

The Scottish Labour Party

# **RULES AND STANDING ORDERS**



**Scottish  
Labour**

## FOREWORD

These Rules and Standing Orders provide for the organisation of the Scottish Labour Party.

Our rules set out the rights and responsibilities of party members, party units and affiliated organisations. These rules form the basis of our aims and values.

They will be updated as circumstances determined by the Annual Conference of the Scottish Labour Party and they should be read alongside the Labour Party Rule Book, as published by the National Executive Committee.

Kate Watson  
**Scottish General Secretary**

**Clause I.  
Name**

1. The Scottish Labour Party

**Clause II.  
Rights of Individual Members**

1. The rights of individual members of the Scottish Labour Party are as indicated in the national rules of the Labour Party: Chapter 2 – Membership Rules.
2. Every Affiliated Organisation must:-
  - a. accept the programme, policy and principles of the Labour Party;
  - b. agree to conform to the Constitution and Standing Orders of the Labour Party and the rules of the Scottish Labour Party.

**Clause III.  
Conditions of Membership**

1. The rights of individual members of the Scottish Labour Party will be those of individual Labour Party members who are members of Constituency Labour Parties in Scotland. Affiliated Organisations shall consist of:
  - a. Constituency Labour Parties affiliated to the Labour Party.
  - b. Local Government Committees in Scotland.
  - c. Trade Unions which are eligible for affiliation to the Labour Party.
  - d. The Scottish Co-operative Party.
  - e. Organisations of Socialist Societies eligible for affiliation to the Labour Party.

**Clause IV.  
Aims and Values**

1. The Scottish Labour Party is a democratic socialist party rooted in social justice, which seeks to represent the people of Scotland. 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 the patriotic interest of the people of Scotland:
  - a. For the success of a permanent and powerful Scottish Parliament.
  - b. Decisions on policy that is devolved to the Scottish Parliament will be decided by the Scottish Labour Party.
  - c. In common purpose with all parts of the Labour Party and Labour Movement across the UK for the advancement of Scotland's interests and the benefit of all.
  - d. With the Scottish people to create policy in Scotland for a just society, a prosperous economy, a vibrant cultural life, and a more sustainable, democratic Scotland.
  - e. With others, across the UK and internationally, to unlock the potential of all and to create a fairer society.
3. Scottish Labour will work towards these aims with trade unions and co-operative movement, and also with voluntary organisations, consumer groups and other representative bodies.
4. On the basis of these principles, Scottish Labour seeks the trust of the Scottish people to govern.

**Clause V.  
Annual Conference**

1. The Annual Conference of the Scottish Labour Party shall be constituted as follows:
  - a. Delegates appointed by each affiliated Trade Union, Socialist Society or Co-operative organisation to the number of one delegate for each 1,000 members or part thereof, on whom affiliation fees have been paid for the year preceding the Annual Conference.

An affiliated organisation may appoint one extra delegate who is under 27 years. All delegations of affiliated Trade Unions, Socialist Societies or Co-operative organisations must ensure that women are represented on their delegation at least in the proportions that women are found amongst that organisation's members.
  - b. Delegates appointed by Constituency Labour Parties to the number of two delegates for the first 500 individual members or part thereof and one for each additional 500 or part thereof, on whom affiliation fees have been paid for the year preceding the Annual Conference.

A Constituency Labour Party may appoint an additional young delegate who is under 27 years. Constituency Labour Parties will ensure that at least 50% of their delegates are women. If a Constituency Labour Party normally sends only one delegate then that Constituency Labour Party will alternate between sending a man and a woman.

- c. Two delegates appointed by Scottish Young Labour, at least one of whom shall be female.
- d. Two delegates appointed by the Scottish Association of Labour Councillors, at least one of whom shall be a female.
- e. Ex-officio members of the Annual Conference as follows:-
  - i. Members of the Scottish Executive Committee.
  - ii. Members of the National Executive Committee.
  - iii. Members of the Parliamentary Labour Party at Westminster representing Constituency Labour Parties in Scotland.
  - iv. Parliamentary Labour candidates for Westminster Constituencies within Scotland, whose candidatures have been endorsed by the National Executive Committee.
  - v. Members of the Scottish Parliamentary Labour Party (SPLP).
  - vi. Scottish Parliament Labour Candidates for Constituencies whose candidatures have been endorsed by the Scottish Labour Party Executive Committee.
  - vii. Full-time Agents employed in Scotland.
  - viii. Members of the Scottish and National Policy Forum elected through sections in Scotland.
  - ix. Members of the Scottish Association of Labour Councillors.
2. In the event of a duly appointed delegate being elected a member of the Scottish Executive Committee, the affiliated organisation responsible for his or her appointment as a delegate may claim

authority at subsequent Party Conferences during his or her period of office, to appoint a delegate additional to the number applicable to them under paragraphs (a), (b), (c), and (d) of this Clause, provided the delegate elected as a member of the Scottish Executive Committee remains qualified to be appointed as a delegate and continues to be appointed by the affiliated organisation claiming responsibility.

#### **Clause VI. Special Conference**

1. Special Conferences of the Scottish Labour Party may be summoned at the instance of the Scottish or National Executive Committees, or on the requisition of a majority of the Affiliated Organisations.
2. Any Special Conferences of the Scottish Labour Party shall be called on the same basis of representation as that upon which the last Annual Conference was convened.

#### **Clause VII. Qualification of Delegates**

1. Every delegate must be an individual member of the Labour Party as defined in the Constitution of the Labour Party.
2. Delegates must be bona fide members resident within Scotland (or paid permanent officials of the organisation appointing them) except in the case of members of the Parliamentary Labour Party at Westminster or endorsed parliamentary Labour candidates for Westminster constituencies or Members of the Scottish Parliamentary Labour Party (SPLP) or endorsed Scottish Parliament Labour candidates who may be appointed to represent the Constituency Labour Parties responsible for their candidature.
3. No person shall act as delegate for more than one organisation.
4. Members of the Westminster Parliament not members of the Parliamentary Labour Party, and members of the Scottish Parliament not members of a Scottish Parliamentary Labour Party (SPLP) are ineligible as delegates.
5. Persons acting as candidates or supporting candidates in opposition to endorsed Labour candidates are also ineligible to act as delegates.
6. All delegates must have been individual members of the Party for at least 12 months at the closing date set for the receipt of names of delegates.

**Clause VIII.  
Affiliation Fees**

1. Trade unions, socialist societies and the Co-operative Party shall pay an affiliation fee per annum as decided by the annual conference of the Scottish Labour Party for each 1,000 members or part thereof resident in Scotland.
2. Constituency Labour Parties shall pay an annual affiliation fee as decided by SEC.

**Clause IX.  
Finance**

1. All monies received by or on behalf of the Scottish Labour Party shall be dealt with as may be determined by the Scottish Executive Committee. In addition, the Scottish Labour Party, with the approval of the NEC, is registered as an accounting unit under the Party's Financial Scheme. As an accounting unit we will comply with our legal obligations to provide the Party with all relevant information as requested.

**Clause X.  
Scottish Executive Committee**

1. There shall be a Scottish Executive Committee (SEC) of the Labour Party which shall, within the decisions of the Annual and Scottish Conferences, be the administrative authority of the party.
2. The primary purpose of the SEC shall be to provide a strategic direction for the Scottish party as a whole and to maintain and develop an active healthy party in Scotland, working in partnership with the party's representatives in the Scottish Parliament, Westminster Parliament, and Local Government to secure the Party's objectives.
3. The key functions of the SEC are to:
  - a. Oversee the organisation and management of Constituency Labour Parties in Scotland, and the rules for other units of Party organisation, including branches, women's forums, Scottish Young Labour, Local Government Committees, Local Government Labour Groups, and Ethnic Minority Forums.
  - b. Contribute to policy development.
  - c. Win elections and maintain the support of voters.
  - d. Maintain a healthy party at all levels, engaged in the community upholding the highest standards in public life.

- e. Ensure a high quality of service through a contract with Scottish party members.
- f. Fulfil its operational and constitutional responsibilities as defined in this clause.
- g. Maintain a balanced partnership between all party stakeholders.
- h. To establish and oversee a Scottish Policy Forum and a Scottish Joint Policy Committee to produce a rolling programme for submission to Conference.
- i. To establish an Appeals Panel of the Scottish Executive Committee from which members shall be drawn to hear and determine:
  - i. appeals against the withdrawal of the group whip pursuant of Clause 13 of Labour Group rules;
  - ii. hear and determine appeals against refusal of endorsement nomination to local government committee panels pursuant to the rules for the selection of local government candidates, where the decision of the Scottish Executive Committee shall be final;
  - iii. Where there is a Scottish Women's Committee or a Scottish Black, Asian, Minority, Ethnic (BAME) members' section, oversee the operation and drawing up of their rules and standing orders, which shall be approved by the SEC.

**Clause XI.  
Rules for units of Party organisation**

1. The rules for party organisations in Scotland, including Constituency Labour Parties, branches, women's forums, Scottish Young Labour, Local Government Committees, Local Government Labour Groups and Ethnic Minority Forums, are contained within the Appendix.
2. Model procedural guidelines for the general organisation of party units shall be issued from time to time by the Scottish Executive Committee.

**Clause XII.  
Office-bearers**

1. The SEC shall elect its own Chairperson, Vice-Chairperson and Treasurer at its first meeting each year following Conference. Those elected to these positions shall act in a capacity throughout the year and also act as Chairperson and Vice-Chairperson of the subsequent annual session of Scottish Party Conference and any special sessions of Party Conference during the course of the year.

**Clause XIII.  
Labour Party selections for Scottish Parliament elections**

1. Candidates for the Scottish Parliament election shall be selected according to the procedural rules and guidelines set out by the Scottish Executive Committee.

**Clause XIV.  
Procedures with regard to the Scottish Parliament**

1. The Scottish Executive Committee shall co-operate with Constituency Labour Parties in selecting a Labour Candidate for every Scottish Parliament constituency and with Constituency Labour Parties in each Regional electoral list area to ensure a party list of additional members.
2. The selection of Labour candidates for Scottish Parliament elections shall be made according to the procedural rules and guidelines set out by the Scottish Executive Committee. Party units shall act in accordance with guidance that shall be issued by the Party in the application of these rules. The Party has the authority to modify these rules and any "procedural guidelines" as required to meet particular circumstances.
3. The selection of Labour candidates for Scottish Parliament elections shall not be regarded as completed until the names of the persons selected have been placed before a meeting of the SEC and each selection has been duly endorsed. Until such endorsement has been received the members shall not be introduced to the public as a prospective candidate.
4. No Scottish Parliament candidature shall be endorsed until the SEC has received an undertaking by one of the Affiliated Organisations formally accepting responsibility for the election expenses of the selected candidate.
5. A copy of this agreement shall be attached to the application for endorsement.
6. Scottish Labour Candidates for Scottish Parliament elections duly endorsed by the Scottish

Executive Committee shall appear before the electors under the designation of the "Scottish Labour Party Candidate" or "Scottish Labour and Co-operative Candidate."

7. At any Scottish Parliament elections, they shall include in their Election Addresses and give prominence in their Campaigns to the issues for that Election as defined by the Scottish Executive Committee in its manifesto.
8. Where a Scottish Parliamentary by-election occurs in a Constituency, the SEC shall take whatever action may be necessary to ensure that the vacancy is contested by a duly endorsed Scottish Labour Party Candidate.
  - a. The SEC shall elect each year a by-election panel consisting of five of its members to initiate and oversee such action and deal with other matters delegated to it.
  - b. The SEC shall give advice and guidance on the conduct of the campaign for the by-election and be responsible for the appointment of the election agent for the campaign.
9. No person may be selected as a Scottish Parliament Scottish Labour Candidate by a CLP and no candidates may be endorsed by the SEC if the person concerned:
  - (i) is not an individual member of the Party in accordance with the appropriate membership rules of the Labour Party and if eligible is not a member of a trade union affiliated to the TUC or recognised by the General Council of the TUC as bona fide trade union or
  - (ii) does not undertake to accept to act in harmony with the Standing Orders of the Scottish Parliamentary Labour Party (SPLP).
10. The Scottish Parliament Labour Party will be responsible for ensuring members act within the harmony of the Standing Orders of that body. Any person who after election fails to meet that requirement shall be dealt with by the Scottish Parliament Labour Party and reported to the SEC.
11. Where the prospective candidate has been selected and subsequently intimates his or her intention not to stand for parliament in that constituency as the official Scottish Labour Party candidate, the procedures for selection as set out shall be set in motion again.
12. When a Constituency Party has selected its prospective parliamentary candidate, it shall only

be given permission to reconsider that selection if the SEC, having received a written request from the General Committee/All Member Meeting, has decided that in its opinion there are changed circumstances relating to the prospective parliamentary candidate since his or her selection and has given authority to that party to convene a special meeting of the General Committee/All Member Meeting to consider a resolution that the prospective candidate selected previously shall not be the candidate at the next election. If such authority is given, the secretary of the constituency party concerned shall convene the special meeting.

13. The prospective parliamentary candidate against whom such action is taken shall have the right of appeal to the SEC who have the power to confirm, vary or reverse the action taken by the General Committee/All Member Meeting.
14. If the SEC is satisfied that there is a prima facie evidence of a breach of rule by an individual, the SEC shall have the right after such investigations and interviews with the individual, as the SEC shall consider reasonably practicable and appropriate to rescind endorsement of such individual as prospective parliamentary candidate.
15. A Scottish Parliament candidate must have been an individual member of the Labour Party for a period of at least 12 months unless there are exceptional circumstances as may be decided by the SEC.
16. The SEC shall be responsible for the establishment of a Labour Group in the Scottish Parliament. The relationship between the SEC and the Scottish Parliamentary Labour Party (SPLP) will be similar to that which exists between the NEC and the Parliamentary Labour Party at Westminster.
17. 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.
18. Dual membership of the Scottish Parliament, UK and Local Government shall not be permitted, without the agreement of the Scottish Executive Committee.

**Clause XV.  
Rules for Scottish Women's Committee and Annual Women's Conference**

1. The SEC will issue procedures for the establishment of a Scottish Women's Committee to oversee the Annual Scottish Women's Conference and to support CLP Women's Officers.
2. The Scottish Women's Committee will issue procedures for holding a delegate-based national

Women's Conference, which has a formal and defined role in the Scottish policy-making process.

**Clause XVI.  
Rules for Local Government Labour Groups**

1. The rules applying to local government Labour Groups are contained within Appendix 6 of the Scottish rule book.
2. Candidates for local government elections shall be selected according to the procedural rules set out by the Scottish Executive Committee.

**Clause XVII.  
Labour Party selections for Westminster Parliament elections**

1. Candidates for Westminster Parliament elections shall be selected according to the procedural rules and timetable set out by the Scottish Executive Committee.

**Clause XVIII.  
Party Programme**

1. Party Conference shall decide from time to time what specific proposals of legislative, financial or administrative reform shall be included in the Party programme for a Scottish Parliament. This will be based on the rolling programme presented to the Party conference by the Scottish Policy Forum as approved by Party conference. Conference has the right to amend or refer back, by a two thirds majority on a card vote, part of any policy document without rejecting the document as a whole. No proposal shall be included in the Party programme unless it has been adopted by party conference by a majority of not less than two-thirds of the votes recorded on a card vote.
2. The Scottish Joint Policy Committee (SJPC) which has strategic oversight of policy development shall comprise of the following:
  - a. Leader and Deputy Leader of the Scottish Labour Party and three additional Labour members of the Scottish Cabinet.
  - b. Chairperson and two Vice-Chairpersons of the Scottish Policy Forum.
  - c. Chairperson, Vice-Chairperson and Treasurer of the Scottish Labour Party and three additional members of the Scottish Executive Committee.
  - d. Chairperson and two members of the Scottish Group of MSPs

- e. Secretary of State for Scotland (Shadow Secretary of State for Scotland when not in government) or substitute.
  - f. Two members from Scottish Labour Unions.
  - g. Two members elected from CLP delegates to Scottish Policy Forum.
3. This Group will decide which items from the Party Programme shall be included in the manifesto which shall be issued by the SEC prior to every general election. This 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. The Leader of the Scottish Labour Party, as a member of the UK Joint Policy Committee (JPC), will represent the policy positions taken by the Scottish Labour Party on matters reserved to the UK Parliament.

#### **Clause XIX.**

##### **Conference Arrangements Committee (CAC)**

1. There shall be elected at each Annual Scottish Conference, a Conference Arrangements Committee (CAC) consisting of 5 members to act as such for the Scottish Conference following that at which they are elected and for any Special Conference called during the intervening period. A member of staff shall act as Secretary to the Committee.
2. Each Affiliated Organisation may nominate one of its delegates for a seat on the CAC. Three members, at least one of whom shall be a woman, shall be elected by Scottish Conference as a whole, and two, at least one of whom shall be a woman, will be elected exclusively by the Local Party Organisations section.
3. The duties of the CAC shall be:
  - a. To arrange the order of the agenda of party conference.
  - b. To act as Standing Orders Committee.
  - c. To select scrutineers and tellers as may be requested from amongst its delegates whose names have been received at the Scottish national office of the party by the closing date of the appointment of delegates to any conference and submit them for approval to that conference.

#### **Clause XX.**

##### **Alteration of Rules and Standing Orders**

1. The existing Rules and Standing Orders or any part thereof may be amended, rescinded, altered or additions made thereto by resolution carried on a card vote at an Annual Scottish Conference.

#### **Clause XXI.**

##### **Miscellaneous**

1. The general provisions of the Constitution and Standing Orders of the Labour Party shall apply to this organisation.

#### **Clause XXII.**

##### **Election of the Scottish Executive Committee**

1. For the purpose of nomination and election the Scottish Executive Committee (SEC) shall be divided into sections as set out in these Rules:
  - a. Division I (Trade Unions) shall consist of 10 members, at least five of whom shall be women, to be nominated by trade unions and elected by their delegations at Scottish conference.
  - b. Division II (Scottish Cooperative Party/Socialist Societies) shall consist of two members at least one of whom shall be a woman, one appointed by the Scottish Co-operative Party and the other to be nominated by socialist societies and elected by their delegations at Scottish conference.
  - c. Division III (CLPs) shall consist of eight members, at least one of whom must be a woman from each twinned regional grouping, ensuring at least four women in total. Two members shall be nominated and elected from each twinned grouping of Scottish parliamentary regions. The ballot for Division III shall be conducted among all eligible individual members of the party in each relevant regional grouping by means of a one-member one-vote ballot, under guidelines set by the SEC. The SEC shall have the authority to review and adjust the composition of the twinned regional groupings as necessary.
  - d. Division IV (SPLP/PLP) shall consist of four members, comprising two members of the Scottish Parliamentary Labour Party and two members of the Scottish Group of the UK Parliamentary Labour Party. At least one of the PLP representatives must be either the Secretary of State for Scotland (or the Shadow Secretary of State when not in government) or their appointed representative. At least one of the SPLP representatives must be a



woman, and at least one of the PLP representatives must be a woman;

- e. Division V (Local Government) shall consist of two members, who shall be the Leader of the Labour Group at COSLA and the Chair of the SALC Executive Committee.
  - f. Division VI (Scottish Labour Women's Committee) shall consist of two members elected by Scottish Labour Women's Conference.
  - g. Division VII (Scottish Young Labour) shall consist of two young members to be elected by a ballot of all eligible young members in Scotland at least one of whom shall be a woman.
2. The Leader of the Scottish Labour Party and Deputy Leader of the Scottish Labour Party shall be members of the SEC with full voting rights.
  3. Members of the Scottish Group of the UK Parliamentary Labour Party (PLP) and Scottish Parliamentary Labour Party (SPLP) are ineligible for nomination and election to sections of the SEC other than those specific to them.
  4. The Scottish General Secretary of the Scottish Labour Party shall act as Secretary to the Scottish Executive Committee.
  5. Each affiliated organisation may make one nomination from amongst its appointed delegates for the appropriate section of the SEC, with the exception of Division IV. Where an affiliated organisation pays affiliation fees on 50,000 members or more it may make one additional nomination for its appropriate section. Each affiliated organisation may make one additional nomination for the Young Members Section if it has a delegate under 27 years of age.
  6. Except in the case of Members of the Scottish and Westminster Parliaments and duly elected candidates representing Constituency Labour Parties, nominees must be bona fide members of the organisation submitting their nomination and must be delegates to Annual Conference.
  7. The members of Division III shall be elected by a ballot amongst all eligible individual members of the Scottish Party by means of a Scottish one-member-one-vote postal ballot. The election of Division VII section shall be by means of a Scottish one-member-one-vote postal ballot of all members under the ages of 27.

#### **Clause XXIII.**

##### **Scottish Executive Committee Meetings**

1. Meetings of the Scottish Executive Committee shall be held bi-monthly, and Committees of the Scottish Executive Committee shall be held bi-monthly. Special meetings may be convened by

the Chairperson and Secretary or at the request of not less than 10 members of the Scottish Executive Committee.

#### **Clause XXIV.**

##### **Nominations**

1. No person shall be eligible for nomination for the Executive Committee in more than one division.
2. No person shall be eligible for nomination for the Conference Arrangements Committee and also the Scottish Executive Committee.
3. Members of the Executive Committee or Conference Arrangements Committee shall not be eligible to be appointed as Scrutineers or Tellers.
4. Vacancies in the Executive Committee arising between Annual Conference shall be filled by the appointment of the delegate who obtained the next highest number of votes in their group or section. The same practice applies in all other elections.

#### **Clause XXV.**

##### **National Executive Committee**

1. The Leader of the Scottish Labour Party or their appointed representative shall be a member of the National Executive Committee (NEC), with full voting rights.

#### **Clause XXVI.**

##### **Scottish Policy Forum**

1. For the purpose of election, the Scottish Policy Forum shall be divided into three divisions.
2. Each section in each division must attain a quota for women's representation of 50%.
3. The term of office for all members shall normally be two years. Each division shall be elected as follows:
  - a. **Division 1**  
Shall consist of 36 members, with one being nominated and elected for every two Constituency Labour Parties- with Orkney and Shetland being treated as two separate UK Constituency Labour Parties- from a twinned list of Constituency Labour Parties as agreed by the Scottish Executive Committee, elected by one-member one-vote amongst Scottish Party members in each of the twinned areas. Six young members elected by one-member-one vote ballot of all Young Labour members in Scotland. Six members elected by Scottish Women's Conference.
  - b. **Division 2**

Shall consist of 26 members from national Affiliated Organisations and shall be nominated and elected by twenty two from affiliated trade unions, two from affiliated socialist societies with each socialist society making only one nomination, and two from the Scottish Co-operative Party.

c. **Division 3**

Shall consist of 24 members; five Scottish Parliament Ministers, five other members of the Scottish Parliamentary Labour Party (SPLP), the Scottish Secretary in the Westminster Cabinet and two members of the Westminster Parliamentary Labour Party, 6 members of the Scottish Executive Committee, 5 representatives of Labour local government elected by ballot amongst all Scottish members of the Association of Labour Councillors. Scottish members of the National Policy Forum shall be ex-officio members of the Scottish Policy Forum.

## **Conference Standing Orders**

### **1. Annual Conference**

1. The SEC shall convene the Annual Conference of the Scottish Labour Party in the month of February of each year. The meeting shall be convened in accordance with conditions laid down in the Rules and these procedural rules for Party Conference. Any Special Conference shall be convened in accordance with the conditions laid down in the Rules of the Scottish Labour Party and the Standing Orders for Conference.
2. When a Scottish Labour Party Conference is called at short notice, the Secretaries of the Affiliated Organisations shall, on receiving the notice to attend, instantly take steps to secure representation of their organisation in accordance with the Rules of the Scottish Labour Party and the Standing Orders for Party Conference.
3. Any session of the Scottish Labour Party Conference called with less than ten days' notice shall confine its business strictly to that which relates to the emergency which has brought about the Special Session.
4. A delegation fee shall be charged for each delegate as agreed by the SEC.
5. The SEC shall present to Conference such reports and draft reports determined by the rolling programme agreed by the Scottish Policy Forum. This will include final documents, options, alternatives or minority reports by the SPF. All such documentation shall be circulated to Affiliated Organisations by a date to be determined by the SEC.
6. The SEC shall present to Conference the report of the SPF, including a summary of its work during the previous year and proposed programme for the forthcoming year to be circulated to all Affiliated Organisations, as determined by the SEC.

### **2. Credentials**

1. Only accredited delegates shall be entitled to attend the Annual Conference on presentation of their credentials.

### **3. Agenda**

1. The agenda and timetable for Annual Conference shall be drawn up by the Conference Arrangements Committee in line with the procedures outlined by the Scottish Executive Committee.
2. As well as the Chairperson's Address, the SEC shall present to Conference such reports and draft reports determined by the rolling programme

agreed by the Scottish Policy Forum. This will include final documents, options, alternatives or minority reports by the SPF. All such documentation shall be circulated to Affiliated Organisations by a date to be determined by the SEC.

3. The SEC shall present to Conference the report of the SPF, including a summary of its work during the previous year, the work of the National Policy Forum and proposed programme for the forthcoming year, to be circulated to all CLPs and Affiliated Organisations.
4. CLPs, Affiliated Organisations, the SALC and Scottish Young Labour may submit one motion on a topic which is either not substantively addressed in the reports to Conference of either the SPF or SEC or which has risen since the publication of these reports. The CAC shall determine whether the motions meet these criteria and submit all issues received to a priorities ballot at the start of Conference. Motions must be in writing, on one subject only, may focus on reserved or devolved matters, or be in the form of a constitutional amendment and must be received by the Scottish General Secretary at the offices of the Party by the closing date determined by the SEC.
5. Conference will consider the policy reports and draft reports as part of the rolling programme; the SPF reports, the SEC annual report; SEC statements and development strategy; constitutional amendments and motions submitted and accepted. It shall not accept any business unless recommended by the SEC or CAC. At any special session, the SEC shall determine the business to be conducted.

### **4. Motions**

1. Notice of motions
  - a. Motions may be submitted by affiliated organisations, the SALC, Scottish Young Labour, Scottish Labour Students, CLPs and Scottish Labour Women's Conference. Motions must be in writing, on one subject only, may focus on reserved or devolved matters, or be in the form of a constitutional amendment and must be received by the Scottish General Secretary at the offices of the Party by the closing date determined by the CAC.
  - i. Each organisation may only submit one motion with the exception of Scottish Labour Women's Conference which may submit up to four.
2. Emergency motions

- a. 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.
  - b. The Conference Arrangements Committee shall only timetable an emergency motion for debate if it meets the following conditions:
    - i. has arisen after the closing date for motions; and
    - ii. be a matter of urgent and immediate importance to the discussion by the Scottish Labour Party at Annual Conference.
  - c. 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
3. Compositing
- a. Delegates from organisations whose motion's topic has been successful in the priorities ballot or in the absence of the priorities ballot declared competent by the CAC 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 and up to three of the following, the Leader or their staff, Frontbenchers who are responsible for the policy area, and members of the Scottish Labour Party Head Office, shall also be eligible to attend. Such meetings shall be facilitated by a member of staff appointed by the Scottish General Secretary.
  - b. Only words from the motions may be used to form a composite. No new words can be introduced although some text may be omitted.
  - c. 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 CAC Chair made aware of them.
  - d. Delegates in attendance who agree the final wording, shall agree a mover and a seconder who will speak to conference during the relevant debate. The mover and seconder may only be amended with the prior approval of the CAC. All composite motions must be signed by the meeting and submitted to the Conference Arrangements Committee.
  - e. The Conference Arrangements Committee shall timetable the composited motions, where practicable this shall be within the most relevant policy debate.
4. Priorities Ballot
- a. The CAC shall submit all competent motions received to a priorities ballot either prior to or at the start of conference.
  - b. The ballot will be divided into two sections. One section for CLPs, and one section for trade unions and other affiliated organisations.
  - c. The CAC can, at its discretion, forgo the need for a priorities ballot if it is satisfied that all competent motions can be adequately debated in the time available to conference.
5. Motions to reference back
- a. 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.
5. The Chair
1. Appointment
    - a. The Chair and Vice Chair of the SEC shall act as the Chair and Vice-Chair of Annual Conference.
  2. Chair's ruling
    - a. 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 from at least 4 delegations; such a challenge shall be put to Conference without discussion and shall only be carried with the support of two thirds of Annual Conference.
6. Procedure in debate
1. Time limits for speakers
    - a. Movers of reports, motions and rule changes will be allowed five minutes, with other speakers from the floor allowed three minutes. Those who wish to move a reference back will be allowed to speak for two minute. The Conference Arrangements Committee will determine appropriate time limits for other speakers and will allow as

- many other delegates to speak as possible.
  - b. 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.
- 2. Discussion on motion
  - a. Any relevant composite motion(s) will be moved and seconded by the delegates agreed at the compositing meeting.
  - b. If there is a related emergency motion then it will be moved and seconded.
  - c. Only fully accredited delegates appointed in accordance with the party rules are entitled to move motions on behalf of their organisations.
  - d. 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.
- 3. Point of order
  - a. 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.
  - b. 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.
  - c. A point of order will be ruled illegitimate if it does not immediately and directly identify which of these standing orders is in question.
- 4. Ending debate
  - a. Debates shall be ended by the Chair in line with the timetable published by the Conference Arrangements Committee, subject to the discretion of the chair.
  - b. The Chair shall indicate when the last speaker is to be called.
- 5. General
  - a. All speakers shall be accredited delegates or ex officio members of Party conference except where the Conference Arrangements Committee determines otherwise.
  - b. 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.
  - c. 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.

## 7. Voting and Ballots

- 1. General
  - a. Voting at the Annual Scottish Conference shall where requested by a delegate be by cards on the following basis:
    - i. Trade Unions, Socialist Societies and the Scottish Co-operative Party, the SALC, Scottish Labour Students and Scottish Young Labour shall have the same number of votes as per the number of members for whom affiliation fees have been paid for the year preceding the Annual Scottish Conference. These votes will account for 50% of the total voting entitlement at Conference and the votes will be divided equally amongst each registered delegate to the Conference and shall be cast separately by each delegate.
    - ii. Constituency Labour Parties will account for 50% of the total voting entitlement at Conference. Constituency Parties will vote on the basis of actual individual membership as at 31 December of the preceding year. The votes of constituency Parties shall be divided equally amongst the registered delegates of that constituency and shall be cast individually.
  - b. The votes apportioned as provided in paragraphs (a) and (b) shall be totalled and the aggregate reported to Conference in percentage terms.
- 2. Voting on resolutions
  - a. 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.
- 3. Voting on constitutional amendments
  - a. Voting on constitutional amendments shall be by card vote.

## **8. The Conference Arrangements Committee (CAC)**

1. There shall be elected at each annual Scottish Conference, a Conference Arrangements Committee (CAC) consisting of 5 members to act as such for the two Scottish Conferences following that at which they are elected and for any Special Conference called during the intervening period. The secretariat of this committee shall be provided by Scottish Labour Party Staff.
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.
3. The CAC shall consist of five members at least two of whom shall be women, comprising of:
  - a. Three members, at least one shall be a woman, nominated by affiliated organisations and elected by Party conference by means of a ballot on a card vote basis as provided in these rules. Each Affiliated Organisation may nominate one of its delegates for a seat on the CAC
  - b. The other two members, at least one shall be a woman, nominated by CLPs shall be elected by their delegations at Party conference by means of a ballot on a card vote basis as provided in these rules. Each CLP may nominate up to two eligible members of the Party for a seat on the CAC in this section.
  - c. Each section shall be elected in alternating years.
4. The Conference Arrangements Committee Report
  - a. The Conference Arrangements Committee Report shall set out the timetable for Annual Conference. Delegates may speak from the floor for up to two minute on the Conference Arrangements Committee Report, prior to a vote being taken.
  - b. 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.

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

## **9. Suspension of standing orders**

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

# **RULES FOR UNITS OF PARTY ORGANISATION**

## Appendix 1: Rules for CLPs

### 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 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 SEC.
  - 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 Scottish General Secretary (SGS) operating to guidelines produced by the SEC. 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.

### 3. Affiliated Organisations

- a. Organisations may affiliate to the Party at constituency level if they fall within the following categories:
- b. 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 SGS of the Party in agreement with the appropriate authority of the affiliated trade union
- c. co-operative societies, branches of the Cooperative Party and other co-operative organisations
- d. branches of those socialist societies affiliated to the Party nationally
- e. other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.
- f. 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.
- 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 forum acting in accordance with regulations sanctioned by the SEC and on boundaries approved by the SGS.
- 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 Scottish Young Labour acting in accordance with regulations sanctioned by the SEC and on boundaries approved by the SGS.

**Clause VI.  
Method of organisation**

1. General

- a. The CLP may adopt any method of organisation currently approved by the SEC.
- b. Methods of organisation include delegate structures and structures based on 'all member meetings'.
- c. In any structure there must be provision for a general meeting (GM) either of all members or delegates.
- d. In addition this CLP may propose new methods of organisation to the SGS. The General Meeting may seek approval from the SEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this CLP's constitutional obligations.
- e. Any method of organisation may include branches on such basis as decided by the

General Meeting and approved by the SEC. Branch boundaries shall as far as possible follow local government boundaries.

- f. A branch established in accordance with this rule shall consist only of those individual members of the Party within this CLP who reside and are registered as electors within the area covered by the branch or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- g. Branches shall operate in accordance with the rules for Party branches and any other regulations approved by the SEC. In particular, a branch shall maintain the necessary machinery for elections within its area. A branch may undertake other activities to promote the Party in its area and the involvement of its individual members in line with the development action plan agreed for this CLP. The public activities of a branch shall be approved by the Executive Committee of this CLP.
- h. Where the General Meeting considers it desirable there may be established a coordinating organisation covering more than one branch subject to the approval of the regional office.
- 2. There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the SEC.
- 3. There may be established a women's forum to co-ordinate work among women members, acting in accordance with the rules for women's forums and any other regulations approved by the SEC and on boundaries approved by the SEC.
- 4. There may be established an ethnic minorities forum to co-ordinate work among BAME members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the SEC and on boundaries approved by the SEC.
- 5. 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 SEC and on boundaries approved by the SEC.
- 6. 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, Member of the Scottish

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 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 SGS and this appointment shall be subject to the approval of the SEC. Any member not otherwise disbarred from being an election agent may be considered for appointment.

#### 7. Multiple constituency CLPs

- a. There may be established CLPs which cover multiple Scottish parliamentary constituencies.
- b. The SEC 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 SEC in advance of any resolution being tabled. SEC 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 SEC.
- 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 SEC, whose decision shall be final.

#### **Clause VII. Management**

1. The management of this CLP shall be in the hands of 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 SEC in accordance with the powers conferred upon it under the constitutional rules. This CLP shall have power to make changes to these rules, subject to the specific prior approval in writing of the SEC 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, vicechair/membership, secretary, treasurer, women's officer, and trade union liaison officer. At least three of the six officers listed above must be women. In the event that none of the six officers listed above identify as BAME, the BAME officer shall also be an Executive Officer until the next annual general meeting of this CLP. This CLP may add other Executive Officer posts drawn from amongst its functional officers, subject to the gender quota being amended appropriately. The appointment of any additional officers to the first six officers listed above is subject to SEC approval
3. The trade union liaison officer shall be a member of a trade union affiliated to the Labour Party and elected in accordance with this provision. Where the General Meeting has trade union delegates,

the trade union liaison officer shall be elected by a ballot of trade union delegates only. In all other circumstances, the trade union liaison officer shall be elected by a ballot of all delegates or all members, where the CLP operates on an all member meeting basis.

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 functional officers to lead on specific areas of responsibility including diversity (LGBT+, disability, youth etc), fundraising, policy, political education and training, and communications and social media. These functional officers 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. At least half of all functional officers must be women, where possible.
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 and { } members upon such proportionate basis of the whole membership as this CLP may decide, subject to the approval of the SEC.
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 SEC, 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 SEC.

#### **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.
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 SGS 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. CLP entitlement for sending delegates to Annual Scottish Conference is contained within Clause 5 of the Scottish Rule Book.
2. 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 UK 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.
3. 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.

4. Where the individual women's membership within this CLP is 100 or more, an additional woman delegate may be appointed.
5. Where the individual Young Labour membership within this CLP is 30 or more, an additional delegate under the age of 27 may be appointed.
6. 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 SEC for the constituency for the coming year. The plan shall be submitted to the SGS.
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 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 SEC 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 SEC, NEC, and NCC. Such ballots to be conducted in accordance with guidelines laid down by the SEC and NEC.

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 SEC and 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 SEC and/or 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 of the Party.

#### **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 and in the selection guidelines appended thereto, along with any other regulations approved by the SEC.

#### **Clause XIV.**

##### **Local government candidates**

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

#### **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 SEC 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 SGS of the Party on behalf of the SEC.

## **Appendix 2: Rules for Branches**

### **Clause I. Name**

1. 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 SEC in accordance with 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.
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 and treasurer. 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 SEC.

**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 SEC.
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.
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 SGS of the Party. Such changes shall not contravene the spirit or intention of the model rules as accepted by Party conference or the SEC.

### **Appendix 3: Rules for Women's Forums**

#### **Clause I. Name**

1. { } Constituency Labour Party women's forum

#### **Clause II. Aims and values**

1. National
  - a. The aims and values of the Party as outlined in Clause IV above of the constitutional rules shall apply to this women's forum.
2. Constituency
  - a. The aims of this women's forum shall be:
    - i. to encourage and support women members to play a full and active part in all the Party's activities, particularly through facilitating training, networking and mentoring, and encouraging women to run for elected office.
    - ii. to build links with women in the community, through contact with community organisations and individual women, consultation, campaigning and joint working.
    - iii. to encourage women to join the Party and to ensure that new women members are welcomed.
    - iv. to ensure that women's voices are heard in the Party, through monitoring women's involvement in activities, and feeding women's concerns to the Party and to policy makers.
    - v. to work jointly with Labour women in neighbouring constituencies in the delivery of the above aims.

#### **Clause III. Membership**

1. The membership of the women's forum shall consist of all individual women members in { } Constituency Labour Party. The women's officer should be provided with contact details for women members in the constituency by the constituency secretary. All women members shall be mailed at least annually to inform them about the activity of the women's officer and/ or forum.

### **Clause IV. Management**

1. The women's officer shall be responsible for coordinating a women's forum in the constituency to aid her in delivering the aims of the organisation. She will be, ex-officio, the chair/co-ordinator of this group.
2. The women's officer and forum shall draw up an annual plan and a programme of activities. This plan shall be agreed by the GM/EC of the constituency. The plan shall be prepared bearing in mind:
  - a. the aims of the local women's organisation.
  - b. the particular interests and needs of local women, as identified through surveying women members.
  - c. the guidelines and priorities circulated from time to time by Party Head Office or SGS.
3. The women's forum may appoint other officers to help carry out its work.
4. The women's officer shall build targets for the year into her plans, which can then be monitored and reviewed to help planning for future years.
5. The women's forum shall register with the SGS, and re-register on an annual basis.

### **Clause V. Meetings**

1. A meeting of the women's forum shall only have formal status if all women members in the constituency have been given 14 days written notice of the meeting, and the business to be discussed, and at least ten eligible women members attend.
2. At a formal meeting the women's forum 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 SEC/NEC, National Policy Forum, Scottish Policy Forum etc.) and elect two delegates to the constituency General Meeting. A formal meeting may also agree motions to be sent to the General Meeting.
3. The women's forum may hold whatever informal meetings or gatherings it sees fit to work towards meeting its aims.



## **Clause VI. Activities**

1. The women's forum 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, MSPs, MPs, MEPs and other forms of elected representative for the Party.
  - c. become involved in the community, for example, as school 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.
2. The women's forum 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.
3. The women's forum shall seek to ensure that women's voices are properly heard in the Party, through the above activities and through, for example:
  - a. feeding 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 with 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.

## **Clause VII. Finances**

1. The funds of the women's forum shall consist of donations, collections, profits from sales, and receipts from activities undertaken by the forum. In the event of the dissolution of the women's forum its assets shall belong to the { } Constituency Labour Party.
2. The CLP shall, by agreement, make resources available to the women's forum (if operating successfully), to enable it to function effectively. The Party's financial scheme recognises the assets and financial transactions of this women's forum as the assets and financial transactions of { } Constituency Labour Party, of which it is a constituent part. It shall be the duty of this women's forum to co-operate with the CLP, and in particular the CLP treasurer, in respect of the CLP's obligations under the Political Parties, Elections and Referendums Act 2000. Should this women's forum fail to co-operate with the CLP, the NEC will take appropriate disciplinary action against individual members, suspend this women's forum or both.

## **Clause VIII. General**

1. The general provisions of the constitution and rules of the Party shall apply to the women's forum.
2. The women's forum 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 forum shall not have the power to enter into property-related transactions or to employ staff.
4. This women's forum shall adopt standing orders and procedural rules as may be agreed by the appropriate SGS.

**Clause IX.**

**Alteration to rules**

1. Any alteration or addition to these rules may only be made at the annual general meeting of the { } Constituency Labour Party women's forum but must be submitted to the SGS 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 SEC.

## **Appendix 4: Rules for Scottish Young Labour**

### **Clause I. Name**

1. Scottish Young Labour

### **Clause II. Establishment**

1. Scottish Young Labour shall enjoy rights in respect of:
  - a. UK Annual Conference.
  - b. Scottish Annual Conferences.
  - c. Nominations for Leadership elections.

### **Clause III. 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 Scotland 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 reverse the declining numbers 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 the European Community Organisation of Socialist Youth.

### **Clause IV. Membership**

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

### **Clause V. Structure**

1. There shall be a Scottish Committee to ensure the effective administration and organisation of Scottish Young Labour.
2. Scottish Young Labour members shall be able to establish local Young Labour groups throughout Scotland.
3. Scottish Young Labour shall ensure at every level close cooperation and liaison with Scottish Labour Students and young trade unionists.

### **Clause VI. Regional Committees**

1. The SGS may convene a Scottish Committee to assist in the co-ordination and work of Scottish Young Labour groups in their area. The Scottish Committee shall produce regular reports on their work and progress to the National Committee of Young Labour and to the NEC's Youth Committee.

## **Appendix 4 (A): Rules for Young Labour Groups**

### **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 reverse the declining numbers 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 group, shall automatically be members of the group.

### **Clause IV. Establishing a group**

1. Young Party members may set up a Young Labour group by applying to the SGS giving details as to the geographical boundaries – the Party branches or constituencies – that the group will cover. The member(s) shall also contact the CLP secretary(ies) covered by the proposed Young Labour group, informing them of the intention to set up a local group. The member(s) shall also notify the Young Labour office at Party Head Office of the intention to set up a local group.

2. The appropriate SGS may then agree that a group be set up and registered.
3. A Young Labour group is considered to be a bona fide group when the appropriate SGS informs Party Head Office that a local group has been registered.

### **Clause V. Geographical boundaries**

1. The geographical boundaries of Young Labour groups shall be decided by the SGS.
2. The SGS shall have the authority to change the geographical boundaries of a Young Labour group.
3. The Young Labour group shall notify Party Head Office of their geographical boundary or any changes to their geographical boundary.

### **Clause VI. Meetings**

1. Young Labour groups 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 group meetings may be issued by the national committee of Young Labour from time to time.
4. All individual members of the Party between the ages of 14 and 26 inclusive (identified as such on the national membership system) and that live in the area covered by the Young Labour group should be invited to meetings of the group.
5. The Young Labour officer at Party Head Office shall be given at least seven days written notice of any meeting at which it is intended to elect officers of the Young Labour group.

### **Clause VII. Officers**

1. An annual meeting of the Young Labour group shall be held which shall elect a chair, a secretary, a membership and campaigns officer, and a women's officer. These shall form the formal officer group. Other 'functional' officers may be appointed at the annual meeting. The names and addresses of the officers of the Young Labour group and any subsequent changes shall be notified to Party Head Office.

**Clause VIII.  
Finance**

1. The Young Labour group 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 SEC. The secretary of the Young Labour group shall be responsible for the finances of the group.
2. The Young Labour group shall submit its accounts to the appropriate SGS or on request to the Young Labour officer at Party Head Office.
3. An arrangement may be made between the Young Labour group and appropriate CLPs for a proportion of young Party members' subscriptions to be paid to the group.
4. In the event of the dissolution of a Young Labour group all funds and properties shall belong to the National Committee of Young Labour.
5. The Party's financial scheme recognises the assets and financial transactions of this Young Labour group 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 Group 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 group fail to co-operate with the regional or national office, the NEC will take appropriate disciplinary action against individual members, suspend this Young Labour Group or both.

**Clause IX.  
Relationship with constituency parties**

1. Young Labour groups shall maintain good relations with CLPs within their geographical boundary. In particular, the Young Labour group shall inform the CLPs within their geographical boundary of any campaigns, activities or events they are running, organising or assisting with. Young Labour groups shall also receive the co-operation, encouragement and assistance of branches and CLPs and their officers.

**Clause X.  
General relations**

1. The Young Labour group 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/SEC. The NEC/SEC's decision in such matters shall be final and binding.

2. Young Labour groups shall give reports at least quarterly on their activities and any problems and difficulties they are experiencing to the National Committee of Young Labour through the Young Labour officer at Party Head Office.

**Clause XI.  
Dissolution**

1. The SGS shall have the authority to dissolve, reconstitute or change the geographical boundary of Young Labour groups.
2. A Young Labour member whose group is to be dissolved or reconstituted by the SGS may appeal against the decision to the NEC Youth Committee. The NEC's decision shall be final and binding.

**Appendix 5:**  
**Rules for Labour Party Local Government Committees**

**Clause I.**  
**Name**

1. The { } Scottish unitary 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 local authority ('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 Scottish General Secretary on behalf of the SEC following the principles laid out in this chapter. These may include existing structures where these are working effectively to meet the objectives of the SEC 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 the Scottish Co-operative Party sponsors 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.
    - i. Delegates appointed under IV.2.D above shall be included in the affiliate section as an addition to their agreed delegation.
3. The number of delegates from each section will be determined by the Scottish General Secretary.
4. Votes at meetings of the LGC will be cast in three sections – the Labour Group, CLPs and Trade Unions.
  - a. The votes for each section will be totalled.
  - b. Each section's votes will be apportioned so that each of the three sections has a voting weight of one third.
5. 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.
6. Each CLP falling fully within the council area shall appoint the same number of delegates to the LGC.

7. 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.
8. Trade Union delegates must be members of the Labour Party.
9. Local and Scottish organisers and the Scottish Local Government Officer shall be invited to attend LGC meetings as non-voting delegates at the discretion of the Chair.
10. Any elected representative or prospective candidate for the area covered by the LGC may attend LGC meetings as non-voting delegates.
11. The local Party should work to ensure that the membership of the LGC is representative of the communities in which it will work.
12. Variations to the above LGC structure must be approved by the SEC.

#### **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 automatically be voting members of its Executive Committee.
2. The officers shall consist of a chair, two vice-chairs, and secretary. At least two of the officers shall be a woman.
3. 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 Scottish General Secretary, a different person may be appointed.
4. The Executive Committee shall consist of the officers, the leader and deputy leader of the Labour Group. Accredited Party organisers within the area may attend Executive Committee meetings without voting power.

#### **Clause VI. Meetings**

1. 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.

2. 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.
3. The Executive Committee shall meet as required.
4. Meetings should be conducted in a comradely fashion. No one entitled to attend shall be precluded because they cannot gain access to the meeting room for any reason. Harassment or intimidation of members on the basis of gender, age, sexual orientation and gender identity, disability or race is unacceptable.

#### **Clause VII. Finance**

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

#### **Clause VIII. General**

1. The LGC shall work with the Labour Group to determine the electoral policy and programme for appropriate elections. 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 in accordance with procedures and guidelines to be laid down by the SEC. If a member of the Labour Group is also seeking selection as a candidate, they shall be ineligible to be a part of any interview panel.
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. 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 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 Scottish General Secretary 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 SEC.
6. The SEC 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.



## **Appendix 6: Rules for Local Government Labour Groups**

### **Clause I.**

#### **General rules and provisions for Labour groups on local authorities**

1. These rules apply to all local government Labour groups Scotland, 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 Campaign Forum. Where formal arrangements are in operation these must be sanctioned by the CLP concerned with the approval of the SGS on behalf of the SEC. 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 SEC, according to local governance arrangements. Labour groups shall act in accordance with guidance that shall be issued from time to time by the SEC 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 SEC, detailing for each member of the group and group observer his/her 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 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. 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 SEC. 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.
3. All group members may have the opportunity of participating in meetings and voting remotely using electronic means of communication where appropriate.

### **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 Campaign Forum, 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 SEC guidance on good practice in running annual group meetings (see the AGM Toolkit).

**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 SGS.

**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 SGS.

**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 Campaign Forum in consultation with the Labour Group. The Labour Group will play a lead role in developing local election manifestos and

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

2. Labour group standing orders shall specify the matters on which it shall be the responsibility of the group to take decisions. The group and the Local Government Committee shall arrange a rolling programme of policy discussion and development during the year, where progress with the implementation of policy or any new developments that have arisen since the election manifesto was produced shall be discussed. The form of such a programme will include an annual presentation to the LGC by the Group leader of progress on achieving the manifesto and shall be jointly agreed by the Labour group and local Party
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. 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 Scottish General Secretary. 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 SEC. Labour groups must not enter into any arrangements with

other parties, to determine the political control and management of the local authority, which do not comply with the SEC's approved options, and without the specific prior approval of the SEC. Groups and members must stand down from multi-Party arrangements on the instruction of the SGS, after discussion with the SEC.

#### **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 SEC 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 SEC) 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 SEC. 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 Campaign Forum 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 Campaign Forum 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 SEC determine there are exceptional circumstances, the 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 Scottish 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 SEC, an appeal may be made to the SGS of the Party within 14 days. The appeal shall be

heard by a panel of not less than three members drawn from the SEC, 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 SEC, application for restoration of the whip after six months shall be made to the SEC.
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 SEC 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 LCF 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 Head Office, shall adopt and follow the relevant model rules and standing orders issued from time to time by the SEC, according to the political management arrangements in operation in their local authority. These standing orders may be varied from time to time by the SEC.
2. Any insertions or proposed changes to Labour group rules or standing orders are subject to the prior approval of the SEC.

#### **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 Campaign Forum, for those purposes.
2. 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 Head Office and with the prior approval of the SEC.
2. The rules contained 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 SEC and of such advice as may be issued from time to time by the SEC.
3. Model standing orders for Labour groups
  - a. The SEC 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 Scottish Labour Party at [scotland@labour.org.uk](mailto:scotland@labour.org.uk).

## **Appendix 7: Rules for Ethnic Minorities Forum**

### **Clause I. Name**

1. { } Constituency Labour Party ethnic minorities forum.

### **Clause II. Aims and values**

1. National
  - a. The aims and values of the Party as outlined in Clause IV of the national constitutional rules shall apply to this ethnic minorities forum.
2. Constituency
  - a. The aims of this ethnic minorities forum shall be:
    - i. to encourage and support Black, Asian, Minority Ethnic (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.
    - ii. to build links with BAME voters in the community, through contact with community organisations and individual BAME voters, consultation, campaigning and joint working.
    - iii. to encourage BAME voters to join the Party and to ensure that new BAME members are welcomed.
    - iv. to ensure that BAME members' voices are heard in the Party, through monitoring BAME's involvement in activities, and feeding BAME's concerns to the Party and to policy makers.
    - v. to work jointly with Labour BAME members in neighbouring constituencies in the delivery of the above aims.

### **Clause III. Membership**

1. The membership of the ethnic minorities forum shall consist of all individual BAME members in { } Constituency Labour Party. The ethnic minorities officer should be provided with contact details for

BAME members in the constituency by the constituency secretary. All BAME members shall be mailed at least annually to inform them about the activity of the ethnic minorities officer and/ or forum.

### **Clause IV. Management**

1. The ethnic minorities officer shall be responsible for co-ordinating an ethnic minorities forum in the constituency to aid them in delivering the aims of the organisation. She/he will be, ex-officio, the chair/co-ordinator of this group.
2. The ethnic minorities officer and forum shall draw up an annual plan and a programme of activities. This plan shall be agreed by the GM/EC of the constituency. The plan shall be prepared bearing in mind:
  - a. the aims of the local ethnic minorities forum.
  - b. the particular interests and needs of local BAME members, as identified through surveying BAME members.
  - c. the guidelines and priorities circulated from time to time by Party Head Office or SGS.
3. The ethnic minorities forum may appoint other officers to help carry out its work.
4. The ethnic minorities officer shall build targets for the year into their plans, which can then be monitored and reviewed to help planning for future years.
5. The ethnic minorities forum shall register with the SGS, and re-register on an annual basis.

### **Clause V. Meetings**

1. A meeting of the ethnic minorities forum shall only have formal status if all BAME members in the constituency have been given 14 days written notice of the meeting, and the business to be discussed, and at least ten eligible BAME members attend.
2. At a formal meeting the ethnic minorities forum 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, SEC, Scottish Policy Forum, National Policy Forum, etc.) and elect two delegates to the constituency General Meeting, at least one of which must be a woman. A formal meeting may also agree motions to be sent to the General Meeting.



3. The ethnic minorities forum may hold whatever informal meetings or gatherings it sees fit to work towards meeting its aims.

#### **Clause VI. Activities**

1. The ethnic minorities forum 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 them to:
  - a. hold elected office within the Party (e.g. as branch or constituency chair, political education officer, etc.).
  - b. stand as councillors, MPs, MSPs and other forms of elected representative for the Party.
  - c. become involved in the community, for example, as school 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.
2. The ethnic minorities forum 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.
  - d. The ethnic minorities forum shall seek to ensure that BAME members' voices are properly heard in the Party, through the above activities and through, for example:

- i. feeding BAME members' views on policy into local and national policy forums and to the constituency's General Meeting.
- ii. 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.
- iii. bringing any problems regarding BAME involvement to the attention of the constituency secretary, other officers or the regional Party office.
- iv. inholding local policy forums for BAME members and members of the community.

#### **Clause VII. Finances**

1. The funds of the ethnic minorities forum shall consist of donations, collections, profits from sales, and receipts from activities undertaken by the forum. In the event of the dissolution of the ethnic minorities forum its assets shall belong to the { } Constituency Labour Party. The Constituency Labour Party shall, by agreement, make resources available to the ethnic minorities forum (if operating successfully), to enable it to function effectively. The Labour Party's financial scheme recognises the assets and financial transactions of this ethnic minorities forum as the assets and financial transactions of { } Constituency Labour Party, of which it is a constituent part. It shall be the duty of this ethnic minorities forum to co-operate with the CLP, and in particular the CLP treasurer, in respect of the CLP's obligations under the Political Parties, Elections and Referendums Act 2000. Should this ethnic minorities forum fail to co-operate with the CLP, the NEC will take appropriate disciplinary action against individual members, suspend this ethnic minorities forum or both.

#### **Clause VIII. General**

1. The general provisions of the constitution and rules of the Party shall apply to the ethnic minorities forum.
2. The ethnic minorities forum 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 SEC.

3. This ethnic minorities forum shall not have the power to enter into property-related transactions or to employ staff.
4. This ethnic minorities forum shall adopt standing orders and procedural rules as may be agreed by the appropriate SGS.

## **Appendix 8: Scottish Labour Students**

### **Clause I. Name**

The name of the organisation will be Scottish Labour Students.

### **Clause II. Establishment**

1. Scottish Labour Students will enjoy rights in respect of:
  - a. Scottish Conference
  - b. Scottish Policy Forum

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

## **Clause VI. National Committee of Scottish Labour Students**

1. The National Officers of Scottish Labour Students
  - a. The Chair of Scottish Labour Students, elected by a preferential ballot of all verified student Party members and must be a woman at least every other term.
  - b. Secretary of Scottish 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 Scottish Labour Students, elected by a preferential ballot of all verified student Party members and must be a woman at least every other term.
  - d. The Treasurer of Scottish 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 Scottish 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. 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.

4. The voting members of the National Committee of Scottish Labour Students will be the National Officers of Scottish Labour Students, The National Equalities Officers of Scottish Labour Students, and the Ordinary Representatives.

5. The following will be ex-officio with no voting rights.

- a. Scottish Policy Forum Representative
- b. SEC Youth Representatives
- c. The Permanent Secretary of the National Committee
  - i. The Permanent Secretary of the National Committee shall be the Scottish General Secretary (or another appointed officer).

2. The National Committee of Scottish Labour Students shall convene an Annual meeting after the election of the National Committee to elect auditors and provide an update on the next years work

### **Clause VIII. Finance**

1. The National Committee may raise and spend its own funds, as long as expenditure is to achieve the objectives of Scottish Labour Students as determined in these rules and, from time to time, by the SEC. The accounts will be audited by two auditors appointed at the Annual meeting. The National Committee shall submit its accounts to the SEC annually.

### **Clause VII. Meetings**

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

## **Appendix 9: Scottish Labour Women's Committee**

### **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 SEC and its sub-committees relating to women members.
6. To set a timetable for Scottish Labour Party Women's Conference (in consultation with the CAC), and to oversee the overall direction of the Scottish Labour Party Women's Conference.

### **Clause II. Membership**

1. The Scottish Labour Women's Committee shall comprise women members of the Labour Party as follows:

#### **a. Voting Members:**

- i. Four members elected by CLPs/Women's Forums at the Scottish Labour Women's Conference.
- ii. Four members elected by affiliate organisations at the Scottish Labour Women's Conference.
- iii. One member representing the Scottish Association of Labour Councillors, and elected by the SALC Executive.
- iv. One member representing under 27s, elected by all youth delegates.
- v. Two members elected by the Women's Conference to the SEC.
- vi. The Committee will be elected at the Scottish Labour Women's Conference in accordance with the standing orders of that conference.
- vii. Where a vacancy arises, a by-election will be held at the mid-term Scottish Labour Women's Conference, for delegates in the appropriate franchise.

#### **b. Ex Officio members:**

- i. A minimum of four women SEC members.
  - ii. The Leader and Deputy Leader of the Labour Party, or (if not women), a woman representative.
  - iii. The Scottish Labour Women's Committee once elected, will appoint from within its number, members to lead on Trade Union Liaison, BAME, Disability and LGBT+. In the event of these latter three posts not being filled from within the Committee, the Committee shall have the power to co-opt. Any co-options will be regarded as ex-officio members.
2. Representatives of other groups within the Labour Party may be invited to attend a meeting of the Scottish Labour Women's Committee at the discretion of the Chair.
  3. All members of the Scottish Labour 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 Scottish Labour Women's Committee shall be Chair and two Vice Chairs, to be elected by members of the committee.
  - a. One Vice Chair shall be responsible for liaison with CLPs/Women's Forums and one shall be responsible for liaison with affiliates.
  - b. Those elected to these positions shall act in that capacity throughout the year commensurate from the close of Scottish Labour Women's Conference to the close of the subsequent annual session of Women's Conference, and any special sessions during the course of the year.

### **Clause IV. Scottish Labour Women's Conference**

1. There shall be an Annual Scottish Labour Women's Conference.
2. Scottish Labour Women's Conference will be held in accordance with the standing orders of conference agreed by the Scottish Labour Women's Committee.
3. There shall be a Conference Arrangements Committee elected by Scottish Labour Women's Conference comprising two members nominated

by affiliate organisations and two members nominated by CLPs/Women's Forums. Each member will serve a two year term.

4. Members of the Scottish Labour Women's Committee may not be members of the CAC.
5. Any vacancy which occurs between elections shall be filled by the CAC co-opting the member who received the highest total votes among those not elected in the appropriate section of the ballot at the previous conference. Should the voting list be exhausted, the organisation which nominated the member originally elected to the vacant seat shall nominate a substitute to serve the rest of the term.

#### **Clause V. Scottish Policy Forum**

1. The Scottish Labour Women's Conference shall elect members to the Scottish Policy Forum.
  - a. Three members elected by CLPs/Women's Forum at the Scottish Labour Women's Conference.
  - b. Three members elected by affiliate organisations at the Scottish Labour Women's Conference.
  - c. The ballot will be conducted in accordance with the standing orders of Scottish Labour Women's Conference.
  - d. Each member will be elected for a term of two years.
  - e. Where a vacancy arises, a by-election will be held at the mid-term Scottish Labour Women's Conference, for delegates in the appropriate franchise.

