Chair

- i. The elected chair of this body shall preside at all meetings, except where otherwise provided for in the rules of the Party unit.
- ii. In the absence of the chair the vice-chair shall preside and in the absence of both the secretary or other officer shall call on those present to elect a member to take the chair of the meeting. Should the office holder arrive once a member has been elected to preside in her or his place then she or he may claim, if they wish, the right to preside at the meeting once the current item of business has been disposed of.
- iii. At the annual meeting the chair shall preside until a successor is elected, except where the chair is not a duly appointed delegate to the meeting; in which case the election of chair shall be taken as the first item on the agenda. The new chair shall take over the conduct of the meeting forthwith and proceed to the election of other officers and further business.

G. Party business

- i. The prime function of Party meetings is to provide delegates and members with the opportunity to participate in Party activities through social contact, political debate and policy discussion; and to establish objectives for the Party in the area for campaigning, the development of Party organisation and the promotion of links with sympathetic individuals and bodies within the wider community.
- ii. Plans for campaigning on local issues, the development of community engagement and the strengthening of both links and communication with individual members, affiliates, supporters and community groups should be central to all business.
- iii. The agenda of all Party meetings shall be drawn up to give due priority to the Party business highlighted above, the endorsement and introduction of new members and/ or delegates, the discussion of resolutions, Party policy items and other matters of interest to Party members and the receipt of reports from public representatives.

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

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

H. Notice of motion

- i. [Alt A:] Original motions for the general meeting of this body shall be accepted only from Party units and organisations entitled to appoint delegates to it and must be received by the secretary in writing not less than 14 days prior to the meeting for which they are intended.

[Alt B:] Original motions for the general meeting of this body shall be accepted only from members entitled to attend and participate in the meeting and must be received by the secretary in writing not less than 14 days prior to the meeting for which they are intended.

[Both:] Motions for discussion shall be made available to those entitled to attend with the notice and agenda of the relevant meeting, except for emergency motions which must be sent in writing to the secretary as soon as the nature of the emergency allows before the commencement of the meeting. Emergency business may be accepted by the majority of the meeting on the recommendation of the chair who shall interpret the term 'emergency' in a bona fide manner.

I. Discussion of motion

- i. No motion shall be discussed at a meeting until it has been moved and seconded. Where a motion has been submitted by a Party unit or organisation it must be moved by a delegate from that Party unit or organisation.
- ii. Speakers shall address the chair and shall only speak once on any motion except by

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

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

J. Procedural motions

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

K. Motion to rescind resolution

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

L. Voting on motions

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

M. Ballot votes

- i. The election of officers and/ or representatives of this body shall be by secret paper eliminating ballot either in rounds or by preferential vote. The election of Executive Committee members or large delegations may be by secret paper ballot using a multiple vote where members may not cast more votes than the number of positions to be

filled. Any quotas for women laid down in the Party constitution which apply to this body shall be incorporated in the arrangements for the secret ballot.

- ii. Ballot votes shall be held at meetings to select candidates and where otherwise provided for in the Party constitution; and where requested by any member supported by at least two others.
- iii. In the event of a tie on a secret paper ballot the chair shall not have a casting vote. Where appropriate, the ballot shall be retaken and in the event of a continual tie lots may be drawn. In a preferential ballot the tie shall be broken by establishing which candidate had the highest number of first preference votes or took the earliest lead on transfers.

N. Chair's ruling

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

O. Miscellaneous

- i. Party meetings and events shall be conducted in a friendly and orderly manner and organised in such a way as to maximise participation from members. No member shall be precluded from attendance because they cannot gain access to the meeting place for any reason. Harassment or intimidation of any member is unacceptable as is any form of discrimination on the basis of gender, age, sexual orientation and gender identity, disability or race. Smoking is not permitted at any Party meeting.
- ii. Any member acting in an unruly or disruptive manner, in contravention of the standing orders, may be removed from the meeting by action of the chair. The chair shall put such a motion to the meeting, which to be carried shall require the support of two-thirds of those present and voting. Any member who has been removed from two meetings during a 12-month period shall, with the approval of the appropriate RD(GS), be ineligible to attend meetings of this body for the next 12 months.

- iii. This Party unit accepts the principle of minimum quotas for women at all levels of representation within the Party and shall take steps to ensure that 50 per cent of any delegation shall be women and, where only one delegate is appointed, a woman shall hold the position at least every other year.
- iv. The conditions under which job shares are allowed are as follows:
 - a. A job can be shared by a maximum of two members.
 - b. Those members must be specifically nominated as a job share, by whatever system of nomination is being used by that Party unit.
 - c. Chair cannot be a job share, nor can Treasurer, due to the statutory responsibilities of these roles.
 - d. Any members sharing a role will only have the equivalent of one vote between them either as:
 - 1. One vote each, where only one member will be attending any meeting at any given time; or
 - 2. 0.5 votes each, where both members will be in attendance; or
 - 3. Both members agree to nominate one of them as the voting member.
 - e. Where a man and a woman are job sharing, the woman would not count towards the minimum quota for women, unless a woman is part of another job share.
 - f. For positions requiring access to data, a personal data form must be signed and returned by each job sharer.
- v. The general provisions of the constitution and rules of the Party shall apply to this body. No changes shall be made to the rules and standing orders of this organisation except at an annual or special meeting called for this purpose and carried with the support of two-thirds of the members present. No alteration shall be effective until it has received the approval of the appropriate officer of the NEC of the Party.

Appendices

Appendix 1

NEC statement on the importance of our members

Labour is a democratic socialist Party which believes that social change comes from a combination of progressive government at the centre and community action. We do not believe that social change can be delivered solely by a top-down approach.

That means that we value the role of our members and our affiliated members as progressive campaigners, community activists and social entrepreneurs who forge positive change in their own neighbourhoods as well as shaping and promoting national policy.

It is our members who can inspire and engage local people and communities.

Together our members and affiliates can create a Party that is truly reflective of the communities we serve; a Party able to turn outwards and find innovative and flexible ways to encourage contact and support from local communities, drawing in those who share Labour's values, and therefore bringing a range of skills and experience into its work. Our members and our affiliated members are invaluable as Labour activists in building our electoral support, arguing our case, in ensuring a local Labour presence in every constituency, and in being an agent for change locally, nationally, and internationally.

Members enjoy the formal democratic rights of Party membership as stated within the rules. Party members have the right to participate in the formal process of the Party, vote at Party meetings, stand for Party office and elected office as stated within the rules.

The Labour Party will support members seeking selection to Parliament and take action to encourage a greater level of representation and participation of groups of people in our society who are currently under-represented in our democratic institutions. In particular, the Party will introduce a scheme to seek to increase working class representation and select more candidates who reflect the full diversity of our society in terms of gender, race, sexual orientation and disability.

Many Labour supporters are also progressive campaigners, community activists and social entrepreneurs who forge positive change in their

own neighbourhoods. We value this contribution and should embrace their activism. We need dialogue and to work in partnership with our Labour supporters. The Party's organisation needs to match the way people live and reach out beyond its membership to our Labour supporters. Staying permanently in touch with our supporters, our local communities and the voters we seek to serve will mean we stay in government and are always a contender for government.

Our members will therefore ensure we have strong local parties who will:

- reach out into our communities beyond our existing membership base
- engage with local trade unions and community groups to reach out to supporters and potential new members
- empower local leadership as the key to leading change
- be seen as the engines of change in our communities
- work in a way that is open and welcoming for members and supporters
- work in a way that better reflects the priorities of the communities in which we are based
- ensure Labour is a focal point for local campaigns and community activism
- ensure there is a Labour presence in every locality
- embrace the community activism that exists across the country
- inform and encourage support for progressive politics and policies
- actively engage with those who share our values and who are working for improvements
- be seen by local people as somewhere that local concerns can be addressed, and where people can go to help them achieve change.

Labour supporters will enjoy informal involvement and participation: the ability to be informed, to join with us at election times to promote Labour candidates, to be invited to local and national events, to hear speakers and question government ministers, to engage at appropriate points with our policy-making processes. Labour Supporters will be encouraged to join the Party as full members.

Appendix 2

NEC procedural guidelines on membership recruitment and retention

Addendum to Chapter 2 Labour Party Rule Book 2007 (amendment as agreed by NEC July 2006, last amended by the NEC in October 2020)

Clause I. Guidelines on membership recruitment and retention

1. This Code of Conduct covers the recruitment and retention of members of the Party, and the procedures and practices to be followed. These guidelines are to be read in conjunction with the Party rules on Membership in Chapter 2 of the Party Rule Book.

A. General

- i. Individual members of the Party shall be recruited into membership in accordance with these guidelines either by the appropriate branch, constituency, national or regional Party, or by personal application.
- ii. All recruitment to the Party shall be in accordance with these guidelines on membership recruitment which shall be issued to Party and affiliated organisations from time to time, and need to be read in conjunction with section two of the Party rules on Membership.
- iii. The Party is anxious to encourage the recruitment of new members and to ensure that new members are properly welcomed into the Party and opportunities offered to enable their full participation in all aspects of Party life.
- iv. The Party is, however, concerned that no individual or faction should recruit members improperly in order to seek to manipulate our democratic procedures.
- v. The health and democracy of the Party depends on the efforts and genuine participation of individuals who support the aims of the Party, wish to join the Party and

get involved with our activities. The recruitment of large numbers of 'paper members', who have no wish to participate except at the behest of others in an attempt to manipulate Party processes, undermines our internal democracy and is unacceptable to the Party as a whole.

B. Enrolment procedures

- i. The following enrolment procedures shall apply to applications for membership:
 - a. An application to become an individual member:
 1. may be submitted on a membership application form by the individual, by the appropriate Constituency Labour Party (CLP), or by (in the case of an application for registered membership) an affiliated organisation.
 2. may be made by telephone or through the Party web site.
- ii. Membership application forms must be signed where required by the applicant and sent to the General Secretary at the Head Office of the Party together with the membership fee. Where membership forms do not require a signature, or where an application is made by telephone or through the Party web site, the applicant shall be deemed to have agreed to abide by the rules and standing orders of the Party which are available on request or from the web-site.
- iii. The payment must be submitted in a form acceptable to the NEC. The General Secretary shall arrange for the applicant's details to be recorded on the national membership list as a provisional member.
- iv. Applications for registered membership may be checked with the affiliated organisation concerned to confirm that the political levy or subscription has been in payment for at least 12 months.
- v. If an application is received without a membership fee, or the payment is in a form unacceptable to the NEC, the applicant shall be immediately informed of the requirement to pay a fee before the application can be processed.
- vi. An applicant shall be issued with an acknowledgement of provisional membership and the details of the constituency in which s/he resides and any available information about the local Party secretaries.

vii. Provisional membership rights commence from the date of production of the acknowledgement following the receipt of the application and the appropriate membership subscription. A provisional member shall only have the right to attend branch meetings in a non-voting capacity.

viii. The CLP concerned shall be informed by the General Secretary of the application for membership. Any objection to any application for membership may be made by the CLP to the General Secretary within eight weeks of this notification. Such objection may only be made by the General Meeting or Executive Committee of the CLP concerned, though such objection may initially be made on a provisional basis by a Party officer, pending further enquiries. Where there is a provisional objection within eight weeks of notification, a further four weeks may be allowed for an objection to be made, and in such circumstances the applicant will be written to by the national Party informing them of the extension to the period of objection.

ix. Subject to sub paragraph (viii) above, if no objection is received by the General Secretary within eight weeks of the notification in (viii) above, and the membership fee has been received by the General Secretary the applicant shall be deemed to be a full Party member.

x. At any time before the individual is accepted as a full member of the Party, the General Secretary may rule that the individual application for membership be rejected for any reason which s/he sees fit.

xi. In the absence of any notice of objection from the CLP as in (viii) above, and/or any ruling by the General Secretary as in (x) above, the applicant shall, on the expiry of eight weeks from the notification in (viii) above, become a full member. The provisional member shall then be transferred to the national membership list as a full member as soon as is practicable.

xii. The reasons for the rejection of an application for membership by the General Secretary or the objection by the CLP to the application for membership must be sent to the individual applicant at the address given. S/he shall have the right of individual written appeal to the NEC. Such appeal shall be considered and dealt with by the Disputes Panel of the NEC in any manner in which it shall see fit and the decision of the Disputes Panel once approved by the NEC shall be final and binding on the

CLP, branch Party, the General Secretary and the individual concerned.

C. Special Measures

i. Where there is evidence of widespread membership abuse, a CLP may be placed into 'special measures' by the NEC. Such evidence may include, but is not limited to: multiple members with the same personal contact details; multiple members paying their subscription from the same bank account; impersonation; fraudulent changes of address; and/or higher than average join rates ahead of meetings such as those to select candidates and AGMs.

ii. In a constituency deemed to be in 'special measures' the Party will request additional information from all applicants directly. All new applicants will be asked to supply at least two additional forms of identification as proof of name and address. These may take the form of photocopies of utility bills, council tax, benefit notifications, passport, driving licence, student ID etc. Non-permanent ID should be dated within 6 months of the application. The Party reserves the right to ask to see the original document rather than a photocopy.

iii. The Party will also check whether the applicant is on the electoral register at the address given for membership, and where this is not the case the applicant will need to lodge a claim for registration or provide evidence of ineligibility to register (e.g. not old enough) or evidence that they have an anonymous registration (some people may register anonymously if they have good reason for their details to be not published). This information must be provided within 8 weeks of the date of the letter of request.

iv. If after 4 weeks, the Party has received no response, it will write to members again giving final notice that in a further 4 weeks the individuals will be removed from the membership system unless information is provided.

v. All new members will be required to pay using a continuous payment method at the appropriate rate. Payment must be from their own bank account unless there are exceptional circumstances.

vi. Once all required documents are received the Party will have a maximum of 8 weeks in which to respond to applicants. This will include a check by the CLP that where reduced rates are applied for, additional evidence to support this will be required; this

may include trade union membership card, JSA confirmation, wage slip or other appropriate documentation.

- vii. If no response is provided within this timeframe the applicant will be admitted into membership.
- viii. In circumstances where individuals fail to meet any of these criteria the application will be considered to be incomplete and will not be progressed further.
- ix. Membership will be audited annually to ensure that individual's membership remains in compliance.
- x. CLPs in special measures will be reviewed at each meeting of the NEC or its sub-committee to ensure that all processes are kept up to date and CLPs do not remain in special measures longer than necessary.
- xi. The NEC may vary the conditions of Special Measures within a particular CLP in order to meet the specific local circumstances.

D. Move of residence

- i. In the event of a member moving residence to another constituency that member shall immediately inform Head Office who shall transfer the member to the relevant constituency and inform that CLP. If a transferring member makes contact with their new CLP with proof of membership, the appropriate CLP officer shall inform Head Office.
- ii. Membership rights within the new constituency shall commence from the date on which the transfer is recorded by Head Office unless an objection to the acceptance of the transfer is raised within eight weeks of the transfer date. Where there is a provisional objection within eight weeks of notification, a further four weeks may be allowed for an objection to be made, and in such circumstances the applicant will be written to by the national Party informing them of the extension to the period of objection.
- iii. In the case of an objection the member concerned has the right of individual appeal to the NEC, whose decision shall be final.
- iv. In the event of a member moving to another branch in the same constituency that member shall inform the new branch secretary and provide evidence of membership. Head Office shall be informed of the change of address.

E. Method of Payment

- i. Members are advised to pay their subscriptions directly to Head Office. However, payments may be made by local collection. Members may opt to pay subscriptions by means of regular contributions throughout the year or a number of years in advance by arrangement with Head Office. All membership fees shall be divided between the national and constituency parties in the ratio prescribed under section 2 of this clause as they are received at Head Office.
- ii. Subscriptions paid through local collectors may be deemed as having been received by the Party only when such payments arrive at Head Office. It shall be regarded as an act grossly detrimental to the Party to withhold membership payments collected locally.

F. Membership year

- i. A membership year shall be defined as 12 months from the date of joining the Party. All members shall be issued with a card supplied by the NEC which shall indicate the expiry of their membership year and the subscription rate paid.

G. Arrears and lapsed members

- i. An individual member shall be deemed to be in arrears from the expiry date until they renew their subscription.
- ii. An individual member shall be deemed to have lapsed from membership if s/he has been in arrears for six months and has not paid following a request to pay the arrears.
- iii. Once lapsed, previous members may reactivate their membership by paying the current minimum annual subscription, subject to the endorsement procedure in 1.B above.
- iv. Following such endorsement the General Secretary may agree to grant continuous membership to cover the lapsed period on the payment of any outstanding subscriptions for that period by the member concerned. In coming to a decision on granting continuity the General Secretary may refer the matter to the disputes panel of the NEC whose decision shall be final in all cases.
- v. Where it is clear there has been an administrative processing error, continuity of membership will be granted to lapsed members on payment of arrears and current subscription.
- vi. Continuity of membership shall only be granted in exceptional circumstances and not

in any instance where a member has been lapsed for longer than 12 months.

vii. Where there is agreement between the CLP and the Party that there were special circumstances which led to a member being inadvertently lapsed, continuity of membership will be granted on payment of arrears plus authorisation of direct debit mandate for future payments.

viii. No person deemed to have lapsed from membership shall have any rights to participate in Party decision-making until membership has been fully reactivated. Members in arrears may only participate on the basis that they intend to renew their membership within the given period.

H. Procedural code for CLPs

i. Applications could be regarded as falling into the following broad categories:

a. Those who volunteer to pay the full subscription rate.

1. CLPs should check the constitutional requirements on:

a. electoral registration

b. trade union membership

2. Providing any questions on these can be resolved and there are no other local objections, members in this category should be 'inducted' as soon as possible.

b. Those who claim 'reduced-rate' or 'levy-plus' status. For these applications a more rigorous check may be considered necessary:

1. electoral registration in the constituency is a requirement of Party rules, except in special circumstances. A check of the register that reveals non-registration should be followed up with an enquiry to seek an explanation* and to obtain a claim for registration where appropriate. If no satisfactory explanation is received then membership should be withheld.

2. if the applicant is on the electoral register then the following may also be pursued:

a. 'reduced-rate' applicants – is the category for which membership is claimed clear, and does this

require any further verification? If so, an explanation should be sought and an assurance of good faith from the applicant obtained where appropriate.

b. 'levy-plus' applicants – is 'levy-plus' status verified by the affiliated organisation concerned? If not, the application shall be referred to the affiliate to confirm this and if unconfirmed the applicant should be invited to pay full subscription.

ii. If the above conditions are met then the application shall be accepted subject to any other local objection. CLPs must note that it is their responsibility to make any local checks deemed necessary. If branches are to be involved in the process this must be done within the eight week auto-endorsement period, unless an extension of four weeks has been granted as in B(viii) or C(ii) above, as referral to a branch shall not on its own be accepted as a reason to delay auto-endorsement.

I. Follow-up procedures by CLPs

i. Any CLP facing large numbers of applications at the 'reduced' or 'levy-plus' rates is likely to require a team of people willing and able to carry through the recommended checks. Where there are ethnic minority applicants, it is helpful that this team should include members who understand the languages and culture of the communities involved. In any case the team should act in a 'women friendly' and non-intimidating manner.

ii. This team, through the membership secretary, would benefit from developing a good working relationship with the Membership Processing Assistant who deals with the processing for the particular constituency, the efficient follow-through of the monthly report would help in early identification and speedy resolution of any problems. The NEC takes the view that the eight week endorsement period is ample to carry out local checks in the vast majority of cases. The eight weeks may be extended in certain cases, such as election periods or holiday periods, but only where the CLP has identified a particular problem.

iii. The investigating team should also be involved in arranging proper induction for new members which would involve

explanatory material on the operation of the Party locally and encouragement to become involved both politically and socially. All parties should organise 'new member' evenings and other activities aimed at involving recent applicants in their work.

- iv. It is important that the above process is seen as an opportunity to explain the Party's rules and requirements and to involve potential activists, not simply as a blocking mechanism. It is clear, however, that the NEC shall support any CLP, which operates the checking procedures as outlined and has thereby identified any abuse of the membership system.

J. Access to membership lists

- i. The following members shall have access to membership lists:
 - a. For CLP's: Vice Chair/Membership and CLP Secretary, or other designated CLP officers
 - b. For Branches: Secretary or other designated branch officer
 - c. For LGC's: Secretary or other designated LGC officer, where required for selection purposes
 - d. MP's,, members of devolved bodies, elected mayors, councillors, Labour Group leaders on principal authorities, for the area they represent
 - e. Members of Party staff appointed by the NEC
- ii. Officers of relevant Party Units shall be provided with access to the membership data or relevant party systems for the purpose of informing members of events, meetings and other activities or business relating to that role. It should not be used for the purpose of campaigning in internal elections, candidate selections, promoting personal opinions or collecting information and data for a third party i.e. through surveys/petitions.
- iii. Elected representatives shall be provided with access to the membership data or relevant party systems for the purpose of reporting back on and engaging with members on their work. It should not be used for the purpose of campaigning in internal elections or candidate selections.
- iv. The NEC will publish a Code of Conduct on appropriate use of data prior to internal elections. This shall be circulated to all members with access to membership data and relevant Party systems.

- v. Misuse of information contained within the membership lists could be a breach of the Data Protection Act, and should be reported to the Data Protection Officer at Head Office, who will assess whether this warrants reporting to the regulator.
- vi. Any role holder found to be in breach of the above may face disciplinary action including the removal of access to the membership data and relevant party systems.
- vii. Wherever possible steps shall be taken to limit the amount of access to data given to individuals, including through the use of Party systems where practicable, in order to fulfil the Party's obligations under the Data Protection Act 2018 and GDPR.
- viii. The NEC may from time to time grant access for other purposes including campaigning in internal elections and candidate selections.

Appendix 3

NEC Advice Note –

Interviewing sitting councillors or recent candidates

Grounds for interviewing a sitting councillor who has re-applied for inclusion on the panel of local government candidates or recent candidate who had not been elected.

1. Sitting councillors

- A. To be reviewed by a written form from the chief whip regarding discipline and attendance, and by a written report from the branch secretary covering the ward they represent. An update form must be completed by all sitting councillors wishing to be placed on the new panel of candidates. The LGC Officers, or a panel duly authorised by the LGC, may request an interview if the reports raise concerns about discipline, attendance, campaigning record or competence. Should they feel the circumstance dictate, the RD(GS) can instruct the LGC that an interview is undertaken and must give such reasons in writing. Should an interview not be requested, the sitting councillor will be recommended for inclusion on the panel without interview. Should an interview be required, this will be undertaken by an assessment team.
- B. As required by the NEC procedural guidelines an LGC will need to set up a panel to review the reports on sitting councillors and the update form submitted by sitting councillors. This can be the LGC Officers or a duly authorised panel put in place for this purpose, hereafter referred to as “the Panel”.
- C. Circumstances under which a sitting councillor should be called in for an interview The Panel are required to review the report from the chief whip and branch secretary, and an update report by sitting councillors. It would be appropriate to interview sitting councillors for any of the following reasons:
 - i. Poor disciplinary report from chief whip, including matters before the relevant standards committee
 - ii. Poor attendance report from chief whip

- iii. Poor report from branch secretary with regard to their role in Party activities or the carrying out of their role as a councillor, i.e. attendance at council meetings and other meetings of which they are a member, the holding of advice surgeries, attendance at consultative meetings in the ward, and regular communications with local residents.

- iv. Concerns on any issue/s in a councillors update report

- v. A combination of i) to iv) above

- D. Should the Panel only receive a poor report from the branch secretary, they would need to take into consideration any known tensions between the branch secretary and the councillor, and it would be helpful to know whether or not the concerns stated were generally held by branch members.
 - E. Ultimately, the Panel will have to make a considered decision as to whether a councillor should be called for interview, and a consistent approach needs to be taken. The Panel should err on the side of interviewing provided poor report/s are received, and it needs to be recognised that the Panel are basing their decision to interview on reports received by them and not of their own initiative. Advice on whether or not to interview a sitting councillor can be obtained from the Regional Director (or General Secretary in Scotland and Wales, and the RD(GS) does have the authority to instruct the LGC to carry out an interview having given such reasons.
 - F. It is not unreasonable that a sitting Labour councillor, who is perceived to be carrying out their duties at a poor level, should be called for an interview. Such a decision as taken by the Panel, should then be forwarded to the LGC Assessment Team to carry out the interview. The members who made up the Panel must not form part of the Assessment Team interviewing sitting councillors.
- #### 2. Recent candidate who had not been elected
- A. To be reviewed by a written report confirming there has been no change in circumstances and updating the applicant’s campaign and Party record. It will require an endorsement of the application by the branch in which they reside and the CLP campaign coordinator or similar officer. The LGC Officers, or a panel duly authorised by the LGC, may request an interview if the report raises concerns about their campaigning record or competence.
 - B. Should they feel the circumstance dictate, the RD(GS) can instruct the LGC that an interview is

undertaken and must give such reasons in writing. Should an interview not be requested, the applicant will be recommended for inclusion on the panel without interview. Should an interview be required, this will be undertaken by an assessment team. As required by the NEC procedural guidelines an LGC will need to set up a panel to review the reports on a recent candidate who had not been elected. This can be the LGC Officers or a duly authorized panel put in place for this purpose, hereafter referred to as “the Panel”.

- C. Circumstances under which a recent candidate who had not been elected should be called for an interview
- D. The Panel are required to review the reports from the branch in which they reside and the CLP campaign coordinator or similar officer. It would be appropriate to interview sitting councillors for any of the following reasons:
 - i. Poor report from the branch in which they reside, notifying changed circumstances
 - ii. Poor report from CLP campaign officer or similar officer, notifying changed circumstances
 - iii. A combination of i) & ii) above
- E. The Panel would need to take into consideration any known tensions between the parties should a poor report be received. Ultimately, the Panel will have to make a considered decision as to whether a recent candidate who had not been elected should be called for interview, and a consistent approach needs to be taken. The Panel should err on the side of interviewing provided poor report/s are received, and it needs to be recognised that the Panel are basing their decision to interview on reports received by them and not of their own initiative.

Advice on whether or not to interview a recent candidate who had not been elected can be obtained from the RD(GS), and the RD(GS) does have the authority to instruct the LGC to carry out an interview having given such reasons. It is not unreasonable that a member who is perceived to have a poor campaigning record should be called for an interview. Such a decision as taken by the Panel, should then be forwarded to the LGC Assessment Team to carry out the interview. The members who made up the Panel must not form part of the Assessment Team interviewing recent candidates who had not been elected.

Appendix 4

NEC Procedures for the selection of local government Candidates

These procedural rules supplement Chapter 5 of the Party rule book – selections for election to public office, and provide a framework for Local Government Committees (LGCs) and Constituency Labour Parties (CLPs) to follow when conducting selections of local government candidates.

Local Government Committees and CLPs must also follow the good practice advice on these procedures as provided from time to time by the NEC.

A. Selection timetable

- i. The executive of the Local Government Committee ('LGC') shall prepare a timetable for the selection procedure. All timetables and/or any variance to any of the selection procedures must be approved by the RD(GS) or other national officer as determined by the General Secretary on behalf of the NEC. Amendments to the timetable, including any meetings rescheduled for whatever reason, must also be approved by the RD(GS).
- ii. The timetable should be set so that, as far as possible, candidates are selected six months in advance of the election (12 months where the council elects on a two or four yearly cycle).
- iii. The timetable should identify various stages as follows:
 - a. invitation for nominations to the panel of approved candidates
 - b. initial closing date for receipt of nominations
 - c. proposed interviewing procedure for those who require an interview
 - d. date of LGC to decide on endorsement of initial applications
 - e. submission of initial list of approved nominees ('the panel') to CLPs and ward selection committees
 - f. the agreed order for selection meetings (i.e. first priority to Labour seats, second to winnable seats and last to other seats)

- g. date for reopening of endorsement procedure, where this is appropriate
 - h. final date for completion of selections.
- iv. The panel remains in existence following an election until a new panel is nominated and endorsed. The panel is therefore available for any by-elections in this period. This later date (iii.g above) is so that LGCs can plan for a period without new endorsements whilst high priority selections are taking place. The panel cannot be closed as such so all nominations must be dealt with at an appropriate time.

B. Positive action procedures

- i. For authorities with all-out elections
 - a. The Regional Director (or General Secretary in Scotland and Wales) will agree a list of winnable wards with the LGC
 - b. In winnable wards with two or three members, at least one candidate must be a woman
 - c. For selection in a winnable ward, the ballot will take place in two parts. The first ballot will select a woman from the shortlist and the second ballot will select the remaining candidates from the entire shortlist.
 - d. In order to achieve gender balance, the LGC shall also identify sufficient wards with all-women shortlists (in one-member wards) and with at least 2 out of 3 women candidates (in 3 member wards).
 - e. If the ward fails to implement these positive action procedures then the selection will be invalid and the RD(GS) will require the ward to re-run its selection procedures.
- ii. For authorities with elections where one third or one half of seats are up for election
 - a. In all winnable wards/divisions where a sitting councillor is retiring, at least one other councillor or candidate must be a woman.
 - b. If there are more women retirees than men then the current proportion of women candidates must be maintained.
- iii. For each local authority area the RD(GS) will:

- a. agree a list of winnable seats with the LGC; and
 - b. determine which winnable seats will be selected from an all-woman shortlist and which from an open shortlist.
 - c. If a ward fails to implement the agreed positive action procedure then the selection will be invalid and the RD(GS) will require that the ward to re-run its selection process.
 - iv. Where there is a by-election and the group is less than 50% women the seat will be an all women shortlist.
 - v. The Chair of the NEC Organisation committee has the authority to vary the arrangements within a given ward due to what they regard as exceptional circumstances, provided reciprocal arrangements are made to ensure that the overall level of women's representation is achieved.
 - vi. The Chair of the NEC Organisation committee shall not usually agree any variations under iv above that would result in a winnable multi-member ward being contested by all male Labour Party candidates.
- C. Panel of approved candidates
- i. The LGC will invite nominations for the Panel of Candidates which will be in the form of self-nominations using an official nomination form produced by the LGC in a format specified by the Governance & Legal Unit. The form may include a number of questions (as well as a section for personal details) as approved by the LGC executive, but must include an undertaking to abide by the Party's rules and procedures relating to local government candidature and by the standing orders for the Labour group if elected.
 - ii. The LGC must ensure that all eligible members are informed of their right to self-nominate to the panel of approved candidates together with details of the timetable described in section 1 above.
- D. Qualification of nominees
- i. Each nominee must be an individual member of the Party, in accordance with the conditions of membership which include, where applicable, membership of an appropriate trade union.
 - ii. Each nominee must have paid the Party membership contribution at the appropriate rate and have at least 12 months' continuous national individual membership of the Party in the electoral area concerned at the date of nomination. This 12 month continuous membership and residency qualification may be waived in exceptional circumstances to be decided by the LGC and agreed by the NEC or its relevant sub-committee as laid out in Chapter 2 Clause II of the Labour Party rule book.
- iii. All nominees must undertake, if elected, to accept and conform to the standing orders of the appropriate Labour group as approved by the NEC.
 - iv. Nominees must be legally qualified, and not disqualified, to stand for the local authority at the election concerned. It is required of LGCs that they take steps to check on disqualifications under the relevant legislation as well as any Party requirements when compiling their panel of prospective candidates.
 - v. Sitting councillors must be nominated and considered for endorsement and selection in accordance with the provisions set out in section E.ii.A.1 below, unless varied by section F.i.A. below.
 - vi. If a sitting councillor, the nominee must also have paid their annual elected representatives levy, and be fully paid up to date with their Party membership subscriptions at the standard rate and pay by direct debit.
 - vii. Sitting councillors who have had the Labour group whip withdrawn from them indefinitely are not eligible for membership of any panel.
 - viii. This Party shall not accept as qualified for inclusion in its panel of approved candidates any sitting councillor whose sole legal qualification for standing for election in the local government area is existing service as a councillor.
- E. Endorsement of applicants to the panel of approved candidates
- i. There are three ways that applicants will be considered for membership of the approved panel of candidates. The particular method of approval depends upon the individual circumstances of the applicant as set out below:
 - a. Sitting councillor
 - 1. To be reviewed by a written form from the chief whip regarding discipline and attendance, and by a written report from the branch secretary covering the ward they represent. The sitting councillor

- shall have the right to read and review such reports in advance of any decision being taken. An update form should be completed should circumstances have changed since a previous application form was completed. The LGC Officers, or a panel duly authorised by the LGC, may request an interview if the reports raise concerns about discipline, attendance, campaigning record or competence. An interview shall be undertaken at least once every two terms for sitting councillors, and an RD(GS) may determine all councillors in any authority should be interviewed each time they seek reselection. Should they feel the circumstance dictate, the RD(GS) may instruct the LGC that an interview is undertaken and must give such reasons in writing. Should an interview not be requested, the sitting councillor will be recommended for inclusion on the panel without interview. Should an interview be required, this will be undertaken by an assessment team.
- b. Recent candidate who had not been elected
1. To be reviewed by a written report confirming there has been no change in circumstances and updating the applicant's campaign and Party record. It will require an endorsement of the application by the branch in which they reside and the CLP campaign coordinator or similar officer. The LGC Officers, or a panel duly authorised by the LGC, may request an interview if the report raises concerns about their campaigning record or competence. Should they feel the circumstance dictate, the RD(GS) may instruct the LGC that an interview is undertaken and must give such reasons in writing. Should an interview not be requested, the applicant will be recommended for inclusion on the panel without interview. Should an interview be required, this will be undertaken by an assessment team.
- c. New applicant
1. By completion of the nomination form and a full interview by an assessment team.
 - ii. An assessment team, which will be drawn up by the LGC with the agreement of the RD(GS) in line with NEC recommendations, will carry out interviews for applicants where required. At the discretion of the RD(GS), the assessment team may be required to include assessors from outside of the local authority area. Assessment teams are required to include chairs who are Party members from outside of the local authority area. Assessment team members may not interview or assess any candidate who is their own husband, wife, civil partner, parent, grandparent, brother, sister, child, grandchild or other close family member.
 - iii. The assessment team will supply a decision sheet to each nominee following their assessment interview. The assessment team will prepare a report for the LGC on which candidates they are recommending to endorse. Candidates not endorsed by the assessment team will be given reasons for such decision.
 - iv. The LGC shall not endorse any candidate the assessment team have interviewed and not recommended for endorsement. However, the individual concerned (or the organisation responsible for their nomination) may appeal within 14 days of receiving written notice against the refusal of the assessment team or LGC endorsement to the appeals panel of the appropriate Regional Executive Committee, who where practicable shall hear the appeal within 14 days.
 - v. Such appeals shall be to establish the suitability or otherwise of the nominee for inclusion in the panel of candidates and on this basis the panel established to hear the appeal shall consider submissions from the appellant and representatives of the LGC concerned. The panel shall receive any submissions from both sides in the presence of the other and, within reason, witnesses may be called to support the submissions. A reasonable opportunity shall be given for witnesses and submissions to be questioned by either side. The panel may conduct the appeal hearing as a re-interview should they consider this is required by the circumstances. Should any appeal be conducted by the panel as a re-interview then, in the absence of any express decision to the contrary by the panel, the result of such a re-interview shall

constitute the final determination of the appeal. When an appeal hearing against withdrawal of endorsement is heard, the hearing may be conducted where the panel consider it appropriate solely in relation to the changed circumstances leading to the LGC withdrawal of endorsement. The panel shall also rule on any procedural issues. The decision of the appeals panel shall be final and binding on all parties in accordance with the rules for local government selections. The reasons for the decision shall remain confidential to the panel concerned.

F. Authority to vary assessment procedures

- i. The RD(GS) may, with the agreement of the LGC and the endorsement of the NEC, vary the assessment procedures in the following ways:
 - a. waive section E.ii.A.i above and/or section E.ii.B.i above to allow for all recent candidates to be interviewed before endorsement;
 - b. waive the requirement in section E.ii.A.i or E.ii.B.i above for the branch secretaries to submit a written report to the LGC if this is not appropriate due to local circumstances. Such a waiver shall apply for all applicants.

G. Withdrawal of endorsement from a member of the approved panel

- i. The LGC may withdraw its endorsement of any nominee if, in its opinion, there are changed circumstances relating to that nominee including failure to meet the requirements of the candidate's contract. In exceptional circumstances and with the agreement of the RD(GS) an interview may be dispensed with. Again, the individual concerned (or the organisation responsible for her/his nomination) may appeal within 14 days of receiving written notice against such withdrawal of endorsement to the appeals panel of the Regional Executive Committee who where practicable shall hear the appeal within 14 days on the same basis as in section E.vi above.
- ii. The NEC may remove the endorsement of any nominee where, in its opinion, such action is urgent and necessary to protect the reputation of the Labour Party and/or to meet its obligations to ensure high quality candidates.
- iii. The NEC's powers outlined under G.ii above may be exercised by the General Secretary on the recommendation of the RD(GS).

- iv. There shall be no right of appeal where NEC endorsement is withheld or revoked. However, the NEC will wherever practicable offer the affected candidate the right to attend an interview or make representations in writing in order to regain NEC endorsement.

H. Rights and responsibilities of members of the approved panel of candidates

- i. Potential candidates who are on the approved panel of candidates are entitled to a list of ward secretaries from the Secretary of the LGC. Once shortlisted by a ward, potential candidates will be entitled to a list of eligible members for that ward from the CLP Secretary. In order to receive this list, potential candidates will have to pay the relevant CLP an administration charge as set out in the code of conduct.
- ii. The NEC maintains a code of conduct that applies to all candidates at all stages of this process including candidates applying to the panel of approved candidates.

I. Shortlisting and selection

- i. Insufficient nominations
 - a. In the event of an insufficient number of valid nominations, the LGC executive shall have power to take whatever action may be necessary to meet the situation and ensure that there are Labour candidates available to contest any election to the appropriate authority.
 - b. In cases of dispute the matter shall be submitted to the LGC whose decision shall be final.
- ii. Shortlisting and selection meetings – general
 - a. Shortlisting and selection meetings shall be convened by the Executive Committee of the CLP concerned after consultation with and in accordance with the timetable (referred to in A.iii.F above) laid down by the executive of the LGC. This is to ensure that meetings are convened on a priority basis so that candidates are selected first for Labour-held and winnable seats.
 - b. Notice of such meetings must be sent to all members entitled to attend. The notice shall state the business to be conducted and give appropriate details of the procedure to be adopted.
 - c. Notice of such meeting shall include notice of any positive action procedures as agreed under section B above, i.e. whether

at least one woman candidate is to be selected or the candidate will be selected from an all-woman shortlist

- d. Notice of such meetings shall be sent out at least seven days in advance, except in an emergency where the LGC executive has approved a contracted timetable for a particular selection.
- e. Where only one branch is involved, notices shall be sent out by the branch secretary on the instructions of the CLP secretary. Where more than one branch is involved, the CLP secretary shall be responsible for sending out the notice. Where more than one constituency is involved, the LGC secretary shall be directly responsible for convening such meetings on the instructions of the LGC executive.
- f. Such meetings shall comprise only those fully paid-up individual members of the Party who are registered as electors or who reside in the electoral area concerned. Where this is impractical (for instance on the grounds of geography or travelling involved) the RD(GS) shall act on behalf of the NEC to approve arrangements for a special meeting of delegates appointed by branches within that electoral area.
- g. Only those members who have been a member for at least 6 months are eligible to attend any meeting in this procedure. The 6 months shall be counted from the date of the first meeting convened to discuss a shortlist for a particular electoral area.
- h. A meeting in this procedure may be attended by not more than three representatives of the LGC executive who shall act in an advisory capacity without voting power. Any CLP concerned may send one member of their Executive Committee as an observer.
- i. The LGC shall decide the number of members who shall comprise a necessary quorum for these meetings, which must be reviewed prior to each round of elections, subject to the agreement of the RD(GS).
- j. A list of eligible members for such meetings shall be provided by the CLP secretaries involved from information supplied by the national membership system. Where appropriate a check against such list shall be made at the door and

membership cards and/or other credentials shall be examined. The LGC representatives present shall rule on the eligibility of any member over which the meeting is not satisfied. The notice of the meetings should indicate by when and where subscriptions should be brought up to date to ensure eligibility.

iii. Shortlisting procedure

- a. The list of nominees endorsed by the LGC ('the panel') shall be sent to CLPs for forwarding to the meetings of individual members covering the electoral areas where selections have been approved.
- b. The shortlisting procedure shall incorporate any positive action procedures as agreed under section B above.
- c. Those in attendance at the special shortlisting meeting convened as above shall decide which of the nominees shall be invited to the subsequent selection meeting.
- d. Once a member has been nominated or expresses an interest in being nominated s/he must withdraw from the meeting and take no further part in it.
- e. Where a vote is to be taken at a shortlisting meeting the following procedure must be adopted:
 - 1. Members present shall be invited to make nominations from those names on the approved panel of candidates. Nominations should be moved and seconded.
 - 2. Once all desired nominations have been made, those that have been moved and seconded shall be confirmed to the meeting and nominations closed.
 - 3. When nominations have closed the meeting shall have to make a decision on how many nominees to invite to the selection meeting. It is not acceptable to shortlist only the number of candidates who are ultimately to be selected, unless either:
 - a. the shortlist comprises only sitting councillors for the electoral area concerned who are seeking re-election to the relevant authority, or

- b. only that number have been nominated at the commencement of the procedure.
 - 4. In all other cases the meeting must agree to invite at least one more nominee than the number of candidates to be ultimately selected and normally a greater choice should be ensured for the subsequent selection meeting.
 - 5. Once the number to be shortlisted has been agreed, if required, the meeting should proceed to a vote using an eliminating ballot until only the number required to be shortlisted remain.
 - 6. Following the result of the ballot the meeting should agree the period of time to be offered to each nominee to address the selection meeting and answer questions and agree any other arrangements necessary. These agreed arrangements shall be communicated to the shortlisted nominees.
 - f. If the required quorum is not present at a shortlisting meeting, then the meeting should proceed to draw up a shortlist which shall then be put to the subsequent selection meeting for approval or rejection before the business of that selection meeting may commence.
 - g. Any member arriving at the shortlisting meeting after consideration of the shortlist has commenced shall be ineligible to take part or to vote and this should be made clear in the notice convening the meeting.
- iv. Selection procedure
- a. The following procedure should be adopted at the special selection meeting:
 - 1. Lots should be drawn for the order of appearance before the meeting of the shortlisted nominees. (This may be done in advance.)
 - 2. Each shortlisted nominee in attendance should be invited to address the meeting and answer questions for the specified period of time which shall be the same for all nominees.
 - 3. In the event of a nominee not being in attendance and having indicated a continued interest in the selection, her/his name shall remain in the ballot.
 - 4. Once all nominees in attendance have addressed the meeting and answered questions the meeting shall consider a procedural motion 'to proceed to ballot'. If members are dissatisfied with the shortlist as presented they shall vote against the motion and a secret ballot shall be held if one is requested by any member.
 - 5. If the 'proceed to ballot' motion is not carried then the meeting may suggest new dates for shortlisting and selection to be agreed by the CLP Executive Committee, or they may proceed to draw up a new shortlist. Any new selection meetings shall be convened in accordance with the procedure above.
 - 6. If it is agreed to ballot, then the method of balloting will depend on whether or not the ward is subject to positive action procedures as set out in section B above. Where at least one woman candidate must be selected from a multi-seat selection then a two-part ballot shall be held in accordance with section viii below. In all other cases the ballot will proceed as set out in section vii below.
 - 7. Where there is no positive action requirement, or you are selecting candidate(s) from an all women shortlist in line with positive action procedures, the ballot shall be held as follows:
 - a. There shall be a secret paper eliminating ballot. Members may vote for as many as, or less than, the number of candidates required to be selected.
 - 8. Where there is a requirement to select at least one woman candidate from a multi-seat selection, the vote to decide which nominees shall be selected as candidates shall be held as follows:
 - a. The ballot will be held in two parts. The first ballot will select a woman candidate (or two women candidates, if two seats

- are set aside for women) from amongst those women nominees on the shortlist. If there is only one woman nominee (or two where two seats are set aside for women) then that woman or women will be deemed selected. The second ballot will select the remaining candidate(s) from all shortlisted nominees with the exception of the woman candidate(s) selected in the part one ballot.
- b. Voting in both ballots shall be a secret paper eliminating ballot. In the first ballot, members may cast one vote to select one woman candidate (or up to two votes where two seats have been set aside for women). In the second ballot members may vote for as many as, or less than, the number of candidates required to be selected.
9. A successful candidate must have an overall majority of votes cast. Spoilt and blank papers shall be deducted from the total number of ballot papers returned before deciding whether a nominee has a clear majority.
 10. Should no nominee have an overall majority, the nominee at the bottom of the poll shall be eliminated from the next round of voting together with any others whose votes added to those of nominees lower in the poll do not equal the number of votes cast for the nominee immediately above.
 11. Where there is more than one candidate to be selected the eliminating ballot must continue removing the name(s) with the lowest votes until only the number required to be selected remain.
 12. Where there is a tie at the bottom of any ballot and the two (or more) votes added together are equal to or more than the next vote above, a separate ballot shall be held to break the tie and decide which nominee shall be eliminated from the following round.
 13. If there is a tie on the final round of any ballot, the chair is not allowed a casting vote so a further ballot must be held to determine the result. Before taking this further ballot the nominees tying may be recalled separately for a further period of questions. If there is still a tie then a fresh selection meeting shall be convened
 14. If after a further meeting no decision is reached there shall be a joint meeting convened on the same basis as in 16 below.
 15. No shortlisted nominee shall take part or vote as a member of the branch in the selection meeting unless they have formally withdrawn from the selection.
 16. If the required quorum is not present at a selection meeting then the selection of the candidate(s) shall be deferred to a subsequent joint meeting of those individual members eligible to attend the first meeting plus members of the Executive Committee of the CLP concerned who are registered as electors within the area of operation of the LGC and who have the 6-month membership qualification. Executive members who have an interest in the outcome of the selection shall not participate in this joint meeting. Such a meeting shall proceed however many members are present. However, the Executive Committee members present at the deferred meeting shall have the right to vote in any ballot only if again insufficient members from the electoral area concerned attend to form a quorum.
 17. Any member arriving at the selection meeting after the first nominee has started to address it shall be ineligible to take part or to vote and this should be made clear in the notice convening the meeting.
 18. In the case of any dispute arising in connection with a selection it shall be referred to the LGC whose decision shall be final.

v. NEC endorsement

- a. The selection of a local government candidate shall not be regarded as completed until either the name of the member selected has been placed before a meeting of the NEC and her/his selection has been endorsed or she/he has been issued with certification to stand as a Labour candidate by an appropriate officer of the Party, whichever is sooner.

vi. Exceptional selections

- a. In the event of a local government by-election occurring within a constituency, the Executive Committee of the CLP concerned shall consult with the executive of the appropriate LGC and the officers of any branches concerned to ensure that the vacancy is contested by the Party. Wherever possible a selection should be made in accordance with the procedures detailed above, but where necessary the CLP Executive Committee, in consultation with the executive of the LGC, shall take whatever action is required to meet the situation and endorsed by the RD(GS) on behalf of the NEC.
- b. Where any situation requires that a candidate be imposed for a local government election, the appropriate LGC may only do so with the approval of the appropriate RD(GS) of the Party on behalf of the NEC. In exceptional circumstances the NEC shall require a panel of the Regional Executive Committee to make a decision which shall be final and binding on all parties.

J. Alternative Procedures

- a. An LGC may apply to the NEC to pilot new or innovative procedures. Any such procedure must retain procedures for ensuring the Party's objectives under positive action are met.

Appendix 5

NEC statement - A minimum guarantee of support to CLPs

Clause I.

Introduction

1. Currently CLPs receive a share of membership income that is directly related to the number and type of members they have which mean that the larger constituencies get significantly more than the smaller constituencies.

Clause II.

The minimum guarantee will:

1. Roll into the new scheme the costs of the European Election Levy, the Election Insurance payment, Contact Creator and the cost of one delegate pass for annual conference for every CLP in the country – the CLP ‘package’, a Minimum Guarantee for CLPs.
2. Write off historic debt owed to the party from CLPs for the non-payment of Election Insurance or the Euro levy and debt from past General Elections.
3. Create a fairer distribution of cash payments to CLPs that ensures that every CLP receives a cash payment in addition to the package outlined above.
4. Recognise that there should be some discrepancy in cash payments to account for the differing administration costs associated with being a larger CLP.
5. Have transitional arrangements in place to temper the effects of the changes over two rather than one year with arrangements to effectively communicate with CLPs about how the changes will affect them.
6. Create two new NEC administered funds:
 - A. The NEC Diversity and Democracy Fund and
 - B. the NEC Local Campaigns and Improvement Fund.

Clause III.

The detail of the proposal

1. Every CLP will receive a cash payment based on the number of members in that CLP

- A. CLPs would continue to receive a cash payment based on the number of paid up members in that CLP. The payment will be set at £1.50 per paid up member. For example if a CLP has 300 members it will receive £450 annual cash payment which shall be paid in instalments every two months.
2. A minimum guarantee for every CLP & no national deductions
 - A. Alongside a cash payment every CLP will receive free access to Contact Creator and one free pass to Annual Conference. In addition, the party will no longer deduct the Euro levy and elections insurance (currently £665 p.a.) from CLP membership subscriptions, but account centrally for these items out of membership subscription payments.
 3. Transitional arrangements will be in place for year 1 (2012)
 - A. In order to help CLPs with financial planning, transitional arrangements will be in place for the first year of operation of the new system. For those CLPs getting less under the new scheme their loss would be mitigated in year 1 by paying back half their losses in addition to their new cash payment. These transitional costs are to be met from the sums allocated to the NEC administered funds in the first year.
 4. The Creation of NEC administered Diversity & Democracy Fund and Local Campaigns and Improvement Fund
 - A. The new proposal will leave funds available to allow for the creation of two NEC administered funds an NEC Diversity & Democracy Fund and a Local Campaigns and Improvement Fund. The amounts placed into the NEC funds will be calculated by using as a base the total amount that would have been paid to CLPs under the current formula minus:
 - i. the cost of providing the minimum guarantee to CLPs;
 - ii. cost of not having any national deductions; and
 - iii. the cash payments made to CLPs.
 - B. The new NEC funds will be overseen by a panel of NEC members chosen directly from the NEC.
 - C. CLPs would be invited to bid for funding from the committees which would meet at least twice a year to consider applications.
 - D. The Scottish and Welsh Executives and General Secretaries, and the Regional Directors and Regional Executive Committees would be asked for input and views on each bid received.

Clause IV.

The aim of each fund is as follows:

1. NEC Diversity and Democracy Fund.
 - A. Aimed at helping the poorest CLPs with the cost of sending delegates to Annual, Scottish and Welsh Conferences, and for encouraging diversity at a local level.
2. NEC Local Campaigns and Improvement Fund
 - A. This fund would specifically support local campaigning in the field – so activity is rewarded and incentivised, and match funding of projects or organisers would be considered.
3. Given the anticipated demand the majority of the money should be placed in the NEC Local Campaigns and Improvement Fund. However, this allocation can be amended year on year – for example in General Election year – by the NEC. Guidelines will be produced for CLPs on both the operation of these funds and how to bid from these funds.

Appendix 6

Procedural guidelines in disciplinary cases brought before the NCC

Introduction, interpretation and overriding objective

1. These guidelines set out the procedure for handling disciplinary charges referred to the NCC by the NEC or a CLP. They have been approved by the NEC. Everyone involved in NCC proceedings should ensure they are familiar with these guidelines. All are reminded that the NCC is a committee of a voluntary membership organisation, not a court of law.
2. In these guidelines, unless the context otherwise requires:
 - A. “NCC” includes a panel of the NCC appointed to determine a charge (but “NCC Chair” means the chair of the NCC, not a panel chair);
 - B. The “parties” are the NEC or the CLP presenting the charge and the respondent;
 - C. The “respondent” is the person against whom the charge is presented;
 - D. The “complainant” means the individual against whom the respondent’s alleged conduct was directed (for example, on a charge of harassment or bullying, the alleged victim of that conduct), whether or not that individual made the complaint that resulted in presentation of the charge to the NCC;
 - E. Except in paragraphs 1, 2 and 4 and where otherwise stated, “NEC” includes a CLP presenting a charge;
 - F. The “NCC Secretary” is an officer of the Labour Party designated by the General Secretary to perform that function.
3. The administration of NCC proceedings, including arranging the date and venue for a hearing, is undertaken by the General Secretary. The functions of the General Secretary are delegated to the NCC Secretary, but an administrative function conferred on the NCC Secretary may where necessary be exercised by the General Secretary personally.

4. The overriding objective of these guidelines is to ensure that:
 - A. Every charge is determined fairly, without unnecessary formality or undue delay, and in any event within three months of presentation of the charge (see paragraph 6);
 - B. The resources devoted to determination of a charge are proportionate to its seriousness and complexity;
 - C. In proceedings on a charge, the rights of all concerned under the Data Protection Act 2018 and GDPR are observed, and information about the proceedings (including the identity of the complainant, respondent and any witness, the evidence and representations submitted to the NCC, the procedure followed, and the outcome) remains so far as possible confidential to those directly involved in the proceedings. That does not prevent appropriate communication within the Party of information about the outcome, and the keeping and appropriate reporting within the Party of statistics and other information about NCC proceedings, in accordance with procedures approved by the NEC.
5. The NCC, and every officer of the Party exercising functions in relation to NCC proceedings, must interpret and apply these guidelines consistently with the overriding objective. The parties must co-operate to further the overriding objective. Where necessary to further the overriding objective in the circumstances of a particular case or category of case, or to make a reasonable adjustment for a person who has an additional need, the NCC may adapt the detailed provisions of these guidelines.

Presentation of charges

6. A charge is presented when the NCC Secretary receives from the NEC a charge sheet and a consecutively paginated bundle of evidence in support of each charge (the “charge bundle”), complying with this paragraph and paragraphs 7 to 9. The charge sheet must:
 - A. Identify the Rule(s) the respondent is alleged to have breached;
 - B. Concisely state the behaviour alleged to constitute the breach;
 - C. Contain an indexed list of the evidence relied on in support of each charge.
7. The charge sheet may also indicate whether the NEC considers that, if any charge is contested, the

case may properly be determined without a hearing and, if so, brief reasons why.

8. The charge sheet may include more than one charge against a respondent arising out of the same events. Where charges are referred against more than one respondent arising out of the same event, a separate charge sheet must be provided in respect of each respondent, but a single charge bundle may be provided.
9. The charge bundle may include a brief statement explaining the NEC's case against the respondent. The statement must be cross-referenced to the evidence in the bundle.
10. A charge may be presented only against a person who was a member of the Labour Party at the time of the alleged breach of rule. If the charge is presented by a CLP, the person must also have been a member of that CLP at that time. A CLP may present a charge against a respondent who has subsequently transferred out of that CLP.
11. In this paragraph "NEC" does not include a CLP. If the respondent ceases to be a Labour Party member after the charge is presented, the NCC will normally suspend the proceedings on the charge and will notify the respondent and NEC (or CLP) that it has done so. If the respondent later rejoins (or applies to rejoin) the Party, the NEC may by notice to the NCC proceed with the charge. The NCC may make use of any evidence submitted before the proceedings were suspended. The three-month period for determination of the charge re-starts afresh when the NCC Secretary receives notice from the NEC to proceed with the charge.

Pre-hearing procedure

Reporting of charge and appointment of panel

12. On presentation of a charge, the NCC Secretary will report the charge to the Chair and Vice-Chair of the NCC. As soon as practicable after presentation of a charge, the NCC Secretary, after consulting with the NCC Chair (or Vice-Chair if the Chair is unavailable), will appoint a three-member panel to determine it. The following provisions apply to membership of panels:
 - A. As required by Rule 1.IX.3.C, a panel must include at least one member from each of Divisions I (trade unions) and III (CLPs).
 - B. Each member of the NCC is to have an equal opportunity, and obligation, to act as a member of a panel as often as required to ensure the timely determination of charges referred to the

NCC. But that obligation is subject to paragraph 13 (recusal). Account must also be taken of the differing personal circumstances of members, including their employment situation and (in the light of the likely venue for a hearing) their place of residence and any additional needs.

- C. In appointing a panel, regard must be had to written guidance issued by the General Secretary, NCC Chair and Vice Chair on the composition of panels. The guidance must contain provision designed to ensure that each panel includes, so far as practicable, at least one member sufficiently experienced to act as panel chair, and that account is taken of the desirability of the panel reflecting the diversity of the NCC as a whole.
 - D. As soon as possible after their appointment, the panel will appoint one of their members to act as panel chair.
13. Members must recuse themselves from a panel if, at any stage during the proceedings on a charge, facts are, or become, known to them (other than as a result of a request for recusal of a member) which would lead a fair-minded observer to conclude that there is a real danger that the member would be biased in favour of the NEC's or respondent's case, or would not determine the charge with an open mind. Examples of such facts include:
- A. the member is closely associated with the respondent, complainant or a witness (for example, a close friendship or a close family or business relationship);
 - B. the member was previously involved in the events to which the allegations relate.
 - C. Previous participation as a member of the NCC in an earlier stage of the proceedings, or in proceedings on a charge involving the same individuals or similar allegations, does not in itself result in the appearance of bias or a closed mind.
14. Paragraph 12 applies to the replacement of a member who is recused or otherwise unable to continue to participate in a panel.

Notification of respondent and answer to charge

Notice to respondent

15. As soon as practicable after presentation of a charge, the NCC Secretary will send to each respondent, by post to the last address held on the Labour Party's membership list, a copy of the charge sheet(s) and charge bundle, together with a covering letter setting out the dates by which the respondent must take the steps set out in

paragraphs 17 and 18. In these guidelines, the “notification date” is the second working day after those documents are sent to the respondent. The covering letter must also:

- A. Include a postal and e-mail address and a telephone number for communications with the NCC Secretary;
 - B. Draw attention to the effect of paragraph 19 and invite the respondent to indicate whether, if a charge is contested, he or she agrees to the NCC determining it without a hearing;
 - C. Enclose, or draw attention to, any current guidance for respondents;
 - D. State that a hearing, if held, will take place during a period set out in the letter (starting at the beginning of the seventh week and ending at the end of three months following presentation of the charges), and invite the respondent to indicate any dates during the window when he or she is unavailable to attend a hearing, if one is held.
16. Following the notification date, any correspondence relating to the proceedings must be sent via the NCC Secretary. The parties must not contact each other, or any other Party officer, directly.

Respondent to state whether charge admitted

17. No later than 14 days after the notification date, the respondent must notify the NCC Secretary in writing whether he or she intends to admit or contest each charge. On receipt the NCC Secretary will immediately send the NEC a copy. A respondent “admits” a charge if he or she accepts that the events alleged took place as described in the charge and that they constitute a breach of the Rule identified. Where the respondent admits all charges, the rest of the proceedings in relation to that respondent will be concerned only with the question of disciplinary measures. That will normally be determined without a hearing, and Clause V.1.B will apply.

Answer to contested charge

18. If the respondent does not intend to admit all charges, he or she must, no later than 28 days after the notification date, give the NCC Secretary an answer to charge. On receipt the NCC Secretary will immediately send the NEC a copy. In relation to each charge:
- A. If part of the charge is admitted, the answer to charge must identify which part. For example, the respondent may admit some of the alleged events but deny others; or may admit the

events but deny that they constitute a breach of the Rule charged.

- B. The answer to charge must state concisely the basis on which each charge, or part of charge, is contested.
 - C. Where the respondent does not admit, or only partly admits, the alleged events and wishes to put the evidence of any witness to the panel, the answer to charge must include a written and signed statement of evidence from each of the respondent’s witnesses. The respondent must indicate, in relation to each witness, whether the respondent wishes to call that witness to give oral evidence at the hearing.
 - D. The answer to charge must be accompanied by a copy of any relevant document the respondent intends to rely on which is not in the charge bundle.
 - E. The respondent must provide each witness statement and document accompanying the answer to charge in the form of a bundle (“respondent’s bundle”). The respondent’s bundle should be orderly and, so far as practicable, paginated, with the answer to charge including corresponding page references.
 - F. The respondent’s bundle may (but need not) include a brief statement explaining the respondent’s case, cross-referenced to the charge bundle and respondent’s bundle.
19. The respondent may indicate in the answer to charge that he or she consents to the NCC determining the case on the basis of the written material without a hearing. The respondent may, if not consenting, state brief reasons why he or she considers that a hearing should be held.
20. If the respondent does not provide an answer to charge as required by paragraph 18, the panel may, without further notice to either party, determine the case without a hearing on the basis of the contents of the charge bundle and any admission made under paragraph 17.

Complaint about pre-charge process

21. The NCC’s determination as to whether a charge is proved, and if so the appropriate disciplinary measure, is based solely on the evidence and arguments presented to it. An alleged error or defect in the process by which the charge came to be referred and presented to the NCC does not affect the NCC’s power to determine the charge.

22. That does not prevent the panel from deciding whether, as a result of such an error or defect, it would be grossly unfair in all the circumstances to consider a particular charge, part of a charge, or item of evidence. A respondent who wishes the panel to exclude a charge, part of charge or item of evidence on that basis must make a reasoned request in the answer to charge, and must include in the respondent's bundle any evidence necessary to support it. After the notification date the Labour Party will not consider a complaint about the pre-charge process made in any other way.

NEC response to answer to charge

23. No later than seven days after receiving a copy of the answer to charge, the NEC may (but need not) send the NCC Secretary a response. The response:

- A. must be limited to accepting or rebutting the content of the answer to charge and of any witness statement or document accompanying it;
- B. must not duplicate any allegation or evidence already in the charge sheet or charge bundle;
- C. must be accompanied by (i) a signed witness statement containing the evidence of any witness on whom the NEC relies (whether a new witness or supplemental evidence from a witness whose evidence is in the charge bundle), and (ii) any additional relevant document on which the NEC relies.

Selection of procedure and notification of hearing date

24. As soon as possible and in any event within seven days after receipt of an answer to charge, the panel must decide whether to hold a hearing or to determine the case solely on the written material submitted to it. In relation to that decision:

- A. If the answer to charge indicates the respondent's consent to determination without a hearing, the panel need not hold a hearing unless it considers that the overriding objective requires it to do so;
- B. Otherwise the panel must consider whether the case can fairly be determined without a hearing, having regard (among other things) to any reasons given by the respondent and NEC for holding or dispensing with a hearing and to the penalty likely to be imposed if the contested charges are proved.
- C. Where the respondent has not consented to determination without a hearing, the panel should not dispense with a hearing if it

considers that a significant contested issue of fact cannot properly be determined without hearing oral evidence (which will not normally be the case where the alleged breach of rule lies entirely in the content of written material).

25. Following receipt of the answer to charge, unless the panel has decided not to hold a hearing the NCC Secretary will fix a hearing date after consulting the panel members and the parties. The NCC Secretary will so far as possible take into account any information provided by the parties as to the availability of the respondent (and any representative), the NEC's intended representative, the complainant and any witnesses. The NCC Secretary must give the parties at least 14 days' notice of the hearing date.

26. Charges against more than one respondent based on the same events will generally be heard together by the same panel. But the NCC Secretary may decide otherwise. The NCC Secretary may also decide to arrange for charges to be heard together in other circumstances where it is appropriate to do so. The NCC Secretary must consult the parties before making a decision under this paragraph.

27. Where a charge has been referred to the NCC by a Sexual Harassment Panel of the NEC and the complainant has asked for the special hearing procedure for sexual harassment cases to be followed, then if a hearing is held in such a case (including a case where the charge in question is heard together with any other charge), it must be conducted in accordance with the special procedure as set out in Annex B (model hearing agenda in sexual harassment cases). The NCC Secretary must take that into account in deciding whether to hear charges together under paragraph 26.

Representation and assistance

28. The NEC is generally expected to conduct the proceedings, including the presentation of its case at the hearing, through an appropriate officer of the Labour Party ("the NEC presenter").

29. A respondent is entitled to be accompanied at the hearing of a charge by a silent friend, so long as the respondent has notified the NCC Secretary of that person's identity at least 7 days before the hearing. The friend must be a member of the Labour Party against whom there is no current disciplinary investigation or charge, or a suspension imposed by the NCC. The friend may advise and assist the respondent but may not address the hearing, give evidence or question any witness.

30. Alternatively a respondent may be represented at the hearing by:

- A. a lay representative, such as a trade union official, who must be a member of the Labour Party against whom there is no current disciplinary investigation or charge, or a suspension imposed by the NCC; or
- B. with the permission of the panel, a legal representative (that is, a person who is entitled to practise in the UK under a professional legal title), who need not be a member of the Labour Party.

31. The respondent must make any request for permission to be legally represented no later than 21 days after the notification date. The request must identify the proposed representative and briefly explain why permission is sought. The panel will allow the respondent legal representation only if fairness requires it: for example where the case is particularly difficult or complex. In the interests of the complainant in charges of sexual harassment, the panel is more likely to give permission for legal representation in a case proceeding under the special procedure for sexual harassment cases than in other types of case, but will wish to be satisfied that the proposed legal representative is suitably qualified and experienced.

32. Where the panel gives the respondent permission for a legal representative, the NEC is also entitled to be legally represented.

33. The NEC may, exceptionally, request permission to be legally represented at the hearing even if the respondent has made no such request. The NEC must make any such request no later than seven days after receiving a copy of the answer to charge. The panel will grant the request only if fairness clearly requires it. Where the panel gives the NEC permission for a legal representative, the respondent is also entitled to be legally represented.

34. The panel will make and notify its decision on a request for representation as soon as practicable and no later than 14 days before the hearing.

35. Where representation is allowed, each party is responsible for arranging and instructing their own representative and for the costs of doing so. The NCC has no power to order a party to pay another party's legal costs.

Case management and evidence

Hearing date and time limits

36. Where a hearing date has been fixed, the NCC Secretary may, at the request of a party or

otherwise, arrange a new hearing date after consulting the parties.

37. The NCC Secretary may not arrange or postpone a hearing to take place more than three months after presentation of a charge unless satisfied that there are exceptional circumstances justifying doing so. Such circumstances may include:

- A. Where the respondent, or one or more witnesses, are suffering from serious illness or incapacity preventing their attendance, and it is not possible to determine the charges fairly in their absence (in which case the General Secretary may invite the panel to reconsider, in accordance with paragraph 24, whether to determine the case without a hearing);
- B. Where there are ongoing enquiries, or legal or other proceedings, about matters central to the case, and it would be grossly unfair to hold the hearing before they are complete.
- C. Any request by a party to arrange such a hearing must be made promptly and accompanied by evidence of the circumstances relied on. The unavailability of a particular individual to act as silent friend, or as lay or legal representative, will not normally be regarded as exceptional. The party will be expected to nominate an alternative friend or representative.

38. The General Secretary may, at the request of a party or on the General Secretary's own initiative, shorten or extend any time limit prescribed by these guidelines. But a time limit may not be changed in a way that would be incompatible with:

- A. the currently fixed hearing date, unless the General Secretary has postponed the hearing in accordance with paragraphs 36 and 37 or
- B. a hearing taking place within three months after presentation of charges, unless the General Secretary has arranged such a hearing in accordance with paragraph 37.

Evidence

39. The NCC determines a charge on the basis of the evidence each party submits. It does not seek out evidence itself, nor does it have power to compel a party to produce a document or the evidence of a particular witness. However, the NCC Secretary will pass on to a party any request by another party to produce a particular piece of evidence.

40. Each party must, at least 10 days before the hearing, confirm to the NCC Secretary which of their witnesses whose statement they have submitted they wish to call to give oral evidence.

The panel will determine which witnesses each party is permitted to call, and in relation to which of the matters dealt with in their statements. The panel will not generally hear oral evidence from more than four witnesses for each party.

Permission to call a witness in excess of that number will be given only if the evidence relates to a significant contested factual issue, does more than merely corroborate the evidence of another witness, and fairness demands that it be tested by questioning.

41. The panel will not generally permit a party to call a character witness. A respondent against whom a charge is proved may provide written attestations of character for consideration by the panel when it makes its decision on disciplinary measures.

Other procedural matters

42. Where legal representation is allowed, and in other cases where appropriate, the NCC Secretary may (but need not) convene a pre-hearing meeting of the panel to consider procedural matters including the conduct of the hearing.
43. Any meeting of a panel to determine procedural matters, and any determination of a charge without a hearing (including determination of disciplinary measures where a charge is admitted), may be conducted by telephone or video conference or other digital means.
44. The panel may from time to time give directions about the management of the case.
45. A decision under paragraphs 30 to 34 or 40 may in case of urgency be taken by the panel chair.

The Hearing

46. Where permission is given for a party to be represented, at the hearing the representative alone will address the panel and question witnesses.
47. The NCC secretary or another appropriate Labour Party officer will generally act as secretary to the panel. The panel may in addition be assisted by an independent legally qualified person to act as its adviser. The adviser must be present throughout the hearing.
48. Except with the permission of the panel, no person other than the following may attend the hearing:
- A. the secretary and any adviser to the panel;
 - B. the parties;

- C. any witness whom the panel has permitted to give oral evidence (each witness will be brought into the hearing in turn and will be asked to leave immediately after giving their evidence).

49. Paragraphs 36 and 37 do not affect the power of the panel to manage the procedure at the hearing in the ordinary way, including by pausing, or postponing the start of, the hearing, or adjourning the proceedings part-heard (in which case, unless the hearing is to continue the following day, the NCC Secretary must fix a date for the resumed hearing). If the panel members remain in the hearing room during a pause in the hearing, everyone else except the panel secretary and any adviser must leave the room.
50. The sequence of statements and evidence during the hearing is set out in:
- A. Model Hearing Agenda A (see Annex A), or
 - B. Model Hearing Agenda B (see Annex B) for hearings under the special procedure for sexual harassment cases.
51. At the end of the steps set out in the Model Hearing Agenda, the panel chair will ask the respondent if she or he feels that the hearing has been fair.
52. The hearing is then adjourned for the panel to reach its determination as to whether or not each charge is proved. The determination may be made by simple majority. The burden of proving any contested fact on which the charge is based rests with the NEC. The standard of proof on factual matters is the balance of probabilities.
53. Having reached its determination, the panel will reconvene the hearing and will:
- A. If it has found none of the charges proved, state that the case is dismissed
 - B. If it has found any charge, or part of a charge, proved, inform the parties of those charges or parts of charges.
54. If the panel is considering expulsion of the respondent, it will inform the parties that expulsion is one of the disciplinary measures that it may impose.
55. The panel will then invite the respondent to make a statement in mitigation. At the end of that statement, and whether or not the respondent is represented, the panel may ask the respondent questions about the matters raised in the statement.
56. The NEC presenter may address the panel to correct any inaccuracy in the respondent's statement or in the respondent's answer to the panel's questions, and may remind the panel of

its powers in relation to disciplinary measures. But it is not the NEC presenter's role to suggest any particular disciplinary measure. If the NEC presenter addresses the panel at this stage, the respondent may reply.

57. The hearing will then be adjourned for the panel to decide on disciplinary measures. On reconvening the hearing the panel will inform the parties of the disciplinary measures, if any, to be imposed. The hearing will then be closed.
58. The NCC Secretary will send the parties written confirmation of the outcome of the hearing, including a brief statement of the reasons for the panel's decision on each charge and on the question of disciplinary measures, as soon as possible following the hearing.

Determination without a hearing

59. Where charges are determined without a hearing, after considering the material submitted by the parties, the panel will:
- A. If it has found none of the charges proved, dismiss the case;
 - B. If it has found any charge, or part of a charge, proved, proceed to consider disciplinary measures, taking into account any written attestations of character received from the respondent.
60. As soon as possible following the determination, the NCC Secretary will send the parties written notice of the panel's determination on each charge (containing the information specified in paragraph 53), and the disciplinary measures (if any) it has imposed, together with a brief statement of the reasons for the panel's decisions on those matters.

Commencement and transitional provisions

61. These guidelines come into force on 14 May 2019 ("commencement date"). They replace the previous guidelines (reproduced as Appendix 6 to the 2018 Rulebook) and apply in full to all charges presented to the NCC on or after that date.
62. The previous guidelines continue to apply to charges presented to the NCC before the commencement date, subject to the following:
- A. The overriding objective, paragraphs 21 and 22 (complaint about pre-charge process), and paragraphs 46-58 (the hearing) or 59-60 (determination without a hearing), apply to all charges.

- B. If the respondent has not been notified of the charges before the commencement date, paragraphs 15-45 (which deal with notification and subsequent pre-hearing steps) apply to the charges.
- C. If the respondent has been notified of the charges but no hearing date has been fixed before the commencement date, paragraphs 24 to 45 (which deal with all pre-hearing steps following the answer to charge) apply to the charges.
- D. Where, at the commencement date, a hearing has been fixed to take place more than 21 days after 14 May 2019, paragraphs 28 to 45 (which deal with representation, evidence and certain other procedural matters) apply to the charges.

Annex A: Model Hearing Agenda A

1. Panel chair opens hearing:
 - A. Introduces panel, secretary and any legal adviser and explains hearing procedure;
 - B. Invites the respondent (or representative), to indicate whether they have read and understood the provisions of these guidelines (including this model agenda) about procedure at the hearing;
 - C. If it is proposed to record the hearing, informs those present;
 - D. Takes procedural questions, if any.
2. NEC Presenter briefly states the NEC's case and calls any witnesses in support. Each witness may be questioned in turn by:
 - A. The NEC Presenter;
 - B. The respondent, who may also question the NEC Presenter on any evidence he or she has given;
 - C. The panel. The panel may also question the NEC Presenter about any evidence he or she has given, or about the NEC's case.

Note: the respondent is confined at this stage to asking questions to witnesses called on behalf of the NEC (including the NEC Presenter, in relation to any evidence he or she gives). The panel chair may wish to remind the respondent that the respondent's opportunity to present their own case comes later in the procedure.

3. Hearing briefly adjourned for the panel to decide whether the NEC has shown a case to answer on each charge. If not, the panel will dismiss that charge. Otherwise the hearing will continue as follows.

4. Respondent briefly states his or her case and calls any witnesses in support. Each witness may be questioned in turn by:
 - A. The respondent;
 - B. The NEC Presenter, who may also question the respondent on any evidence he or she has given;
 - C. The panel. The panel may also question the respondent about any evidence he or she has given, or about his or her case.
5. The NEC Presenter, and then the respondent, invited to make closing statements. A closing statement may not introduce new evidence. The panel may ask each party questions about their closing statement. The panel may permit the NEC Presenter to reply to any new point raised by the respondent.
6. The hearing then continues as described at paragraph 51 onwards.
7. In this agenda, "NEC Presenter" includes a legal representative on behalf of the NEC, and "respondent" includes a lay or legal representative of the respondent. But such representatives will not be permitted to give evidence and so will not be asked direct questions by the other party.
 - A. Complainant and silent friend/representative to leave the viewing room
 - B. Respondent and silent friend/representative to leave the hearing room and watch the hearing live from the viewing room.
4. NEC Presenter calls the NEC's witnesses (including the complainant, if giving oral evidence). The procedure for each witness is as follows:
 - A. Before and during that witness's oral evidence, the respondent may prepare written questions that the chair will be asked to put to the witness on behalf of the respondent. Such questions should be worded concisely and designed to test the evidence on which the NEC Presenter relies rather than to put the respondent's case.
 - B. The witness is questioned by the NEC Presenter.
 - C. The hearing will then be paused for the respondent to give the panel the prepared questions to the witness (via the secretary who will collect them from the viewing room).
 - D. The panel may adjourn to consider the questions. If it considers any question inappropriate it may invite the parties to make submissions about the question. The panel will then decide whether the question can be asked, if necessary in an amended form.
 - E. The hearing resumes and the chair asks the questions on behalf of the respondent.
 - F. Where necessary to ensure fairness, steps (C) to (E) may be repeated once to enable the respondent to give the panel supplementary questions arising out of the witness's answers during step (E).
 - G. Steps (C) to (F) also apply to any evidence the NEC Presenter has given.
 - H. The panel may then ask the witness any questions. The panel may also question the NEC Presenter about any evidence he or she has given, or about the NEC's case.

Annex B: Model Hearing Agenda B for sexual harassment cases

1. Panel chair opens hearing. The NEC Presenter, respondent and any silent friend or representative are present in the hearing room. The complainant any silent friend or representative may watch live from the viewing room. The chair:
 - A. Introduces panel, secretary and any legal adviser and explains hearing procedure;
 - B. Ensures that all persons involved in the hearing have deposited all of their mobile phones with a member of staff;
 - C. Invites the respondent (or representative) to indicate whether they have read and understood the provisions of these guidelines (including this model agenda) about procedure at the hearing;
 - D. If it is proposed to record the hearing, informs those present;
 - E. Takes procedural questions, if any.
2. NEC Presenter briefly states the NEC's case.
3. Chair invites:
 5. Hearing briefly adjourned for the panel to decide whether the NEC has shown a case to answer on each charge. If not, the panel will dismiss that charge. Otherwise the hearing will continue as follows.

Note: the respondent is confined at this stage to preparing written questions to witnesses called on behalf of the NEC (including the NEC Presenter, but only in relation to any evidence he or she gives). The panel chair may wish to remind the respondent that the respondent's opportunity to present their own case comes later in the procedure.

6. Hearing resumes. The chair invites:
 - A. The respondent and silent friend/representative to leave the viewing room and come to the hearing room.
 - B. NEC presenter and any representative, to leave the hearing room and watch the hearing live from the viewing room. If the NEC Presenter agrees, the complainant may also watch this part of the hearing live from the viewing room.
7. Respondent asked to briefly state his or her case and call any witnesses in support. The procedure for each witness is as follows:
 - A. Before and during that witness's oral evidence, the NEC Presenter may prepare written questions that the chair will be asked to put to the witness on behalf of the respondent. Such questions should be worded concisely and designed to test the evidence on which the respondent relies rather than to put the NEC's case.
 - B. The witness is questioned by the respondent
 - C. The hearing will then be paused for the NEC Presenter to give the panel the prepared questions to the witness (via the secretary who will collect them from the viewing room).
 - D. The panel may adjourn to consider the questions. If it considers any question inappropriate it may invite the parties to make submissions about the question. The panel will then decide whether the question can be asked, if necessary in an amended form.
 - E. The hearing resumes and the chair asks the questions on behalf of the NEC Presenter.
 - F. Where necessary to ensure fairness, steps (C) to (E) may be repeated once to enable the respondent to give the panel supplementary questions arising out of the witness's answers during step (E).
 - G. Steps (C) to (F) also apply to any evidence the respondent has given.
 - H. The panel may then ask the witness any questions. The panel may also question the respondent about any evidence he or she has given, or about the respondent's case.
8. The chair invites the NEC Presenter and any representative to leave the viewing room and come to the hearing room. The complainant may watch the rest of the hearing live from the viewing room.
9. The NEC Presenter, and then the respondent, invited to make closing statements. A closing statement may not introduce new evidence. The

panel may ask each party questions about their closing statement. The panel may permit the NEC Presenter to reply to any new point raised by the respondent.

10. The hearing then continues as described at paragraph 51.
11. Arrangements are made throughout to ensure the complainant and other NEC witnesses do not meet the respondent while moving between the hearing and viewing rooms or at any other time while on the hearing premises.
12. If the panel members remain in the hearing room during an adjournment (see paragraph 49), the live feed to the viewing room will be switched off, alternatively those in the viewing room will be shown to another room.
13. In this agenda, "NEC Presenter" includes a legal representative on behalf of the NEC, and "respondent" includes a lay or legal representative of the respondent. But such representatives will not be permitted to give evidence and so will not be asked direct questions by or on behalf of the other party.

Appendix 7

Procedural guidelines for the general organisation of Constituency Labour Parties

Clause I. General

1. Constituency Labour Parties (CLPs) may adopt methods of organisation most suited to their local circumstances, subject to the approval of the NEC.
2. CLPs are also encouraged to agree methods of organisation which allow cooperation with other CLPs, affiliated organisations and the wider community.
3. In any model of organisation, there shall be such officers to ensure compliance with current legal obligations, and an Executive Committee elected to ensure the day to day running of the CLP.

Clause II. Delegate Organisation

1. The General Meeting of this CLP shall consist of delegates elected by:
 - A. affiliated organisations, in accordance with Clause III of these rules. Each affiliated organisation may have a maximum of five delegates to this CLP, except that the RD(GS) with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in the constituency.
 - B. branches established in accordance with Chapter 8 of these rules together with the secretaries who shall be ex-officio members with voting power. Branch parties with three or more members under the age of 26 may elect from among them an additional youth delegate.
 - C. equalities branches where established.
 - D. workplace branches where established.
 - E. young labour where established.
 - F. Other such branches properly constituted by this CLP.

Clause III. Basis of representation

1. The basis of representation of the General Meeting shall be as follows: {here insert the basis of representation as approved by the NEC} provided that:
2. only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this CLP for the previous year or part thereof to 31 December may be counted in calculating the number of delegates
3. a Party unit with fewer than ten members shall be represented by not more than one delegate whether the secretary or any other member
4. members in arrears shall not be counted when establishing the number of delegates from Party branches to the General Committee/All Member Meeting
5. an organisation during the year in which it is affiliated or a Party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the General Meeting subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

Clause IV. Conditions for appointment of delegates to this CLP

1. Every delegate must be an individual member of the Party in this CLP as described in the membership rules.
2. Delegates from branches must reside within the branch appointing them. Delegates from affiliated organisations must be bona fide members or paid permanent officials of the organisation appointing them.
3. No person shall act as a delegate for more than one organisation/ Party unit.
4. Delegates must either reside or be registered as electors in the constituency.
5. Members of Parliament may be appointed as delegates to the General Committee/All Member Meeting in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend Executive and General Committee/All

Member Meeting meetings of, the CLP they represent and report on their work.

6. The term of office of a delegate shall commence with the opening of the annual meeting of this CLP following their appointment or the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation or Party unit which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this CLP but they shall not be entitled to attend except as members of the Executive Committee of this CLP to tender reports to that meeting but not to vote unless reappointed as delegates for the appropriate year. All delegates who qualify under these conditions may be re-appointed. It shall be the duty of the secretary of this CLP to invite affiliated organisations and Party units to elect their delegates prior to and in time to be called to the annual meeting and to assist this the Executive Committee may set a reasonable deadline for the appointment of delegates for that meeting.

Clause V.

Non Delegate Organisation

1. The General Meeting of this CLP shall consist of all eligible members and delegates from affiliated organisations.

Clause VI.

Other Methods of Organisation

1. The general procedures for other methods of organisation will be shown here as they are approved by the NEC.

Appendix 8

NEC Codes of Conduct

All codes of conduct and NEC statements form part of the agreed relationship between individual Labour Party members, and set the minimum code of conduct expected by the Party of all its members. The NEC may supplement or amend these codes of conduct at any time. Further codes of conduct exist relating to internal elections, selections and other matters, including supplementary guidance on the codes of conduct contained in this Appendix. These may be found in the rule book or on the Labour Party website at www.labour.org.uk

1. Code of Conduct: Sexual Harassment and Gender Discrimination

The Labour Party strongly believes that no one should feel disadvantaged, discriminated against or harassed due to their sex or gender either inside the party or in the wider society. The Labour Party will create an environment that is overtly hostile to sexual harassment and gender discrimination. The Labour Party recognises that sexual harassment can be experienced alongside other forms of harassment, and that black women, disabled women, lesbian, bisexual and trans women can be specifically targeted for sexual harassment.

Sexual harassment is a form of sex discrimination. It takes place when someone is subjected to unwelcome and unwanted sexual behaviour or other conduct related to their sex.

Harassment is defined by law in the Equality Act 2010 as “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”.

In the case of sexual harassment, the relevant protected characteristic is sex.

The following list provides examples of some of the kinds of behaviour likely to be regarded as sexual harassment (this list is not exhaustive).

- a. Sexual assault or rape;
- b. Unwelcome or inappropriate behaviour of a sexual nature. This may be either physical or verbal and includes unwelcome sexual advances;

- c. Unwanted physical contact such as hugging, kissing and touching;
- d. Inappropriate or suggestive remarks or verbal sexual advances;
- e. Indecent comments, jokes or innuendos relating to a person’s looks or private life or being subjected to sexual jokes or propositions;
- f. Requests for sexual favours;
- g. Someone making sexually degrading comments or gestures;
- h. Your body being stared or leered at;
- i. Someone displaying sexually explicit pictures in your space or a shared space;
- j. Offers of rewards in return for sexual favours;
- k. The display or circulation of pornography or indecent images.

Some of this behaviour may involve sexual violence or abuse amounting to a crime and we will always encourage complainants to contact the police where appropriate. At the other end of the spectrum, the behaviour may offend the person concerned or make them feel uncomfortable, but might be brushed off by the harasser as ‘banter’ or harmless flirting. It is important to remember that the impact the behaviour had on the victim is the most important factor. It is less important whether the perpetrator intended to cause that effect.

Third party sexual harassment

Third party sexual harassment is a form of harassment that is carried out by someone who isn’t employed by the Labour Party but whom staff may come into contact with at work. This could include elected members such as Members of Parliament, Members of the Scottish or Welsh Parliaments and could include members of the Party, contractors or members of other stakeholder groups such as the Unions.

The Labour Party will take allegations of third party sexual harassment extremely seriously. Where a complaint of third party harassment is received the Labour Party will undertake an investigation of any member of the party or member of staff. Where the individual is a member or employee of another organisation the Labour Party will share information about the complaint where possible, and in accordance with the Data Protection Act 2018 and GDPR, to ensure an investigation into the complaint is carried out. The Party will encourage and support complainants to report their complaint directly to

other organisations or the relevant governing body where appropriate.

Victimisation

Every person has the right to report sexual harassment and have their complaint investigated. It is vital that the Labour Party provides an opportunity for cases of sexual harassment to be investigated and heard in a way that is fair to both the complainant and respondent. Sometimes a person accused of harassment retaliates by further harassing or bullying the person who has lodged a complaint and this is called *victimisation*.

Victimisation is unacceptable and complaints of victimisation will be investigated in accordance with the party's rulebook and with particular reference to Chapter 2, Clause 1.11:

"No member of the Party shall engage in conduct which in the opinion of the NEC is prejudicial, or in any act which in the opinion of the NEC is grossly detrimental to the Party. The NEC and NCC shall take account of any codes of conduct currently in force and shall regard any incident which in their view might reasonably be seen to demonstrate hostility or prejudice based on age; disability; gender reassignment or identity; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation as conduct prejudicial to the Party: these shall include but not be limited to incidents involving racism, antisemitism, Islamophobia or otherwise racist language, sentiments, stereotypes or actions, sexual harassment, bullying or any form of intimidation towards another person on the basis of a protected characteristic as determined by the NEC, wherever it occurs, as conduct prejudicial to the Party."

Confidentiality

It is important that disciplinary action taken by the Labour Party pursuant to Chapters 2, 6, 7, 8 and/or 13 of the Labour Party Rule Book is kept confidential by the Labour Party, its members and its officers so as to maintain the integrity of any disciplinary investigations and to preserve any relevant evidence. Therefore, members must keep information, correspondence and Confidential Matters pertaining to individual disciplinary cases private and must avoid disclosing any such information, correspondence or confidential matters to any party, except in certain circumstances, including but not limited to:

- a. Where disclosure is required by law or by a legal obligation; and
- b. Where it is necessary for a member who is subject to disciplinary proceedings to make disclosure for the purpose of and in order to obtain legal advice, medical or social

support, or support from close family members, trade unions.

Further information on this can be found in the Labour Party's Code of Conduct on Confidentiality and Privacy.

No member of the Labour Party, and in particular elected members with a public profile, should comment publically or on social media about on-going sexual harassment cases and all members should have due regard to the Labour Party's Social Media Code of Conduct which states:

"We wish to build a diverse movement that reflects the whole of society, so should always consider how our actions and words may limit the confidence or otherwise exclude either those less knowledgeable than ourselves or those already under-represented in politics."

2. Code of Conduct: Antisemitism and other forms of racism

The Labour Party is an anti-racist party, committed to combating and campaigning against all forms of racism, including antisemitism and Islamophobia. Labour will not tolerate racism in any form inside or outside the party.

The Labour Party will ensure that the party is a welcoming home to members of all communities, with no place for any prejudice or discrimination based on race, ethnicity or religion.

The Labour Party welcomes all who share our aims and values, and encourages political debate and campaigns around the vital issues, policies and injustices of our time.

Any behaviour or use of language which targets or intimidates members of ethnic or religious communities, or incites racism, including antisemitism and Islamophobia, or undermines Labour's ability to campaign against any form of racism, is unacceptable conduct within the Labour Party.

NEC Code of Conduct: Islamophobia

Introduction

1. The NEC will view any acts of discrimination, prejudice or hostility based on religion or race as prejudicial and grossly detrimental to the Labour Party and its interests. Chapter 2, Clause I.11 of the Labour Party Rule book applies to all members of the Labour Party. It provides:
2. "No member of the Party shall engage in conduct which in the opinion of the NEC is prejudicial, or in any act which in the opinion of the NEC is grossly detrimental to the Party. The NEC and

NCC shall take account of any codes of conduct currently in force and shall regard any incident which in their view might reasonably be seen to demonstrate hostility or prejudice based on age; disability; gender reassignment or identity; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation as conduct prejudicial to the Party: these shall include but not be limited to incidents involving racism, antisemitism, Islamophobia or otherwise racist language, sentiments, stereotypes or actions, sexual harassment, bullying or any form of intimidation towards another person on the basis of a protected characteristic as determined by the NEC, wherever it occurs, as conduct prejudicial to the Party. The disclosure of confidential information relating to the Party or to any other member, unless the disclosure is duly authorised or made pursuant to a legal obligation, shall also be considered conduct prejudicial to the Party."

3. This Code of Conduct on Islamophobia supplements the "Code of Conduct: Antisemitism and other forms of racism," reproduced in Appendix 8 to the Labour Party Rule Book. The NEC and NCC will take this Code of Conduct on Islamophobia into account when determining allegations of hostility or prejudice based on the protected characteristic of Islam or towards Muslims.
4. Complaints of Islamophobia will be investigated and processed in accordance with the Labour Party's disciplinary policies, which can be found on the Labour Party's website and in the Labour Party Complaint Handling Handbook.

What is Islamophobia?

1. There is no single agreed definition of Islamophobia, albeit various civic, social, legal and political sources have attempted to define it. One definition is the All Party Parliamentary Group on British Muslim's definition (**APPG**). The APPG defines Islamophobia as:
2. *"... rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness".*
3. The Labour Party adopted the APPG definition and its examples in March 2019 as an important statement of principle and solidarity. The NEC reaffirms that position in this Code of Conduct.
4. The Runnymede Trust has defined Islamophobia as anti-Muslim racism and further said:
5. *"... any distinction, exclusion, or restriction towards, or preference against, Muslims (or those perceived to be Muslims) that has the purpose or effect of*

nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life".

6. Under equality law, Muslims are a religious group and they do not comprise a distinct ethnic or national group. Unlawful discrimination against a person because they are Muslim is, therefore, a type of religious discrimination and not a type of race discrimination. Nonetheless, adherence to Islam may often be used as a proxy for race discrimination against people who are Muslim and from extra-European ethnicities. People may also perceive others to be Muslim and treat them detrimentally because they share perceived cultural or physical traits common to various ethnic groups: that may constitute hostility or prejudice based on race.
7. One example of this sort of race discrimination arises especially against Sikhs, who may be perceived to be Muslims because of their skin colour, names, dress, religious practices and other personal attributes, and therefore subjected to prejudice. This is religious discrimination against Sikhs by perception (that they are Muslim) and also race discrimination (the perception arises from their skin colour and ethnic background).
8. Another example is where a person makes derogatory references to Muslims but the discriminator's real target is people from South Asia or the Middle East. This 'dog whistle' is used particularly by far-right political groups against Muslim, and other South Asian, politicians.

Further guidance and illustrative examples

1. In all cases, whether conduct is discriminatory must be assessed according to the particular context, facts and circumstances at hand. When considering allegations of Islamophobia, the Labour Party is advised to take into account the following sorts of treatment that are likely to amount to prejudice or hostility based on the protected characteristic of Islam or ethnic or national origins:
 - a. Inciting by word or deed hatred or violence against Muslims, including calling for or justifying actual or threatened harm towards Muslims.
 - b. Engaging in derogatory or dehumanising stereotypes about Muslims, for example, by suggesting that Muslims in general have a particular propensity to commit, or to support, acts of terrorism; or that individuals who are Muslim are necessarily

- socially or politically illiberal or regressive; or that Muslims have particular physical characteristics, names, dress or moral or ethical values; or that Muslims have a propensity for violence or are incapable of living peacefully in a democratic society; or that is not used to those of other backgrounds.
- c. Suggesting that Muslims, individually or as a group in British society, pose a threat to British or European society, civilisation or values, for example, by claiming that Muslims are a demographic threat to British people, by claiming that Muslims are taking over British society or civic or political institutions through their presence in the same, or by catastrophising immigration from Muslim majority countries.
 - d. Requiring Muslims to act in a way not expected or demanded of any other group.
 - e. Requiring Muslims to criticise terrorist acts more vociferously than other people, or requiring Muslims to apologise for terrorism committed by extremists in the name of Islam, or holding Muslims collectively responsible for the acts of Muslim majority countries, paramilitary groups or terrorists.
 - f. Using slurs or grossly offensive imagery about Muslims, portraying Muslims as sexually untrustworthy or dangerous, or that Muslims or their contemporary religious practices are cruel or violent.
 - g. Mocking or belittling people's personal characteristics that are associated with their national or ethnic identities or origins, for example, by mocking Muslim names, the Arabic language, or national, religious or ethnic clothing, facial hair, or other physical attributes.
 - h. Objecting to the presence of Mosques or Koranic scripture because of their association with Islam or Muslims is very likely to be considered prejudicial. However, an objection to the presence of religious symbols, places of worship or religious scripture on the basis of secularism or atheism is very likely to be protected by the rights to freedom of conscience and freedom of expression and should not, by itself, be considered Islamophobic.
 - i. Making irrelevant references to the protected characteristic of being Muslim. This practice is often a form of discrimination and stereotyping. It is perpetuated in media reports of alleged crime, routinely referring to the perpetrators as "Muslim", when no other equivalent reference would be made to any other faith.
 - j. Accusing Muslims of being a "fifth column" or of lying or acting in 'stealth', and/or implying a Muslim, or Muslims in general, are inherently antisemitic, homophobic and/or misogynist.
 - k. Minimising or justifying the persecution, oppression or denial of the human rights of Muslims on the basis of concerns about 'Islamic' terrorism, or national security. This may manifest itself by using stereotypes in an international context (for example, in respect of the position of Palestinians or Kashmiris, to deny the right to self-determination) or in a domestic context.
 - l. Denying, or minimising the significance of, discrimination against Muslims may demonstrate hostility or prejudice because of religion.
2. The Labour Party must remain a forum for discussion about important social and political issues that involve Islam or Muslim people. However, these discussions about important social and political issues that involve Islam or Muslim people must always be undertaken sensitively and respectfully. All Labour Party members are required to act with and to promote tolerance and respect. Personal abuse has no place in political discussion and such abuse is, for the purposes of the Labour Party, always unacceptable.

NEC Code of Conduct: Afrophobia and Anti-Black Racism

Introduction

1. This is the Code of Conduct on Afrophobia and anti-Black racism. It applies to alleged misconduct demonstrating hostility or prejudice on the basis of skin colour or African or Black Caribbean ethnic origins or nationalities associated with that origin.
2. This Code supplements the brief "Code of Conduct: Antisemitism and other forms of racism", reproduced in Appendix 8 to the Labour Party Rule Book.

3. Chapter 2, Clause I.11 of the Labour Party's Rule Book contains the basic conduct rules applicable to all Party members:
4. *"No member of the Party shall engage in conduct which in the opinion of the NEC is prejudicial, or in any act which in the opinion of the NEC is grossly detrimental to the Party. The NEC and NCC shall take account of any codes of conduct currently in force and shall regard any incident which in their view might reasonably be seen to demonstrate hostility or prejudice based on age; disability; gender reassignment or identity; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation as conduct prejudicial to the Party: these shall include but not be limited to incidents involving racism, antisemitism, Islamophobia or otherwise racist language, sentiments, stereotypes or actions, sexual harassment, bullying or any form of intimidation towards another person on the basis of a protected characteristic as determined by the NEC, wherever it occurs, as conduct prejudicial to the Party. The disclosure of confidential information relating to the Party or to any other member, unless the disclosure is duly authorised or made pursuant to a legal obligation, shall also be considered conduct prejudicial to the Party."*
5. The NEC and NCC will take this Code of Conduct into account when determining whether allegations of hostility or prejudice based on the basis of race. Such complaints will be investigated and processed in accordance with the Labour Party's disciplinary policies, which can be found on the Labour Party's website and in the Labour Party Complaint Handling Handbook.

Afrophobia and Anti-Black Racism

1. Labour is an anti-racist party. Afro-phobia and Anti-Black racism are unacceptable in the Labour Party, just as it is unacceptable in wider society.

The following statements provide illustrative examples of the nature of Afro-phobia and anti-Black racism:

- *"Afrophobia is a term that has been used to describe the specificities of racism that targets people of African descent. While different terms may be used depending on the context and the target person or collective group concerned, Afrophobia can also be generally understood as the manifestation of racism towards Black people, intended as all those individuals, groups and communities that define themselves as 'Black'."* – **EU High Level Group on combating racism, xenophobia and other forms of intolerance**

- *"Afrophobia is a specific form of racism that refers to any act of violence or discrimination including racist speech, fuelled by historical abuses and negative stereotyping, and leading to the exclusion and dehumanisation of people of African descent. It can take many forms: dislike, bias, oppression, racism and structural and institutional discrimination, among others. Afrophobia is the result of the social construction of race to which genetic and/or cultural specificities and stereotypes are attributed (racialisation). This constructed relationship is deeply embedded in the collective European imagination and continues to impact the lives of people of African descent and Black Europeans."* – **European Network Against Racism**
- *"The Council for Democratising Education defines anti-Blackness as being a two-part formation that both voids Blackness of value, while systematically marginalising Black people and their issues. The first form of anti-Blackness is overt racism. Beneath this anti-Black racism is the covert structural and systemic racism which categorically predetermines the socioeconomic status of Blacks in this country. The structure is held in place by anti-Black policies, institutions, and ideologies."* *"The second form of anti-Blackness is the unethical disregard for anti-Black institutions and policies. This disregard is the product of class, race, and/or gender privilege certain individuals experience due to anti-Black institutions and policies. This form of anti-Blackness is protected by the first form of overt racism."* – **Racial Equality Tools**
- *"Anti-Black racism is the specific exclusion and prejudice against people visibly (or perceived to be) of African descent – what most of us would commonly call Black people,"* says senior policy officer Kim McIntosh, **Runnymede**
- 2. Racism against Black people and Black cultures has a long history and, in a UK context, is inextricably bound with the history of British Imperialism. Anti-Black racism has arisen in all sections of UK society. It has affected – and still affects – the position of Black people throughout the UK and how Black people are treated (unequally) by the state (for example, in the provision of education, health, housing, employment and treatment in the justice system).
- 3. Labour Party members should be aware of, and sensitive to, the detrimental effects of discrimination that can be suffered as a result of

Afrophobia and/or anti-Black racism. Such trauma can be experienced in many different ways, from on-going small occurrences through to major hate crimes, and can lead to, amongst other things, post-traumatic stress disorder affecting Black communities in wider society.

4. Labour Party members should also be aware of the fact that Black women can also be victims of “misogynoir”, which is misogyny directed towards Black women where both race and gender play roles in bias and discrimination.

Guiding principles in the determination of disciplinary allegations of Afrophobia and anti-Black racism

1. The Labour Party will have regard to the following principles when considering allegations of Afrophobia and anti-Black racism by Labour Party members. These principles should be taken into account when assessing whether a member's conduct falls below the standards required by the Labour Party Rule Book. Although each case must always be judged on its own context and facts, the engagement of one or several principles below is likely to indicate that the alleged conduct is prejudicial or grossly detrimental to the Labour Party:
 - a. The European Court of Human Rights recognises the principle of freedom of expression protects views which “offend, shock or disturb” society or a section of it. However, the Court has also emphasised that the principle does not protect the expression of racist views or “hate speech.” The Labour Party will not tolerate in its ranks the expression of views and statements that promote racist or discriminatory beliefs or behaviour, nor that amount to intimidation or harassment on the basis of race (i.e. skin colour, ethnic or national origins).
 - b. The history of the British Empire and British colonialism is complex. British Imperialism has affected different groups in different ways and through different experiences. Some of the UK's, predominantly white population, found greater wealth and freedom within the British Empire. For many others, British Imperialism resulted in great pain, inhuman treatment and poverty; the trans-Atlantic slave trade and the dispossession of indigenous peoples in Africa, Australia and New Zealand are examples. The Labour Party expects its members to

discuss these sensitive issues respectfully and inclusively. In this sensitive area, the minimisation of the British Empire's detrimental effects on many Black populations carries a strong risk of amounting to behaviour that is grossly detrimental or prejudicial to the Labour Party.

- c. Racist or discriminatory behaviour toward Black people, whether intentional or not, is not considered to be acceptable conduct on the part of Labour Party members. Racism is not just something ‘extreme’, out of the ordinary or violent. It includes every day and cultural stereotyping and assumptions, as well as structural and systemic racism. Racist stereotyping about Black people is unacceptable in the Labour Party and is very likely to be considered prejudicial or grossly detrimental to the Labour Party.
- d. Discussions about immigration are often used by far-right and white supremacist political organisations to justify anti-Black racism or as a proxy for anti-Black racism. Statements expressing views that white people have a greater legitimacy to live in the UK, or that Black British people are not English, Welsh, Scottish or Irish (as it may be), or that the immigration of Black people to the UK constitutes a threat to the UK or its population, are unacceptable. These sorts of statements are very likely to amount to prejudicial or grossly detrimental conduct under the Labour Party's rules.
- e. The Labour Party is a democratic socialist political association that stands for equality; one of its central aims is to deliver people from the tyranny of prejudice. Support for far-right or white-supremacist political movements or the promotion of the views, propaganda or materials (whether sharing or liking (or otherwise favouring) social media posts or other literature) of such movements is incompatible with Labour Party values and membership.
- f. Participation in, or the promotion of, dehumanising, denigrating or offensive racial depictions or impersonations shall not be tolerated in the Labour Party. This includes black face, mocking the accents of Black people or people from majority Black nations or language groups, making monkey noises in relation to Black people,

and the use of dehumanising imagery (for example, monkeys, golliwogs, Jim Crow), or the accentuation of African physical features in cartoons or drawings.

- g. Labour Party members should be aware of, and sensitive to, stereotypical negative qualities that are often deployed against Black people, sometimes unwittingly. These include assumptions that Black people who wear their hair naturally or as they wish are 'unprofessional' or 'untidy', expectations that Black people should straighten their hair, that Black people are stronger and able to tolerate pain, and stereotypes that present Black people as hyper-sexualised (for example, having a higher libido or having exaggerated physical sexual characteristics), lazy, less well-educated or prone to criminality. Participation in this sort of stereotyping is likely to fall below the standards of behaviour expected of Labour Party members and it must be avoided and rejected.

Further resources for Labour Party members

Labour Party members may find it helpful to be directed to the following sources of information about Afrophobia and anti-Black racism, its effects and how to combat it:

The Lammy Review:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/64300/1/lammy-review-final-report.pdf

The Lawrence Review:

<https://www.lawrencereview.co.uk/>

Amnesty: online violence against women MPs:

<https://www.amnesty.org.uk/online-violence-women-mps>

European Network Against Racism:

<https://www.enar-eu.org/Afrophobia>

3. Code of Conduct: Social Media Policy

National Executive Committee Statement

A starting point for all our actions as members of a party and a movement is to treat all people with dignity and respect. This applies to all our dealings with people, offline and online. Everyone should feel able to take part in discussion about our party, country and world. We want to maximise this debate, including critical discussion, as long as it does not result in the exclusion of others.

Abusing someone online is just as serious as doing so face to face. We stand against all forms of abuse and will take action against those who commit it. Harassment, intimidation, hateful language and bullying are never acceptable, nor is any form of discrimination on the basis of age, disability, gender reassignment or identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Chapter 2, Clause I.11 of the Labour Party Rule Book is clear – and we unequivocally re-endorse it here:

“No member of the Party shall engage in conduct which in the opinion of the NEC is prejudicial, or in any act which in the opinion of the NEC is grossly detrimental to the Party. The NEC and NCC shall take account of any codes of conduct currently in force and shall regard any incident which in their view might reasonably be seen to demonstrate hostility or prejudice based on age; disability; gender reassignment or identity; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation as conduct prejudicial to the Party: these shall include but not be limited to incidents involving racism, antisemitism, Islamophobia or otherwise racist language, sentiments, stereotypes or actions, sexual harassment, bullying or any form of intimidation towards another person on the basis of a protected characteristic as determined by the NEC, wherever it occurs, as conduct prejudicial to the Party.”

Any member found in breach of the rules, codes of conduct, policies and/or guidelines of the Labour Party will be dealt with according to the rules and procedures of the Labour Party, and this may include being investigated and becoming subject to disciplinary action.

We wish to build a diverse movement that reflects the whole of society, so should always consider how our actions and words may limit the confidence or otherwise exclude either those less knowledgeable than ourselves or those already under-represented in politics. Those with privilege, whether due to their volume of experience, party position or status in society should have regard to how their actions may be felt by those in different circumstances to themselves.

It is perfectly possible to have vehement disagreements without descending into personal abuse, shaming people or exhibiting bullying behaviour. Forcefully made points and criticisms of the political views of others are totally legitimate, personal attacks are not. Debates amongst party members should be comradely, acknowledging that whatever our diverse views, we are one party with shared goals. Derogatory descriptions of the

positions of others, as well as derogatory language, should be avoided.

Anonymous accounts or otherwise hiding one's identity for the purpose of abusing others is never permissible.

The use of sexualised language or imagery, and unwelcome sexual attention or advances are not acceptable, nor is the publishing of others' private information without their explicit permission.

We should not give voice to those who persistently engage in abuse and should avoid sharing their content, even when the item in question is unproblematic. For the avoidance of doubt, this includes where members either share or like (or otherwise favourite) any social media content that is racist, antisemitic, Islamophobic, homophobic, transphobic, sexist, ableist, or uses otherwise racist and/or discriminatory language. Those who consistently abuse other or spread hate should be shunned and not engaged with in a way that ignores this behaviour.

We all have a responsibility to challenge abuse and to stand in solidarity with victims of it. We should attempt to educate and discourage abusers rather than responding in kind.

We encourage the reporting of abusive behaviour to the Labour Party, administrators of the relevant website or social media platform, and where appropriate, to the police.

This is a collective responsibility and should not be limited to those who have been subjected to abuse.

Trolling, or otherwise disrupting the ability of others to debate is not acceptable, nor is consistently mentioning or making contact with others when this is unwelcome.

Principles for the Labour Party's use of Social Media

1. We are direct, confident and proud in what we have to say – we speak boldly and with clear intention.
2. We are clear about our position and our policies, and will give our members and supporters the language and tools to disseminate these.
3. Collectivism is at the heart of what we do. Our members and supporters are crucial to all our achievements and their contributions, including door knocking, selecting candidates for public office, deciding policy and online activism, are valued and acknowledged.
4. We want debate and discussion to flourish on our channels and will encourage feedback wherever

appropriate .

5. We make legitimate criticisms based on policy and political actions, never making personal attacks.
6. We use accessible language and avoid jargon that could exclude or alienate.
7. We put the stories and experiences of the public first. We prioritise the issues that affect people in their everyday lives, rather than providing news for insiders.
8. We are inventive and innovative with our digital strategy and that means experimentation. We need people to be open-minded to change and encourage us to offer the best digital experience possible – even when that means trial and error.
9. We know that not everyone will agree with us. Constructive criticism is welcome, but we want to create a welcoming space for our supporters, so if comments become abusive we will report them.

4. Code of Conduct: Member's Pledge

I pledge to act within the spirit and rules of the Labour Party in my conduct both on and offline, with members and non-members and I stand against all forms of abuse.

I understand that if found to be in breach of the Labour Party policy on online and offline abuse, I will be subject to the rules and procedures of the Labour Party.

5. Bullying and harassment: Policy statement and procedural guidelines for all Labour Party Members, Volunteers and Staff

The Labour Party believes that everyone in the organisation should be treated with dignity and respect. This Policy Statement and Procedures aims to ensure that no member or volunteer is subjected to any form of harassment whether on the grounds of sex, sexual orientation, race, religion, disability, age, or for no apparent reason.

Specific policies for staff are contained within the staff handbook.

The Labour Party seeks to ensure that the environment within which our activities take place is comfortable for all. No form of harassment will be permitted or condoned under any circumstances.

Where a valid complaint of harassment is brought to the attention of the Party, prompt investigation and corrective action will be instituted, which may

include disciplinary action against anyone found to be harassing another.

This policy will be available to all staff, members and volunteers within the Labour Party. Everyone has an individual responsibility to comply with both the spirit and the wording of the policy.

Staff and members have an additional responsibility for safeguarding children (anyone who has not yet reached their 18th birthday) participating in Labour Party activities and must ensure that any suspected harassment or bullying of children is reported to their Regional Director or General Secretary in Scotland and Wales (RDGS), who will report it to the Governance and Legal Unit (GLU).

These procedural guidelines should be read in conjunction with existing disciplinary procedures set out in rule and elsewhere.

Definition of Harassment

There is not, and probably cannot be, a single simple definition. This is because harassment takes many forms, occurs on a variety of grounds and may be directed at an individual or group of individuals. It is not the intention of the harasser but rather their conduct and its impact on the recipient, which determine what constitutes harassment. The impact of harassment can result in the following: discomfort humiliation, or may adversely affect the recipient's performance, or create a threatening or intimidating environment. It can also provoke aggressive, retaliatory attitudes and actions. Certain behaviour will be, by its nature or severity, unwelcome even on a single occasion.

Social interaction involving mutually acceptable behaviour should be distinguished from harassment. However, it should be borne in mind that what is initially acceptable to some may be offensive to others.

The defining feature of harassment is that behaviour is offensive or intimidating to the recipient and would be regarded as harassment by any reasonable person.

Certain types of harassment may constitute a criminal offence.

Examples of unacceptable behaviour under this policy (this list is for reference and is not exhaustive):

Harassment

- Physical conduct ranging from the invasion of personal space and/or inappropriate touching to serious assault.

- Verbal, written and e-mail harassment through derogatory remarks, jokes, insults, offensive language, gossip and slander.
- Sexually suggestive and unwelcome comments or derogatory remarks including any regarding the sexual orientation or preference of an individual.
- Unwanted requests or pressure for sexual favours.
- Displays of racially suggestive or degrading pictures, graffiti or object in the workplace.
- Unjustifiable exclusion, e.g. withholding information, not talking to, not including in discussions or meetings, or exclusion from social occasions.
- Sexual graffiti or displays of pornographic or degrading pictures or objects including pornographic displays on computer screens.
- Intrusion by pestering, spying, following, stalking, etc.
- Unfair allocation of responsibilities.
- Incitement to commit any of the above.

Bullying and Intimidation

- Physical conduct ranging from the invasion of personal space and/or inappropriate touching to serious assault.
- Verbal, written and e-mail harassment through derogatory remarks, jokes, insults, offensive language, gossip, spreading malicious rumours and slander.
- Open aggression, threats, shouting, and unpredictable outbursts.
- Deliberately setting objectives with unreasonable deadlines, or changing objectives unfairly.
- Belittling, marginalizing or ridiculing; taking credit for someone else's work but never taking the blame if something goes wrong.
- Frequent unjustifiable criticism about minor things.
- Frequent unjustifiable monitoring of someone's activities as volunteer or lay officer or other misuse of power.
- Twisting something someone says or does.

- Threatening disciplinary or other action deliberately to intimidate e.g. making threats or comments about selection/deselection without foundation.
- Unjustifiable exclusion, e.g. withholding information, not talking to, not including in discussions or meetings, or exclusion from social occasions.
- Intrusion by pestering, spying, following, stalking, etc.
- Unfair allocation of work and responsibilities.
- Inappropriate or derogatory remarks in connection with performance, particularly in front of other members.
- Incitement to commit any of the above.

Other Forms of Harassment

- Behaviour which makes direct or indirect reference to disability or impairment and this causes discomfort, patronises, insults or offends people with a physical, sensory or mental disability.
- Treating someone adversely because they have or it is suspected/believed that they have HIV/AIDS.
- Repeated gibes in reference to personal traits or appearances, invasion of privacy, or practical jokes causing physical or psychological distress.
- Persistent pressure to become involved in anti-social or unlawful behaviour.
- Repeated statements to an individual or third parties, which demean his/her status e.g. copying emails that are critical about someone to others who do not need to know.

Victimisation

Victimisation may occur when the person who has made a complaint of harassment is treated less favourably than would otherwise be the case.

The Labour Party will not tolerate any incidents of victimisation arising from either:

- making an allegation of personal harassment; or
- having been accused of harassment.

Such victimisation will be dealt with as a disciplinary matter. Individuals who believe themselves to be victimised should bring their concern to the attention of the GLU.

6. Code of Conduct: Confidentiality and Privacy

The Labour Party takes seriously its obligations of confidentiality and privacy. The purpose of this Code of Conduct is to provide clarity to its members as to when matters should be kept confidential, whilst also clarifying the circumstances in which the Labour Party and its members may disclose information in an appropriate manner that does not risk breaching the Labour Party's rules, codes of conduct, policies and/or guidelines.

1. Labour Party members operate in a data-driven world, where personal data must be handled in a lawful, transparent, fair and proportionate manner.
2. Members have a right to maintain privacy and confidentiality over their personal affairs in accordance with the law.
3. The Labour Party has a right to maintain confidentiality over its information, documents and activities where it is necessary to do so to protect the interests of the Labour Party and where to do so is required by law.
4. Breaches of confidentiality may put the interests of the Labour Party, its members and supporters at risk and may damage the Labour Party's good reputation and standing with the electorate.
5. **"Confidential Matters"** include any of the following:
 - a. those matters, documents and information which the NEC, or the Labour Party's national officers acting under the NEC's delegated powers, expressly declare to be strictly confidential, and/or includes confidential information that should not be shared more widely;
 - b. minutes of Labour Party meetings; papers for the Labour Party's national committees; minutes and discussions of the Labour Party's national committees; membership records; all data pertaining to elections; data relating to individual disciplinary investigations or disciplinary decisions about members;
 - c. membership records and/or information relating to any individual disciplinary proceedings; and
 - d. any other matters which through custom and practice ought reasonably to be considered confidential in the opinion of the NEC.

6. In order to ensure that members of such national committees can be accountable to the Division (or Divisions) they represent, paragraph 5(b) above shall not prevent such members from:

- a. having such discussions, or sharing documents that are not strictly confidential, as are appropriate and necessary to prepare for in advance of such national committees;
- b. obtaining appropriate assistance in order to undertake their role and/or duties on such national committee(s);
- c. reporting back to other Labour Party members; and/or
- d. reporting back to an executive committee of such member's relevant affiliated organisation,

For the avoidance of doubt, and with respect to members of such national committees, reference to "reporting back" shall include those members reporting back to the Division (or Divisions) that they represent on such national committees of the Labour Party.

7. Members of the Labour Party must maintain confidentiality in all Confidential Matters.
8. Members may not waive or breach confidentiality in respect of Confidential Matters save as required by law or with the express permission of the NEC or the General Secretary, or a national officer acting under the delegated power of the General Secretary and authorised to give such permission.
9. It is important that disciplinary action taken by the Labour Party pursuant to Chapters 2, 6, 7, 8 and/or 13 of the Labour Party Rule Book is kept confidential by the Labour Party, its members and its officers so as to maintain the integrity of any disciplinary investigations and to preserve any relevant evidence. Therefore, members must keep information, correspondence and Confidential Matters pertaining to individual disciplinary cases private and must avoid disclosing any such information, correspondence or Confidential Matters to any party, except:
- a. Where disclosure is required by law or by a legal obligation;
 - b. Where it is necessary for a member who is subject to disciplinary proceedings to make disclosure for the purpose of and in order to obtain legal advice, medical or social support, or support from close family members, trade unions, the NEC or any national officer acting under the NEC's

or the General Secretary's delegated powers;

- c. The NEC or any national officer acting under the NEC's or the General Secretary's delegated powers may disclose the fact of a disciplinary investigation to third parties if it is necessary to do so in the Labour Party's interests and only on condition that the identity of the member subject to a disciplinary investigation is not disclosed by the Labour Party;
- d. The NEC or any national officer acting under the NEC's or the General Secretary's delegated powers may disclose information to correct false reports in the media where to do so is necessary to protect the Labour Party's reputation or its interests;
- e. The NEC or any national officer acting under the NEC's or the General Secretary's delegated powers may disclose any matter in relation to a disciplinary investigation or a membership dispute to another national officer, staff member or other person appointed by the Labour Party for the purposes of carrying out a duty or power under the Labour Party Rule Book; and
- f. The NEC, the General Secretary or any national officer acting under the NEC's or the General Secretary's delegated powers may disclose the outcome of a disciplinary complaint to the person who submitted the complaint.

10. Paragraph 8 of this Code of Conduct does not apply to disciplinary procedures taken pursuant to the Standing Orders of the Parliamentary Labour Party.

11. The NEC may consider any breach of this Code of Conduct to amount to conduct that is prejudicial and grossly detrimental to the Labour Party within the meaning of Chapter 2, Clause 1.8 of the Labour Party Rule Book depending on the facts of the case

Appendix 9

Standing Orders for Party Conference

Clause I. Standing Orders for Party Conference

1. Conference timetable

- A. The timetable for Annual Conference shall be drawn up by the Conference Arrangements Committee in line with the procedures outlined in Chapter 3, Clause III.2 of the Labour Party Rule Book.
- B. The NEC may submit any items of business to Annual Conference in line with its responsibilities laid out in Chapter 1, Clause VIII of the Labour Party Rule Book.

2. Motions

A. Notice of motions

Motions may be submitted by affiliated organisations, the ALC, Young Labour, CLPs, Women's Conference and any other bodies which may be empowered by the NEC in the course of the implementation of the recommendations of the Democracy Review, in line with the procedures outlined in Chapter 3, Clause III.2 of the Labour Party Rule Book.

B. Emergency motions

- i. The Conference Arrangements Committee shall set a deadline for the receipt of emergency motions. Emergency motions must be submitted in writing by the deadline specified by the Conference Arrangements Committee.
- ii. The Conference Arrangements Committee shall only timetable an emergency motion for debate if it meets the following conditions:
 - a. has arisen after the closing date for motions; and
 - b. be a matter of urgent and immediate importance to the discussion by the whole Labour Party at Annual Conference.
- iii. The Conference Arrangements Committee shall inform organisations whose emergency motions do not meet the criteria above as soon as practicable, and will provide an

opportunity for such organisations to appeal their decision.

C. Compositing

- i. Delegates from organisations whose motion's topic has been successful in the priorities ballot shall be invited to a compositing meeting. No more than two delegates from any one organisation may attend a compositing meeting. Members of the Conference Arrangements Committee or their staff, the Leader or their staff, Frontbenchers who are responsible for the policy area, and members of the Labour Party Policy Team shall also be eligible to attend. Such meetings shall be chaired by a member of the Conference Arrangements Committee.
- ii. Only words from the motions may be used to form a composite. No new words can be introduced although some text may be omitted.
- iii. The wording from motions from organisations who do not have delegates in attendance cannot be used unless specific arrangements have been made with the Conference Arrangements Committee prior to the meeting, and the Chair made aware of them.
- iv. Delegates in attendance who agree the final wording, shall agree a mover and a seconder who will speak to conference during the relevant debate. All composite motions must be signed by the mover, seconder, and Chair of the meeting, and submitted to the Conference Arrangements Committee.
- v. The Conference Arrangements Committee shall timetable the composited motions, where practicable this shall be within the most relevant policy debate.

D. Motions to reference back

- i. Motions to reference back part of a document should be raised in advance in accordance with any deadline and procedure notified by the Conference Arrangements Committee. The Conference Arrangements Committee will also consider references back that arise during the course of Conference.

3. Chair

A. Appointment of Chair

- i. The NEC shall appoint a panel of chairs from among its membership for each session of Annual Conference.

B. Chair's ruling

- i. Any breach of or question to the rules or standing orders may be raised by a delegate with a point of order. The Chair's ruling on any point arising from the rules or standing orders is final unless challenged by not less than four delegates; such a challenge shall be put to Conference without discussion and shall only be carried with the support of two thirds of Annual Conference.
- 4. Procedure in debate
 - A. Time limits for speakers
 - i. Movers of reports, motions and rule changes will be allowed three minutes, with other speakers from the floor allowed two minutes. Those who wish to move a reference back will be allowed to speak for one minute. The Conference Arrangements Committee will determine appropriate time limits for other speakers and will allow as many other delegates to speak as possible.
 - ii. Time limits shall be strictly enforced, and the Chair shall have the right to end any delegate's speech should the time limit have been exceeded.
 - B. Discussion on motion
 - i. Any relevant composite motion(s) will be moved and seconded by the delegates agreed at the compositing meeting.
 - ii. If there is a related emergency motion then it will be moved and seconded.
 - iii. Only fully accredited delegates appointed in accordance with the party rules are entitled to move motions on behalf of their organisations.
 - iv. The mover of a motion may exercise their right to withdraw a motion or remit it to the appropriate Labour Party committee at any time prior to the commencement of a vote.
 - C. Point of order
 - i. Any delegate may raise a legitimate point of order during a debate. Any such point of order shall be heard at the conclusion of the current speech.
 - ii. The Chair shall retain the power to rule what is and is not a legitimate point of order, and to instruct a delegate to end an illegitimate point of order.
 - iii. A point of order will be ruled illegitimate if it does not immediately and directly identify which of these standing orders is in question.
 - D. Ending debate
 - i. Debates shall be ended by the Chair in line with the timetable published by the Conference Arrangements Committee.
 - ii. The Chair shall indicate when the last speaker is to be called.
- E. General
 - i. All speakers shall be accredited delegates or ex officio members of Party conference except where the Conference Arrangements Committee determines otherwise.
 - ii. The Chair shall take all steps within their power to ensure that speakers are a fair representation of Annual Conference, and that there shall be no discrimination on the grounds of protected personal characteristics.
 - iii. Each delegate or ex officio member of Party conference may speak only once in any given session of Party conference subject to Chair's discretion.
- 5. Voting and ballots
 - A. General
 - i. Voting at Annual Conference shall take place in line with the procedures outlined in Chapter 3, Clause III.3 of the Labour Party Rule Book.
 - B. Voting on resolutions
 - i. Voting on resolutions, reports, proposals and references back shall be by show of hands. Where a show of hands is unclear a card vote can be called at the discretion of the Chair. A card vote is intended to resolve a position where a show of hands is not decisive, to establish the exact breakdown of votes when the majority is of procedural significance (eg two-thirds required) or on a challenge to the Chair.
 - C. Voting on constitutional amendments
 - i. Voting on constitutional amendments shall be by card vote.
- 6. The Conference Arrangements Committee
 - A. The role of the Conference Arrangements Committee
 - i. The Conference Arrangements Committee shall have the responsibilities outlined in Chapter 3, Clause II.2 of the Labour Party Rule Book.
 - B. The Conference Arrangements Committee Report

- i. The Conference Arrangements Committee Report shall set out the timetable for Annual Conference. Delegates may speak from the floor for up to one minute on the Conference Arrangements Committee Report, prior to a vote being taken.
- ii. Should conference vote not to accept the Conference Arrangements Committee Report, the Chair of the Conference Arrangements Committee shall report back to the Conference Arrangements Committee, and a new Report will be prepared. In such circumstances, the Chair of Annual Conference shall move that Conference

continues on the timetable published, up until a revised Report is produced.

- iii. Should the motion on continuing with the timetable published fail, Conference will be suspended up until a revised report is published.

7. Suspension of standing orders

- A. Procedural motion to suspend a standing order
 - i. Any motion to suspend standing orders may only be moved on behalf of the NEC. Any such motion to suspend standing orders must specify which standing order is proposed to be suspended.

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Glossary

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| ALC | Association of Labour Councillors |
| Branch | Members' branch in a CLP |
| CLP | Constituency Labour Party |
| CAC | Conference Arrangements Committee (see also 'SOC') |
| EC | Executive Committee |
| EPLP | European Parliamentary Labour Party |
| GLU | Governance and Legal Unit |
| Group | Labour group of councillors on a local authority |
| GS | General Secretary |
| ICB | Independent Complaints Board |
| IRB | Independent Review Board |
| LGC | Local Campaign Forum |
| LGU | Local Government Unit |
| MP | MP Member of Parliament |
| NCC | National Constitutional Committee |
| NEC | National Executive Committee |
| Panel | Panel of prospective candidates for local or other elections |
| PEO | Political education organiser |
| PLP | Parliamentary Labour Party |
| PPC | Prospective Parliamentary Candidate |
| RD(GS) | Regional Director (or General Secretary in Scotland and Wales) |
| SEC | Scottish Executive Committee |
| SLP | Scottish Labour Party |
| SOC | Standing Orders Committee (known as CAC prior to Conference) |
| TUC | Trades Union Congress |
| TULO | Trade union liaison officer |
| YL | Young Labour |
| YLNC | Young Labour National Committee |
| YCC | Youth campaigns committee |
| WEC | Welsh Executive Committee |
| WLP | Welsh Labour Party |

