



# Easington Constituency Labour Party

## Standing Orders

### (1) Meetings

**1.1** The Constituency Labour Party (CLP) will hold meetings on a monthly basis on the third Friday of the month with the exception of August and December. At least two of these meetings will be held at different locations within the CLP boundary, to be determined by the Executive. The meetings will deal with all Party business, including establishing policy objectives in the constituency through political debate and discussions, setting targets for organisational development, campaigning in the area and promoting links with the wider community. All fully paid-up members can attend to take part in these meetings and are entitled to vote on motions submitted via BLP & Affiliated Organisations prior to the meeting.

**1.2** The Executive Committee (EC) will be appointed annually and will be comprised of the Executive Officers of the CLP, together with two delegates from each Branch Labour Party (one of whom must be a woman). Meetings to take place once a month at least ten days before the All Members Meeting with the exception of August and December, the meetings will deal with any issues deemed necessary by the Chair / Secretary and/or to address specific items raised at the request of at least four members of the Executive Committee and/or to consider referred items as directed by the CLP. Recommendations on these and other organisational matters will be prepared and reported back for consideration and approval by the CLP.

**1.3** Special meetings may be convened when necessary. A formal notice of the meetings will be sent to members as appropriate by the Secretary at least one week prior to the meeting. Such notices will include the agenda or an indication of any special business to be placed before the meeting. A shorter notice period (not less than forty-eight hours) may be given if business is deemed urgent by the Chair or deputising substitute.

**1.4** A formal notice of the CLP meetings and the EC meetings will be sent by the Secretary at least seven days in advance. Such notices will include the agenda or an indication of any special business to be placed before the meeting.

**1.5** CLP meetings will start at 6.00pm (unless otherwise agreed or practicable). If a quorum is not present within ten minutes of the appointed time, the meeting will not be held; with the permission of the Chair, a lesser number than the quorum may transact business in acute or emergency circumstances, subject to the ratification of the proceedings by the next full meeting.

**1.6** In special circumstances, as decided by the Executive Committee and notified in advance, members attending meetings will be required to show credentials or other proof of membership on entering the meeting room.

**1.7** The Annual General Meeting will be held in March of each year. A formal notice will be sent out by the Secretary to affiliated organisations at least twenty-eight days in advance and to members at least fourteen days in advance.

**1.8** The Labour Member of Parliament (MP) will receive notice of both CLP and EC meetings and will have the same voting rights as Members in attendance. The Executive Committee and/or originating Branch Labour Party may appoint the MP as a Delegate to the EC. The MP will not hold office within the CLP but has the right to attend and report on his/her work.

## **(2) Quorum**

The quorum for the CLP will be twelve and the quorum for the EC will be six.

## **(3) Roll of Members**

A register of the members attending will be marked up before the close of the meeting. Apologies for absence will also be recorded.

## **(4) Chair**

The Chair will preside over the CLP and EC meetings. In his/her absence, the Vice-Chair will deputise. In the absence of the Vice-Chair, the Vice-Chair (Membership) will deputise. In the absence of both Vice-Chairs, the Secretary or some member of the meeting will call on the meeting to elect a person to preside. Should the Chair or Vice-Chairs appear later, the presiding deputy may continue until the current or particular business is completed before vacating the Chair for the official holder. At the Annual General Meeting, the Chair will retire from conducting the meeting upon the election of his/her successor.

## **(5) Executive Officer**

The Executive Officers of this CLP will be:

- a) Chair
- b) Vice-Chair
- c) Vice-Chair (Membership)
- d) Secretary
- e) Treasurer
- f) Women's Officer (must be a woman)
- g) Youth Officer (under 27 years)

## **(6) Election of Officers**

**6.1** The election of the Executive Officers identified above will be in the following order: a) Chair, d) Secretary, e) Treasurer, c) Vice-Chair (Membership) b) Vice Chair, f) Women's Officer g) Youth Officer. At least three of the Officers from

(a to f) shall be women. If two women (must be at least one) are not elected out of the first four officers (a/d/e/c), the nominations for Vice-Chair (b) will be restricted to women.

**6.2** The Position of (g) Youth Officer is not included in the quota and will be an open selection.

**6.3** The roles of Equal Opportunities Officer(s), BAME and Trade Union Liaison Officer are not subject to quotas.

**6.4** Voting for the election of Officers will be by eliminating ballot until a nominee obtains more than 50% of the votes cast, disregarding abstentions.

**6.5** The nominee with the least number of votes in each round of a ballot will be eliminated and any other nominee will also be eliminated if his/her votes combined with the votes of those already eliminated in that round are insufficient to match the votes of the next nominee higher in the ballot.

## **(7) Order of Business**

**7.1** The order of business will be determined by the Chair and Secretary.

**7.2** The usual order of business at ordinary CLP meetings will be as follows:

- a) Welcome and apologies for absence
- b) Minutes of previous meetings (EC and CLP)
- c) Matters arising from minutes
- d) Report from MP & Campaign Report
- e) Correspondence
- f) Speakers/discussion
- g) Policy issues from Council/Labour Group (current and potential).
- h) Officer and Branch Reports
- i) Resolutions/Motions
- j) Any other notified business.
- k) Details of next meeting

## **(8) Party Business**

**8.1** The CLP is the policy-making body for the constituency. The role of the EC is to act on behalf of the CLP to execute its policy and to prepare recommendations on other organisational matters for approval by the CLP.

**8.2** Party business, including discussion topics at CLP, will be given precedence on the agenda

## **(9) Notice of Motion(s)**

**9.1** The EC will approve motions from affiliated organisations and Party branches for inclusion on the agenda of the CLP; any motion referred back to its originator can be restored to a future agenda if the CLP so decides.

**9.2** All original motions for the agenda should be forwarded to the Secretary, in written form and not less than twenty eight days before the next appropriate meeting; on matters of urgency accepted by the majority as such, notice in writing of the urgent business or motion shall be submitted to the Secretary as early as may be practicable before the meeting. The term urgency shall be interpreted in a bona fide way and with due regard to the reasonable intent of this order. The names of the mover and seconder must be submitted with all motions.

**9.3** No Motion will be discussed at a CLP meeting until it has been moved by a member from the originating organisation and seconded.

**9.4** Amendments will be taken in order and one amendment will be disposed of before another is moved. If the first amendment is carried, it becomes the substantive motion whereupon another amendment may be moved.

## **(10) Procedures on Motions**

Any motion to adjourn, proceed to next item of business, that the vote be taken and the Chair vacate the seat, shall only be moved by a (delegate / member) who has not already spoken on the motion this must be seconded and put to the vote without discussion. A motion to proceed to the next item of business, shall not be taken until the proposer and seconder of that motion has been heard.

## **(11) Notice to Rescind Resolution**

**11.1** Any motion to rescind a resolution previously passed must be provided in written form to the Secretary not less than twenty-one days before the date of the next EC meeting, such notice to be included in the agenda sent to members. EC will consider the motion to rescind and refer its recommendation to CLP for consideration and approval.

**11.2** A motion to rescind a resolution will not be valid within the two months after the date of the original resolution always provided that, on due consideration of grounds of untenability or real and present

urgency, the EC will have power to suspend all or part of this order for the purpose of allowing an ad hoc motion of rescission to be put, subject to later ratification by CLP.

### **(12) Speakers**

All speakers will address the Chair, respecting and complying with his/her positional authority to preserve order and manage the business of the meeting. No member will be allowed to speak more than once on any motion until every other member has had an opportunity of speaking. The opportunity to speak a second time will be by discretion of the Chair.

### **(13) Time limit for Speakers**

The mover of a motion will be allowed a maximum of five minutes, the seconder and succeeding speakers a maximum of three minutes each. The time limit of speakers may be extended by vote of members. The mover of any original resolution, but not of any amendment, may reply to the discussion without introducing a new matter and this will close the discussion.

### **(14) Voting**

Voting will be conducted by show of hands except where the constitution of the Party provides for a ballot vote or when the CLP decides otherwise. Voting for Officers will be by ballot.

### **(15) Equality of Votes**

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

### **(16) Nomination of Absentees**

An absentee may be nominated for any Office at the discretion of the meeting whose ruling will have regard for all the circumstances; a confirmation of candidacy must have been received by the Secretary from the individual concerned.

### **(17) Chair's Ruling**

The Chair's ruling on any point arising from these Standing Orders will be final unless challenged by at least three members, at which time the Chair will put the ruling to the meeting for determination. If any point arises not provided for in these Standing Orders, the Chair will give an opinion. If this opinion is challenged by at least three members, a vote will be taken to decide the point.

### **(18) Breach of Rules or Orders**

Any question on breach of Rules or Standing Orders may be raised by a member as a point of order.

### **(19) Suspension of Standing Orders**

Any of the standing orders numbered 7/12/20, may for good reason be temporarily suspended for the remainder of a meeting by a two-thirds majority vote of the members present at a meeting.

### **(20) Close of Meeting.**

All meetings will conclude not later than 8.00pm.

### **(21) Alterations to Standing Orders & Rules.**

No alterations can be made to the Standing Orders except at the Annual Meeting of the CLP or at a special meeting convened for that purpose.