

Broadland Constituency Labour Party

Rules (November 2020)

These rules supplement and in some case modify but do not replace the National Party Rules in “**Chapter 7 Rules for CLPs**” in the 2019 Labour Party Rule book (pages 39-45). Any modifications from those rules to suit local conditions have been agreed by the Regional Director (RD) or General Secretary (GS). The National rules not necessarily included herein still apply.

Clause I. - Name

1. The Broadland Constituency Labour Party, hereinafter named ‘this CLP’

Clause II. - Aims and values

1. National

- A. The aims and values of the Labour Party as outlined in **Chapter 1 Clause IV** of the National Rules 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, as approved by the NEC.
- B. To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Party throughout the constituency with a view to increasing the Party’s influence within the local community and securing support and membership from it.
- C. To promote the policies of the Party within the constituency by formulating a development action plan for the Party in the area and to ensure its adoption and implementation by all Party units.
- D. To provide the opportunity for all individual members of the Party within the constituency to contribute to the development of the aims and policies by ensuring that a full range of Party activities are available to them, including local policy forums, and that they may participate fully in discussion to broaden the political education of members of the Party and to increase their influence over the formulation of the Party programme.
- E. To establish local policy forums, possibly in cooperation with neighbouring CLPs, as authorised by and with the support of the appropriate RD (GS) operating to guidelines produced by the NEC. The constitution of the Party places an obligation on CLPs to work in pursuit of our aims with trade unions, co-operative societies and other affiliated organisations, and it must consult its members, elected representatives, affiliated organisations, and, where practicable, the wider community in which it is based on policy making initiatives which are to be forwarded for consideration as part of the national policy making process.

Clause III. - Affiliated organisations

1. Organisations may affiliate to the Party at constituency level if they fall within the following categories:

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- A. trade unions or branches thereof affiliated to the Trades Union Congress or considered by the NEC to be bona fide trade unions affiliated to the Party nationally. Where provided by the structure of an affiliated organisation, subsections of branches may affiliate separately at the discretion of the RD (GS) of the Party in agreement with the appropriate authority of the affiliated trade union.
- B. co-operative societies, branches of the Cooperative Party and other co-operative Organisations.
- C. branches of those socialist societies affiliated to the Party nationally
- D. other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

2. Each affiliated organisation must: accept the programme, principles and policy of the Party; agree to conform to the constitution, rules and standing orders of the Party; have members who are registered as electors within the constituency.

Clause IV. - Affiliation fees

1. Affiliation fees and contributions payable to this CLP shall be:
 - A. trade unions, branches of trade unions, 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 co-operative organisations on the basis agreed between this CLP and the respective co-operative organisation, though as a minimum on the same basis as other affiliated organisations
 - C. the Co-operative Party in accordance with the agreement between the Labour Party and the Co-operative Union Limited currently in force
 - D. all affiliation fees shall be paid not later than 31 December of the relevant year.

Clause V. - Individual membership

1. The conditions of membership for, method of enrolment of, and level of subscription payable by individual members of the Party within this constituency shall be as laid down in the membership rules of the Party in Chapter 2 of the National Rules
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. Individual members of the Party between 14 years and 26 years of age inclusive shall, if they so desire, be organised in branches of Young Labour acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the RD (GS).

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Clause VI. - Method of organisation

1. The CLP has adopted a Non-Delegate Organisation consisting of a General Meeting of all eligible members and delegates from affiliated organisations.

2. Branches

- A. The CLP shall also be organised in branches set up on such basis as decided by the General Meeting and approved by the RD (GS) on behalf of the NEC. Branch boundaries shall as far as possible follow local government boundaries
- B. 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.
- C. Branches shall operate in accordance with the rules for Party branches and any other regulations approved by the NEC. In particular, a branch shall maintain the necessary machinery for elections within its area. A branch may undertake other activities to promote the Party in its area and the involvement of its individual members in line with the development action plan agreed for this CLP. The public activities of a branch shall be approved by the Executive Committee of this CLP.
- D. 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.

3. Forums

- A. 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 NEC and on boundaries approved by the NEC.
- B. 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 NEC and on boundaries approved by the NEC.
- C. The NEC shall invite CLPs to take part in pilots of staggered meetings, electronic attendance, online voting and other methods of maximising participation. The NEC may immediately give effect to these pilots and may incorporate any resultant rules into this rule book, subject to approval at Annual Conference 2019, when this sub-clause shall expire.
- D. The NEC shall put in place rules requiring CLP Executive Committees to report all decisions in writing to the CLP General Meeting for approval, and requiring that branch and CLP standing orders and (non-private) records of decisions be made available to members on an electronic platform provided by the Party. The NEC may incorporate these rules into this rule book, subject to approval at Annual Conference 2019, when this sub-clause shall expire.

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- E. There may be established other such forums among common interest groups acting in accordance with the rules for these forums and any other regulations approved by the NEC and on boundaries approved by the NEC.

4. Campaign Committee

- A. There shall be established a Campaign Committee to co-ordinate the public activity of this CLP.
- B. The Campaign Committee, which shall comprise campaign organisers and other members as appropriate drawn from each Branch. The chair and treasurer of this CLP and the Member of Parliament and / or the parliamentary candidate and the parliamentary agent, shall be ex-officio members of the Campaign Committee.
- C. The Campaign Co-ordinator elected by the General Meeting shall: co-ordinate constituency wide campaigns; liaise with Head Office and the East of England regional office and with affiliated organisations, as the case may be, in the promotion of the Party's campaigns; and liaise with any Local Campaign Forum where these have been established, 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.
- D. Where the campaign co-ordinator is not the election agent, the Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of this CLP. Agents shall liaise with other agents within the local authority area in order to ensure a unified and co-ordinated campaign. For national elections, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate RD (GS) and this appointment shall be subject to the approval of the NEC. Any member not otherwise disbarred from being an election agent may be considered for appointment.

Clause VII. - Management

1. The management of this CLP shall be in the hands of the General Meeting. The decisions of the General Meeting shall be put into effect by an Executive Committee which shall be appointed by and report to an Annual General Meeting of this CLP and to other such meetings as required by the CLP rules and procedures.

2. This CLP adopts the rules and procedures for CLPs and branches set out in the appendix to the National Party Rules (Appendix 7 – Page 100) and such amendments thereto as may be agreed by Party conference or made by the NEC in accordance with the powers conferred upon it under Chapter 1 Clause X of the National Rules. This CLP shall have power to make changes to these rules, subject to the specific prior approval in writing of the NEC 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.

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Clause VIII. - Officers

1. The Executive officers of this CLP, the Executive Committee, and two auditors shall be elected at the Annual Meeting of this CLP and shall continue in office until replaced or re-appointed.
2. Any casual vacancies for Executive Officers or Executive Officer post unfilled at the Annual General Meeting shall be filled by election at any subsequent Special General or General meeting.
3. The Executive Officers of this CLP shall be Chair, Vice-Chair (Membership), Vice-Chair, Secretary, Treasurer, Women's Officer (who shall be a woman), Policy Officer, Campaigns Coordinator, Equality and Diversity Officer, Political Education Officer, Rural Affairs Officer, Trade Union Liaison Officer (who shall be a member of a trade union in accordance with Chapter 2 Clause 1.6.B), Communications and Social Media Officer, Youth Officer, and Fundraising Co-ordinator. At least half of these officers should be women.
4. The Chair shall also be the deputy treasurer to be notified to the Electoral Commission. In exceptional circumstances, and with the prior approval of the General Secretary, a different person may be appointed.
5. In addition, this CLP may elect coordinators to lead on specific areas of responsibility including community involvement, diversity, information technology etc. These coordinators shall be encouraged to attend Executive Committee Meetings to report on their work and share expertise with colleagues but shall not be voting members unless elected to the Executive Committee as individuals.
6. The team of officers and coordinators, together with the parliamentary candidate and/or Member of Parliament, shall provide a strategic lead for the development of the Party in the constituency.
7. The Executive Committee shall consist of the Executive Officers branch secretaries or other representatives elected by each branch
8. The parliamentary election agent and local election agent (if different) may also attend Executive Committee meetings.
9. Where a constituency plan agreement has been entered into by this CLP and an organisation affiliated to the Party nationally and approved by the NEC, the affiliated organisation concerned may appoint a member of this CLP to the Executive Committee to represent their interest: this member shall be an ex-officio member with voting powers of both executive and General Meetings.
10. The Executive Committee shall meet as required and be responsible for reviewing the implementation of the development action plan and supervising the work of the branches and other Party units in the constituency. The Executive Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the General Meeting can devote its time to the discussion of policy and Party objectives for the constituency.
11. The treasurer shall be responsible for ensuring this CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall

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be the registered treasurer of the accounting unit, as notified by Party Head Office to the Electoral Commission.

12. This CLP Secretary shall notify Party Head Office immediately in the event of the resignation or replacement of the treasurer or the deputy treasurer, so that the Party can meet its statutory responsibility to inform the Electoral Commission of any such changes.

13. It shall be a requirement of their office that the treasurer and the parliamentary election agent undertake such training as deemed desirable by the NEC.

Clause IX. - The Annual General Meeting and Special General Meetings

1. Annual General Meetings

- B. A. The Annual General Meeting of this CLP shall be held in July of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible. 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 General Meeting.
- C. Twenty-eight days' notice of an Annual General Meeting shall be given to all members, all eligible affiliated organisations and Party units.
- D. 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.
- E. Seven days' notice detailing the business of the Annual General Meeting shall be given to voting members entitled to attend.

2. Special General 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 10% of the fully paid up members of this CLP or a minimum of three affiliated organisations.
- B. Seven days' notice of a Special General Meeting shall be given to voting members entitled to attend except in cases of emergency, when only business of immediate importance shall be transacted.

3. Ordinary General Meetings shall be held at such intervals as laid down in the standing orders of this CLP or as may be determined by resolution of the General Meeting, subject to a requirement that all members of the CLP must be given the opportunity to attend at least 8 meetings per year, including at least 2 policy meetings.

4. Seven days' notice of General Meetings shall be given to voting members entitled to attend.

5. A notice calling an Annual, Special or ordinary General Meeting shall state as far as possible the business to be transacted.

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6. Any notice required to be given under these rules shall be in writing which may include electronic communication. Notices to be sent to affiliated organisations and Party units shall be addressed to the secretary thereof.

7. Finance

- A. Following each Annual Meeting of this CLP the secretary shall forward to the General Secretary a copy of this CLP's constituency annual report, including the annual statement of accounts and such other information as may be requested by the NEC in the format required and in compliance with this CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- B. Where required by PPERA 2000, the annual statement of accounts must be presented to and approved by a general meeting in the first quarter of the year following the year in question. The annual statement of accounts must be forwarded to the Electoral Commission by 30 April of the year following the year in question.

Clause X. - The Party Conference

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

Clause XI. - Duties of the General Meeting

1. The general provisions of the constitution, rules and standing orders of the Party shall apply to this CLP and the General Meeting has a duty to act within and uphold such provisions.
2. The General Meeting shall be responsible for establishing objectives for this CLP in the constituency through political debate and policy discussion, setting targets for development of CLP organisation and campaigning in the area and promoting links with the wider community.

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3. In particular this CLP is required to submit in the fourth quarter of each year a development plan in a format approved by the NEC for the constituency for the coming year. The plan shall be submitted to the appropriate regional office.
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) declared by Party conference or by the NEC in pursuance of conference decisions to be ineligible for affiliation to the Party. Nor shall they give any such support to individuals ineligible for membership of the Party.
6. This CLP shall co-operate with the NEC of the Party in conducting a ballot of all eligible individual members for the selection of parliamentary candidates, the election of the leader and deputy leader of the Party, the national treasurer and auditors, and the appropriate sections of the NEC, and NCC. Such ballots to be conducted in accordance with guidelines laid down by the NEC and subject to the provisions of Chapter 4 of the National Rules.
7. In the event of this CLP being dissolved or ceasing to exist for any reason, its assets (after payment of outstanding liabilities) shall be transferred to the NEC of the Party.
8. This CLP shall co-operate fully with the NEC in respect of its legal and financial obligations under the Political Parties, Elections and Referendums Act 2000. Should this CLP fail to co-operate with the Party with regard to its obligations under the Act, the NEC will not hesitate to take appropriate disciplinary action against individual members and/or suspend this CLP.

Clause XII – Local Campaign Forums

1. This CLP shall be a member of the Local Campaign Forums operating for levels of directly elected local government covering Norfolk County Council, Broadland District Council and North Norfolk District Council where these have been established in accordance with Chapter 12 of the National Rules.
2. The Annual Meeting shall elect the delegates to each Local Campaign Forum from amongst the eligible members within the local government area and in accordance with the rules of the Local Campaign Forum.

Clause XIII. – Disciplinary

1. It shall be the duty of the General Meeting of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Party within this constituency and to safeguard the programme, policy and principles of the Party within this constituency. This CLP shall take such action as it deems necessary for such purposes in accordance with the provisions laid out in the disciplinary rules, contained in Chapter 6 of the National Rules.

Clause XIV. - Parliamentary candidates

1. The Party's parliamentary candidate for this constituency shall be selected in accordance with the rules for selection of parliamentary candidates laid down in Chapter 5 of the National Rules

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

Clause XV. - Local government candidates

1. Local government candidates shall, in conjunction with any Local Campaign Forum established to cover a particular local government area, be selected in accordance with the rules for selection of local government candidates laid down in Chapter 5 of the National Rules and in the selection guidelines appended thereto along with any other regulations approved by the NEC.

Clause XVI. - Amendment to rules

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

Appendix

Rules for branches

Clause I. - Name

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

Clause II. - Objects

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

2. This branch shall cover such area as may be decided by the CLP and approved by the NEC in accordance with Clause VI.2 of the CLP's rules.

Clause III. - Membership

1. Membership shall consist only of those individual members of the Party who are registered as electors in the area covered by this branch with exceptionally those individual members who are not eligible to be registered to vote but who reside in the area.

2. The conditions of membership for, method of enrolment of, and level of subscription payable by individual members in this branch shall be as laid down in the membership rules of the Party in Chapter 2.

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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 Branch Executive

1. The officers of this branch shall be chair, vice chair, secretary, treasurer, women's officer, and campaign organiser. 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, if required, shall consist of the officers and, if required, not more than four other members.

3. Elections for these posts shall be held at the branch annual meeting.

Clause V. - Meetings

1. The annual meeting of this branch shall be held in June 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 Secretary 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 shall end on 31 December each year. A copy of the audited financial statement and the annual report of this branch shall be forwarded to the CLP Secretary prior to the CLP Annual General Meeting.

4. 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 10 per cent of the members.

5. Notice of ordinary and special meetings shall be sent to the CLP Secretary and all individual members of the branch a minimum of seven days in advance.

Clause VI. - Local government candidates

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

Clause VII. - Miscellaneous

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

2. This branch shall not enter into affiliation or give support financially or otherwise to any political party or organisation ancillary or subsidiary thereto declared ineligible for affiliation to the Party by the annual Party conference or by the NEC.

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3. It shall be the duty of this branch to take all necessary steps to safeguard the constitution, programme and principles of the Party within its area. Any decision taken under this clause proposing the expulsion or exclusion of any individual from membership shall be in the form of a recommendation to the CLP which shall determine the matter in accordance with the disciplinary procedures laid out in the rules of the Party (Chapter 6).

4. For the avoidance of doubt, the Labour Party Financial Scheme recognises the assets of this branch as the assets of the Broadland 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 and/or suspend this branch.

5. 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.

6. This branch shall adopt standing orders and may make such changes in the procedural rules and these rules as may be agreed by the CLP and the RD (GS) of the Party. Such changes shall not contravene the spirit or intention of the model rules as accepted by Party conference or the NEC.

((Adopted at the AGM of Broadland CLP held on 13th July 2019)

Signed by Brenda Jones the Chair: ...

Date: 13th July 2019



Signed by Philip Williams the Secretary: ...

Date: 13th July 2019

