

# Gwlad Constitution

## 1. OUR NAME

The name of the party shall be "Gwlad" (hereinafter referred to as "the Party").

## 2. OUR MISSION AND VISION

OUR AIMS are:

- **INDEPENDENCE:** To establish a free, sovereign and independent Welsh state.
- **ACCOUNTABILITY:** To secure a government democratically accountable to the people of Wales.
- **PROSPERITY:** To bring about a flourishing Welsh economy in which all citizens have the opportunity to prosper, with enterprise and hard work being properly rewarded.
- **DISTINCTIVENESS:** To secure a future for our national language, distinctive heritage, traditions and culture.
- **INTERNATIONALISM:** To see Wales take its proper place among the community of nations, fostering good relations and mutually beneficial economic links with other states around the world.

OUR PRINCIPLES AND VALUES are grounded in:

- **COMMUNITY:** Civic pride, social inclusion and solidarity between all members of our national community. As citizens of a small country, working together comes easily to us.
- **LIBERTY:** Individual liberty and equality before the law, underpinned by an independent Welsh judiciary and system of law courts subject to the general principles of Common Law.
- **INCLUSIVITY:** We affirm our commitment to the common good of all citizens of Wales who are loyal to our country and respect our national identity, whatever their ethnic, linguistic, religious or geographical background may be.
- **RESPECT:** We assert our respect and esteem for our English, Scottish, and Irish neighbours, and believe that good relations are best fostered and maintained between free and equal nation states.
- **RADICALISM:** We shall seek radical, pragmatic solutions to the economic and social issues facing contemporary Wales, evaluating ideas according to whether they will benefit Wales and her people - not according to where they come from. We are a syncretic party that does not recognise the traditional single-axis left, centre or right wing labelling paradigm
- **COURAGE:** We shall not flinch from confronting the scale of the problems that Wales faces, since only when problems are faced honestly can they be overcome. We shall be open with each other and the nation at large about what needs to be done.
- **CREATIVITY:** Wales is known across the world as a creative nation where words mean everything. We mean to unleash that power for the good of our economy and our communities.

- **PERSEVERANCE:** The fact that Wales exists at all in the 21st Century is testament to our ability to fight against the odds and find a way through. We shall not be easily deterred from making our case and standing for what we believe in.
- **BROGARWCH:** The English language lacks a way of easily expressing the meaning of this word: it is a love of place, a commitment to our land and people, yet untainted by jingoism or chauvinism. We love our country and are determined to make it the best that it can be.

WE ARE COMMITTED to conducting our internal business, communications and dealings in a spirit of tolerance, inclusivity and respect, consistent always with the Aims and Values here set out.

The Party's governance, proceedings, and policy formulation shall be conducted at all times in accordance with the Aims and Principles set out above.

### 3. OUR POLICY AND DIRECTION

The policy and direction of the Party shall reflect our Aims and Values, and be adopted in accordance with its Constitution, Rules and Standing Orders.

The Party will follow the guidelines set out below in its adoption of policies. In particular, the supreme policy-making body will be the Annual National Conference (ANC).

### 4. OUR METHODS

The Party shall pursue its objectives primarily through electoral politics and the more general process of democratic debate and persuasion. In particular, the Party will seek to participate in all Welsh political institutions.

### 5. OUR ORGANISATION

#### 5.1 NATIONAL GOVERNING BODY (NGB)

- a) The Party shall be governed by an NGB comprising 6-12 members. These shall include as a minimum: President, National Party Chair, National Secretary, and National Treasurer, and other positions as deemed necessary by the NGB. A Chief Executive Officer may be appointed at the discretion of the NGB, but in the absence of such an appointment the role of Chief Executive shall be fulfilled by the National Secretary. Each member of the NGB shall be elected to serve for two years and may stand for re-election.
- b) The NGB shall meet a minimum of six times a year, bi-monthly by default, with additional meetings to deal with urgent matters convened at the President's discretion. The President and I or Chair and the Chief Executive will set the agendas for the NGB. All members shall be informed of meetings in writing by the Chief Executive at least two weeks in advance of the meeting.
- c) Six members of the NGB shall be needed to form a quorum.
- d) If an Officer role becomes vacant or it becomes impractical to form a quorum as a result of one or more Officers or other members of the NGB resigning, becoming incapacitated or being

terminated as the result of a disciplinary procedure, then the remaining members of the NGB may co-opt a replacement (or replacements).

e) Any such appointment is subject to ratification at the next ANC or, if that is more than two months away, by an ENC (see section 5.2) specially convened for that purpose.

f) In any case, as required the Political Parties, Elections and Referendums Act (PPERA) 2000 and section 1.19 of the Party's Financial Scheme, the Party will inform the Electoral Commission of any and all such appointments within 14 days of their being made. This applies both to the initial appointment made by the NGB, and any change to the appointment subsequently made as a result of a vote held at an ANC or ENC.

g) As further required by the PPERA, in the event of appointing a Campaigns Officer the Financial Scheme will also need to be revised and supplied to the Electoral Commission on the same timescale.

## 5.2 ANNUAL NATIONAL CONFERENCE (ANC)

a) The supreme policy-making body shall be the ANC, held as close as possible to the first Saturday following Glyndwr's Day (September 16). Elections to the NGB will also take place at the ANC.

b) Delegates from Regions, Constituency Branches and Affiliated Organisations shall be eligible to attend. Affiliated Organisations will be observers only and will not have voting rights at the ANC.

c) The ANC will also be the sole body with the authority to amend this Constitution.

d) The authority vested in the ANC for making policy and amending this Constitution shall also be held by Extraordinary National Conferences (ENCs) which may be convened from time to time in accordance with Section 18.

## 5.3 BRANCHES, REGIONAL ASSOCIATIONS AND AFFILIATED ORGANISATIONS

(a) Below national level the party shall be organised in accordance with the structure of Regions and Constituencies which exist in the Welsh electoral system at any given time. By default a Branch should correspond to the area of a Constituency within the National Assembly of Wales, and Regional Associations should be associations of Branches corresponding to the boundaries of the electoral regions, though the NGB may vary this structure at its discretion.

(b) Each Branch shall have a minimum of three officers: Chairman, Treasurer and Secretary.

(c) Affiliated Organisations shall be groups and organisations agreeing with the Aims of the Party and not affiliated to any other political party operating within Wales.

(d) The NGB alone has the right to accept affiliations, which may be revoked at any time, by a simple majority, if the NGB deems an Affiliated Organisation to be deviant from the Aims or Policies of the Party or for any other reason.

(e) Each Affiliated Organisation may send observers, without voting rights, to the ANC or an ENC, the number of such observers being based on the membership level of that Affiliated Organisation according to a formula set at the discretion of the NGB and applied consistently across all such Organisations.

## 6. OUR MEMBERSHIP

### 6.1 ELIGIBILITY FOR MEMBERSHIP

Membership of the Party shall be open to those who:

- (a) Endorse the Aims of the Party;
- (b) Agree to abide by the policies of the Party;
- (c) Accept the Constitution and Rules and Standing Orders of the Party;
- (d) Are not members of any other political party active in Wales;
- (e) Agree to pay a membership subscription, at the appropriate level which may be set and varied from time to time by the NGB.
- (f) Sign a declaration confirming the above on a printed membership form, or in the case an of on-line request for membership are willing positively to tick a box that will serve as a signature.

### 6.2 MEMBERSHIP VALIDITY

- (a) Membership of the Party shall consist of persons who, being eligible for membership and approved as members of a Branch or Regional Association, or as Headquarters members, pay the subscriptions due and are duly registered in the list of members.
- (b) Subject to clause (c) below, a member's Branch affiliation must reflect a material connection with the Constituency represented by that Branch, for example either living or working within the area.
- (c) Any person eligible to be a member but not wishing, or unable, to belong to a Branch may, with the approval of the NGB, become a member at Headquarters.
- (d) No member shall be transferred from one Branch to another without the consent of the former Branch, but any refusal to transfer membership may, on appeal, be overturned by the NGB.
- (e) A member who wishes to resign their membership voluntarily may do so at any time by writing to the Chairman of their Branch or directly to the NGB. Any subscriptions paid will be refunded pro rata from the date of resignation. A member in otherwise good standing who fails to pay any subscription fee within three months of the date on which it becomes due shall be deemed to have resigned for the purposes of this clause and will be removed from the list of members.

## 7. FINANCE

- (a) All monies payable to the Party shall be deemed payable to the elected National Treasurer, acting on behalf of the Party in all monetary matters.
- (b) The NGB, on advice from the National Treasurer, shall have full control over all monies, funds, property, investments and securities of whatever kind and description belonging to the Party.
- (c) The NGB may, at its discretion and with the approval of the ANC, delegate its duties to a Finance Committee. In any case such a committee would be answerable to the NGB, and in the rest of this section 'NGB' shall be understood to mean the Finance Committee where applicable.

- (d) The NGB shall have discretionary power over all the Party assets, to invest, use in the interests of the Party, or otherwise employ in the service of Welsh national interests. Such powers shall be exercised in the names of the President, the Chief Executive and the National Treasurer. No member of the NGB shall be personally liable in respect of depreciation of any investments so made.
- (e) The NGB shall decide what affiliation fees levies and other dues are payable to Headquarters by Branches, Regional Associations and Affiliated Organisations.
- (f) The NGB on the advice of the Treasurer, shall determine the rates of membership subscriptions binding upon Regions, Branches and Affiliated Organisations.
- (g) The NGB shall have the power to borrow money on behalf of the Party, and to continue existing borrowing, where it is necessary to do so in order to finance the Party's activities.
- (h) A Financial Scheme shall be set out to prescribe how the Party will regulate its financial affairs for the purpose of compliance with current legislation.
- (i) The financial affairs of all bodies mentioned in this Constitution must comply with the Financial Scheme.
- (j) No body within the Party shall enter into commercial borrowing unless prior agreement has been reached with the National Treasurer acting on behalf of the NGB.
- (k) The Party shall not be liable for any debts contracted or incurred by Regional Associations, Branches or Affiliated Organisations unless explicitly authorised by the NGB.
- (l) The financial year of the Party shall run from 1st April to 31st March.
- (m) Statements of annual accounts duly audited shall be submitted to the first ANC after the end of each financial year.
- (n) The National Treasurer shall report the financial position of the Party at each meeting of the NGB.

## 8. PARTY DISCIPLINE

- (a) It shall be within the power of the NGB to admonish, suspend, expel or disaffiliate for a specified period any Member, Branch, Regional Association or Affiliated Organisation in consequence of any contravention of the Constitution or the Rules and Standing Orders, of any decision made thereunder, or for conduct incompatible with the interests and reputation of the Party.
- (b) Any such admonished, suspended, expelled or disaffiliated Member, Branch, Regional Association or Affiliated Organisation shall have the right of appeal to the Appeals Committee whose decision shall be final and binding. Such an appeal must be lodged with the Chief Executive within four weeks of the NGB meeting at which the admonition, suspension, expulsion or disaffiliation is notified.
- (c) The NGB at its first meeting after an ANC shall elect five members to serve on an Appeals Committee. No member of the NGB shall serve on the Appeals Committee. No member who has a previous connection with a case before the Appeals Committee may serve as a member in a hearing of that case.

## 9. RULES AND STANDING ORDERS

- (a) The NGB shall draw up and maintain Rules and Standing Orders covering the following:
- i. the conduct of all bodies referred to in this Constitution;
  - ii. conduct of the Party's elected members and groups at all levels of government in Wales;
  - iii. conduct required of members, and party discipline;
  - iv. job descriptions for Party Office Bearers and any other roles it may consider necessary;
  - v. any other aspect of the Party's activity which it considers necessary or appropriate.
- (b) All such Rules and Standing Orders shall be based on the principles laid down in this Constitution.
- (c) All such Rules and Standing Orders shall be submitted to the NGB or Conference for amendment and/or adoption.
- (d) ANC Standing Orders shall be laid down and changed only by ANC, in its role as the highest authority of the Party, as laid down in clause 5.2(a) of this Constitution.
- (e) All of the above sets of Rules and Standing Orders in clause 9(a) above may be amended by simple majority of those present and voting in the approving body.
- (f) A vote of at least two thirds of delegates at an ANC shall be required in order to amend the Constitution itself.
- (g) All Rules and Standing Orders referred to above shall have the same status as if they were incorporated in this Constitution, and will be binding on the structures and procedures of the party to which they refer. The only feature of them that differs from the main body of the Constitution is the process for drafting and amendment.
- (h) In the event of any conflict between such Standing Orders or Rules and this Constitution, the Constitution shall prevail.
- (i) Should any question arise regarding the interpretation of the Constitution, Rules or Standing Orders of the Party, the convener of the meeting shall adjudicate on the question and his or her adjudication shall be final, unless a motion is passed requiring the person to vacate the Chair.
- (j) Where such a question arises between meetings, the National Secretary along with the NGB (when appropriate) shall have the final say on the interpretation of the Constitution, Rules and Standing Orders.
- (k) All such adjudications shall be reported to the NGB, which may propose action to clarify such matters.
- (l) The Rules and Standing Orders shall thereafter be maintained as an appendix to this Constitution.
- (m) For the avoidance of doubt, this Constitution, the Rules and Standing Orders, and the Party's Financial Scheme, shall collectively set out the full regulations by which the Party is to

operate, and the adoption of any one document shall be deemed to signify adoption of the others. In the event of ambiguity or inconsistency between them then the requirements of the PPERA shall always take precedence and the text shall be interpreted in such a way as to be in compliance with the PPERA.

## 10. ANNUAL AND EXTRAORDINARY CONFERENCES

The representation at an ANC shall be:-

- (a) Two delegates from each Branch whose membership does not exceed ten and one additional delegate for every additional ten members or part thereof, subject to the Branch's dues to Head Office having been fully paid by the date of the ANC and provided always that no Branch shall be entitled to more than ten delegates. Only members who are of voting age shall be included when counting the levels of representation, and delegates themselves must be of voting age.
- (b) Delegates from each Affiliated Organisation, appointed in accordance with clause 5.3 (e) of this Constitution.

## 11. REPRESENTATION AT ANNUAL AND EXTRAORDINARY CONFERENCES

- (a) The National Treasurer shall be responsible for assessing Branch(es) representation on the basis of dues paid and shall give adequate notice to Branch(es).
- (b) The representation from each Branch to an Extraordinary National Conference shall be the same as the number fixed for the previous ANC and each new Branch recognised since the previous ANC shall be entitled to the number of delegates prescribed in clause 10(a) provided dues have been paid to the National Treasurer not later than fourteen days prior to the Extraordinary National Conference.
- (c) Representation for Affiliated Organisations to an Extraordinary Annual Conference shall be at the same number as for the ANC. Any body granted Affiliated Organisation status since the last ANC shall be entitled to one delegate.

## 12. DATES OF MOTIONS, ETC., FOR ANNUAL NATIONAL CONFERENCES

- (a) The date, time and place of each ANC shall be fixed by the NGB or a specific Steering Committee appointed for the task.
- (b) A preliminary agenda shall be issued to all Branches, Affiliated Organisations and members of the NGB at least six weeks prior to the date of the ANC and notice of amendments at least three weeks prior to the ANC.

(c) The following items shall be in Headquarters, addressed to the Chief Executive, according to the timetable for Conference issued by the Chief Executive to all Branches and Affiliated Organisations and members of the NGB:

- i. resolutions being submitted for the Agenda, including nominations for the NGB;
- ii. notices of amendments;
- iii. notification of their own delegates by Branches and Affiliated Organisations.

### 13. RESOLUTIONS AND NOMINATIONS TO ANC

All resolutions, amendments and nominations to ANC/Extraordinary National Conferences by Branches and Affiliated Organisations shall:

- (a) be printed or typewritten, and signed;
- (b) if handwritten, be in ink and displayed as capital letters;
- (c) show clearly the Branch, Regional Association or Affiliated Organisation by which they have been made;
- (d) certified in print by the Chair and the Secretary that they have been properly passed at a meeting of which proper notice had been given in writing to the members.
- (e) All nominees for the NGB must signify in writing their willingness to stand for election.

### 14. PREPARATION OF AGENDA ETC. FOR ANC

The NGB shall be responsible for the preparation of the Agenda for the ANC and shall have power:

- (a) to decide whether resolutions, amendments, nominations and other matters pertaining to the Conference are in accordance with the Constitution and Rules and Standing Orders of the Party;
- (b) to revise and amend resolutions and amendments or to incorporate in one resolution a number of similar resolutions from several Branches and Affiliated Organisations, and to rewrite the resolutions received, provided always that the principles underlying the resolution or amendment shall not be infringed;
- (c) to place resolutions on the agenda;
- (d) to decide the order of business to be transacted, the placing of items on the agenda, and the approximate time to be allocated to items.

Should, however, any Branch or Affiliated Organisation consider that any such decision of the NGB infringes the principles of the resolutions or is against the expressed wishes of the Branch or Affiliated Organisation concerned, it may give notice of an amendment to rectify the matter.



## 15. QUORUM AT CONFERENCE

Delegates from two thirds of eligible Branches shall be present before an ANC is deemed to be constituted.

## 16. PROCEDURE AT ANC

Procedure at ANC shall be in accordance with the Standing Orders for National Conferences of the Party, a copy of which shall be issued to all delegates attending the Conference.

## 17. VOTING AT ANC

- (a) Members of the Party's NGB shall be entitled to vote on all issues before the ANC.
- (b) Delegates of Branches and Affiliated Organisations shall be entitled to vote on all issues before the ANC.
- (c) Each member entitled to vote at the ANC shall be issued by the Chief Executive with a credential card bearing his/her name and status. No person shall be entitled to more than one deliberative vote on any issue before the ANC.

## 18. EXTRAORDINARY NATIONAL CONFERENCES

- (a) An Extraordinary National Conference shall be held at the request of the NGB or of one or more Branches in each of at least two Regions.
- (b) Definite reason for holding such a Conference shall be given in writing and the subject matter for discussion be clearly stated.
- (c) Requests from Branches for an Extraordinary National Conference must be passed at a meeting of each Branch, of which proper notice has been given to the members and certified accordingly by the Secretary of the Branch.
- (d) The Chief Executive shall give all Branches, Affiliated Organisations and members of the NGB at least twenty-one days' notice, together with the Agenda.
- (e) No business other than that for which the notice has been given shall be dealt with at an Extraordinary National Conference.
- (f) The procedure at an Extraordinary National Conference shall be the same as for the ANC.
- (g) Representation at an Extraordinary National Conference shall be as provided in Clauses 11(b) and 11(c) of this Constitution.

## 19. COMMUNICATIONS WITH THE PRESS AND NEWS MEDIA

- (a) No publications or official communications to the publicity media shall be issued in the name of the Party except after scrutiny and with the express permission of the Party's official Communications Officer who will be answerable to the NGB.
- (b) Branches, Regional Associations and Affiliated Organisations may, however, issue statements, pass resolutions and make announcements in their own name provided these do not

contradict the Aims and Values, are in accordance with the Policy and Direction of the Party and do not deal with internal affairs of the Party.

## 20. CANDIDATE SELECTION PROCEDURE

- (a) A "National List" of candidates will be maintained by the Chief Executive of the Party. That list will be annually scrutinised and an open period given for any members who wish to be considered for inclusion to be nominated by their Regions or Branches.
- (b) Only a person who has been approved for the purpose by the NGB or any committee appointed by it to consider such approval may be selected as a candidate for the Senedd.
- (c) Branches shall be entitled to nominate members for consideration for selection as constituency candidates for the Senedd only for the constituency in which the said Branches are situated, and for consideration as regional candidates for the Senedd only for the electoral region in which the said Branches are situated.
- (d) Branches must obtain the written consent of the members concerned prior to their nomination.
- (e) All nominations of members for selection as candidates shall be submitted for the approval of the NGB, which shall take into account:
- i. the amount of preparatory work done in the constituency;
  - ii. whether the Branch has the necessary organisation and support from members to conduct an election campaign;
  - iii. whether the Branch can raise the necessary funds to pay the expenses of an election campaign;
  - iv. the service and suitability of the nominee;
  - v. the acceptability of the nominee with the constituency.
- (f) The decision of the NGB on contesting any election or by election and the selection of a candidate shall be final and binding.
- (g) In the event of a by-election the NGB shall consult with the relevant Branch or Regional Association as soon as possible after the death or resignation of the previously elected Member and also with the prospective candidate if one has been selected. Thereafter the Branch or Regional association shall call a meeting for the earliest practicable date in order to select a prospective candidate, for which purpose the NGB shall provide a short list of up to three possible candidates.
- (h) The validity of the selection of a constituency prospective candidate for the Senedd and that of a prospective election agent shall expire after the election or by-election for which he or she was selected or appointed has been held.

## 21. LOCAL GOVERNMENT ELECTIONS

- (a) Regional Associations shall be responsible for local selection of candidates, and organising the campaigns of the same, for Local Government elections. This responsibility must be exercised within the constraints of adherence to the Constitution and the Rules and Standing Orders of the Party.
- (b) Any member of the Party who stands for election to a local authority must do so as a Gwlad candidate and no other.
- (c) Members serving as Gwlad councillors who join another political group on the same Local Authority Council shall be deemed to have publicly resigned from the Party.
- (d) Any invitation by any other party to form a coalition must be approved by the NGB.

## 22. MEMBERS AND ORGANISATIONS OUTSIDE WALES

- (a) The Secretary (where appropriate) for the Welsh Diaspora shall deal with members and supportive organisations outside Wales, unless the latter are accepted as Affiliated Organisations.
- (b) The Secretary for the Diaspora will also be expected to promote the Party among exile groups and other organisations representing Welsh people outside the country and to inform those of Welsh ancestry and others who might prove supportive of the Party's Aims.

# APPENDIX

## Gwlad Rules and Standing Orders

These are the Rules and Standing Orders referred to in Section 9 of the Constitution, and are to be followed in meetings of Branches, Regional Associations, the National Governing Body (NGB) and in Annual and Extraordinary National Conferences (ANCs and ENCs). They are to be read in conjunction with the Constitution. In the event of an inconsistency between the Constitution and these Rules and Standing Orders, then the Constitution shall always take precedence.

[From the Constitution, section 9:

- (a) The NGB shall draw up and maintain Rules and Standing Orders covering the following:
  - i. the conduct of all bodies referred to in this Constitution;
  - ii. conduct of the Party's elected members and groups at all levels of government in Wales;
  - iii. conduct required of members, and party discipline;
  - iv. job descriptions for Party Office Bearers and any other roles it may consider necessary;
  - v. any other aspect of the Party's activity which it considers necessary or appropriate.]

### 1. Definitions of Terms

Throughout this document, unless defined more specifically in the context where they are used, these words shall have the following meanings:

- a) 'Meeting' shall refer to any official gathering of party members who are gathered together for the purpose of transacting party business, whether a Branch, Regional Association, National Governing Body, Annual National Conference, Extraordinary National Conference or any subcommittee appointed by any of the above.
- b) 'Chairman' shall refer to the person who would normally act as the Chair of meetings in the relevant forum; this shall be the National Party Chair in the case of meetings of the National Governing Body, Annual National Conferences or Extraordinary National Conferences; the Branch Chairman or Regional Chairman in the case of Branches or Regional Association. In the case of other meetings, or meetings in which the usual Chairman is absent for any reason, the role may be filled by someone who has either been designated beforehand by the Chairman, or elected by the delegates on an ad hoc basis to fulfil the role for the duration of the meeting.
- c) 'Financial Officer' shall refer to the National Treasurer, Branch Treasurer or Regional Treasurer according to the context or, in his absence, such other person whom the responsible Treasurer may have designated for the meeting.

d) 'Secretary' shall likewise refer to the National Secretary, Branch Secretary or Regional Secretary according to the context or, in his absence, such other person whom the responsible Secretary may have designated for the meeting.

## 2. Rules of debate at meetings

a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman.

b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c) A motion on the agenda that is not moved by its proposer may be treated by the Chairman as withdrawn.

d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f) If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.

g) An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman, is expressed in writing to the Chairman.

h) A delegate may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.

j) Subject to standing order 2(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman.

k) One or more amendments may be discussed together if the Chairman considers this expedient, but each amendment shall be voted upon separately.

l) A delegate may not move more than one amendment to an original or substantive motion.

m) The mover of an amendment has no right of reply at the end of debate on it.

n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o) Unless permitted by the Chairman, a delegate may speak once in the debate on a motion except:

i. to speak on an amendment moved by another delegate;

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p) During the debate of a motion, a delegate may interrupt only on a point of order or a personal explanation and the delegate who was interrupted shall stop speaking. A delegate raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q) A point of order shall be decided by the Chairman and his decision shall be final.
- r) When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s) Before an original or substantive motion is put to the vote, the Chairman shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t) Excluding motions moved under standing order 2(r) above, the contributions or speeches by a delegate shall relate only to the motion under discussion and shall not exceed 10 minutes without the consent of the Chairman.

### 3. Disorderly conduct at meetings

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard the request of the Chairman to moderate or improve their conduct, any delegate or the Chairman may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c) If a resolution made under standing order 3(b) above is ignored, the Chairman may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

#### 4. Meetings generally

a) In order for a meeting to take place there must be sufficient committee members present to form a quorum: this shall be six members in the case of the National Governing Body (see section 5.1(d) of the Constitution), delegates from two thirds of eligible branches in the case of Annual or Extraordinary National Conferences, and two thirds of designated committee members in all other cases.

b) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the delegates or delegates with voting rights present and voting.

c) A person who speaks at a meeting shall direct his comments to the Chairman.

d) Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct the order of speaking.

e) The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

f) Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a delegate, the voting on any question shall be recorded so as to show whether each delegate present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

g) The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of delegates present and absent;
- iii. interests that have been declared by delegates;
- iv. whether a delegate left the meeting when matters that they held interests in were being considered;
- v. if there was a public participation session; and
- vi. the resolutions made.

h) A delegate who has a disclosable pecuniary interest or another interest as set out in the meeting's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

i) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

## 5. Sub-committees

- a) At any meeting a sub-committee may be appointed whose terms of reference and members shall be determined by the meeting.
- b) The members of a sub-committee may include non-delegates co-opted for the purpose.
- c) Standing committees or other committees may be appointed as may be necessary, and the meeting:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee until further notice;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing order 5(b) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing order 5(b) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Secretary 10 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the Chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own Chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a sub-committee which shall be no fewer than three;
  - ix. may dissolve a committee.

## 6. Previous resolutions

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 delegates to be given to the Secretary in accordance with standing order 8 below, or by a motion moved in pursuance of the recommendation of a committee or a subcommittee.
- b) When a motion moved pursuant to standing order 6(a) above has been disposed of, no similar motion may be moved within a further six months.

## 7. Voting on appointments

- a) Where more than two persons have been nominated for a position to be filled and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall



continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman.

## 8. Motions for a meeting that require written notice to be given to the Secretary

- a) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Secretary at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- b) The Secretary may, before including a motion on the agenda received in accordance with standing order 8(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c) If the Secretary considers the wording of a motion received in accordance with standing order 8(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Secretary so that it can be understood at least 7 clear days before the meeting.
- d) If the wording or subject of a proposed motion is considered improper, the Secretary shall consult with the Chairman of the forthcoming meeting or, as the case may be, the delegates who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- e) Subject to standing order 8(d) above, the decision of the Secretary as to whether or not to include the motion on the agenda shall be final.
- f) Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- g) Motions rejected shall be recorded in a book for that purpose with an explanation by the Secretary for their rejection.

## 9. Motions at a meeting that do not require written notice

- a) The following motions may be moved at a meeting without written notice to the Secretary;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;

- ix. to appoint a sub-committee and its members;

## 10. Handling confidential or sensitive information

- a) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b) delegates and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## 11. Draft minutes

- a) If the draft minutes of a preceding meeting have been served on delegates with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 9(a)(i) above.
- c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman and stand as an accurate record of the meeting to which the minutes relate.
- d) If the Chairman does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."  
  
e) Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 12. Code of conduct and dispensations

See also standing order 4(h) above.

- a) All delegates and co-opted committee members with voting rights shall observe the code of conduct adopted by the meeting.
- b) Unless he has been granted a dispensation, a delegate or co-opted committee member with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c) Unless he has been granted a dispensation, a delegate or co-opted committee member with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the meeting's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d) Dispensation requests shall be in writing and submitted to the Secretary as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e) A decision as to whether to grant a dispensation shall be made by the Secretary, who may at his discretion put the matter to vote at the meeting, and that decision is final.
- f) A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g) Subject to standing orders 12(d) and (f) above, dispensations requests shall be considered [by the Secretary before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the meeting, or committee or a sub-committee for which the dispensation is required].
- h) A dispensation may be granted in accordance with standing order 12(e) above if having regard to all relevant circumstances the following applies:
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
  - ii. granting the dispensation is in the interests of persons living in the meeting's area or
  - iii. it is otherwise appropriate to grant a dispensation.

### 13. The President's Role

- a) The President has overall responsibility for the policies of the Party and fulfils the role of Party Leader, being the principal public face of the Party. When the Party has elected representatives sitting in the Senedd, it is expected that the President should be chosen from among them and should ordinarily be the Party's preferred nominee for the role of First Minister.

### 14. The Chairman's role

- a) The Chairman shall:

- i. Chair meetings; it is the Chairman's responsibility to ensure that these Rules and Standing Orders are properly followed.
  - ii. Nominate a Vice Chairman to act on his behalf on occasions when through absence he is unable to fulfil his regular duties. The meeting may insist, by means of a resolution, to approve the Chairman's choice by a vote of the delegates.
- b) The National Party Chair shall in addition:
- i. Have overall responsibility for supervising the Party's subcommittees, in particular those that are responsible for handling communications with the press, online media and other communication channels.

## 15. The Secretary's role

- a) The Secretary shall:
- i. Maintain a full current list of all delegates eligible to attend Meetings; in the case of a Branch, these shall be Branch members, in the case of a Regional Association or National Conference these shall be the Branch Delegates, and in the case of the National Governing Body shall be the NGB members themselves.
  - ii. receive and send general correspondence and notices on behalf of the meeting except where there is a resolution to the contrary;
- b) With respect to a meeting, the Secretary shall:
- i. at least three clear days before a meeting, notify all delegates eligible to attend the meeting confirming the time, place and the agenda.
  - ii. subject to standing order 8 above, include on the agenda all motions in the order received unless a delegate has given written notice at least 7 days before the meeting confirming his withdrawal of it;
  - iii. retain a copy of every delegate's register of interests;
  - iv. ensure that minutes of the meeting are taken at an appropriate level of detail so that there is a record of subjects discussed by the meeting and the decisions made.
  - v. manage the organisation, storage of, access to and destruction of information held by the meeting in paper and electronic form;
  - vi. arrange for legal deeds to be executed; See also standing order 20 below.
  - vii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the meeting in accordance with the meeting's financial regulations;
  - viii. manage access to information about the meeting via the publication scheme; and
  - ix. retain custody of the seal of the meeting (if any) which shall not be used without a resolution to that effect.

- c) The National Secretary shall in addition have the responsibilities of:
  - i. Maintaining the central list of Party members, Branch delegates and approved candidates for elections.

## 16. The Treasurer's role

- a) The Treasurer shall:
  - i. Maintain the accounts for which the meeting (i.e. Branch, Regional Association, National Governing Body etc.) is responsible.
  - ii. In the case of a Branch or Regional Association, ensure that all membership subscriptions are promptly paid to the National Treasurer when due.
  - iii. Ensure that the meeting is accurately informed of the financial resources available to it, and whatever additional resources may be required if the meeting were to decide on a particular course of action.
  - iv. Make payments on the meeting's behalf. At the discretion of the meeting, additional signing authorisation may be required when payments above a certain limit.
  
- b) In addition, the National Treasurer shall have responsibility for:
  - i. Ensuring compliance with any and all of the duties set out for them in the Party's Financial Scheme, in accordance with the Political Parties, Elections and Referendums Act (PPERA) 2000.

## 17. Accounts and accounting statements

- a) All payments by the meeting shall be authorised, approved and paid in accordance with the law, proper practices and the meeting's financial regulations.
  
- b) The Financial Officer shall supply to each delegate as soon as practicable after 30th June, 30th September and 31st December in each year a statement to summarise:
  - i. the meeting's receipts and payments for each quarter;
  - ii. the meeting's aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
  
- c) As soon as possible after the financial year end at 31st March the Financial Officer shall provide:
  - i. each delegate with a statement summarising the meeting's receipts and payments for the last quarter and the year to date for information; and

- ii. to the full meeting the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- c) The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the meeting (receipts and payments, or income and expenditure) for a year to 31st March. A completed draft annual return shall be presented to each delegate before the end of the following month of April. The annual return of the meeting, which is subject to external audit. including the annual governance statement, shall be presented to meeting for consideration and formal approval before 30th June.

## 18. Financial controls and procurement

- a) The meeting shall consider and approve financial regulations drawn up by the Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the meeting;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by delegates and local electors of the meeting's accounts and/or orders of payments; and
  - v. procurement policies including the setting of values for different procedures where a contract has an estimated value of less than [£25,000].
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£25,000] shall be procured on the basis of a formal tender.
- d) Neither the meeting, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

## 19. Handling staff matters

- a) A matter personal to a member of staff that is being considered by a meeting of meeting is subject to standing order 10 above.
- b) Subject to the meeting's policy regarding absences from work, the meeting's most senior member of staff shall notify the Chairman of the Personnel Committee, or if he is not available, the vice-Chairman of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c) The Chairman of the Personnel Committee, or in his absence, the vice-Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the employee

The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee.

- d) Subject to the meeting's policy regarding the handling of grievance matters, the meeting's most senior employee shall contact the Chairman of the Personnel Committee or in his absence, the vice-Chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e) Subject to the meeting's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the employee relates to the Chairman or vice-Chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f) Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g) The meeting shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h) Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i) Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder) and/or the Chairman of the Council.

## 20. Execution and sealing of legal deeds

- a) A legal deed shall not be executed on behalf of the meeting unless authorised by a resolution. Any two delegates may sign, on behalf of the meeting, any deed required by law and the Secretary shall witness their signatures.

## 21. Dissolution

- a) In the event of any Branch, Committee or Subcommittee becoming unviable or outliving its usefulness, the entity concerned may be dissolved by a majority vote among its remaining members or by a decision made by the next highest level in the Party organisation (e.g. Regional Association or NGB), or by any other committee with appropriate authority as set out in section 5 of these Rules and Standing Orders. On dissolution, responsibility for the entity's assets and liabilities passes to that next highest level.
- b) The Party itself may be dissolved in the event that it is declared bankrupt, or voluntarily by the passing of a resolution to that effect at an ANC or ENC. In the latter case, the resolution must also address the dispersal of the Party's remaining assets, if any.

## 22. Standing orders generally

- a) All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the meeting's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 delegates to be given to the Secretary in accordance with standing order 8 above.
- c) The Secretary shall provide a copy of the meeting's standing orders to a delegate as soon as possible after he has delivered his acceptance of office form.
- d) The decision of the Chairman as to the application of standing orders at the meeting shall be final.

### Signed

Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Nominating officer: \_\_\_\_\_ Date: \_\_\_\_\_

Campaigns officer  
(if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Other officer  
(if applicable): \_\_\_\_\_ Date: \_\_\_\_\_