

Rules for Birmingham Birmingham Edgbaston Constituency Labour Party

Clause I – Name

The Birmingham Birmingham Edgbaston Constituency Labour Party, hereinafter named ‘this CLP’

Clause II – Aims and values

II.1 National

The aims and values of the Labour Party as outlined in Clause IV of the national constitutional rules shall apply to this CLP.

II.2 Constituency

- (a) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation, branches throughout the constituency and to co-ordinate their activities.
- (b) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Labour 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 Labour 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 of the party by ensuring that a full range of party activities are available to them 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. This shall include the establishment of local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by the appropriate regional director operating to guidelines produced by the NEC.

Clause III – Affiliated organisations

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

- (a) trade unions or branches thereof affiliated to the Trade Union Congress or considered by the NEC to be bona fide trade unions affiliated to the party nationally. Where provided by the structure of an affiliated organisation, sub-sections of branches may affiliate separately at the discretion of the regional director of the party in agreement with the appropriate authority of the affiliated trade union
- (b) co-operative societies, branches of the Co-operative Party and other co-operative organisations
- (c) branches of those socialist societies affiliated to the Labour Party nationally
- (d) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

III.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

IV. 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

- V.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 (chapter 2).
- V.2 The constitutional rights of individual members of the party within this constituency shall operate only in the branch in which they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- V.3 Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the regional director.
- V.4 Individual members of the party between 15 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 regional director.

Clause VI – Method of organisation

- VI.1
 - (a) There shall be established throughout the constituency a branch coterminous with the area of each local government ward.
 - (b) A branch established in accordance with this rule shall consist only of those individual members of the party within this CLP who reside or are registered as electors within the area covered by the branch.
 - (c) Branches shall operate in accordance with the rules for Labour 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 constituency. The public activities of a branch shall be approved by the Executive and Campaign Committee of this CLP.
 - (d) Where the Executive and Campaign Committee considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.
 - (e) The Executive and Campaign Committee may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this party's constitutional obligations.
- VI.2 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.
- VI.3 There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.
- VI.4 There may be established an ethnic minorities forum to co-ordinate work among Black, Asian, Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC.

Clause VII – Management

- VII.1 The management of this CLP shall be in the hands of an Executive and Campaign Committee which shall be appointed by and report to CLP meetings of all individual members and delegates elected by affiliated organisations, in accordance with Clause III of these rules. Each affiliated organisation may have a maximum of five delegates to this CLP, except that the Scottish General Secretary, Welsh General Secretary or English regional director with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in the constituency
- VII.2 The basis of representation at CLP member and delegate meetings shall be all individual members and delegates provided that:
 - (a) only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this CLP for the previous year or part thereof to 31 December may be counted in calculating the number of delegates
 - (b) an organisation during the year in which it is affiliated or a party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the General Committee subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

- VII.3 This CLP adopts the rules for CLPs and branches 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 clause X of the constitutional rules. This CLP shall have power to make alterations, amendments or deletions in these rules, subject to the 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 condition 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.
- VII.4 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the party.
- NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.
- The Executive and Campaign Committee shall procure that all legal title to property leasehold and freehold presently held for the CLP shall forthwith be transferred to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
- VII.5 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the party. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by the CLP.

Clause VIII – Conditions for appointment of delegates to this CLP

- VIII.1 Every delegate must be an individual member of the Labour Party in this CLP as described in the membership rules.
- VIII.2 Delegates from affiliated organisations must be bona fide members or paid permanent officials of the organisation appointing them.
- VIII.3 No person shall act as a delegate for more than one organisation/party unit.
- VIII.4 Delegates must either reside or be registered as electors in the constituency.
- VIII.5 Members of Parliament may be appointed as delegates to the all member and delegate meetings in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive and Campaign Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend all member and delegate meetings and Executive and Campaign Committee Meetings of, the CLP they represent and report on their work.
- VIII.6 The term of office of a delegate shall commence with the opening of the annual meeting of members of and delegates to this CLP following their appointment or the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this CLP but they shall not be entitled to attend except as members of the Executive and Campaign Committee of this CLP to tender reports to that meeting but not to vote unless re-appointed as delegates for the appropriate year. All delegates who qualify under these conditions may be re-appointed. It shall be the duty of the secretary of this CLP to invite affiliated organisations to elect their delegates prior to and in time to be called to the annual meeting and to assist this the Executive and Campaign Committee may set a reasonable deadline for the appointment of delegates for that meeting.

Clause IX – Officers

- IX.1 The officers of this CLP and two auditors shall be elected at the annual meeting of members and delegates and shall continue in office until replaced or re-appointed. Officers, auditors, functional officers and members of the Executive and Campaign Committee must be individual members or duly appointed delegates to the CLP.
- IX.2 The officers of this CLP shall be; chair, deputy-chair (and ethnic minorities liaison officer), vice-chair/policy, vice-chair/membership, secretary, treasurer, women's officer, youth/student officer. The women's officer and at least three more of the other full officers of this CLP shall be women. No more than two members of each Branch may be elected as Officers. The team of officers shall provide a strategic lead for the development of the party in the constituency, along with the prospective parliamentary candidate (see clause XIV below) who shall, when endorsed by the National Executive Committee, have the right to attend meetings of the CLP members and delegates and the Executive and Campaign Committee and branches in this CLP to report on her/his work.
- IX.3 In addition the Executive and Campaign Committee may be appoint functional officers, including a campaign co-ordinator, a political education and training officer, an information technology officer,

an ethnic minorities officer, a disability officer, a trade union liaison officer and a fundraising officer who may attend meetings of the Executive and Campaign Committee without voting power. The agent for the parliamentary candidate may also attend Executive and Campaign Committee meetings without voting power.

- IX.4 The Executive and Campaign Committee shall consist of the CLP officers, Branch Officers, campaign organisers from the party branches and delegates from affiliated organisations. 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 and Campaign Committee to represent their interest: this member shall be an ex-officio member with voting powers at CLP meetings of members and delegates.
- IX.5 The Executive and Campaign 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 and Campaign Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the CLP meetings of members and delegates can devote its time to the discussion of policy and party objectives for the constituency.
- IX.6 The treasurer shall be responsible for ensuring the CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.7 The CLP Executive and Campaign Committee shall also nominate one of its officers – which should, unless there are exceptional circumstances, be the CLP Chair – to be the registered deputy treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.8 The 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.
- IX.9 The Executive and Campaign Committee to co-ordinate the public activity of this CLP and shall elect a campaign co-ordinator who, as a functional officer of this CLP, shall: co-ordinate constituency-wide campaigns; liaise with head office and either Scottish Labour, Wales Labour or their English regional office, as the case may be, in the promotion of the party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy at local council, devolved institutions, Westminster and European Parliament level.
- IX.10 Where the campaign co-ordinator is not the election agent, the Executive and Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of the CLP. Where the CLP covers only part of the council area, the agent shall liaise with other agents within that council area in order to ensure a unified and co-ordinated campaign. For Westminster parliamentary elections and elections to the Scottish Parliament or Welsh Assembly, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate regional director and this appointment shall be subject to the approval of the NEC.
- IX.11 It shall be the duty of the Executive and Campaign Committee 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.

Clause X – CLP Meetings of all members and delegates

- X.1 (a) The annual meeting of the CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.
- (b) Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting.
- (c) Twenty eight days' notice of an annual meeting shall be given to all affiliated organisations and to appoint delegates to the CLP.
- (d) Seven days' notice of an annual meeting shall be given to members and delegates appointed in due time.
- X.2 (a) Special meetings of the CLP may be called at the discretion of the Executive and Campaign Committee and shall be called on the written request of at least one third of the affiliated organisations entitled to send delegates to this CLP or one third of individual members.
- (b) Seven days' notice of a special meeting shall be given to members and delegates except in cases of emergency, when only business of immediate importance shall be transacted.

- X.3 (a) Ordinary meetings of the CLP 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 Executive and Campaign Committee.
(b) Seven days' notice of CLP meetings shall be given to members and to delegates.
- X.4 A notice calling an annual, special or ordinary meeting of the CLP shall state as far as possible the business to be transacted.
- X.5 Any notice required to be given under these rules shall be in writing to be delivered by post or by hand to the last address notified in writing to the secretary of this CLP. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.
- X.6 (a) Following any meeting at which new members are endorsed, the membership secretary shall submit on request a list of such members to the head or regional office of the party.
(b) Following each annual meeting of this CLP the secretary shall forward a copy of the constituency annual report accompanied by details of this CLP's constituency and branch accounts and such other information as may be requested by the NEC in the format required by head office and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- X.7 Nominations for Officers, Functional Officers and delegates to other bodies shall in all instances be made in writing, by letter or email, at least 48 hours prior to the meeting concerned to the Secretary or designated NEC representative, who shall publish them in an agenda for the meeting and prepare ballot papers. Vacancies which are unfilled or casual vacancies which arise shall be filled at the next ordinary meeting on the basis only of written nominations. Valid nominations are those from the member concerned, or from two members acting as proposer and seconder, or from a party or affiliated organisation. An opportunity should be given to nominees to address members at the meeting and/or answer questions at the discretion of the chair or the NEC representative.

Clause XI – The party conference

- XI.1 Subject to the conditions laid down in the rules of party conference and the constitutional rules of the party, this CLP may appoint to any party conference convened under clause VI of the 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 as defined in clause VII.2a of these rules.
- XI.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.
- XI.3 Where the individual women's membership within this CLP is 400 or more, an additional woman delegate may be appointed.
- XI.4 Where the individual Young Labour membership within this CLP is 100 or more, an additional delegate under the age of 23 may be appointed.
- XI.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 National Executive Committee, a member of the Conference Arrangements Committee, or a member of the National Constitutional Committee due for re-election that year.

Clause XII – Duties of the CLP Member and Delegate Meetings

- XII.1 The general provisions of the constitution, rules and standing orders of the Labour Party shall apply to this CLP and the CLP member and delegate meetings have a duty to act within and uphold such provisions.
- XII.2 The CLP member and delegate meetings shall be responsible for establishing objectives for the party in the constituency through political debate and policy discussion, setting targets for development of party organisation and campaigning in the area and promoting links with the wider community as recommended by the CLP Executive and Campaign Committee.
- XII.3 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.
- XII.4 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 Labour Party, the national treasurer and auditors, and the appropriate sections of the National Executive, and National Constitutional Committees. Such ballots to be conducted in accordance with

guidelines laid down by the NEC and subject to the provisions of the procedural rules in chapter 4 of the national rules.

- XII.6 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.
- XII.7 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 national party with regard to its obligations under the act, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this CLP.

Clause XIII – Disciplinary

It shall be the duty of the Executive and Campaign Committee of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Labour 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

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

Clause XV – Local government candidates

Local government candidates shall 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

These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual meeting of the General Committee by a vote of two thirds of delegates present, subject to the approval of the NEC (see VII.3 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, as applicable, the Scottish General Secretary, Welsh General Secretary or regional director of the party on behalf of the NEC.

Amended December 2011

Rules for Birmingham Birmingham Erdington Constituency Labour Party

Clause I – Name

The Birmingham Birmingham Erdington Constituency Labour Party, hereinafter named ‘this CLP’

Clause II – Aims and values

II.1 National

The aims and values of the Labour Party as outlined in Clause IV of the national constitutional rules shall apply to this CLP.

II.2 Constituency

- (a) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation, branches throughout the constituency and to co-ordinate their activities.
- (b) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Labour 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 Labour 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 of the party by ensuring that a full range of party activities are available to them 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. This shall include the establishment of local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by the appropriate regional director operating to guidelines produced by the NEC.

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- (b) co-operative societies, branches of the Co-operative Party and other co-operative organisations
- (c) branches of those socialist societies affiliated to the Labour Party nationally
- (d) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

III.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.

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- (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.

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- V.3 Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the regional director.
- V.4 Individual members of the party between 15 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 regional director.

Clause VI – Method of organisation

- VI.1
 - (a) There shall be established throughout the constituency a branch coterminous with the area of each local government ward.
 - (b) A branch established in accordance with this rule shall consist only of those individual members of the party within this CLP who reside or are registered as electors within the area covered by the branch.
 - (c) Branches shall operate in accordance with the rules for Labour 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 constituency. The public activities of a branch shall be approved by the Executive and Campaign Committee of this CLP.
 - (d) Where the Executive and Campaign Committee considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.
 - (e) The Executive and Campaign Committee may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this party's constitutional obligations.
- VI.2 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.
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- VI.4 There may be established an ethnic minorities forum to co-ordinate work among Black, Asian, Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC.

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- VII.4 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the party.
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- VIII.4 Delegates must either reside or be registered as electors in the constituency.
- VIII.5 Members of Parliament may be appointed as delegates to the all member and delegate meetings in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive and Campaign Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend all member and delegate meetings and Executive and Campaign Committee Meetings of, the CLP they represent and report on their work.
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- IX.4 The Executive and Campaign Committee shall consist of the CLP officers, Branch Officers, campaign organisers from the party branches and delegates from affiliated organisations. 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 and Campaign Committee to represent their interest: this member shall be an ex-officio member with voting powers at CLP meetings of members and delegates.
- IX.5 The Executive and Campaign 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 and Campaign Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the CLP meetings of members and delegates can devote its time to the discussion of policy and party objectives for the constituency.
- IX.6 The treasurer shall be responsible for ensuring the CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.7 The CLP Executive and Campaign Committee shall also nominate one of its officers – which should, unless there are exceptional circumstances, be the CLP Chair – to be the registered deputy treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.8 The 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.
- IX.9 The Executive and Campaign Committee to co-ordinate the public activity of this CLP and shall elect a campaign co-ordinator who, as a functional officer of this CLP, shall: co-ordinate constituency-wide campaigns; liaise with head office and either Scottish Labour, Wales Labour or their English regional office, as the case may be, in the promotion of the party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy at local council, devolved institutions, Westminster and European Parliament level.
- IX.10 Where the campaign co-ordinator is not the election agent, the Executive and Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of the CLP. Where the CLP covers only part of the council area, the agent shall liaise with other agents within that council area in order to ensure a unified and co-ordinated campaign. For Westminster parliamentary elections and elections to the Scottish Parliament or Welsh Assembly, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate regional director and this appointment shall be subject to the approval of the NEC.
- IX.11 It shall be the duty of the Executive and Campaign Committee 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.

Clause X – CLP Meetings of all members and delegates

- X.1 (a) The annual meeting of the CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.
- (b) Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting.
- (c) Twenty eight days' notice of an annual meeting shall be given to all affiliated organisations and to appoint delegates to the CLP.
- (d) Seven days' notice of an annual meeting shall be given to members and delegates appointed in due time.
- X.2 (a) Special meetings of the CLP may be called at the discretion of the Executive and Campaign Committee and shall be called on the written request of at least one third of the affiliated organisations entitled to send delegates to this CLP or one third of individual members.
- (b) Seven days' notice of a special meeting shall be given to members and delegates except in cases of emergency, when only business of immediate importance shall be transacted.

- X.3 (a) Ordinary meetings of the CLP 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 Executive and Campaign Committee.
(b) Seven days' notice of CLP meetings shall be given to members and to delegates.
- X.4 A notice calling an annual, special or ordinary meeting of the CLP shall state as far as possible the business to be transacted.
- X.5 Any notice required to be given under these rules shall be in writing to be delivered by post or by hand to the last address notified in writing to the secretary of this CLP. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.
- X.6 (a) Following any meeting at which new members are endorsed, the membership secretary shall submit on request a list of such members to the head or regional office of the party.
(b) Following each annual meeting of this CLP the secretary shall forward a copy of the constituency annual report accompanied by details of this CLP's constituency and branch accounts and such other information as may be requested by the NEC in the format required by head office and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- X.7 Nominations for Officers, Functional Officers and delegates to other bodies shall in all instances be made in writing, by letter or email, at least 48 hours prior to the meeting concerned to the Secretary or designated NEC representative, who shall publish them in an agenda for the meeting and prepare ballot papers. Vacancies which are unfilled or casual vacancies which arise shall be filled at the next ordinary meeting on the basis only of written nominations. Valid nominations are those from the member concerned, or from two members acting as proposer and seconder, or from a party or affiliated organisation. An opportunity should be given to nominees to address members at the meeting and/or answer questions at the discretion of the chair or the NEC representative.

Clause XI – The party conference

- XI.1 Subject to the conditions laid down in the rules of party conference and the constitutional rules of the party, this CLP may appoint to any party conference convened under clause VI of the 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 as defined in clause VII.2a of these rules.
- XI.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.
- XI.3 Where the individual women's membership within this CLP is 400 or more, an additional woman delegate may be appointed.
- XI.4 Where the individual Young Labour membership within this CLP is 100 or more, an additional delegate under the age of 23 may be appointed.
- XI.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 National Executive Committee, a member of the Conference Arrangements Committee, or a member of the National Constitutional Committee due for re-election that year.

Clause XII – Duties of the CLP Member and Delegate Meetings

- XII.1 The general provisions of the constitution, rules and standing orders of the Labour Party shall apply to this CLP and the CLP member and delegate meetings have a duty to act within and uphold such provisions.
- XII.2 The CLP member and delegate meetings shall be responsible for establishing objectives for the party in the constituency through political debate and policy discussion, setting targets for development of party organisation and campaigning in the area and promoting links with the wider community as recommended by the CLP Executive and Campaign Committee.
- XII.3 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.
- XII.4 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 Labour Party, the national treasurer and auditors, and the appropriate sections of the National Executive, and National Constitutional Committees. Such ballots to be conducted in accordance with

guidelines laid down by the NEC and subject to the provisions of the procedural rules in chapter 4 of the national rules.

- XII.6 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.
- XII.7 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 national party with regard to its obligations under the act, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this CLP.

Clause XIII – Disciplinary

It shall be the duty of the Executive and Campaign Committee of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Labour 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

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

Clause XV – Local government candidates

Local government candidates shall 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

These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual meeting of the General Committee by a vote of two thirds of delegates present, subject to the approval of the NEC (see VII.3 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, as applicable, the Scottish General Secretary, Welsh General Secretary or regional director of the party on behalf of the NEC.

Amended December 2011

Rules for Birmingham Birmingham Hall Green Constituency Labour Party

Clause I – Name

The Birmingham Birmingham Hall Green Constituency Labour Party, hereinafter named ‘this CLP’

Clause II – Aims and values

II.1 National

The aims and values of the Labour Party as outlined in Clause IV of the national constitutional rules shall apply to this CLP.

II.2 Constituency

- (a) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation, branches throughout the constituency and to co-ordinate their activities.
- (b) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Labour 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 Labour 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 of the party by ensuring that a full range of party activities are available to them 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. This shall include the establishment of local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by the appropriate regional director operating to guidelines produced by the NEC.

Clause III – Affiliated organisations

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

- (a) trade unions or branches thereof affiliated to the Trade Union Congress or considered by the NEC to be bona fide trade unions affiliated to the party nationally. Where provided by the structure of an affiliated organisation, sub-sections of branches may affiliate separately at the discretion of the regional director of the party in agreement with the appropriate authority of the affiliated trade union
- (b) co-operative societies, branches of the Co-operative Party and other co-operative organisations
- (c) branches of those socialist societies affiliated to the Labour Party nationally
- (d) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

III.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

IV. 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

- V.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 (chapter 2).
- V.2 The constitutional rights of individual members of the party within this constituency shall operate only in the branch in which they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- V.3 Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the regional director.
- V.4 Individual members of the party between 15 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 regional director.

Clause VI – Method of organisation

- VI.1
 - (a) There shall be established throughout the constituency a branch coterminous with the area of each local government ward.
 - (b) A branch established in accordance with this rule shall consist only of those individual members of the party within this CLP who reside or are registered as electors within the area covered by the branch.
 - (c) Branches shall operate in accordance with the rules for Labour 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 constituency. The public activities of a branch shall be approved by the Executive and Campaign Committee of this CLP.
 - (d) Where the Executive and Campaign Committee considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.
 - (e) The Executive and Campaign Committee may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this party's constitutional obligations.
- VI.2 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.
- VI.3 There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.
- VI.4 There may be established an ethnic minorities forum to co-ordinate work among Black, Asian, Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC.

Clause VII – Management

- VII.1 The management of this CLP shall be in the hands of an Executive and Campaign Committee which shall be appointed by and report to CLP meetings of all individual members and delegates elected by affiliated organisations, in accordance with Clause III of these rules. Each affiliated organisation may have a maximum of five delegates to this CLP, except that the Scottish General Secretary, Welsh General Secretary or English regional director with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in the constituency
- VII.2 The basis of representation at CLP member and delegate meetings shall be all individual members and delegates provided that:
 - (a) only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this CLP for the previous year or part thereof to 31 December may be counted in calculating the number of delegates
 - (b) an organisation during the year in which it is affiliated or a party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the General Committee subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

- VII.3 This CLP adopts the rules for CLPs and branches 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 clause X of the constitutional rules. This CLP shall have power to make alterations, amendments or deletions in these rules, subject to the 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 condition 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.
- VII.4 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the party.
- NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.
- The Executive and Campaign Committee shall procure that all legal title to property leasehold and freehold presently held for the CLP shall forthwith be transferred to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
- VII.5 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the party. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by the CLP.

Clause VIII – Conditions for appointment of delegates to this CLP

- VIII.1 Every delegate must be an individual member of the Labour Party in this CLP as described in the membership rules.
- VIII.2 Delegates from affiliated organisations must be bona fide members or paid permanent officials of the organisation appointing them.
- VIII.3 No person shall act as a delegate for more than one organisation/party unit.
- VIII.4 Delegates must either reside or be registered as electors in the constituency.
- VIII.5 Members of Parliament may be appointed as delegates to the all member and delegate meetings in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive and Campaign Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend all member and delegate meetings and Executive and Campaign Committee Meetings of, the CLP they represent and report on their work.
- VIII.6 The term of office of a delegate shall commence with the opening of the annual meeting of members of and delegates to this CLP following their appointment or the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this CLP but they shall not be entitled to attend except as members of the Executive and Campaign Committee of this CLP to tender reports to that meeting but not to vote unless re-appointed as delegates for the appropriate year. All delegates who qualify under these conditions may be re-appointed. It shall be the duty of the secretary of this CLP to invite affiliated organisations to elect their delegates prior to and in time to be called to the annual meeting and to assist this the Executive and Campaign Committee may set a reasonable deadline for the appointment of delegates for that meeting.

Clause IX – Officers

- IX.1 The officers of this CLP and two auditors shall be elected at the annual meeting of members and delegates and shall continue in office until replaced or re-appointed. Officers, auditors, functional officers and members of the Executive and Campaign Committee must be individual members or duly appointed delegates to the CLP.
- IX.2 The officers of this CLP shall be; chair, deputy-chair (and ethnic minorities liaison officer), vice-chair/policy, vice-chair/membership, secretary, treasurer, women's officer, youth/student officer. The women's officer and at least three more of the other full officers of this CLP shall be women. No more than two members of each Branch may be elected as Officers. The team of officers shall provide a strategic lead for the development of the party in the constituency, along with the prospective parliamentary candidate (see clause XIV below) who shall, when endorsed by the National Executive Committee, have the right to attend meetings of the CLP members and delegates and the Executive and Campaign Committee and branches in this CLP to report on her/his work.
- IX.3 In addition the Executive and Campaign Committee may be appoint functional officers, including a campaign co-ordinator, a political education and training officer, an information technology officer,

an ethnic minorities officer, a disability officer, a trade union liaison officer and a fundraising officer who may attend meetings of the Executive and Campaign Committee without voting power. The agent for the parliamentary candidate may also attend Executive and Campaign Committee meetings without voting power.

- IX.4 The Executive and Campaign Committee shall consist of the CLP officers, Branch Officers, campaign organisers from the party branches and delegates from affiliated organisations. 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 and Campaign Committee to represent their interest: this member shall be an ex-officio member with voting powers at CLP meetings of members and delegates.
- IX.5 The Executive and Campaign 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 and Campaign Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the CLP meetings of members and delegates can devote its time to the discussion of policy and party objectives for the constituency.
- IX.6 The treasurer shall be responsible for ensuring the CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.7 The CLP Executive and Campaign Committee shall also nominate one of its officers – which should, unless there are exceptional circumstances, be the CLP Chair – to be the registered deputy treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.8 The 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.
- IX.9 The Executive and Campaign Committee to co-ordinate the public activity of this CLP and shall elect a campaign co-ordinator who, as a functional officer of this CLP, shall: co-ordinate constituency-wide campaigns; liaise with head office and either Scottish Labour, Wales Labour or their English regional office, as the case may be, in the promotion of the party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy at local council, devolved institutions, Westminster and European Parliament level.
- IX.10 Where the campaign co-ordinator is not the election agent, the Executive and Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of the CLP. Where the CLP covers only part of the council area, the agent shall liaise with other agents within that council area in order to ensure a unified and co-ordinated campaign. For Westminster parliamentary elections and elections to the Scottish Parliament or Welsh Assembly, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate regional director and this appointment shall be subject to the approval of the NEC.
- IX.11 It shall be the duty of the Executive and Campaign Committee 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.

Clause X – CLP Meetings of all members and delegates

- X.1 (a) The annual meeting of the CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.
- (b) Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting.
- (c) Twenty eight days' notice of an annual meeting shall be given to all affiliated organisations and to appoint delegates to the CLP.
- (d) Seven days' notice of an annual meeting shall be given to members and delegates appointed in due time.
- X.2 (a) Special meetings of the CLP may be called at the discretion of the Executive and Campaign Committee and shall be called on the written request of at least one third of the affiliated organisations entitled to send delegates to this CLP or one third of individual members.
- (b) Seven days' notice of a special meeting shall be given to members and delegates except in cases of emergency, when only business of immediate importance shall be transacted.

- X.3 (a) Ordinary meetings of the CLP 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 Executive and Campaign Committee.
(b) Seven days' notice of CLP meetings shall be given to members and to delegates.
- X.4 A notice calling an annual, special or ordinary meeting of the CLP shall state as far as possible the business to be transacted.
- X.5 Any notice required to be given under these rules shall be in writing to be delivered by post or by hand to the last address notified in writing to the secretary of this CLP. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.
- X.6 (a) Following any meeting at which new members are endorsed, the membership secretary shall submit on request a list of such members to the head or regional office of the party.
(b) Following each annual meeting of this CLP the secretary shall forward a copy of the constituency annual report accompanied by details of this CLP's constituency and branch accounts and such other information as may be requested by the NEC in the format required by head office and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- X.7 Nominations for Officers, Functional Officers and delegates to other bodies shall in all instances be made in writing, by letter or email, at least 48 hours prior to the meeting concerned to the Secretary or designated NEC representative, who shall publish them in an agenda for the meeting and prepare ballot papers. Vacancies which are unfilled or casual vacancies which arise shall be filled at the next ordinary meeting on the basis only of written nominations. Valid nominations are those from the member concerned, or from two members acting as proposer and seconder, or from a party or affiliated organisation. An opportunity should be given to nominees to address members at the meeting and/or answer questions at the discretion of the chair or the NEC representative.

Clause XI – The party conference

- XI.1 Subject to the conditions laid down in the rules of party conference and the constitutional rules of the party, this CLP may appoint to any party conference convened under clause VI of the 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 as defined in clause VII.2a of these rules.
- XI.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.
- XI.3 Where the individual women's membership within this CLP is 400 or more, an additional woman delegate may be appointed.
- XI.4 Where the individual Young Labour membership within this CLP is 100 or more, an additional delegate under the age of 23 may be appointed.
- XI.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 National Executive Committee, a member of the Conference Arrangements Committee, or a member of the National Constitutional Committee due for re-election that year.

Clause XII – Duties of the CLP Member and Delegate Meetings

- XII.1 The general provisions of the constitution, rules and standing orders of the Labour Party shall apply to this CLP and the CLP member and delegate meetings have a duty to act within and uphold such provisions.
- XII.2 The CLP member and delegate meetings shall be responsible for establishing objectives for the party in the constituency through political debate and policy discussion, setting targets for development of party organisation and campaigning in the area and promoting links with the wider community as recommended by the CLP Executive and Campaign Committee.
- XII.3 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.
- XII.4 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 Labour Party, the national treasurer and auditors, and the appropriate sections of the National Executive, and National Constitutional Committees. Such ballots to be conducted in accordance with

guidelines laid down by the NEC and subject to the provisions of the procedural rules in chapter 4 of the national rules.

- XII.6 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.
- XII.7 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 national party with regard to its obligations under the act, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this CLP.

Clause XIII – Disciplinary

It shall be the duty of the Executive and Campaign Committee of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Labour 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

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

Clause XV – Local government candidates

Local government candidates shall 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

These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual meeting of the General Committee by a vote of two thirds of delegates present, subject to the approval of the NEC (see VII.3 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, as applicable, the Scottish General Secretary, Welsh General Secretary or regional director of the party on behalf of the NEC.

Amended December 2011

Rules for Birmingham Birmingham Hodge Hill Constituency Labour Party

Clause I – Name

The Birmingham Birmingham Hodge Hill Constituency Labour Party, hereinafter named ‘this CLP’

Clause II – Aims and values

II.1 National

The aims and values of the Labour Party as outlined in Clause IV of the national constitutional rules shall apply to this CLP.

II.2 Constituency

- (a) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation, branches throughout the constituency and to co-ordinate their activities.
- (b) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Labour 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 Labour 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 of the party by ensuring that a full range of party activities are available to them 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. This shall include the establishment of local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by the appropriate regional director operating to guidelines produced by the NEC.

Clause III – Affiliated organisations

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

- (a) trade unions or branches thereof affiliated to the Trade Union Congress or considered by the NEC to be bona fide trade unions affiliated to the party nationally. Where provided by the structure of an affiliated organisation, sub-sections of branches may affiliate separately at the discretion of the regional director of the party in agreement with the appropriate authority of the affiliated trade union
- (b) co-operative societies, branches of the Co-operative Party and other co-operative organisations
- (c) branches of those socialist societies affiliated to the Labour Party nationally
- (d) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

III.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

IV. 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

- V.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 (chapter 2).
- V.2 The constitutional rights of individual members of the party within this constituency shall operate only in the branch in which they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- V.3 Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the regional director.
- V.4 Individual members of the party between 15 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 regional director.

Clause VI – Method of organisation

- VI.1
 - (a) There shall be established throughout the constituency a branch coterminous with the area of each local government ward.
 - (b) A branch established in accordance with this rule shall consist only of those individual members of the party within this CLP who reside or are registered as electors within the area covered by the branch.
 - (c) Branches shall operate in accordance with the rules for Labour 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 constituency. The public activities of a branch shall be approved by the Executive and Campaign Committee of this CLP.
 - (d) Where the Executive and Campaign Committee considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.
 - (e) The Executive and Campaign Committee may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this party's constitutional obligations.
- VI.2 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.
- VI.3 There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.
- VI.4 There may be established an ethnic minorities forum to co-ordinate work among Black, Asian, Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC.

Clause VII – Management

- VII.1 The management of this CLP shall be in the hands of an Executive and Campaign Committee which shall be appointed by and report to CLP meetings of all individual members and delegates elected by affiliated organisations, in accordance with Clause III of these rules. Each affiliated organisation may have a maximum of five delegates to this CLP, except that the Scottish General Secretary, Welsh General Secretary or English regional director with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in the constituency
- VII.2 The basis of representation at CLP member and delegate meetings shall be all individual members and delegates provided that:
 - (a) only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this CLP for the previous year or part thereof to 31 December may be counted in calculating the number of delegates
 - (b) an organisation during the year in which it is affiliated or a party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the General Committee subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

- VII.3 This CLP adopts the rules for CLPs and branches 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 clause X of the constitutional rules. This CLP shall have power to make alterations, amendments or deletions in these rules, subject to the 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 condition 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.
- VII.4 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the party.
- NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.
- The Executive and Campaign Committee shall procure that all legal title to property leasehold and freehold presently held for the CLP shall forthwith be transferred to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
- VII.5 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the party. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by the CLP.

Clause VIII – Conditions for appointment of delegates to this CLP

- VIII.1 Every delegate must be an individual member of the Labour Party in this CLP as described in the membership rules.
- VIII.2 Delegates from affiliated organisations must be bona fide members or paid permanent officials of the organisation appointing them.
- VIII.3 No person shall act as a delegate for more than one organisation/party unit.
- VIII.4 Delegates must either reside or be registered as electors in the constituency.
- VIII.5 Members of Parliament may be appointed as delegates to the all member and delegate meetings in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive and Campaign Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend all member and delegate meetings and Executive and Campaign Committee Meetings of, the CLP they represent and report on their work.
- VIII.6 The term of office of a delegate shall commence with the opening of the annual meeting of members of and delegates to this CLP following their appointment or the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this CLP but they shall not be entitled to attend except as members of the Executive and Campaign Committee of this CLP to tender reports to that meeting but not to vote unless re-appointed as delegates for the appropriate year. All delegates who qualify under these conditions may be re-appointed. It shall be the duty of the secretary of this CLP to invite affiliated organisations to elect their delegates prior to and in time to be called to the annual meeting and to assist this the Executive and Campaign Committee may set a reasonable deadline for the appointment of delegates for that meeting.

Clause IX – Officers

- IX.1 The officers of this CLP and two auditors shall be elected at the annual meeting of members and delegates and shall continue in office until replaced or re-appointed. Officers, auditors, functional officers and members of the Executive and Campaign Committee must be individual members or duly appointed delegates to the CLP.
- IX.2 The officers of this CLP shall be; chair, deputy-chair (and ethnic minorities liaison officer), vice-chair/policy, vice-chair/membership, secretary, treasurer, women's officer, youth/student officer. The women's officer and at least three more of the other full officers of this CLP shall be women. No more than two members of each Branch may be elected as Officers. The team of officers shall provide a strategic lead for the development of the party in the constituency, along with the prospective parliamentary candidate (see clause XIV below) who shall, when endorsed by the National Executive Committee, have the right to attend meetings of the CLP members and delegates and the Executive and Campaign Committee and branches in this CLP to report on her/his work.
- IX.3 In addition the Executive and Campaign Committee may be appoint functional officers, including a campaign co-ordinator, a political education and training officer, an information technology officer,

an ethnic minorities officer, a disability officer, a trade union liaison officer and a fundraising officer who may attend meetings of the Executive and Campaign Committee without voting power. The agent for the parliamentary candidate may also attend Executive and Campaign Committee meetings without voting power.

- IX.4 The Executive and Campaign Committee shall consist of the CLP officers, Branch Officers, campaign organisers from the party branches and delegates from affiliated organisations. 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 and Campaign Committee to represent their interest: this member shall be an ex-officio member with voting powers at CLP meetings of members and delegates.
- IX.5 The Executive and Campaign 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 and Campaign Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the CLP meetings of members and delegates can devote its time to the discussion of policy and party objectives for the constituency.
- IX.6 The treasurer shall be responsible for ensuring the CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.7 The CLP Executive and Campaign Committee shall also nominate one of its officers – which should, unless there are exceptional circumstances, be the CLP Chair – to be the registered deputy treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.8 The 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.
- IX.9 The Executive and Campaign Committee to co-ordinate the public activity of this CLP and shall elect a campaign co-ordinator who, as a functional officer of this CLP, shall: co-ordinate constituency-wide campaigns; liaise with head office and either Scottish Labour, Wales Labour or their English regional office, as the case may be, in the promotion of the party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy at local council, devolved institutions, Westminster and European Parliament level.
- IX.10 Where the campaign co-ordinator is not the election agent, the Executive and Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of the CLP. Where the CLP covers only part of the council area, the agent shall liaise with other agents within that council area in order to ensure a unified and co-ordinated campaign. For Westminster parliamentary elections and elections to the Scottish Parliament or Welsh Assembly, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate regional director and this appointment shall be subject to the approval of the NEC.
- IX.11 It shall be the duty of the Executive and Campaign Committee 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.

Clause X – CLP Meetings of all members and delegates

- X.1 (a) The annual meeting of the CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.
- (b) Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting.
- (c) Twenty eight days' notice of an annual meeting shall be given to all affiliated organisations and to appoint delegates to the CLP.
- (d) Seven days' notice of an annual meeting shall be given to members and delegates appointed in due time.
- X.2 (a) Special meetings of the CLP may be called at the discretion of the Executive and Campaign Committee and shall be called on the written request of at least one third of the affiliated organisations entitled to send delegates to this CLP or one third of individual members.
- (b) Seven days' notice of a special meeting shall be given to members and delegates except in cases of emergency, when only business of immediate importance shall be transacted.

- X.3 (a) Ordinary meetings of the CLP 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 Executive and Campaign Committee.
(b) Seven days' notice of CLP meetings shall be given to members and to delegates.
- X.4 A notice calling an annual, special or ordinary meeting of the CLP shall state as far as possible the business to be transacted.
- X.5 Any notice required to be given under these rules shall be in writing to be delivered by post or by hand to the last address notified in writing to the secretary of this CLP. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.
- X.6 (a) Following any meeting at which new members are endorsed, the membership secretary shall submit on request a list of such members to the head or regional office of the party.
(b) Following each annual meeting of this CLP the secretary shall forward a copy of the constituency annual report accompanied by details of this CLP's constituency and branch accounts and such other information as may be requested by the NEC in the format required by head office and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- X.7 Nominations for Officers, Functional Officers and delegates to other bodies shall in all instances be made in writing, by letter or email, at least 48 hours prior to the meeting concerned to the Secretary or designated NEC representative, who shall publish them in an agenda for the meeting and prepare ballot papers. Vacancies which are unfilled or casual vacancies which arise shall be filled at the next ordinary meeting on the basis only of written nominations. Valid nominations are those from the member concerned, or from two members acting as proposer and seconder, or from a party or affiliated organisation. An opportunity should be given to nominees to address members at the meeting and/or answer questions at the discretion of the chair or the NEC representative.

Clause XI – The party conference

- XI.1 Subject to the conditions laid down in the rules of party conference and the constitutional rules of the party, this CLP may appoint to any party conference convened under clause VI of the 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 as defined in clause VII.2a of these rules.
- XI.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.
- XI.3 Where the individual women's membership within this CLP is 400 or more, an additional woman delegate may be appointed.
- XI.4 Where the individual Young Labour membership within this CLP is 100 or more, an additional delegate under the age of 23 may be appointed.
- XI.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 National Executive Committee, a member of the Conference Arrangements Committee, or a member of the National Constitutional Committee due for re-election that year.

Clause XII – Duties of the CLP Member and Delegate Meetings

- XII.1 The general provisions of the constitution, rules and standing orders of the Labour Party shall apply to this CLP and the CLP member and delegate meetings have a duty to act within and uphold such provisions.
- XII.2 The CLP member and delegate meetings shall be responsible for establishing objectives for the party in the constituency through political debate and policy discussion, setting targets for development of party organisation and campaigning in the area and promoting links with the wider community as recommended by the CLP Executive and Campaign Committee.
- XII.3 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.
- XII.4 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 Labour Party, the national treasurer and auditors, and the appropriate sections of the National Executive, and National Constitutional Committees. Such ballots to be conducted in accordance with

guidelines laid down by the NEC and subject to the provisions of the procedural rules in chapter 4 of the national rules.

- XII.6 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.
- XII.7 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 national party with regard to its obligations under the act, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this CLP.

Clause XIII – Disciplinary

It shall be the duty of the Executive and Campaign Committee of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Labour 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

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

Clause XV – Local government candidates

Local government candidates shall 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

These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual meeting of the General Committee by a vote of two thirds of delegates present, subject to the approval of the NEC (see VII.3 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, as applicable, the Scottish General Secretary, Welsh General Secretary or regional director of the party on behalf of the NEC.

Amended December 2011

Rules for Birmingham Birmingham Ladywood Constituency Labour Party

Clause I – Name

The Birmingham Birmingham Ladywood Constituency Labour Party, hereinafter named ‘this CLP’

Clause II – Aims and values

II.1 National

The aims and values of the Labour Party as outlined in Clause IV of the national constitutional rules shall apply to this CLP.

II.2 Constituency

- (a) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation, branches throughout the constituency and to co-ordinate their activities.
- (b) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Labour 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 Labour 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 of the party by ensuring that a full range of party activities are available to them 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. This shall include the establishment of local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by the appropriate regional director operating to guidelines produced by the NEC.

Clause III – Affiliated organisations

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

- (a) trade unions or branches thereof affiliated to the Trade Union Congress or considered by the NEC to be bona fide trade unions affiliated to the party nationally. Where provided by the structure of an affiliated organisation, sub-sections of branches may affiliate separately at the discretion of the regional director of the party in agreement with the appropriate authority of the affiliated trade union
- (b) co-operative societies, branches of the Co-operative Party and other co-operative organisations
- (c) branches of those socialist societies affiliated to the Labour Party nationally
- (d) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

III.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

IV. 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

- V.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 (chapter 2).
- V.2 The constitutional rights of individual members of the party within this constituency shall operate only in the branch in which they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- V.3 Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the regional director.
- V.4 Individual members of the party between 15 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 regional director.

Clause VI – Method of organisation

- VI.1
 - (a) There shall be established throughout the constituency a branch coterminous with the area of each local government ward.
 - (b) A branch established in accordance with this rule shall consist only of those individual members of the party within this CLP who reside or are registered as electors within the area covered by the branch.
 - (c) Branches shall operate in accordance with the rules for Labour 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 constituency. The public activities of a branch shall be approved by the Executive and Campaign Committee of this CLP.
 - (d) Where the Executive and Campaign Committee considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.
 - (e) The Executive and Campaign Committee may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this party's constitutional obligations.
- VI.2 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.
- VI.3 There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.
- VI.4 There may be established an ethnic minorities forum to co-ordinate work among Black, Asian, Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC.

Clause VII – Management

- VII.1 The management of this CLP shall be in the hands of an Executive and Campaign Committee which shall be appointed by and report to CLP meetings of all individual members and delegates elected by affiliated organisations, in accordance with Clause III of these rules. Each affiliated organisation may have a maximum of five delegates to this CLP, except that the Scottish General Secretary, Welsh General Secretary or English regional director with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in the constituency
- VII.2 The basis of representation at CLP member and delegate meetings shall be all individual members and delegates provided that:
 - (a) only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this CLP for the previous year or part thereof to 31 December may be counted in calculating the number of delegates
 - (b) an organisation during the year in which it is affiliated or a party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the General Committee subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

- VII.3 This CLP adopts the rules for CLPs and branches 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 clause X of the constitutional rules. This CLP shall have power to make alterations, amendments or deletions in these rules, subject to the 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 condition 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.
- VII.4 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the party.
- NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.
- The Executive and Campaign Committee shall procure that all legal title to property leasehold and freehold presently held for the CLP shall forthwith be transferred to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
- VII.5 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the party. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by the CLP.

Clause VIII – Conditions for appointment of delegates to this CLP

- VIII.1 Every delegate must be an individual member of the Labour Party in this CLP as described in the membership rules.
- VIII.2 Delegates from affiliated organisations must be bona fide members or paid permanent officials of the organisation appointing them.
- VIII.3 No person shall act as a delegate for more than one organisation/party unit.
- VIII.4 Delegates must either reside or be registered as electors in the constituency.
- VIII.5 Members of Parliament may be appointed as delegates to the all member and delegate meetings in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive and Campaign Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend all member and delegate meetings and Executive and Campaign Committee Meetings of, the CLP they represent and report on their work.
- VIII.6 The term of office of a delegate shall commence with the opening of the annual meeting of members of and delegates to this CLP following their appointment or the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this CLP but they shall not be entitled to attend except as members of the Executive and Campaign Committee of this CLP to tender reports to that meeting but not to vote unless re-appointed as delegates for the appropriate year. All delegates who qualify under these conditions may be re-appointed. It shall be the duty of the secretary of this CLP to invite affiliated organisations to elect their delegates prior to and in time to be called to the annual meeting and to assist this the Executive and Campaign Committee may set a reasonable deadline for the appointment of delegates for that meeting.

Clause IX – Officers

- IX.1 The officers of this CLP and two auditors shall be elected at the annual meeting of members and delegates and shall continue in office until replaced or re-appointed. Officers, auditors, functional officers and members of the Executive and Campaign Committee must be individual members or duly appointed delegates to the CLP.
- IX.2 The officers of this CLP shall be; chair, deputy-chair (and ethnic minorities liaison officer), vice-chair/policy, vice-chair/membership, secretary, treasurer, women's officer, youth/student officer. The women's officer and at least three more of the other full officers of this CLP shall be women. No more than two members of each Branch may be elected as Officers. The team of officers shall provide a strategic lead for the development of the party in the constituency, along with the prospective parliamentary candidate (see clause XIV below) who shall, when endorsed by the National Executive Committee, have the right to attend meetings of the CLP members and delegates and the Executive and Campaign Committee and branches in this CLP to report on her/his work.
- IX.3 In addition the Executive and Campaign Committee may be appoint functional officers, including a campaign co-ordinator, a political education and training officer, an information technology officer,

an ethnic minorities officer, a disability officer, a trade union liaison officer and a fundraising officer who may attend meetings of the Executive and Campaign Committee without voting power. The agent for the parliamentary candidate may also attend Executive and Campaign Committee meetings without voting power.

- IX.4 The Executive and Campaign Committee shall consist of the CLP officers, Branch Officers, campaign organisers from the party branches and delegates from affiliated organisations. 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 and Campaign Committee to represent their interest: this member shall be an ex-officio member with voting powers at CLP meetings of members and delegates.
- IX.5 The Executive and Campaign 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 and Campaign Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the CLP meetings of members and delegates can devote its time to the discussion of policy and party objectives for the constituency.
- IX.6 The treasurer shall be responsible for ensuring the CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.7 The CLP Executive and Campaign Committee shall also nominate one of its officers – which should, unless there are exceptional circumstances, be the CLP Chair – to be the registered deputy treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.8 The 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.
- IX.9 The Executive and Campaign Committee to co-ordinate the public activity of this CLP and shall elect a campaign co-ordinator who, as a functional officer of this CLP, shall: co-ordinate constituency-wide campaigns; liaise with head office and either Scottish Labour, Wales Labour or their English regional office, as the case may be, in the promotion of the party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy at local council, devolved institutions, Westminster and European Parliament level.
- IX.10 Where the campaign co-ordinator is not the election agent, the Executive and Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of the CLP. Where the CLP covers only part of the council area, the agent shall liaise with other agents within that council area in order to ensure a unified and co-ordinated campaign. For Westminster parliamentary elections and elections to the Scottish Parliament or Welsh Assembly, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate regional director and this appointment shall be subject to the approval of the NEC.
- IX.11 It shall be the duty of the Executive and Campaign Committee 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.

Clause X – CLP Meetings of all members and delegates

- X.1 (a) The annual meeting of the CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.
- (b) Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting.
- (c) Twenty eight days' notice of an annual meeting shall be given to all affiliated organisations and to appoint delegates to the CLP.
- (d) Seven days' notice of an annual meeting shall be given to members and delegates appointed in due time.
- X.2 (a) Special meetings of the CLP may be called at the discretion of the Executive and Campaign Committee and shall be called on the written request of at least one third of the affiliated organisations entitled to send delegates to this CLP or one third of individual members.
- (b) Seven days' notice of a special meeting shall be given to members and delegates except in cases of emergency, when only business of immediate importance shall be transacted.

- X.3 (a) Ordinary meetings of the CLP 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 Executive and Campaign Committee.
(b) Seven days' notice of CLP meetings shall be given to members and to delegates.
- X.4 A notice calling an annual, special or ordinary meeting of the CLP shall state as far as possible the business to be transacted.
- X.5 Any notice required to be given under these rules shall be in writing to be delivered by post or by hand to the last address notified in writing to the secretary of this CLP. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.
- X.6 (a) Following any meeting at which new members are endorsed, the membership secretary shall submit on request a list of such members to the head or regional office of the party.
(b) Following each annual meeting of this CLP the secretary shall forward a copy of the constituency annual report accompanied by details of this CLP's constituency and branch accounts and such other information as may be requested by the NEC in the format required by head office and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- X.7 Nominations for Officers, Functional Officers and delegates to other bodies shall in all instances be made in writing, by letter or email, at least 48 hours prior to the meeting concerned to the Secretary or designated NEC representative, who shall publish them in an agenda for the meeting and prepare ballot papers. Vacancies which are unfilled or casual vacancies which arise shall be filled at the next ordinary meeting on the basis only of written nominations. Valid nominations are those from the member concerned, or from two members acting as proposer and seconder, or from a party or affiliated organisation. An opportunity should be given to nominees to address members at the meeting and/or answer questions at the discretion of the chair or the NEC representative.

Clause XI – The party conference

- XI.1 Subject to the conditions laid down in the rules of party conference and the constitutional rules of the party, this CLP may appoint to any party conference convened under clause VI of the 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 as defined in clause VII.2a of these rules.
- XI.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.
- XI.3 Where the individual women's membership within this CLP is 400 or more, an additional woman delegate may be appointed.
- XI.4 Where the individual Young Labour membership within this CLP is 100 or more, an additional delegate under the age of 23 may be appointed.
- XI.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 National Executive Committee, a member of the Conference Arrangements Committee, or a member of the National Constitutional Committee due for re-election that year.

Clause XII – Duties of the CLP Member and Delegate Meetings

- XII.1 The general provisions of the constitution, rules and standing orders of the Labour Party shall apply to this CLP and the CLP member and delegate meetings have a duty to act within and uphold such provisions.
- XII.2 The CLP member and delegate meetings shall be responsible for establishing objectives for the party in the constituency through political debate and policy discussion, setting targets for development of party organisation and campaigning in the area and promoting links with the wider community as recommended by the CLP Executive and Campaign Committee.
- XII.3 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.
- XII.4 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 Labour Party, the national treasurer and auditors, and the appropriate sections of the National Executive, and National Constitutional Committees. Such ballots to be conducted in accordance with

guidelines laid down by the NEC and subject to the provisions of the procedural rules in chapter 4 of the national rules.

- XII.6 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.
- XII.7 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 national party with regard to its obligations under the act, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this CLP.

Clause XIII – Disciplinary

It shall be the duty of the Executive and Campaign Committee of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Labour 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

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

Clause XV – Local government candidates

Local government candidates shall 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

These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual meeting of the General Committee by a vote of two thirds of delegates present, subject to the approval of the NEC (see VII.3 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, as applicable, the Scottish General Secretary, Welsh General Secretary or regional director of the party on behalf of the NEC.

Amended December 2011

Rules for Birmingham Birmingham Northfield Constituency Labour Party

Clause I – Name

The Birmingham Birmingham Northfield Constituency Labour Party, hereinafter named ‘this CLP’

Clause II – Aims and values

II.1 National

The aims and values of the Labour Party as outlined in Clause IV of the national constitutional rules shall apply to this CLP.

II.2 Constituency

- (a) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation, branches throughout the constituency and to co-ordinate their activities.
- (b) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Labour 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 Labour 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 of the party by ensuring that a full range of party activities are available to them 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. This shall include the establishment of local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by the appropriate regional director operating to guidelines produced by the NEC.

Clause III – Affiliated organisations

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

- (a) trade unions or branches thereof affiliated to the Trade Union Congress or considered by the NEC to be bona fide trade unions affiliated to the party nationally. Where provided by the structure of an affiliated organisation, sub-sections of branches may affiliate separately at the discretion of the regional director of the party in agreement with the appropriate authority of the affiliated trade union
- (b) co-operative societies, branches of the Co-operative Party and other co-operative organisations
- (c) branches of those socialist societies affiliated to the Labour Party nationally
- (d) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

III.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

IV. 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

- V.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 (chapter 2).
- V.2 The constitutional rights of individual members of the party within this constituency shall operate only in the branch in which they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- V.3 Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the regional director.
- V.4 Individual members of the party between 15 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 regional director.

Clause VI – Method of organisation

- VI.1
 - (a) There shall be established throughout the constituency a branch coterminous with the area of each local government ward.
 - (b) A branch established in accordance with this rule shall consist only of those individual members of the party within this CLP who reside or are registered as electors within the area covered by the branch.
 - (c) Branches shall operate in accordance with the rules for Labour 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 constituency. The public activities of a branch shall be approved by the Executive and Campaign Committee of this CLP.
 - (d) Where the Executive and Campaign Committee considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.
 - (e) The Executive and Campaign Committee may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this party's constitutional obligations.
- VI.2 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.
- VI.3 There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.
- VI.4 There may be established an ethnic minorities forum to co-ordinate work among Black, Asian, Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC.

Clause VII – Management

- VII.1 The management of this CLP shall be in the hands of an Executive and Campaign Committee which shall be appointed by and report to CLP meetings of all individual members and delegates elected by affiliated organisations, in accordance with Clause III of these rules. Each affiliated organisation may have a maximum of five delegates to this CLP, except that the Scottish General Secretary, Welsh General Secretary or English regional director with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in the constituency
- VII.2 The basis of representation at CLP member and delegate meetings shall be all individual members and delegates provided that:
 - (a) only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this CLP for the previous year or part thereof to 31 December may be counted in calculating the number of delegates
 - (b) an organisation during the year in which it is affiliated or a party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the General Committee subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

- VII.3 This CLP adopts the rules for CLPs and branches 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 clause X of the constitutional rules. This CLP shall have power to make alterations, amendments or deletions in these rules, subject to the 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 condition 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.
- VII.4 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the party.
- NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.
- The Executive and Campaign Committee shall procure that all legal title to property leasehold and freehold presently held for the CLP shall forthwith be transferred to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
- VII.5 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the party. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by the CLP.

Clause VIII – Conditions for appointment of delegates to this CLP

- VIII.1 Every delegate must be an individual member of the Labour Party in this CLP as described in the membership rules.
- VIII.2 Delegates from affiliated organisations must be bona fide members or paid permanent officials of the organisation appointing them.
- VIII.3 No person shall act as a delegate for more than one organisation/party unit.
- VIII.4 Delegates must either reside or be registered as electors in the constituency.
- VIII.5 Members of Parliament may be appointed as delegates to the all member and delegate meetings in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive and Campaign Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend all member and delegate meetings and Executive and Campaign Committee Meetings of, the CLP they represent and report on their work.
- VIII.6 The term of office of a delegate shall commence with the opening of the annual meeting of members of and delegates to this CLP following their appointment or the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this CLP but they shall not be entitled to attend except as members of the Executive and Campaign Committee of this CLP to tender reports to that meeting but not to vote unless re-appointed as delegates for the appropriate year. All delegates who qualify under these conditions may be re-appointed. It shall be the duty of the secretary of this CLP to invite affiliated organisations to elect their delegates prior to and in time to be called to the annual meeting and to assist this the Executive and Campaign Committee may set a reasonable deadline for the appointment of delegates for that meeting.

Clause IX – Officers

- IX.1 The officers of this CLP and two auditors shall be elected at the annual meeting of members and delegates and shall continue in office until replaced or re-appointed. Officers, auditors, functional officers and members of the Executive and Campaign Committee must be individual members or duly appointed delegates to the CLP.
- IX.2 The officers of this CLP shall be; chair, deputy-chair (and ethnic minorities liaison officer), vice-chair/policy, vice-chair/membership, secretary, treasurer, women's officer, youth/student officer. The women's officer and at least three more of the other full officers of this CLP shall be women. No more than two members of each Branch may be elected as Officers. The team of officers shall provide a strategic lead for the development of the party in the constituency, along with the prospective parliamentary candidate (see clause XIV below) who shall, when endorsed by the National Executive Committee, have the right to attend meetings of the CLP members and delegates and the Executive and Campaign Committee and branches in this CLP to report on her/his work.
- IX.3 In addition the Executive and Campaign Committee may be appoint functional officers, including a campaign co-ordinator, a political education and training officer, an information technology officer,

an ethnic minorities officer, a disability officer, a trade union liaison officer and a fundraising officer who may attend meetings of the Executive and Campaign Committee without voting power. The agent for the parliamentary candidate may also attend Executive and Campaign Committee meetings without voting power.

- IX.4 The Executive and Campaign Committee shall consist of the CLP officers, Branch Officers, campaign organisers from the party branches and delegates from affiliated organisations. 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 and Campaign Committee to represent their interest: this member shall be an ex-officio member with voting powers at CLP meetings of members and delegates.
- IX.5 The Executive and Campaign 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 and Campaign Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the CLP meetings of members and delegates can devote its time to the discussion of policy and party objectives for the constituency.
- IX.6 The treasurer shall be responsible for ensuring the CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.7 The CLP Executive and Campaign Committee shall also nominate one of its officers – which should, unless there are exceptional circumstances, be the CLP Chair – to be the registered deputy treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.8 The 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.
- IX.9 The Executive and Campaign Committee to co-ordinate the public activity of this CLP and shall elect a campaign co-ordinator who, as a functional officer of this CLP, shall: co-ordinate constituency-wide campaigns; liaise with head office and either Scottish Labour, Wales Labour or their English regional office, as the case may be, in the promotion of the party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy at local council, devolved institutions, Westminster and European Parliament level.
- IX.10 Where the campaign co-ordinator is not the election agent, the Executive and Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of the CLP. Where the CLP covers only part of the council area, the agent shall liaise with other agents within that council area in order to ensure a unified and co-ordinated campaign. For Westminster parliamentary elections and elections to the Scottish Parliament or Welsh Assembly, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate regional director and this appointment shall be subject to the approval of the NEC.
- IX.11 It shall be the duty of the Executive and Campaign Committee 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.

Clause X – CLP Meetings of all members and delegates

- X.1 (a) The annual meeting of the CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.
- (b) Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting.
- (c) Twenty eight days' notice of an annual meeting shall be given to all affiliated organisations and to appoint delegates to the CLP.
- (d) Seven days' notice of an annual meeting shall be given to members and delegates appointed in due time.
- X.2 (a) Special meetings of the CLP may be called at the discretion of the Executive and Campaign Committee and shall be called on the written request of at least one third of the affiliated organisations entitled to send delegates to this CLP or one third of individual members.
- (b) Seven days' notice of a special meeting shall be given to members and delegates except in cases of emergency, when only business of immediate importance shall be transacted.

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(b) Seven days' notice of CLP meetings shall be given to members and to delegates.
- X.4 A notice calling an annual, special or ordinary meeting of the CLP shall state as far as possible the business to be transacted.
- X.5 Any notice required to be given under these rules shall be in writing to be delivered by post or by hand to the last address notified in writing to the secretary of this CLP. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.
- X.6 (a) Following any meeting at which new members are endorsed, the membership secretary shall submit on request a list of such members to the head or regional office of the party.
(b) Following each annual meeting of this CLP the secretary shall forward a copy of the constituency annual report accompanied by details of this CLP's constituency and branch accounts and such other information as may be requested by the NEC in the format required by head office and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- X.7 Nominations for Officers, Functional Officers and delegates to other bodies shall in all instances be made in writing, by letter or email, at least 48 hours prior to the meeting concerned to the Secretary or designated NEC representative, who shall publish them in an agenda for the meeting and prepare ballot papers. Vacancies which are unfilled or casual vacancies which arise shall be filled at the next ordinary meeting on the basis only of written nominations. Valid nominations are those from the member concerned, or from two members acting as proposer and seconder, or from a party or affiliated organisation. An opportunity should be given to nominees to address members at the meeting and/or answer questions at the discretion of the chair or the NEC representative.

Clause XI – The party conference

- XI.1 Subject to the conditions laid down in the rules of party conference and the constitutional rules of the party, this CLP may appoint to any party conference convened under clause VI of the 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 as defined in clause VII.2a of these rules.
- XI.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.
- XI.3 Where the individual women's membership within this CLP is 400 or more, an additional woman delegate may be appointed.
- XI.4 Where the individual Young Labour membership within this CLP is 100 or more, an additional delegate under the age of 23 may be appointed.
- XI.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 National Executive Committee, a member of the Conference Arrangements Committee, or a member of the National Constitutional Committee due for re-election that year.

Clause XII – Duties of the CLP Member and Delegate Meetings

- XII.1 The general provisions of the constitution, rules and standing orders of the Labour Party shall apply to this CLP and the CLP member and delegate meetings have a duty to act within and uphold such provisions.
- XII.2 The CLP member and delegate meetings shall be responsible for establishing objectives for the party in the constituency through political debate and policy discussion, setting targets for development of party organisation and campaigning in the area and promoting links with the wider community as recommended by the CLP Executive and Campaign Committee.
- XII.3 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.
- XII.4 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 Labour Party, the national treasurer and auditors, and the appropriate sections of the National Executive, and National Constitutional Committees. Such ballots to be conducted in accordance with

guidelines laid down by the NEC and subject to the provisions of the procedural rules in chapter 4 of the national rules.

- XII.6 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.
- XII.7 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 national party with regard to its obligations under the act, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this CLP.

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It shall be the duty of the Executive and Campaign Committee of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Labour 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

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

Clause XV – Local government candidates

Local government candidates shall 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

These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual meeting of the General Committee by a vote of two thirds of delegates present, subject to the approval of the NEC (see VII.3 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, as applicable, the Scottish General Secretary, Welsh General Secretary or regional director of the party on behalf of the NEC.

Amended December 2011

Rules for Birmingham Birmingham Perry Barr Constituency Labour Party

Clause I – Name

The Birmingham Birmingham Perry Barr Constituency Labour Party, hereinafter named ‘this CLP’

Clause II – Aims and values

II.1 National

The aims and values of the Labour Party as outlined in Clause IV of the national constitutional rules shall apply to this CLP.

II.2 Constituency

- (a) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation, branches throughout the constituency and to co-ordinate their activities.
- (b) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Labour 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 Labour 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 of the party by ensuring that a full range of party activities are available to them 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. This shall include the establishment of local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by the appropriate regional director operating to guidelines produced by the NEC.

Clause III – Affiliated organisations

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

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- (b) co-operative societies, branches of the Co-operative Party and other co-operative organisations
- (c) branches of those socialist societies affiliated to the Labour Party nationally
- (d) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

III.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.

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IV. 1 Affiliation fees and contributions payable to this CLP shall be:

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- (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

- V.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 (chapter 2).
- V.2 The constitutional rights of individual members of the party within this constituency shall operate only in the branch in which they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- V.3 Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the regional director.
- V.4 Individual members of the party between 15 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 regional director.

Clause VI – Method of organisation

- VI.1
 - (a) There shall be established throughout the constituency a branch coterminous with the area of each local government ward.
 - (b) A branch established in accordance with this rule shall consist only of those individual members of the party within this CLP who reside or are registered as electors within the area covered by the branch.
 - (c) Branches shall operate in accordance with the rules for Labour 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 constituency. The public activities of a branch shall be approved by the Executive and Campaign Committee of this CLP.
 - (d) Where the Executive and Campaign Committee considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.
 - (e) The Executive and Campaign Committee may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this party's constitutional obligations.
- VI.2 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.
- VI.3 There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.
- VI.4 There may be established an ethnic minorities forum to co-ordinate work among Black, Asian, Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC.

Clause VII – Management

- VII.1 The management of this CLP shall be in the hands of an Executive and Campaign Committee which shall be appointed by and report to CLP meetings of all individual members and delegates elected by affiliated organisations, in accordance with Clause III of these rules. Each affiliated organisation may have a maximum of five delegates to this CLP, except that the Scottish General Secretary, Welsh General Secretary or English regional director with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in the constituency
- VII.2 The basis of representation at CLP member and delegate meetings shall be all individual members and delegates provided that:
 - (a) only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this CLP for the previous year or part thereof to 31 December may be counted in calculating the number of delegates
 - (b) an organisation during the year in which it is affiliated or a party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the General Committee subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

- VII.3 This CLP adopts the rules for CLPs and branches 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 clause X of the constitutional rules. This CLP shall have power to make alterations, amendments or deletions in these rules, subject to the 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 condition 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.
- VII.4 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the party.
- NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.
- The Executive and Campaign Committee shall procure that all legal title to property leasehold and freehold presently held for the CLP shall forthwith be transferred to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
- VII.5 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the party. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by the CLP.

Clause VIII – Conditions for appointment of delegates to this CLP

- VIII.1 Every delegate must be an individual member of the Labour Party in this CLP as described in the membership rules.
- VIII.2 Delegates from affiliated organisations must be bona fide members or paid permanent officials of the organisation appointing them.
- VIII.3 No person shall act as a delegate for more than one organisation/party unit.
- VIII.4 Delegates must either reside or be registered as electors in the constituency.
- VIII.5 Members of Parliament may be appointed as delegates to the all member and delegate meetings in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive and Campaign Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend all member and delegate meetings and Executive and Campaign Committee Meetings of, the CLP they represent and report on their work.
- VIII.6 The term of office of a delegate shall commence with the opening of the annual meeting of members of and delegates to this CLP following their appointment or the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this CLP but they shall not be entitled to attend except as members of the Executive and Campaign Committee of this CLP to tender reports to that meeting but not to vote unless re-appointed as delegates for the appropriate year. All delegates who qualify under these conditions may be re-appointed. It shall be the duty of the secretary of this CLP to invite affiliated organisations to elect their delegates prior to and in time to be called to the annual meeting and to assist this the Executive and Campaign Committee may set a reasonable deadline for the appointment of delegates for that meeting.

Clause IX – Officers

- IX.1 The officers of this CLP and two auditors shall be elected at the annual meeting of members and delegates and shall continue in office until replaced or re-appointed. Officers, auditors, functional officers and members of the Executive and Campaign Committee must be individual members or duly appointed delegates to the CLP.
- IX.2 The officers of this CLP shall be; chair, deputy-chair (and ethnic minorities liaison officer), vice-chair/policy, vice-chair/membership, secretary, treasurer, women's officer, youth/student officer. The women's officer and at least three more of the other full officers of this CLP shall be women. No more than two members of each Branch may be elected as Officers. The team of officers shall provide a strategic lead for the development of the party in the constituency, along with the prospective parliamentary candidate (see clause XIV below) who shall, when endorsed by the National Executive Committee, have the right to attend meetings of the CLP members and delegates and the Executive and Campaign Committee and branches in this CLP to report on her/his work.
- IX.3 In addition the Executive and Campaign Committee may be appoint functional officers, including a campaign co-ordinator, a political education and training officer, an information technology officer,

an ethnic minorities officer, a disability officer, a trade union liaison officer and a fundraising officer who may attend meetings of the Executive and Campaign Committee without voting power. The agent for the parliamentary candidate may also attend Executive and Campaign Committee meetings without voting power.

- IX.4 The Executive and Campaign Committee shall consist of the CLP officers, Branch Officers, campaign organisers from the party branches and delegates from affiliated organisations. 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 and Campaign Committee to represent their interest: this member shall be an ex-officio member with voting powers at CLP meetings of members and delegates.
- IX.5 The Executive and Campaign 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 and Campaign Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the CLP meetings of members and delegates can devote its time to the discussion of policy and party objectives for the constituency.
- IX.6 The treasurer shall be responsible for ensuring the CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.7 The CLP Executive and Campaign Committee shall also nominate one of its officers – which should, unless there are exceptional circumstances, be the CLP Chair – to be the registered deputy treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.8 The 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.
- IX.9 The Executive and Campaign Committee to co-ordinate the public activity of this CLP and shall elect a campaign co-ordinator who, as a functional officer of this CLP, shall: co-ordinate constituency-wide campaigns; liaise with head office and either Scottish Labour, Wales Labour or their English regional office, as the case may be, in the promotion of the party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy at local council, devolved institutions, Westminster and European Parliament level.
- IX.10 Where the campaign co-ordinator is not the election agent, the Executive and Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of the CLP. Where the CLP covers only part of the council area, the agent shall liaise with other agents within that council area in order to ensure a unified and co-ordinated campaign. For Westminster parliamentary elections and elections to the Scottish Parliament or Welsh Assembly, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate regional director and this appointment shall be subject to the approval of the NEC.
- IX.11 It shall be the duty of the Executive and Campaign Committee 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.

Clause X – CLP Meetings of all members and delegates

- X.1
 - (a) The annual meeting of the CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.
 - (b) Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting.
 - (c) Twenty eight days' notice of an annual meeting shall be given to all affiliated organisations and to appoint delegates to the CLP.
 - (d) Seven days' notice of an annual meeting shall be given to members and delegates appointed in due time.
- X.2
 - (a) Special meetings of the CLP may be called at the discretion of the Executive and Campaign Committee and shall be called on the written request of at least one third of the affiliated organisations entitled to send delegates to this CLP or one third of individual members.
 - (b) Seven days' notice of a special meeting shall be given to members and delegates except in cases of emergency, when only business of immediate importance shall be transacted.

- X.3 (a) Ordinary meetings of the CLP 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 Executive and Campaign Committee.
(b) Seven days' notice of CLP meetings shall be given to members and to delegates.
- X.4 A notice calling an annual, special or ordinary meeting of the CLP shall state as far as possible the business to be transacted.
- X.5 Any notice required to be given under these rules shall be in writing to be delivered by post or by hand to the last address notified in writing to the secretary of this CLP. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.
- X.6 (a) Following any meeting at which new members are endorsed, the membership secretary shall submit on request a list of such members to the head or regional office of the party.
(b) Following each annual meeting of this CLP the secretary shall forward a copy of the constituency annual report accompanied by details of this CLP's constituency and branch accounts and such other information as may be requested by the NEC in the format required by head office and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- X.7 Nominations for Officers, Functional Officers and delegates to other bodies shall in all instances be made in writing, by letter or email, at least 48 hours prior to the meeting concerned to the Secretary or designated NEC representative, who shall publish them in an agenda for the meeting and prepare ballot papers. Vacancies which are unfilled or casual vacancies which arise shall be filled at the next ordinary meeting on the basis only of written nominations. Valid nominations are those from the member concerned, or from two members acting as proposer and seconder, or from a party or affiliated organisation. An opportunity should be given to nominees to address members at the meeting and/or answer questions at the discretion of the chair or the NEC representative.

Clause XI – The party conference

- XI.1 Subject to the conditions laid down in the rules of party conference and the constitutional rules of the party, this CLP may appoint to any party conference convened under clause VI of the 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 as defined in clause VII.2a of these rules.
- XI.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.
- XI.3 Where the individual women's membership within this CLP is 400 or more, an additional woman delegate may be appointed.
- XI.4 Where the individual Young Labour membership within this CLP is 100 or more, an additional delegate under the age of 23 may be appointed.
- XI.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 National Executive Committee, a member of the Conference Arrangements Committee, or a member of the National Constitutional Committee due for re-election that year.

Clause XII – Duties of the CLP Member and Delegate Meetings

- XII.1 The general provisions of the constitution, rules and standing orders of the Labour Party shall apply to this CLP and the CLP member and delegate meetings have a duty to act within and uphold such provisions.
- XII.2 The CLP member and delegate meetings shall be responsible for establishing objectives for the party in the constituency through political debate and policy discussion, setting targets for development of party organisation and campaigning in the area and promoting links with the wider community as recommended by the CLP Executive and Campaign Committee.
- XII.3 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.
- XII.4 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 Labour Party, the national treasurer and auditors, and the appropriate sections of the National Executive, and National Constitutional Committees. Such ballots to be conducted in accordance with

guidelines laid down by the NEC and subject to the provisions of the procedural rules in chapter 4 of the national rules.

- XII.6 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.
- XII.7 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 national party with regard to its obligations under the act, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this CLP.

Clause XIII – Disciplinary

It shall be the duty of the Executive and Campaign Committee of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Labour 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

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

Clause XV – Local government candidates

Local government candidates shall 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

These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual meeting of the General Committee by a vote of two thirds of delegates present, subject to the approval of the NEC (see VII.3 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, as applicable, the Scottish General Secretary, Welsh General Secretary or regional director of the party on behalf of the NEC.

Amended December 2011

Rules for Birmingham Birmingham Selly Oak Constituency Labour Party

Clause I – Name

The Birmingham Birmingham Selly Oak Constituency Labour Party, hereinafter named 'this CLP'

Clause II – Aims and values

II.1 National

The aims and values of the Labour Party as outlined in Clause IV of the national constitutional rules shall apply to this CLP.

II.2 Constituency

- (a) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation, branches throughout the constituency and to co-ordinate their activities.
- (b) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Labour 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 Labour 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 of the party by ensuring that a full range of party activities are available to them 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. This shall include the establishment of local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by the appropriate regional director operating to guidelines produced by the NEC.

Clause III – Affiliated organisations

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

- (a) trade unions or branches thereof affiliated to the Trade Union Congress or considered by the NEC to be bona fide trade unions affiliated to the party nationally. Where provided by the structure of an affiliated organisation, sub-sections of branches may affiliate separately at the discretion of the regional director of the party in agreement with the appropriate authority of the affiliated trade union
- (b) co-operative societies, branches of the Co-operative Party and other co-operative organisations
- (c) branches of those socialist societies affiliated to the Labour Party nationally
- (d) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

III.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

IV. 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

- V.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 (chapter 2).
- V.2 The constitutional rights of individual members of the party within this constituency shall operate only in the branch in which they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- V.3 Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the regional director.
- V.4 Individual members of the party between 15 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 regional director.

Clause VI – Method of organisation

- VI.1
 - (a) There shall be established throughout the constituency a branch coterminous with the area of each local government ward.
 - (b) A branch established in accordance with this rule shall consist only of those individual members of the party within this CLP who reside or are registered as electors within the area covered by the branch.
 - (c) Branches shall operate in accordance with the rules for Labour 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 constituency. The public activities of a branch shall be approved by the Executive and Campaign Committee of this CLP.
 - (d) Where the Executive and Campaign Committee considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.
 - (e) The Executive and Campaign Committee may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this party's constitutional obligations.
- VI.2 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.
- VI.3 There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.
- VI.4 There may be established an ethnic minorities forum to co-ordinate work among Black, Asian, Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC.

Clause VII – Management

- VII.1 The management of this CLP shall be in the hands of an Executive and Campaign Committee which shall be appointed by and report to CLP meetings of all individual members and delegates elected by affiliated organisations, in accordance with Clause III of these rules. Each affiliated organisation may have a maximum of five delegates to this CLP, except that the Scottish General Secretary, Welsh General Secretary or English regional director with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in the constituency
- VII.2 The basis of representation at CLP member and delegate meetings shall be all individual members and delegates provided that:
 - (a) only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this CLP for the previous year or part thereof to 31 December may be counted in calculating the number of delegates
 - (b) an organisation during the year in which it is affiliated or a party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the General Committee subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

- VII.3 This CLP adopts the rules for CLPs and branches 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 clause X of the constitutional rules. This CLP shall have power to make alterations, amendments or deletions in these rules, subject to the 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 condition 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.
- VII.4 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the party.
- NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.
- The Executive and Campaign Committee shall procure that all legal title to property leasehold and freehold presently held for the CLP shall forthwith be transferred to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
- VII.5 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the party. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by the CLP.

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- VIII.1 Every delegate must be an individual member of the Labour Party in this CLP as described in the membership rules.
- VIII.2 Delegates from affiliated organisations must be bona fide members or paid permanent officials of the organisation appointing them.
- VIII.3 No person shall act as a delegate for more than one organisation/party unit.
- VIII.4 Delegates must either reside or be registered as electors in the constituency.
- VIII.5 Members of Parliament may be appointed as delegates to the all member and delegate meetings in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive and Campaign Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend all member and delegate meetings and Executive and Campaign Committee Meetings of, the CLP they represent and report on their work.
- VIII.6 The term of office of a delegate shall commence with the opening of the annual meeting of members of and delegates to this CLP following their appointment or the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this CLP but they shall not be entitled to attend except as members of the Executive and Campaign Committee of this CLP to tender reports to that meeting but not to vote unless re-appointed as delegates for the appropriate year. All delegates who qualify under these conditions may be re-appointed. It shall be the duty of the secretary of this CLP to invite affiliated organisations to elect their delegates prior to and in time to be called to the annual meeting and to assist this the Executive and Campaign Committee may set a reasonable deadline for the appointment of delegates for that meeting.

Clause IX – Officers

- IX.1 The officers of this CLP and two auditors shall be elected at the annual meeting of members and delegates and shall continue in office until replaced or re-appointed. Officers, auditors, functional officers and members of the Executive and Campaign Committee must be individual members or duly appointed delegates to the CLP.
- IX.2 The officers of this CLP shall be; chair, deputy-chair (and ethnic minorities liaison officer), vice-chair/policy, vice-chair/membership, secretary, treasurer, women's officer, youth/student officer. The women's officer and at least three more of the other full officers of this CLP shall be women. No more than two members of each Branch may be elected as Officers. The team of officers shall provide a strategic lead for the development of the party in the constituency, along with the prospective parliamentary candidate (see clause XIV below) who shall, when endorsed by the National Executive Committee, have the right to attend meetings of the CLP members and delegates and the Executive and Campaign Committee and branches in this CLP to report on her/his work.
- IX.3 In addition the Executive and Campaign Committee may be appoint functional officers, including a campaign co-ordinator, a political education and training officer, an information technology officer,

an ethnic minorities officer, a disability officer, a trade union liaison officer and a fundraising officer who may attend meetings of the Executive and Campaign Committee without voting power. The agent for the parliamentary candidate may also attend Executive and Campaign Committee meetings without voting power.

- IX.4 The Executive and Campaign Committee shall consist of the CLP officers, Branch Officers, campaign organisers from the party branches and delegates from affiliated organisations. 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 and Campaign Committee to represent their interest: this member shall be an ex-officio member with voting powers at CLP meetings of members and delegates.
- IX.5 The Executive and Campaign 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 and Campaign Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the CLP meetings of members and delegates can devote its time to the discussion of policy and party objectives for the constituency.
- IX.6 The treasurer shall be responsible for ensuring the CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.7 The CLP Executive and Campaign Committee shall also nominate one of its officers – which should, unless there are exceptional circumstances, be the CLP Chair – to be the registered deputy treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.8 The 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.
- IX.9 The Executive and Campaign Committee to co-ordinate the public activity of this CLP and shall elect a campaign co-ordinator who, as a functional officer of this CLP, shall: co-ordinate constituency-wide campaigns; liaise with head office and either Scottish Labour, Wales Labour or their English regional office, as the case may be, in the promotion of the party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy at local council, devolved institutions, Westminster and European Parliament level.
- IX.10 Where the campaign co-ordinator is not the election agent, the Executive and Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of the CLP. Where the CLP covers only part of the council area, the agent shall liaise with other agents within that council area in order to ensure a unified and co-ordinated campaign. For Westminster parliamentary elections and elections to the Scottish Parliament or Welsh Assembly, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate regional director and this appointment shall be subject to the approval of the NEC.
- IX.11 It shall be the duty of the Executive and Campaign Committee 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.

Clause X – CLP Meetings of all members and delegates

- X.1 (a) The annual meeting of the CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.
- (b) Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting.
- (c) Twenty eight days' notice of an annual meeting shall be given to all affiliated organisations and to appoint delegates to the CLP.
- (d) Seven days' notice of an annual meeting shall be given to members and delegates appointed in due time.
- X.2 (a) Special meetings of the CLP may be called at the discretion of the Executive and Campaign Committee and shall be called on the written request of at least one third of the affiliated organisations entitled to send delegates to this CLP or one third of individual members.
- (b) Seven days' notice of a special meeting shall be given to members and delegates except in cases of emergency, when only business of immediate importance shall be transacted.

- X.3 (a) Ordinary meetings of the CLP 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 Executive and Campaign Committee.
(b) Seven days' notice of CLP meetings shall be given to members and to delegates.
- X.4 A notice calling an annual, special or ordinary meeting of the CLP shall state as far as possible the business to be transacted.
- X.5 Any notice required to be given under these rules shall be in writing to be delivered by post or by hand to the last address notified in writing to the secretary of this CLP. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.
- X.6 (a) Following any meeting at which new members are endorsed, the membership secretary shall submit on request a list of such members to the head or regional office of the party.
(b) Following each annual meeting of this CLP the secretary shall forward a copy of the constituency annual report accompanied by details of this CLP's constituency and branch accounts and such other information as may be requested by the NEC in the format required by head office and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- X.7 Nominations for Officers, Functional Officers and delegates to other bodies shall in all instances be made in writing, by letter or email, at least 48 hours prior to the meeting concerned to the Secretary or designated NEC representative, who shall publish them in an agenda for the meeting and prepare ballot papers. Vacancies which are unfilled or casual vacancies which arise shall be filled at the next ordinary meeting on the basis only of written nominations. Valid nominations are those from the member concerned, or from two members acting as proposer and seconder, or from a party or affiliated organisation. An opportunity should be given to nominees to address members at the meeting and/or answer questions at the discretion of the chair or the NEC representative.

Clause XI – The party conference

- XI.1 Subject to the conditions laid down in the rules of party conference and the constitutional rules of the party, this CLP may appoint to any party conference convened under clause VI of the 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 as defined in clause VII.2a of these rules.
- XI.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.
- XI.3 Where the individual women's membership within this CLP is 400 or more, an additional woman delegate may be appointed.
- XI.4 Where the individual Young Labour membership within this CLP is 100 or more, an additional delegate under the age of 23 may be appointed.
- XI.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 National Executive Committee, a member of the Conference Arrangements Committee, or a member of the National Constitutional Committee due for re-election that year.

Clause XII – Duties of the CLP Member and Delegate Meetings

- XII.1 The general provisions of the constitution, rules and standing orders of the Labour Party shall apply to this CLP and the CLP member and delegate meetings have a duty to act within and uphold such provisions.
- XII.2 The CLP member and delegate meetings shall be responsible for establishing objectives for the party in the constituency through political debate and policy discussion, setting targets for development of party organisation and campaigning in the area and promoting links with the wider community as recommended by the CLP Executive and Campaign Committee.
- XII.3 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.
- XII.4 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 Labour Party, the national treasurer and auditors, and the appropriate sections of the National Executive, and National Constitutional Committees. Such ballots to be conducted in accordance with

guidelines laid down by the NEC and subject to the provisions of the procedural rules in chapter 4 of the national rules.

- XII.6 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.
- XII.7 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 national party with regard to its obligations under the act, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this CLP.

Clause XIII – Disciplinary

It shall be the duty of the Executive and Campaign Committee of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Labour 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

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

Clause XV – Local government candidates

Local government candidates shall 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

These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual meeting of the General Committee by a vote of two thirds of delegates present, subject to the approval of the NEC (see VII.3 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, as applicable, the Scottish General Secretary, Welsh General Secretary or regional director of the party on behalf of the NEC.

Amended December 2011

Rules for Birmingham Birmingham Yardley Constituency Labour Party

Clause I – Name

The Birmingham Birmingham Yardley Constituency Labour Party, hereinafter named ‘this CLP’

Clause II – Aims and values

II.1 National

The aims and values of the Labour Party as outlined in Clause IV of the national constitutional rules shall apply to this CLP.

II.2 Constituency

- (a) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation, branches throughout the constituency and to co-ordinate their activities.
- (b) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Labour 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 Labour 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 of the party by ensuring that a full range of party activities are available to them 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. This shall include the establishment of local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by the appropriate regional director operating to guidelines produced by the NEC.

Clause III – Affiliated organisations

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

- (a) trade unions or branches thereof affiliated to the Trade Union Congress or considered by the NEC to be bona fide trade unions affiliated to the party nationally. Where provided by the structure of an affiliated organisation, sub-sections of branches may affiliate separately at the discretion of the regional director of the party in agreement with the appropriate authority of the affiliated trade union
- (b) co-operative societies, branches of the Co-operative Party and other co-operative organisations
- (c) branches of those socialist societies affiliated to the Labour Party nationally
- (d) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

III.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

IV. 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

- V.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 (chapter 2).
- V.2 The constitutional rights of individual members of the party within this constituency shall operate only in the branch in which they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- V.3 Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the regional director.
- V.4 Individual members of the party between 15 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 regional director.

Clause VI – Method of organisation

- VI.1
 - (a) There shall be established throughout the constituency a branch coterminous with the area of each local government ward.
 - (b) A branch established in accordance with this rule shall consist only of those individual members of the party within this CLP who reside or are registered as electors within the area covered by the branch.
 - (c) Branches shall operate in accordance with the rules for Labour 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 constituency. The public activities of a branch shall be approved by the Executive and Campaign Committee of this CLP.
 - (d) Where the Executive and Campaign Committee considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.
 - (e) The Executive and Campaign Committee may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this party's constitutional obligations.
- VI.2 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.
- VI.3 There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.
- VI.4 There may be established an ethnic minorities forum to co-ordinate work among Black, Asian, Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC.

Clause VII – Management

- VII.1 The management of this CLP shall be in the hands of an Executive and Campaign Committee which shall be appointed by and report to CLP meetings of all individual members and delegates elected by affiliated organisations, in accordance with Clause III of these rules. Each affiliated organisation may have a maximum of five delegates to this CLP, except that the Scottish General Secretary, Welsh General Secretary or English regional director with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in the constituency
- VII.2 The basis of representation at CLP member and delegate meetings shall be all individual members and delegates provided that:
 - (a) only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this CLP for the previous year or part thereof to 31 December may be counted in calculating the number of delegates
 - (b) an organisation during the year in which it is affiliated or a party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the General Committee subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

- VII.3 This CLP adopts the rules for CLPs and branches 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 clause X of the constitutional rules. This CLP shall have power to make alterations, amendments or deletions in these rules, subject to the 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 condition 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.
- VII.4 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the party.
- NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.
- The Executive and Campaign Committee shall procure that all legal title to property leasehold and freehold presently held for the CLP shall forthwith be transferred to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
- VII.5 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the party. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by the CLP.

Clause VIII – Conditions for appointment of delegates to this CLP

- VIII.1 Every delegate must be an individual member of the Labour Party in this CLP as described in the membership rules.
- VIII.2 Delegates from affiliated organisations must be bona fide members or paid permanent officials of the organisation appointing them.
- VIII.3 No person shall act as a delegate for more than one organisation/party unit.
- VIII.4 Delegates must either reside or be registered as electors in the constituency.
- VIII.5 Members of Parliament may be appointed as delegates to the all member and delegate meetings in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive and Campaign Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend all member and delegate meetings and Executive and Campaign Committee Meetings of, the CLP they represent and report on their work.
- VIII.6 The term of office of a delegate shall commence with the opening of the annual meeting of members of and delegates to this CLP following their appointment or the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this CLP but they shall not be entitled to attend except as members of the Executive and Campaign Committee of this CLP to tender reports to that meeting but not to vote unless re-appointed as delegates for the appropriate year. All delegates who qualify under these conditions may be re-appointed. It shall be the duty of the secretary of this CLP to invite affiliated organisations to elect their delegates prior to and in time to be called to the annual meeting and to assist this the Executive and Campaign Committee may set a reasonable deadline for the appointment of delegates for that meeting.

Clause IX – Officers

- IX.1 The officers of this CLP and two auditors shall be elected at the annual meeting of members and delegates and shall continue in office until replaced or re-appointed. Officers, auditors, functional officers and members of the Executive and Campaign Committee must be individual members or duly appointed delegates to the CLP.
- IX.2 The officers of this CLP shall be; chair, deputy-chair (and ethnic minorities liaison officer), vice-chair/policy, vice-chair/membership, secretary, treasurer, women's officer, youth/student officer. The women's officer and at least three more of the other full officers of this CLP shall be women. No more than two members of each Branch may be elected as Officers. The team of officers shall provide a strategic lead for the development of the party in the constituency, along with the prospective parliamentary candidate (see clause XIV below) who shall, when endorsed by the National Executive Committee, have the right to attend meetings of the CLP members and delegates and the Executive and Campaign Committee and branches in this CLP to report on her/his work.
- IX.3 In addition the Executive and Campaign Committee may be appoint functional officers, including a campaign co-ordinator, a political education and training officer, an information technology officer,

an ethnic minorities officer, a disability officer, a trade union liaison officer and a fundraising officer who may attend meetings of the Executive and Campaign Committee without voting power. The agent for the parliamentary candidate may also attend Executive and Campaign Committee meetings without voting power.

- IX.4 The Executive and Campaign Committee shall consist of the CLP officers, Branch Officers, campaign organisers from the party branches and delegates from affiliated organisations. 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 and Campaign Committee to represent their interest: this member shall be an ex-officio member with voting powers at CLP meetings of members and delegates.
- IX.5 The Executive and Campaign 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 and Campaign Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the CLP meetings of members and delegates can devote its time to the discussion of policy and party objectives for the constituency.
- IX.6 The treasurer shall be responsible for ensuring the CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.7 The CLP Executive and Campaign Committee shall also nominate one of its officers – which should, unless there are exceptional circumstances, be the CLP Chair – to be the registered deputy treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.8 The 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.
- IX.9 The Executive and Campaign Committee to co-ordinate the public activity of this CLP and shall elect a campaign co-ordinator who, as a functional officer of this CLP, shall: co-ordinate constituency-wide campaigns; liaise with head office and either Scottish Labour, Wales Labour or their English regional office, as the case may be, in the promotion of the party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy at local council, devolved institutions, Westminster and European Parliament level.
- IX.10 Where the campaign co-ordinator is not the election agent, the Executive and Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of the CLP. Where the CLP covers only part of the council area, the agent shall liaise with other agents within that council area in order to ensure a unified and co-ordinated campaign. For Westminster parliamentary elections and elections to the Scottish Parliament or Welsh Assembly, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate regional director and this appointment shall be subject to the approval of the NEC.
- IX.11 It shall be the duty of the Executive and Campaign Committee 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.

Clause X – CLP Meetings of all members and delegates

- X.1 (a) The annual meeting of the CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.
- (b) Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting.
- (c) Twenty eight days' notice of an annual meeting shall be given to all affiliated organisations and to appoint delegates to the CLP.
- (d) Seven days' notice of an annual meeting shall be given to members and delegates appointed in due time.
- X.2 (a) Special meetings of the CLP may be called at the discretion of the Executive and Campaign Committee and shall be called on the written request of at least one third of the affiliated organisations entitled to send delegates to this CLP or one third of individual members.
- (b) Seven days' notice of a special meeting shall be given to members and delegates except in cases of emergency, when only business of immediate importance shall be transacted.

- X.3 (a) Ordinary meetings of the CLP 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 Executive and Campaign Committee.
(b) Seven days' notice of CLP meetings shall be given to members and to delegates.
- X.4 A notice calling an annual, special or ordinary meeting of the CLP shall state as far as possible the business to be transacted.
- X.5 Any notice required to be given under these rules shall be in writing to be delivered by post or by hand to the last address notified in writing to the secretary of this CLP. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.
- X.6 (a) Following any meeting at which new members are endorsed, the membership secretary shall submit on request a list of such members to the head or regional office of the party.
(b) Following each annual meeting of this CLP the secretary shall forward a copy of the constituency annual report accompanied by details of this CLP's constituency and branch accounts and such other information as may be requested by the NEC in the format required by head office and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- X.7 Nominations for Officers, Functional Officers and delegates to other bodies shall in all instances be made in writing, by letter or email, at least 48 hours prior to the meeting concerned to the Secretary or designated NEC representative, who shall publish them in an agenda for the meeting and prepare ballot papers. Vacancies which are unfilled or casual vacancies which arise shall be filled at the next ordinary meeting on the basis only of written nominations. Valid nominations are those from the member concerned, or from two members acting as proposer and seconder, or from a party or affiliated organisation. An opportunity should be given to nominees to address members at the meeting and/or answer questions at the discretion of the chair or the NEC representative.

Clause XI – The party conference

- XI.1 Subject to the conditions laid down in the rules of party conference and the constitutional rules of the party, this CLP may appoint to any party conference convened under clause VI of the 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 as defined in clause VII.2a of these rules.
- XI.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.
- XI.3 Where the individual women's membership within this CLP is 400 or more, an additional woman delegate may be appointed.
- XI.4 Where the individual Young Labour membership within this CLP is 100 or more, an additional delegate under the age of 23 may be appointed.
- XI.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 National Executive Committee, a member of the Conference Arrangements Committee, or a member of the National Constitutional Committee due for re-election that year.

Clause XII – Duties of the CLP Member and Delegate Meetings

- XII.1 The general provisions of the constitution, rules and standing orders of the Labour Party shall apply to this CLP and the CLP member and delegate meetings have a duty to act within and uphold such provisions.
- XII.2 The CLP member and delegate meetings shall be responsible for establishing objectives for the party in the constituency through political debate and policy discussion, setting targets for development of party organisation and campaigning in the area and promoting links with the wider community as recommended by the CLP Executive and Campaign Committee.
- XII.3 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.
- XII.4 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 Labour Party, the national treasurer and auditors, and the appropriate sections of the National Executive, and National Constitutional Committees. Such ballots to be conducted in accordance with

guidelines laid down by the NEC and subject to the provisions of the procedural rules in chapter 4 of the national rules.

- XII.6 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.
- XII.7 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 national party with regard to its obligations under the act, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this CLP.

Clause XIII – Disciplinary

It shall be the duty of the Executive and Campaign Committee of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Labour 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

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

Clause XV – Local government candidates

Local government candidates shall 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

These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual meeting of the General Committee by a vote of two thirds of delegates present, subject to the approval of the NEC (see VII.3 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, as applicable, the Scottish General Secretary, Welsh General Secretary or regional director of the party on behalf of the NEC.

Amended December 2011

Rules for Sutton Coldfield Constituency Labour Party

Clause I – Name

The Sutton Coldfield Constituency Labour Party, hereinafter named 'this CLP'

Clause II – Aims and values

II.1 National

The aims and values of the Labour Party as outlined in Clause IV of the national constitutional rules shall apply to this CLP.

II.2 Constituency

- (a) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation, branches throughout the constituency and to co-ordinate their activities.
- (b) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Labour 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 Labour 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 of the party by ensuring that a full range of party activities are available to them 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. This shall include the establishment of local policy forums, possibly in co-operation with neighbouring CLPs, as authorised by the appropriate regional director operating to guidelines produced by the NEC.

Clause III – Affiliated organisations

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

- (a) trade unions or branches thereof affiliated to the Trade Union Congress or considered by the NEC to be bona fide trade unions affiliated to the party nationally. Where provided by the structure of an affiliated organisation, sub-sections of branches may affiliate separately at the discretion of the regional director of the party in agreement with the appropriate authority of the affiliated trade union
- (b) co-operative societies, branches of the Co-operative Party and other co-operative organisations
- (c) branches of those socialist societies affiliated to the Labour Party nationally
- (d) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

III.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

IV. 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

- V.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 (chapter 2).
- V.2 The constitutional rights of individual members of the party within this constituency shall operate only in the branch in which they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- V.3 Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the regional director.
- V.4 Individual members of the party between 15 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 regional director.

Clause VI – Method of organisation

- VI.1
 - (a) There shall be established throughout the constituency a branch coterminous with the area of one or more local government wards.
 - (b) A branch established in accordance with this rule shall consist only of those individual members of the party within this CLP who reside or are registered as electors within the area covered by the branch.
 - (c) Branches shall operate in accordance with the rules for Labour 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 constituency. The public activities of a branch shall be approved by the Executive and Campaign Committee of this CLP.
 - (d) Where the Executive and Campaign Committee considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.
 - (e) The Executive and Campaign Committee may seek approval from the NEC to pilot new methods of organisation to meet its objectives as part of an agreed development plan that continues to meet this party's constitutional obligations.
- VI.2 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.
- VI.3 There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.
- VI.4 There may be established an ethnic minorities forum to co-ordinate work among Black, Asian, Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC.

Clause VII – Management

- VII.1 The management of this CLP shall be in the hands of an Executive and Campaign Committee which shall be appointed by and report to CLP meetings of all individual members and delegates elected by affiliated organisations, in accordance with Clause III of these rules. Each affiliated organisation may have a maximum of five delegates to this CLP, except that the Scottish General Secretary, Welsh General Secretary or English regional director with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in the constituency
- VII.2 The basis of representation at CLP member and delegate meetings shall be all individual members and delegates provided that:
 - (a) only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this CLP for the previous year or part thereof to 31 December may be counted in calculating the number of delegates
 - (b) an organisation during the year in which it is affiliated or a party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the General Committee subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

- VII.3 This CLP adopts the rules for CLPs and branches 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 clause X of the constitutional rules. This CLP shall have power to make alterations, amendments or deletions in these rules, subject to the 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 condition 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.
- VII.4 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of the party.
- NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as Trustee for the relevant Constituency Labour Party or in such other Trustee for the relevant Constituency Labour Party as the NEC may appoint.
- The Executive and Campaign Committee shall procure that all legal title to property leasehold and freehold presently held for the CLP shall forthwith be transferred to Labour Party Nominees Limited to be held by it as Trustee for the relevant Constituency Labour Party upon the standard terms of Trust from time to time approved by the NEC.
- VII.5 The Executive and Campaign Committee shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the party. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by the CLP.

Clause VIII – Conditions for appointment of delegates to this CLP

- VIII.1 Every delegate must be an individual member of the Labour Party in this CLP as described in the membership rules.
- VIII.2 Delegates from affiliated organisations must be bona fide members or paid permanent officials of the organisation appointing them.
- VIII.3 No person shall act as a delegate for more than one organisation/party unit.
- VIII.4 Delegates must either reside or be registered as electors in the constituency.
- VIII.5 Members of Parliament may be appointed as delegates to the all member and delegate meetings in the constituency they represent, provided they fulfil the criteria above. They may not be elected to or serve on the Executive and Campaign Committee, or hold any office within such CLP. MPs shall have the right to receive notice of, and to attend all member and delegate meetings and Executive and Campaign Committee Meetings of, the CLP they represent and report on their work.
- VIII.6 The term of office of a delegate shall commence with the opening of the annual meeting of members of and delegates to this CLP following their appointment or the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this CLP but they shall not be entitled to attend except as members of the Executive and Campaign Committee of this CLP to tender reports to that meeting but not to vote unless re-appointed as delegates for the appropriate year. All delegates who qualify under these conditions may be re-appointed. It shall be the duty of the secretary of this CLP to invite affiliated organisations to elect their delegates prior to and in time to be called to the annual meeting and to assist this the Executive and Campaign Committee may set a reasonable deadline for the appointment of delegates for that meeting.

Clause IX – Officers

- IX.1 The officers of this CLP and two auditors shall be elected at the annual meeting of members and delegates and shall continue in office until replaced or re-appointed. Officers, auditors, functional officers and members of the Executive and Campaign Committee must be individual members or duly appointed delegates to the CLP.
- IX.2 The officers of this CLP shall be; chair, deputy-chair (and ethnic minorities liaison officer), vice-chair/policy, vice-chair/membership, secretary, treasurer, women's officer, youth/student officer. The women's officer and at least three more of the other full officers of this CLP shall be women. No more than two members of each Branch may be elected as Officers. The team of officers shall provide a strategic lead for the development of the party in the constituency, along with the prospective parliamentary candidate (see clause XIV below) who shall, when endorsed by the National Executive Committee, have the right to attend meetings of the CLP members and delegates and the Executive and Campaign Committee and branches in this CLP to report on her/his work.
- IX.3 In addition the Executive and Campaign Committee may be appoint functional officers, including a campaign co-ordinator, a political education and training officer, an information technology officer,

an ethnic minorities officer, a disability officer, a trade union liaison officer and a fundraising officer who may attend meetings of the Executive and Campaign Committee without voting power. The agent for the parliamentary candidate may also attend Executive and Campaign Committee meetings without voting power.

- IX.4 The Executive and Campaign Committee shall consist of the CLP officers, Branch Officers, campaign organisers from the party branches and delegates from affiliated organisations. 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 and Campaign Committee to represent their interest: this member shall be an ex-officio member with voting powers at CLP meetings of members and delegates.
- IX.5 The Executive and Campaign 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 and Campaign Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the CLP meetings of members and delegates can devote its time to the discussion of policy and party objectives for the constituency.
- IX.6 The treasurer shall be responsible for ensuring the CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.7 The CLP Executive and Campaign Committee shall also nominate one of its officers – which should, unless there are exceptional circumstances, be the CLP Chair – to be the registered deputy treasurer of the accounting unit, as notified by party head office to the Electoral Commission.
- IX.8 The 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.
- IX.9 The Executive and Campaign Committee to co-ordinate the public activity of this CLP and shall elect a campaign co-ordinator who, as a functional officer of this CLP, shall: co-ordinate constituency-wide campaigns; liaise with head office and either Scottish Labour, Wales Labour or their English regional office, as the case may be, in the promotion of the party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy at local council, devolved institutions, Westminster and European Parliament level.
- IX.10 Where the campaign co-ordinator is not the election agent, the Executive and Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of the CLP. Where the CLP covers only part of the council area, the agent shall liaise with other agents within that council area in order to ensure a unified and co-ordinated campaign. For Westminster parliamentary elections and elections to the Scottish Parliament or Welsh Assembly, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate regional director and this appointment shall be subject to the approval of the NEC.
- IX.11 It shall be the duty of the Executive and Campaign Committee 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.

Clause X – CLP Meetings of all members and delegates

- X.1 (a) The annual meeting of the CLP shall be held in June of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.
- (b) Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting.
- (c) Twenty eight days' notice of an annual meeting shall be given to all affiliated organisations and to appoint delegates to the CLP.
- (d) Seven days' notice of an annual meeting shall be given to members and delegates appointed in due time.
- X.2 (a) Special meetings of the CLP may be called at the discretion of the Executive and Campaign Committee and shall be called on the written request of at least one third of the affiliated organisations entitled to send delegates to this CLP or one third of individual members.
- (b) Seven days' notice of a special meeting shall be given to members and delegates except in cases of emergency, when only business of immediate importance shall be transacted.

- X.3 (a) Ordinary meetings of the CLP 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 Executive and Campaign Committee.
(b) Seven days' notice of CLP meetings shall be given to members and to delegates.
- X.4 A notice calling an annual, special or ordinary meeting of the CLP shall state as far as possible the business to be transacted.
- X.5 Any notice required to be given under these rules shall be in writing to be delivered by post or by hand to the last address notified in writing to the secretary of this CLP. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.
- X.6 (a) Following any meeting at which new members are endorsed, the membership secretary shall submit on request a list of such members to the head or regional office of the party.
(b) Following each annual meeting of this CLP the secretary shall forward a copy of the constituency annual report accompanied by details of this CLP's constituency and branch accounts and such other information as may be requested by the NEC in the format required by head office and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
- X.7 Nominations for Officers, Functional Officers and delegates to other bodies shall in all instances be made in writing, by letter or email, at least 48 hours prior to the meeting concerned to the Secretary or designated NEC representative, who shall publish them in an agenda for the meeting and prepare ballot papers. Vacancies which are unfilled or casual vacancies which arise shall be filled at the next ordinary meeting on the basis only of written nominations. Valid nominations are those from the member concerned, or from two members acting as proposer and seconder, or from a party or affiliated organisation. An opportunity should be given to nominees to address members at the meeting and/or answer questions at the discretion of the chair or the NEC representative.

Clause XI – The party conference

- XI.1 Subject to the conditions laid down in the rules of party conference and the constitutional rules of the party, this CLP may appoint to any party conference convened under clause VI of the 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 as defined in clause VII.2a of these rules.
- XI.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.
- XI.3 Where the individual women's membership within this CLP is 400 or more, an additional woman delegate may be appointed.
- XI.4 Where the individual Young Labour membership within this CLP is 100 or more, an additional delegate under the age of 23 may be appointed.
- XI.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 National Executive Committee, a member of the Conference Arrangements Committee, or a member of the National Constitutional Committee due for re-election that year.

Clause XII – Duties of the CLP Member and Delegate Meetings

- XII.1 The general provisions of the constitution, rules and standing orders of the Labour Party shall apply to this CLP and the CLP member and delegate meetings have a duty to act within and uphold such provisions.
- XII.2 The CLP member and delegate meetings shall be responsible for establishing objectives for the party in the constituency through political debate and policy discussion, setting targets for development of party organisation and campaigning in the area and promoting links with the wider community as recommended by the CLP Executive and Campaign Committee.
- XII.3 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.
- XII.4 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 Labour Party, the national treasurer and auditors, and the appropriate sections of the National Executive, and National Constitutional Committees. Such ballots to be conducted in accordance with

guidelines laid down by the NEC and subject to the provisions of the procedural rules in chapter 4 of the national rules.

- XII.6 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.
- XII.7 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 national party with regard to its obligations under the act, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this CLP.

Clause XIII – Disciplinary

It shall be the duty of the Executive and Campaign Committee of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Labour 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

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

Clause XV – Local government candidates

Local government candidates shall 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

These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual meeting of the General Committee by a vote of two thirds of delegates present, subject to the approval of the NEC (see VII.3 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, as applicable, the Scottish General Secretary, Welsh General Secretary or regional director of the party on behalf of the NEC.

Amended December 2011