

The Federal Constitution
3/11/11

Liberal Youth

**LIBERAL
YOUTH**

A specified associate organization of the LIBERAL DEMOCRATS

Article 1 Name and Objects

A1.1

The name of the organisation shall be Liberal Youth.

A1.2

The objectives of Liberal Youth shall be to:

- a. Represent Liberal Youth members to the party;
- b. Promote Liberal Democrat policies amongst young people and students.
- c. Develop and train its members.

A1.3

Liberal Youth shall be committed to furthering the values and ideals laid down in the Preamble to the Party Constitution, with particular emphasis on issues relevant to young people and students.

Article 2 The Federal Organisation

A2.1

Liberal Youth shall be:

- a. A federation of those State Organisations for Youth and/or Students, who are recognised by the equivalent Party State Organisation, and who have chosen by their internal procedures to join Liberal Youth.
- b. An association of individual members under A4.

A2.2

This Constitution and Regulations made under it bind Liberal Youth and State Organisations.

A2.3

In all other regards, State Organisations shall be sovereign except where, in accordance with their constitution, they cede powers to the Federal Organisation.

A2.4

In the event of a State Organisation ceasing to exist or acting in breach of this Constitution, the Executive shall have the power, by two-thirds majority, to take on all of some or all its responsibilities and powers.

A2.5

Liberal Youth shall have the power to:

- a. Raise money in order to further its objectives under A1.2 and A1.3.
- b. Appoint Employed Staff to further its objectives.
- c. Designate any of its elected officers as Sabbatical Officers, subject to A18.9 of this constitution.

These powers are not exhaustive and do not preclude other activities which further the objectives.

A2.6

The Federal Executive under A6 and all Standing and Additional Committees shall operate to the principles of collective responsibility.

A2.7

Liberal Youth shall not discriminate, in any of its activities, on any grounds but specifically shall not discriminate on the grounds of; race, religion, nationality, gender, gender identity, sexual orientation, age, student status, employment status, HIV status, or disability; be it mental, physical, or emotional. In exception to this, membership of Liberal Youth may be restricted on the basis of age and/or student status.

Article 3 Exercise of powers

A3.1

Powers of the Executive and other Committees of Liberal Youth as laid out in the Constitution may be exercised by a simple majority, except where stated herein, in:

- a. A meeting of the relevant committee or Executive where at least 50% of its voting members are present or have communicated their voting preference to the relevant Chair in advance.
- b. A vote, in which at least 50% of the members of the relevant Committee or Executive participate or express an intention to abstain.
- c. In either case all voting members of the relevant committee or Executive must have been given due notice of the meeting or vote, or, where a particular member cannot be contacted, reasonable steps must have been made.

A3.2

All powers of the Executive, Office Holders and Committees of Liberal Youth shall be subject to the overturning or mandate of Liberal Youth Conference as detailed in this Constitution.

Article 4 Membership

A4.1

Membership of Liberal Youth shall be open, on payment of an appropriate subscription determined by the Executive from time to time, to any person who broadly agrees with its objects who is:

- a. A student; or
- b. Aged under thirty.

The Executive shall have the power to seek evidence of the meeting of any of these conditions.

A4.2

Any member of the Party may, on payment of an appropriate subscription to be determined by the Executive from time to time, become a Registered Supporter of Liberal Youth.

A4.3

All members shall have the rights laid out in this Constitution and Regulations made under it. Where this is consistent with the Party Constitution this shall include the right to automatic membership of the Party for all members who are aged under twenty-six and/or a student.

A4.4

The Executive shall have the right, exercisable by a two-thirds majority, to refuse or revoke an individual's membership of Liberal Youth on the following grounds:

- a. Conduct which has brought or is likely to bring Liberal Youth or the Party into disrepute.
- b. Material disagreement, evidenced by conduct, with the objectives of Liberal Youth.
- c. Another reason substantiated by evidence, why their continued membership will be damaging to Liberal Youth or the Party.

A4.5

When considering membership under A4.4, the Executive shall have the power to suspend an individual's membership for a period not exceeding 30 days pending a final decision, and shall act within the judicially established standards of natural justice and, in particular, observe the requirements in A16.10.

A4.6

Appeals from any decision of the Executive on membership matters shall initially go to the Appeals Panel under A16.

Article 5 Branches

A5.1

There shall be Branches so far as desired by local members within the areas of those State Organisations under 2.1a). Branches shall be overseen by their respective state organisations, except in areas reserved to the Federal Organisation.

A5.2

Branches formed outside the areas covered by state organisations shall be directly overseen by the Federal Executive.

A5.3

Branches shall operate in an open and democratic manner, and in accordance with the Federal and relevant State constitutions, but shall not, unless otherwise provided by their overseeing body, be required to have their own constitutions.

A5.4

Branches may be suspended by their overseeing body, in accordance with their constitution, on the following grounds:

- a. The Branch is not adhering to this Constitution, the A6.2 The responsibilities of members of the Executive shall be as Constitution of the State Organisation; or follows:
- b. The branch's conduct has brought or is likely to bring Liberal Youth or the Party into disrepute.
- c. Another reason substantiated by evidence why the branch's continued operation will be damaging to Liberal Youth or the Party.

A5.5

Before suspending a Branch the overseeing body shall inform the Branch of the grounds on which it proposes to take action and give the Branch reasonable opportunity to answer the charges or take the necessary corrective action. The Executive shall also act within the judicially established standards of natural justice and, in particular, observe the requirements in A15.10.

A5.6

A suspended Branch shall have a right of appeal in accordance with the Constitution of the relevant State Organisation or, if its overseeing body is the Federal Executive, to the Appeals Panel under A15.

Article 6 The Federal Executive

A6.1

The Federal Organisation shall have an Executive, which will contain, as its members, the following:

- a. The Chair
- b. The Vice Chair
- c. The Campaigns Officer
- d. The Communications Officer
- e. The Events Officer
- f. The Finance Officer
- g. The International Officer
- h. The Policy Officer
- i. Two Non Portfolio Officers
- j. The State Convenors (one each from England, Scotland and Wales)

A6.2

The responsibilities of members of the Executive shall be as follows:

a) The Chair

The Chair shall be the Chief Spokesperson of the organisation and shall be responsible for co-ordinating its activities, ensuring communication within the Executive, management of its responsibilities and providing strategic direction for the organisation.

The Chair shall also have overall responsibility for the efficient working of the Executive, and, ordinarily, for line managing staff as laid out in A19 below, and shall have further responsibilities for the maintenance of various registers as laid out in A6.8, A15.1 and A16.3 below.

b) The Vice Chair

The Vice Chair will be responsible for supporting the Chair in their activities, deputising on executive management and strategy.

The Vice Chair will also be primarily responsible for the organisation of liaison with the Federal Party as well as ensuring communication between and oversight of regional and State organisations and their functions.

c) The Campaigns Officer

The Campaigns Officer shall be responsible for overseeing the campaigning activities of the organisation, recruitment of members and outreach to members of the public.

d) The Communications Officer

The Communications Officer shall be responsible for overseeing and developing Liberal Youth's internal and external web, print and media communication with its membership and with the media.

e) The Events Officer

The Events Officer will be responsible for the design, organisation and execution of Liberal Youth events and liaison with third parties when running joint events, as well as Liberal Youth's presence at events in the UK, including but not limited to speaking engagements, training events, marches, demonstrations and Federal

and third party external domestic conferences.

The Events Officer will also be the chair of the Conference Committee and have overall responsibility for the organisation of Liberal Youth Conferences and liaison with the Federal Conference Committee and Conference Office.

f) The Finance Officer

The Finance Officer shall be responsible for the financial affairs of the organisation, except under A9.5 below.

They shall also be responsible and for drafting the Mid-Term financial report, accounts, budget and Federal Grant Submission as well as drawing up a yearly plan of action for independent fundraising.

g) The International Officer

The International Officer shall be responsible for maintaining relations with sister liberal youth parties, organisations and NGO's around the world as well as international groups Liberal Youth is affiliated to from time to time. They will also be responsible for engaging Liberal Youth Members not resident in the UK.

The International Officer shall also be responsible for the organisation of events and training abroad and domestic events with an International element as well as co-ordinating Liberal Youth's presence at international events, including Liberal Youth candidates for International Positions and liaison with the Federal International Relations' Committee and International Office.

h) The Policy Officer

The Policy Officer shall be responsible for the drafting of policy between conferences, advising the executive, state and regional bodies on Liberal Youth Policy, the maintenance of a policy book under A14 and 12.13 below, the co-ordination of policy motions to Federal Conferences and Conferences (or equivalent) of member organisations which Liberal Youth may be affiliated to from time to time.

The Policy Officer will chair Policy Committee, be responsible for overseeing policy development, and liaison with the Federal Policy Committee.

i) Non Portfolio Officers

Non Portfolio Officers will be responsible primarily for assisting other members of the executive in their duties.

Non Portfolio Officers will also fulfil objectives and projects assigned to them by the Chair or else autonomously carry out activities which further the aims of Liberal Youth and are beneficial to the organisation.

j) The State Convenors shall be responsible for representing the interests of the state party from which they were elected. They should be considered the Chief Spokesperson of their state party while participating in federal organisation activities.

The State Convenors shall have additional responsibilities as enumerated in the constitutions of their state parties and shall be further responsible for assisting the Federal Executive generally in carrying out its duties as required.

All Executive Members under 6.1a-j shall be responsible for:

- i. Promoting the organisation.
- ii. Assisting with the general activities of the organisation.
- iii. Assisting with the activities of the organisation at Liberal Youth and Federal Party Conferences.
- iv. Liaising with other members of the Executive, and with Committees,

in the course of their duties.

- v. Producing a handover report for their successor(s).
- vi. Submitting a report to Liberal Youth Autumn and Spring Conferences.
- vii. Being familiar with, and acting within, all provisions of this constitution, particularly those that relate directly to them.

A6.3

The Federal Executive term of office shall be 1 July - 30 June.

A6.4

No person may hold more than one position under 6.1a-j at any one time.

A6.5

The Federal Executive shall be responsible, subject to this Constitution, for the day-to-day running of Liberal Youth. In particular it shall have overall responsibility for:

- a. The implementation of Conference decisions.
- b. The work of Executive Officers.
- c. The financial affairs of Liberal Youth, including the approval of the Liberal Youth Accounts and Budget and the Federal Grant Submission, and the appointment of an Auditor, as recommended by the Office Management Committee under 7.8c below.
- d. The employment of Liberal Youth staff.
- e. Submitting policy on behalf of Liberal Youth to the Federal Party Conference.
- f. Ensuring that Liberal Youth, its committees and state organisations, operate under its own constitution, maintaining up to date copies for this purpose.
- g. Implementing powers in accordance with A6.6 below.

A6.6

The Federal Executive shall have the power to:

- a. Set up Additional Committees and determine their remit and mode of selecting membership.
- b. Devolve any of its powers to Standing or Additional Committees.
- c. Exercise other powers as laid out in the constitution, subject to A11.1.
- d. Initially co-opt to fill vacancies for posts under 6.1a-j as laid out in 11.6a below.
- e. Appoint the Returning Officer under A10.1 and 11.6d below.

A6.7

Each Executive Officer shall have one vote of equal worth. Job shares shall be treated as one member of the Executive for this purpose, and, where both attend and/or wish to vote, must agree in order to cast their vote.

In the event of a tied vote the Chair will hold a casting vote.

A6.8

The Chair shall be responsible for arranging at least six quorate in-person Executive meetings a year, with no more than 3 months between meetings. The Chair shall also be responsible for informing all Executive Members and Honorary Officers at least one week in advance of these meetings, and shall have overall responsibility

for the maintenance of a record of agendas and minutes, and its availability for all members, registered supporters and office holders to inspect. This provision is subject to any decisions the executive may make about restrictions on minutes of sensitive business.

A6.9

Notwithstanding the Chair's responsibility under A6.8, the Executive shall retain the right to call Executive meetings.

A6.10

All minutes and agendas for meetings of the Executive shall be available for members to inspect, or, on payment of postage, receive by post, except under A6.12 below.

A6.11

All members of Liberal Youth, along with a representative of the Liberal Youth staff, shall be entitled to attend Executive Meetings except under A6.12 below.

A6.12

The Executive may, by two-thirds majority, designate an item of the agenda to be Closed Business. Closed business shall be discussed only in the presence of Members of the Executive and Honorary Officers, and minutes shall be circulated only to them.

A6.13

The Executive or Chair of Liberal Youth may invite non-members to meetings at their discretion.

A6.14

Where a part of a job share wishes to resign their office, or is suspended or deemed to have resigned, all parts of that jobshare shall be treated as having resigned, been suspended, or been deemed to have resigned.

A6.15

Where an Executive member, or part of a job share, has failed to attend two consecutive in-person meetings of the Executive without submitting apologies to the Chair or Liberal Youth Office, they shall be deemed to have resigned their post.

A6.16

Where the office of Chair is or becomes vacant the Executive the Vice Chair will become acting Chair, until a proper appointment may be made under A10.6a.

The acting Chair shall assume all responsibilities and powers of the Chair.

Where the Vice Chair is not available for appointment the executive will co-opt one of its membership to become Acting Chair.

The Office of Acting Chair in these circumstances will be held in conjunction with that officers existing role but they may only exercise one vote.

A6.17

Except where detailed herein, the Executive shall govern their own procedure.

Article 7 Committees of Liberal Youth

A7.1

Committees

There shall be the following Committees of Liberal Youth:

- a. Conference Committee
- b. Policy Committee
- c. Office Management Committee
- d. Regional Council
- e. Other Committees established under A6.6 a)

A7.2

Committees:

- a. Shall pass to the Chair of each Committee responsibility for maintaining an accurate record of agendas, and the minutes of meetings of their Committee.
- b. Shall have the ability to initially co-opt members when a position for a member elected by all member ballot is vacant, and to govern their own internal procedures, except where detailed within this Constitution.
- c. Where there is a tie the chair of each committee will have the casting vote.

A7.3

Conference Committee shall consist of:

- a. The Events Office who shall chair the committee.
- b. Five members elected by all member ballot.
- c. Any Liberal Youth member who is a member of the Federal Party Conference Committee subject to ratification by Conference Committee.

No person may hold more than one position on Conference Committee as listed above.

A7.4

The remit of the Conference Committee shall be:

- a. To organise Liberal Youth conferences.
- b. To organise Liberal Youth's activities at Federal Party conferences in agreement with the Executive

A7.5

Policy Committee shall consist of:

- a. The Policy Officer who shall chair the committee.
- b. 3 members elected by all member ballot.
- c. Any Liberal Youth member who is a member of the Federal Party Policy Committee subject to ratification by Policy Committee.

No person may hold more than one position on Policy Committee as listed above..

A7.6

The remit of the policy Committee shall be:

- a. To develop Liberal Youth Policy
- b. To assist the executive in developing policy
- c. To assist members in developing policy for conference

- d. To maintain an up to date policy book

A7.7

Office Management Committee shall consist of:

- a. The Chair of Liberal Youth, who shall chair the committee.
- b. The Finance Officer
- c. The Communications Officer
- d. One representative of the Liberal Youth staff, chosen by the Liberal Youth staff.
- e. One member appointed from and by the Federal Executive, who is not named under a) – c) or chosen under d).
- f. One Honorary Officer, chosen by the Honorary Officers.

A7.8

The remit of the Office Management Committee shall be to:

- a. Oversee the performance of Liberal Youth staff.
- b. Set staff priorities.
- c. To consider the Mid-Term financial report, Annual Accounts, Budget and Federal Grant Submission, as drafted by the Vice Chair (Finance), and recommend them for approval, amendment, or rejection, to the Federal Executive.
- d. To arrange the appointment of an Auditor and ensure the submission of the Auditor's report.
- e. Comply with other staff regulations under A18 below.

A7.9

Regional Council shall consist of:

- a. The Vice Chair, who shall chair the Council
- b. The Regional Chair for each region
- c. State Convenors
- d. The International Officer

A7.10

The remit of the Regional Council shall be to:

- a. Act as a point of contact between branches, regions, States and the National Executive
- b. Allow Regional Chairs and State Convenors to Network
- c. Discuss regional matters and make recommendations to the National Executive on campaigns, strategy and membership issues.

A7.11

Members of Committees under 7.1 shall take office on 1st July of the calendar year in which they are elected and shall serve for a year thereafter.

A7.12

Chairs of Committees shall be responsible for ensuring that they are meeting at least four times a year, either in person or electronically except in the case of Regional Council which shall meet twice a year

A7.13

All Committees under A7.1 shall be required to submit a report to Liberal Youth Autumn and Spring Conferences.

Article 8: States and Regions

A8.1

The organisation shall be a federation constituted by Liberal Youth Scotland, Liberal Youth Wales/ IR Cymru and Liberal Youth England.

Liberal Youth Conference may, upon the recommendation of the Federal Executive, resolve to establish and/or recognise a State Party in Northern Ireland.

Liberal Youth shall also include individual members outside the United Kingdom and, pending the establishment or recognition of a State Party there, in Northern Ireland.

A8.2

Each State Party shall operate in accordance with its own constitution and shall not be subject to the constitution and decisions of the Federal Organisation except insofar as A2.2, A2.3 and A2.4 of the Federal Constitution.

The Federal Executive shall not overrule or interfere with a decision or activity of a State Party except where to not do so would be contrary to the best interests of Liberal Youth as a whole. Any decision to intervene in a State Party matter shall require a 3/4 vote of the Federal Executive, except as specified in A8.3c

A8.3

A Convenor for each state party shall be elected by all-member ballot of that state's youth party membership as defined in the constitution of that state's youth party.

- a. A state party may, by resolution of their executive, request that the federal organisation conduct the state Convenor elections on behalf of the state party.
- b. In the event a state party requests that the federal organisation conduct an election for convenor as outlined in A8.3a, that election shall be carried out in accordance with federal election regulations, not the election regulations of the state party.
- c. The federal organisation shall only participate or intervene in the election of a state party official on the request of that state party's executive or following a unanimous vote of the federal executive.

A8.4

There will be regions corresponding to Federal Party regions, namely:

- a. South West (including Western Counties)
- b. South Central
- c. London
- d. East of England
- e. East Midlands
- f. West Midlands
- g. Yorkshire and the Humber
- h. North West
- i. North East

A8.5

A Regional Chair will be elected by all member ballot in each region in accordance with A10.3c

A8.6

The Regional Chair will be responsible for organising, establishing and supporting Branches and Societies in their region, act as a regional point of contact for executive, media, campaigns, events and Federal Party purposes, and be required to be Liberal Youth's nominee for the Youth position on Federal regional executives (In the case of Liberal Youth England)

Each region may, by way of Annual General Meeting organised by the regional chair, elect a number of officers to assist with regional activity in accordance with State constitutions, which should make provision for this.

A8.7

State Convenors and Regional Chairs shall take office on 1st July of the calendar year in which they are elected and shall serve for a year thereafter.

A8.8

For the executive term 2011-12 regions and states with an existing State or regional structure which differs from the above and who wish to continue using the current structure may continue that structure after giving notice to the National Chair in writing until the executive term 2012 -13 where the federal constitution will take precedence.

The executive in consultation with states will undertake to conduct a review of the regional structure for Autumn Conference 2011 to resolve matters arising where objections to the above regional structure have been raised by states.

A8.8 is a transitional clause which will expire in the manner of a sunset clause at the start of the executive term 2012 -13 whereby it will be deleted from the constitution.

Article 9 Honorary Officers and PPERA

A9.1

There shall be the following Honorary Officers of Liberal Youth:

- a. An Honorary President
- b. Six Honorary Vice Presidents

A9.2

Honorary Officers shall take office on 1 January of the calendar year following their election and shall serve for a period of two years thereafter.

A9.3

The Federal Executive may allocate responsibilities to Honorary Officers at its discretion, with the consent of those Honorary Officers.

A9.4

At the last meeting of the calendar year the Executive shall nominate, with their consent, one Honorary Officer to be Honorary Treasurer.

A9.5

The Honorary Treasure shall serve for one calendar year and shall, for the purposes of the Political Parties and Referendums Act 2000 (PPERA), be the person responsible for the finances of Liberal Youth.

A9.6

The Honorary President shall, for the purposes of PPERA, be the Chief Officer of Liberal Youth.

A9.7

The Honorary President and Honorary Treasurer shall, along with the Chair and Vice Chair (Finance), be responsible for compliance with PPERA.

A9.8

Upon taking office the Honorary Officers shall collectively appoint, with their consent, one Honorary Officer to be Chair of the Appeals Panel.

A9.9

Honorary Officers shall be entitled to attend meetings of the Executive and receive all documents that members of the Executive receive.

A9.10

Honorary Officers shall, where appropriate, offer advice and support to the organisation and its members, committees and officers.

A9.11

The Honorary Officers shall collectively co-opt to fill vacancies amongst their number.

Article 10 Elections

A10.1

The Liberal Youth Executive shall appoint a Returning Officer at their first meeting, or when a vacancy arises. The Returning Officer shall be a member of the Party but not a member of Liberal Youth, and may appoint and dismiss Deputy Returning Officers as seen fit.

A10.2

Liberal Youth Autumn Conference shall, according to the appendix 'Election Regulations', elect:

- a. The Honorary Officers at two year intervals.
- b. Members of the Appeals Panel under A16 at two year intervals.
- c. Representatives to the Federal Party Conference, annually.

A10.3 Liberal Youth shall elect by all member ballot according to the appendix 'Election Regulations'

- a. The members of the Executive
- b. Members of Committees
- c. Members of Regional and State bodies under Article 8; members having the right to vote for candidates running in their registered region and State

A10.4

Posts deemed for election under A17.5, or A17.6 shall take place as directed by the relevant body.

A10.5

All elections to positions under A6 above shall be open to jobshare by two or more members of Liberal Youth who shall be treated as one candidate for the purposes of the election.

A10.6

By elections to fill vacancies under A11.6 below shall take place at the earliest possible conference

A10.7

All Liberal Youth members shall be entitled to vote in Liberal Youth elections providing that their membership was valid at the close of nominations for the relevant election.

- a. The returning Officer will be responsible for making rulings from time to time under A16.1 and subject to appeal and communicating those rulings to affected parties as soon as possible.

Article 11 Office Holders and Vacancies

A11.1

For the purpose of this constitution 'Office Holders' shall include all members of the Federal Executive, Honorary Officers, Members of Committees, Members of the Appeals Panel, representatives to external bodies under A16, and the Returning Officer.

A11.2

The Federal Executive shall have the power, exercisable on a two-thirds majority, to suspend any Office Holder within Liberal Youth for any period ending no later than the date of the next Liberal Youth Conference. This power may only be exercised on one or more of the following grounds:

- a. Conduct which has brought or is likely to bring Liberal Youth or the Party into disrepute.
- b. Material disagreement, evidenced by conduct, with the objectives of Liberal Youth or the Party.
- c. Another reason substantiated by evidence, why their continued tenure in office will be damaging to Liberal Youth or the Party.

Suspended Office Holders may perform none of the functions of their office, or represent themselves as office holders in Liberal Youth.

A11.3

When considering the exercise of power under A11.2, the Federal Executive shall act within judicially established standards of natural justice and, in particular, observe the requirements under A16.10. There shall be a right of appeal to the Appeals Panel.

A11.4

Following a suspension, the next available Liberal Youth Conference shall vote on an automatically submitted motion of no confidence in that Office Holder.

A11.5

All Office Holders may be removed from office after the passing, by a two-thirds majority of at Liberal Youth Conference of a valid motion of no confidence in accordance with this constitution under A13.14-A13.16.

A11.6

Vacancies shall be filled as follows:

- a. Vacancies for members of the Executive under 6.1a-i shall be initially filled under 6.6d above and then by by-election under A10.6 above.
- b. Vacancies for directly elected Committee Members under A7 shall be initially filled under A7.2 above and then by by-election under A10.6 above.
- c. Vacancies for Honorary Officers shall be filled under A9.11 above.
- d. Vacancies for Returning Officer shall be filled under A10.1 and 6.6e above.
- e. Vacancies for Members of the Appeals Panel shall be filled by by-election under A10.6 above.

Where vacancies are to be filled or initially filled by co-option under a), b) or d) they must be advertised online, with at least 7 days notice provided for applications.

A11.7

The appointment, suspension, and filling of vacancies for members of the Executive under 6.1j shall be the responsibility of the relevant State Organisations.

A11.8

Where any Office Holder is given a responsibility under this constitution and choose to delegate that responsibility it remains the overall responsibility of the Office Holder specified herein.

Article 12 Liberal Youth Conference

A12.1 The sovereign body of Liberal Youth shall be Liberal Youth Conference, and decisions made by them shall bind the Executive, Committees and Office Holders of Liberal Youth as Conference directs, provided that they do not breach this constitution.

A12.2

Liberal Youth Conference shall be held at least twice a year: a Spring Conference in February or March and an Autumn Conference in October or November.

- a. The dates, times and venues shall be determined by Conference Committee in consultation with the hosting branch or local organisation, and the Federal Executive.
- b. Consultation with the Federal Executive shall primarily consist of the direct representatives of the Federal Executive to Conference Committee, as described in 7.5a, who shall report back to and communicate with the wider Federal Executive.

A12.3

Liberal Youth Conference may be held outside the periods specified in A12.2 above if:

- a. The Executive approves of the change by a two-thirds majority vote, and Conference Committee approves of the change by a simple majority, either separately or by a joint session of the Federal Executive and Conference Committee.
- b. Joint sessions shall follow the same rules and procedures for Federal Executive meetings as listed in A6, with the exception of quoracy which shall require at least 50% of Conference Committee to be in attendance.
- c. Conference Committee quoracy shall exclude the Federal Executive representatives listed in 7.5a. These representatives shall only vote as part of the Federal Executive.

A12.4

The organisation of Liberal Youth Conference, including the agenda and conference mailings, shall be the responsibility of Conference Committee.

A12.5

The organisation of Conference during Conference shall be the responsibility of a Steering Committee, consisting of:

- a. The Chair and members of Conference Committee present at the Conference.
- b. The Chair of Liberal Youth.
- c. A representative of the local organisers of Conference.
- d. Up to four other members selected by Conference Committee, except where any such individuals do not wish to serve. Steering Committee shall exist only for the duration of conference, and shall not be subject to any other regulations governing committees of Liberal Youth contained herein.

A12.6

Attendance at Liberal Youth Conference shall be open to any member of Liberal Youth, Registered Supporter or person approved by Conference Committee. They shall all be Members of Conference for the purpose of these rules.

A12.7

Voting at Liberal Youth Conference shall be limited to members of Liberal Youth under A4, who:

- a. Have paid an appropriate registration fee, to be set by the Conference Committee by agreement with the Executive; and
- b. Were members of Liberal Youth on the date nominations closed for the elections at the relevant Conference.

A12.8

Quoracy:

- a. The quorum for passing any motion at Liberal Youth Conference shall be seventeen voting members or a number equal to half of those registered as attending conference as voting members, whichever is greater. The Chair of Conference session shall be responsible for ensuring that this is complied with.
- b. The aide shall be responsible for informing the Chair of Conference how many voting members are present at the conference for the purposes of 12.8a. The Chair of Conference shall make any rulings or adjudications as to the quoracy of Conference and the Chair's decision shall be final.

A12.9

A Special Conference shall be called by the Conference Committee on receipt of a request from any of the following:

- a. The Federal Executive.
- b. Liberal Youth Conference.
- c. The sovereign bodies, voting by simple majority, of at least 50% of State Organisations of Liberal Youth.
- d. Fifty Liberal Youth members from at least ten United Kingdom Parliamentary Constituencies.

A12.10

A Special Conference shall be run in the same manner as an ordinary Liberal Youth Conference but shall be limited to any business specified when the request was submitted under A12.9 above.

A12.11

The Conference Committee shall give at least 8 weeks notice of Autumn or Spring Conference by way of an online calling notice to members who have supplied a valid E-mail address, or a posted calling notice, if an online calling notice is not possible or if a posted calling notice has been specifically requested, which shall include:

- a. The dates and venue of Conference.
- b. The procedure for registering for Conference.
- c. The procedure and deadline for the submission of motions to Conference under A12.15 below.

A12.12

The Conference Committee shall give at least 3 weeks notice of a Special Liberal

Youth Conference to all Liberal Youth members including the information under 11.1a-b above and details of the specified business.

A12.13

The following details shall be posted online not less than 14 days before Conference:

- a. A provisional agenda for Conference, under A12.14 below.
- b. All motions thus far submitted and accepted for Conference.
- c. The Financial Reports listed under A18.1-A18.2 below.
- d. The current version of the Policy Book.
- e. All other reports and papers for Conference which Conference Committee has received.

A12.14

The Agenda for Conference shall include time for:

- a. All elections and hustings required under A9.
- b. Policy Motions, under A14 below.
- c. Emergency Motions, which shall be Policy Motions under A14 below, on an issue of substance that has arisen since the deadline under A12.15a below.
- d. Constitutional Amendments under A15 below.
- e. Reports from members of the Executive and Committees, under 6.2h.vi and A7.13 above.
- f. Training sessions.
- g. Motions to Overturn a Specified Action of the Executive or Specified Office Holder or Committee.

The order for debate for motions under 12.14b and 12.14d shall be determined by Conference Committee. The order for debate for motions under 12.14c shall be determined by ballot of Conference; the higher an item finishes on the ballot, the earlier a motion shall be debated. The order for debate of motions under 12.14g shall be determined by the Steering Committee of the Conference.

A12.15

The Conference Committee shall set deadlines for the receipt of motions and amendments for conference as follows:

- a. Constitutional Amendments, not less than 42 days before the beginning of Conference
- b. Policy Motions and amendments to Constitutional Amendments at least 14 days before the beginning of Conference
- c. Emergency Motions and Motions to Overturn a Specified Action of the Executive or Specified Office Holder or Committee.
- d. Amendments to Emergency Motions not less than 18 hours after the deadline for Emergency Motions.

Motions under b), c) and d) may be allowed onto the agenda after the deadline by decision of Conference Committee or Steering Committee under 12.18a below, or by a vote of Conference under 13.19d below.

A12.16

All motions must be accompanied by the name of a proposer and seconder, who must be members of Liberal Youth.

A12.17

All motions under A12.14 shall require a simple majority of a quorate Liberal Youth conference to pass, except for Constitutional Amendments under A14 below.

A12.18

Conference Committee or Steering Committee shall have the power to:

- a. Accept or reject any motion not received by the appropriate deadline under A12.15 above, except under 12.15d where it is a Constitutional Amendment, in which case it must be rejected.
- b. Reject any motion which is incomprehensible, highly ambiguous, libellous or frivolous, or which is similar in effect to another submitted motion.
- c. Reject any Emergency Motion not relating to a matter of substance arisen since the appropriate deadline.
- d. Composite or re-draft for clarity or accuracy any motion(s), or amend them to meet the provisions of A15 below.
- e. Reject any motion which would contradict the Constitution, or would amend it in such a way as to leave parts of it contradictory.
- f. Amend the agenda of Conference, providing it does not remove sessions without a vote.

A12.19

The Chair of Conference Committee shall be responsible, in liaison with the Steering Committee, for collating the minutes of Liberal Youth Conference sessions and for passing them to the Chair, Chair of Policy Committee, and Liberal Youth Office.

A12.20

Smoking shall not be permitted inside the Conference Venue under any circumstances. Smoking shall only be permitted in compliance with relevant legislation for the sole purpose of smoking.

Article 13 Sessions of Conference

A13.1

A session of Conference shall be deemed to be time set aside for the discussion of Motions or Executive reports.

A13.2 For each session Steering Committee shall ensure that there is:

- a. A Chair, responsible for the fair and proper conduct of the debate, in accordance with this constitution.
- b. An Aide, responsible for advising the Chair and keeping the speakers to time, and for other duties under this Article.
- c. A Secretary, responsible for taking minutes and recording decisions.

A13.3

Before any session commences the Chair shall announce the time limit(s) for speeches.

A13.4

Speeches shall be open to all Members of Conference under A12.6 above, and any other speakers at the discretion of the Chair.

A13.5

Debate on any Policy Motion, Emergency Motion, Constitutional Amendment or Motions to Overturn a Specified Action of the Executive or Specified Office Holder or Committee, shall be conducted as follows:

- a. The proposer or their nominee shall speak on the motion.
- b. Short factual questions will be taken from the floor.
- c. Amendments shall be introduced by their proposer or nominee, debated, and voted on in turn, the order being determined by the Chair.
- d. Conference shall debate the substantive motion and any votes in parts.
- e. The proposer of the motion or nominee, shall sum up the motion as a whole.
- f. Conference shall vote on any votes in parts.
- g. Conference shall vote on the substantive motion.

A13.6

The Chair shall select speakers in a fair and even handed manner. The Chair may allow speakers to speak more than once at their discretion.

A13.7

Points of Information on factual matters may be submitted to the Aide, and read out by the Chair if felt to be helpful to Conference.

A13.8

Any Member of Conference may rise on a Point of Order relating to the conduct of the debate or of a person present during the debate. Points of Order during a vote must relate to the conduct of the Vote, and the Chair's decision on points of order shall be final, except under 13.19a or 13.19b.

A13.9

Where an ambiguity concerning this Constitution arises during and affecting a debate at Conference the Chair of the Session shall make a ruling, subject to overturning

under 13.19b below. In any case this ruling shall only apply for that session.

A13.10

Any person entitled to speak in a debate may waive that right.

A13.11

If the proposer of a motion does not wish to continue in support of it, they may inform the Chair, in which case any member present may request to take up the motion. The Chair shall select one such member to become the new proposer.

A13.12

Reports to Conference, under 12.14e above, shall be conducted as follows:

- a. The Chair (who may not be a person, or member of a committee, required to submit a report) shall introduce each report.
- b. The Executive Member, Committee Chair, or a representative of them may speak on the report.
- c. Members of Conference may ask questions at the discretion of the chair.

A13.13

Following the submission of reports Members of Conference may submit Motions of No Confidence or Motions of Censure in any Office Holder under A11.1 above. Motions of Censure, but not of No Confidence, may be submitted in Committees as a whole.

A13.14

A motion of Censure shall automatically be submitted by Steering Committee in any Office Holders or Committee who has failed, in both writing and verbally, to submit a report to conference where required.

A13.15

Motions of No Confidence or Censure shall be debated in the following manner:

- a. The proposer or nominee shall introduce the motion.
- b. The subject of the motion, Committee Chair, or nominee, shall have the right of reply.
- c. Conference shall debate the motion.
- d. Conference shall vote on the motion.

The subject of the motion or nominee may choose to speak after 13.15c).

A13.16

Motions of Censure require a simple majority to pass.

A13.17

Motions of No Confidence are governed by A11.5 above. Where such a motion fails Conference shall automatically vote on a motion of censure.

A13.18

Following the debate on any Motions of No Confidence or Censure Conference shall vote on whether to accept or reject each report.

A13.19

Members of Conference may propose the following procedural motions:

- a. A motion of 'No Confidence in the Chair.'
- b. A motion to 'Overturn the Ruling of the Chair.'

- c. A motion to 'Change the Agenda', other than under a decision of Conference Committee under 12.18.
- d. A motion to 'Allow Debate of a Motion' not on the agenda. This may not be used to allow debate of a Constitutional Amendment.
- e. A motion to 'Refer' the motion to a specified person or body, who shall then consider it and submit an appropriate motion to the following Liberal Youth conference.
- f. A motion to 'Move to a Vote' on the specified amendment, parts or procedural amendment, which if passed will lead to an immediate vote.
- g. A motion to 'Move to a Vote on the Substantive' which if passed will lead to summation of the Substantive.
- h. A motion to 'Count the Vote Precisely', or to 'Recount the Vote'.
- i. A motion to 'Take in Parts' a specified part of the motion or amendment.

A13.20

Following the submission of any Procedural Motion under 13.19a – g the Chair shall ask if there is any opposition. If there is none then the Procedural Motion shall automatically pass.

A13.21

Procedural Motions under 13.19a-d require a two-thirds majority. Procedural motions under 13.19e-g require a simple majority.

A13.22

A procedural motion under 13.19h shall automatically pass once, after which it shall be at the discretion of the Chair. A procedural motion under 13.19i shall be at the discretion of the Chair. The Chair's discretion is subject to a motion under 13.19b.

A13.23

If a procedural motion is moved under 13.19a or 13.19b the Aide shall Chair the debate of that motion. If a motion under 13.19a is passed the Aide shall continue in the Chair.

A13.24

Where there is no longer anyone available to Chair a session Steering Committee shall select a new Chair.

A13.25

Procedural Motions under 13.19a-g shall be debated as follows:

- a. The proposer or nominee shall introduce the motion.
- b. There shall be a speech in opposition. Under 13.19a or 13.9b the Chair shall have priority to speak. Under 13.19c or 13.19d a representative of Steering Committee shall have priority. Under 12.18e) – g) the proposer of the Amendment or Motion in question shall have priority.
- c. Other speeches may be allowed at the discretion of the Chair.
- d. Conference shall vote on the Procedural Motion.

A13.26

In order to vote Members of Conference must:

- a. Be a member of Liberal Youth.
- b. Display a valid voting card.

- c. Remain seated, except where requested by the Chair.

A13.27

Where a vote is to be counted exactly, at least three members selected by the Chair, must do so.

A13.28

The Chair of the Session shall not be allowed to vote.

Article 14 Federal Policy

A14.1

Liberal Youth conference shall have the power to pass policy in areas falling within the remit of the Federal Conference of the Party.

A14.2

Liberal Youth policy shall be made by a quorate simple majority on a motion validly submitted in accordance with this Constitution.

A14.3

The political beliefs arising from Liberal Youth Policy shall be maintained in the Policy Book by Policy Committee. The Committee shall be responsible for the accuracy and linguistic and political coherence of the Policy Book, subject to the decisions of Conference under 12.14g above.

A14.4

All Policy Motions and Emergency Motions intended to amend the Policy Book must contain either:

- a. A determination to add, remove or amend specified parts of the Policy Book, or
- b. A determination to add, remove or amend specified sentiments of the Policy Book, the precise language to be determined later by agreement of the Proposer and Policy Committee.

Policy Motions and Emergency Motions may also include other background information, statements of belief, Mandates of the Executive or other Committees, or other relevant material.

A14.5

Where it does not contradict current Liberal Youth Policy the Policy of the Federal Party may be included in the Policy Book and/or represented as the policy of Liberal Youth.

A14.6

The Executive shall have the power to make interim policy under the following restrictions:

- a. It must relate to a matter of substance arisen since the preceding Liberal Youth Conference, and respond to a particular and pressing need.
- b. It must be ratified by the Policy Committee.

It will then automatically lapse at the start of the next Liberal Youth Conference, unless submitted as a motion in the normal fashion.

Interim policy which contradicts current policy shall require a two-thirds majority of both the Executive and Policy Committees.

Article 15 The Constitution and Constitutional Amendments

A15.1

The Chair shall be responsible for the up to date maintenance of this Constitution and its availability for any Liberal Youth member, registered supporter or office holder to inspect.

A15.2

This Constitution may only be amended by a two-thirds majority of those present and voting at Liberal Youth Conferences on a motion validly submitted according to the regulations herein. Where a Constitutional Amendment is submitted after the deadline it must be rejected by Conference or Steering Committee under 12.18a above.

A15.3

The section referring to the procedure for allowing debate of motions not on the agenda, 13.19d, may not be invoked for the purposes of amending this document.

A15.4

Constitutional Amendments shall take effect at the close of the Liberal Youth Conference that passed them.

Article 16 Interpretation and Dispute Resolution

A16.1

In the event of an ambiguity arising concerning the interpretation of this Constitution, subject to the provisions of A13.10 above, the matter shall be referred for a Rule of Interpretation to the Chair or, if the ambiguity relates to an Liberal Youth election, the Returning Officer.

A16.2

Rules of Interpretation shall be binding in the first instance but may be overturned by a ruling of the Appeals Panel, following a properly submitted appeal under this Article. In this case the Panel shall substitute their own interpretation.

A16.3

The Chair shall be responsible for the maintenance of an up to date register of current Rules of Interpretation and its availability for any Liberal Youth member, registered support or office holder to inspect.

A16.4

The Appeals Panel shall consist of:

- a. The Liberal Youth Honorary Officers.
- b. Three members, elected by Liberal Youth Conference, who are not otherwise eligible to be members of the Appeals Panel under 16.4a, 16.4c or 16.4d.
- c. Three members elected by the Federal Executive from its membership.
- d. One member from each State Organisation chosen by that State Organisation in accordance with its internal procedures.

A16.5

The following may be referred to the Appeals Panel:

- a. An appeal arising out of an Interpretation by the Chair or Returning Officer under this constitution.
- b. Allegations of a breach of the Constitution or Regulations by any member of Liberal Youth or by the Returning Officer.
- c. Allegations of improper procedure of an Appeals Board.
- d. Any other matter made subject to the jurisdiction of the Appeals Panel by the constitution of a State Organisation.
- e. Any other dispute of alleged relevance to Liberal Youth and appropriate for the consideration of the Appeals Panel, the determination of whether these conditions are met being the first duty of the Appeals board convened under A16.5.

A16.6

Except where he or she is excluded under A16.7 or A16.8 or chooses not to participate the Chair of the Appeals Panel, under A9.8 above, shall automatically become Chair of any Appeals Board.

A16.7

Where there is a vacancy for chair of the Appeals Board the Honorary Officers not excluded under A16.8 shall select a chair from amongst their number.

A16.8

In the event of a matter being referred to Appeals Panel the Chair of the Appeals Board shall as soon as possible, and in any case within 28 days, convene an Appeals Board consisting of the Chair of the Board and:

- a. One further person under 16.4a,
- b. One person under 16.4b,
- c. One person under 16.4c,
- d. One person under 16.4d.

Where the Board is not convened within 28 days, or completed with 42 days, the Chair shall automatically be removed as Chair and excluded from the board.

A16.9

No person shall sit on an Appeals Board where he or she has a prejudicial interest in the matter. This shall ordinarily be decided by the person involved, but will automatically apply for appeals under 16.5c where the person sat on the original appeal. Allegations that a member has failed to properly exclude themselves may also be made as a separate appeal under 16.5d.

A16.10

The Appeals Board shall act within judicially established standards of natural justice. In particular it shall:

- a. Have regard to relevant matters only.
- b. Accept submissions from all interested parties who wish to be heard.
- c. Provide any accused individual or organisation with full details of complaints against them and offer a right to reply.
- d. Make its decisions, and the reasons for them, public and in writing, along with the details of how individual members voted.

A16.11

Where the Chair of the Appeals Board is unable to appoint a member under 16.8a-d the panel shall proceed without a member under that clause.

A16.12

The Appeals Board shall decide by a simple majority of all its members where, by virtue of a tie, absence, or abstention(s) a majority cannot be reached the matter shall be referred to the appeals panel of the Party.

A16.13

Where the appeals panel rules under 15.5d) that a previous Appeals Board was not properly constituted or conducted they shall also substitute their own ruling on the original matter.

A16.14

Determinations of the Appeals Board must be made available to all Liberal Youth Members and shall be binding on all concerned. The Appeals Board shall have the power to provide effective redress, including the reversal of relevant decisions, but may not itself remove office holders from office.

Article 17 External Affiliations, Policy and Representation

A17.1

Liberal Youth Conference may, through passing policy, affiliate to an External Organisation. Except where specifically contradicted by existing policy Liberal Youth shall automatically affiliate to:

- a. The British Youth Council.
- b. The European Liberal Youth.
- c. The International Federation of Liberal Youth.

or their respective successor organisations.

A17.2

Any policy submitted on behalf of Liberal Youth to an external organisation must be approved by the International Committee, if to an international organisation, or otherwise by the Executive. Policy may not be submitted where it contradicts current Liberal Youth policy.

A17.3

No candidate may claim the official endorsement of Liberal Youth in any election to an external organisation, except where approved by the Executive.

A17.4

Any candidate wishing to claim the official endorsement of the Party in any election to an external Youth or Student organisation, must:

- a. Be a member of the party.
- b. Inform the Executive.

Permission shall automatically be granted after the next Executive meeting except where the Executive votes to withhold it.

A17.5

The method of selection for Liberal Youth Representatives to, and Liberal Youth sponsored candidates for positions in, international organisations shall be determined by International Committee.

A17.6

The method of selection for Liberal Youth Representatives to all other external organisations shall be determined by the Executive.

Article 18 Finance

A18.1 Financial Reporting:

- a. The Mid-term Financial Report and Annual Accounts, Budget, and Federal Grant Submission of Liberal Youth shall be prepared by the Vice Chair (Finance), submitted to Office Management Committee for recommended approval, rejection, or amendment, be subject to approval or rejection by the Federal Executive, and be included in the Financial Reports under A12.13 above.
- b. Office Management Committee shall be responsible for the appointment of an Auditor, and ensuring the submission of the Auditor's report. The appointed Auditor, and Auditor's report shall be submitted to the Federal Executive for approval or rejection, and be included in the Financial Reports under A12.13 above.
- c. The Financial Reports shall be subject to approval by a quorate session of Federal Conference, at least once every financial year, having been approved by the Federal Executive.

A18.2

Spending by Liberal Youth must be authorised by:

- a. The relevant Office Holder where the item is specified in the Annual Budget.
- b. The Executive or, where they cannot meet, the Chair and Vice Chair (Finance) acting in agreement, where the item is not specified in the annual budget. All expenditure under this section shall be included in the documents under A12.13 above.

A18.3

The Financial Year of Liberal Youth shall run from 1 January to 31 December.

Article 19 Employed Staff

A19.1

Employed Staff shall be subject to a legal contract of employment drawn up by the Office Management Committee, and approved by the Executive.

A19.2

The contract under A19.1 shall be approved by the Executive before a post is advertised, and made available to all candidates.

A19.3

Variations of the contract of employment may only be made by agreement of the Executive and the Employed Staff Member.

A19.4

The Line Manager of all Employed Staff shall ordinarily be the Chair. Should the Chair become an Employed Staff Member, a new line manager shall be appointed by the Executive in consultation with the Party.

A19.5

The Appointments Panel for prospective Employed Staff Members shall be selected by the Executive, and shall consist of:

- a. The Chair or Vice Chair (Finance); and
- b. Two other members of the Liberal Democrats, including at least one member of Liberal Youth.

A19.6

The Chair shall be responsible for ensuring that all vacancies for employed staff are advertised as widely as possible.

A19.7

No position for employed Staff shall be created without the consent of the Executive or Conference.

A19.8

Liberal Youth shall be an equal opportunities employer and shall not discriminate on any basis laid out within A2.7.

A19.9

Where the Executive wishes to designate an elected officer to be a sabbatical, under 2.5c), the decision must be approved by a two-thirds majority of Liberal Youth Conference, and shall not apply until the post has next come up for election or by-election.

Article 20 Definitions

A20.1

Throughout this Constitution and any rules made pursuant to it:

- a. 'The Party' shall mean the Liberal Democrats or any valid
- b. successor organisation.
- c. 'Student' shall mean:
 - i. an individual enrolled upon and having commenced a course of study leading to a qualification recognised by the Qualifications & Curriculum Authority, or
 - ii. an individual holding a position as a Sabbatical Officer at a Students' Union.
- d. Except where explicitly stated herein 'majority' shall mean a majority of those expressing an opinion for or against, and shall not include abstentions.
- e. 'International Organisations' shall mean groups external to Liberal Youth but to which Liberal Youth is affiliated and which work internationally.

This document may not be altered, substantively or grammatically, or edited in any way, with the following exceptions: typographically, for the creation of an accessible format such as clear print or Braille, or for the correction of details below or on page 1 if they change; without the mandate of a Liberal Youth Conference as specified by Article 15.

A copy of this constitution may be obtained from Liberal Youth:

- *Upon request to 0207 227 1387*
- *By written request to Liberal Youth, Liberal Democrats, 4 Cowley Street, London, SW1P 3NB or liberalyouthadmin@libdems.org.uk*
- *Online: <http://www.liberalyouth.org/about-us/legal>*

Election Regulations

1. The Returning Officer:
 - a. Shall draw up a timetable for each year's receipts of nominations dispatch and return of ballot papers and the counting of the votes for each election covered by these regulations.
 - b. May make provision for voters who wish to do so to cast their ballots electronically.
 - c. Shall have the power to disqualify before declaration of the result, or unseat if declared elected, any candidate who is found to be in breach of these regulations, but shall not exercise such power without first offering any such candidate the right to make representation.
2. Nominations may be submitted by:
 - a. Any two Members of Liberal Youth with valid membership and must be accompanied by the written consent of the candidate.
3. Nominations for the Executive Officer, Committee, State or Regional positions must include:
 - a. Name
 - b. Membership Number
 - c. Local Party
 - d. Position standing for
 - e. Email Address
 - f. Telephone Number
 - g. Postal Address
 - h. Two nominations as listed above
4. Each candidate for the Executive Officer, Committee, State or Regional positions shall be entitled to include in the mailing of ballot papers for each election in which he or she is a candidate a personal election address covering up to one side of A5 paper, printed by and at the expense of Liberal Youth. Election address artwork as a high resolution PDF must reach the Acting Returning Officer at an address and by a date to be notified.
 - a. The Returning Officer may make provision for voters to view the candidates' election addresses electronically as well as, or instead of, through the postal mailing.
 - b. Each candidate shall be responsible for supplying material that verifies, to the satisfaction of the Returning Officer, any statement in his or her personal election address claiming that he or she is endorsed by any individual or organisation. Such material must accompany the candidate's personal election address artwork or the artwork will not be produced
 - c. No candidate may incur, or directly or indirectly authorise or cause to be incurred any further expenses on campaigning at any time before or after the close of nominations.
 - d. Candidates must not carry out any activities during the election period, which may be viewed as treating.
 - e. Candidates may not use membership lists to promote their campaigns
 - f. No party publication may accept advertisements in support of or in opposition to candidates.

- g. No material published or circulated by or on behalf of a candidate shall defame by name or implication any other candidate and no candidate shall so defame any other candidate in the course of personal canvassing.
5. Counts shall be conducted in accordance with the current edition of the Electoral Reform Society's publication How to Conduct an Election by the Single Transferable Vote
6. Casual vacancies occurring shall be filled by recounting the original ballot papers in the election, passing over any preferences for any candidate causing a vacancy.
7. Any member may lodge, in writing, a formal complaint of infringement of election regulations forthwith upon becoming aware of any alleged infringement and not more than 21 days after the declaration. The written complaint should be addressed to the Returning Officer and specify in detail the nature of the infringement. The Returning Officer shall then decide whether there is sufficient evidence and grounds to uphold the complaint, but shall not do so without offering any candidate concerned the right to make representations.