



English Young Liberals Constitution

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Preamble

English Young Liberals is a political organisation that exists to campaign on issues affecting young people and students within England. We will provide a platform for young people, students and apprentices to have their voices heard and act as a radical pressure group within the Liberal Democrats in England. We aim to fight for a society based on liberty, equality and community, and in which no one shall be enslaved by poverty, ignorance or conformity.

Article 1: Names and Objectives

1. The name of the organisation shall be English Young Liberals (the organisation).
2. The organisation is the Affiliated Organisation (AO) of the Liberal Democrats in England (the Party in England) representing youth and/or students in England, as set out in the constitution of the Party in England.
3. The organisation shall be affiliated with Young Liberals (the federal organisation).
 4. The objectives of the organisation shall be:
 - a. to represent the interests and views of the membership of the organisation to the Party in England and to the federal organisation;
 - b. to represent the Party in England and Regional Parties to the federal organisation and vice versa;
 - c. to promote the Liberal Democrats (the federal Party) amongst young people and students in England; and
 - d. to further the objectives of the federal Party as set out in the constitution of the federal Party.
 5. In pursuit of these objectives, the organisation shall have the power to:
 - a. raise and spend money;
 - b. campaign in support of candidates supported by the Party;
 - c. campaign in referendums; and
 - d. campaign in support of the policy of the federal Party, the Party in England, the federal organisation or itself, or on topical issues of concern to its members.
6. Provided that they adhere to the objectives of the organisation, the organisation will recognise and support:
 - a. regional branches representing a specific geographic area, on the same basis as the Party in England; and
 - b. local branches that are accredited by the federal organisation, comprising:
 - i. local branches representing a specific geographic area, with no other accreditations; and
 - ii. university societies, acting primarily as bodies recognised by their respective student unions.

Article 2: Governance

1. This constitution may only be amended by a two-thirds majority of full members present and voting at a General Meeting.
2. Any provision of this constitution shall be considered void if it conflicts with the constitution of the Party in England.
3. The organisation shall be independent of the federal organisation, the Party in England, and the federal Party in all regards, except where provided for in this constitution.
4. The General Meeting, Executive and all committees shall exercise their powers by simple majority vote, except where explicitly provided for in this constitution or the appended regulations.
5. There shall be regulations appended to this constitution, which shall require a two-thirds majority of full members voting at a general meeting to amend, regarding:
 - a. the conduct of internal elections and co-options ("Election and Co-option Regulations");
 - b. the conduct of General Meetings ("General Meeting Standing Orders"); and
 - c. how regional branches of the organisation shall operate ("Regional Branch Regulations").
6. The Executive may adopt further regulations regarding:
 - a. the conduct and duties of the Executive ("Executive Regulations");
 - b. the conduct and duties of committees ("Committee Regulations"); and
 - c. such other matters as the Executive considers appropriate.
7. Regulations made by the Executive under Article 2.6. shall be subject to this constitution and shall be published alongside it. Any changes to these regulations made by the Executive should be minuted in Executive meeting minutes and published in the Chair's report to the next General Meeting. Such regulations may also be amended by a General Meeting via the constitutional amendment procedure.
8. The organisation shall observe the "Safeguarding Policy" of the federal organisation.
9. The organisation shall be bound by the "Financial Regulations" of the federal organisation and shall report under PPERA as part of the federal organisation:
 - a. Where the federal organisation holds funds on behalf of the organisation, these shall be made available at the direction of the Chair, subject to the federal organisation's own regulations.
10. Changes to the Executive shall take effect at the next election or co-option of the position unless otherwise specified.

Article 3: Membership

1. There shall be the following classes of membership:
 - a. full members;
 - b. associate members; and
 - c. honorary members.
2. Full, associate and honorary members shall be entitled to attend and speak at General Meetings.
3. Full members shall also be entitled to propose, move and vote on motions at General Meetings and to stand and vote in elections.
4. Full members of the organisation shall be those members of the Party in England who are also full members of the federal organisation. Where a member of the federal organisation qualifies for membership of this organisation and any other state organisation affiliated to the federal organisation, they may exercise membership rights in this organisation. However, they may not hold office within the organisation and any other state organisation simultaneously.
5. Associate membership of the organisation shall be granted to those who are associate members of the federal organisation who are ordinarily resident in England.
6. Honorary membership may be conferred or revoked by a General Meeting, under the same procedures as a business motion, on any individual that a General Meeting believes has significantly contributed towards the organisation or its objectives.
 - a. Honorary membership may be suspended by the Executive where they feel that an individual no longer represents the values of the organisation.

Article 4: Executive

1. The organisation shall have an Executive, which shall comprise the following officers and representatives:
 - a. the Chair;
 - b. the Vice-Chair for Elections and Campaigns;
 - c. the Vice-Chair for Membership Engagement;
 - d. the Policy and Regional Engagement Officer;
 - e. the Events Officer; and
 - f. a representative to each Regional Party in England (Regional Chair).
2. Individuals may not hold more than one officer role (Article 4.1.a. - 4.1.e.) on the Executive.
3. Any representative of the organisation to a committee of the federal organisation not listed above (4.1) shall be entitled to attend the Executive as a non-voting member.
4. Job shares between two people shall be permitted in the case of the Chair (Article 4.1.a.).
 - a. Individuals elected in a job share shall take office and leave their role together and cannot resign or otherwise be removed separately.
 - b. Should only one individual within a job share wish to resign, the remaining half may serve in a temporary capacity until the vacancy is filled.
5. Each officer and representative specified in Article 4.1. shall be entitled to one vote on any given motion before the executive. Where an office is held by two individuals in a job-share, which individual is able to exercise that vote shall be at the discretion of the individuals in the job share. In all cases, no individual may cast more than one vote.

Article 5: Committees

1. The Executive may establish sub-committees of itself or other working groups from time to time.
2. The “Committee Regulations” shall provide clear terms of reference for any bodies established under Article 5.1. These terms of reference shall include the composition of the relevant body and provide for Executive oversight of the relevant body.

Article 6: Honorary Officers

1. The following honorary officers shall, through the use of a business motion, be appointed by a General Meeting:
 - a. Honorary President; and
 - b. up to three Honorary Vice-Presidents.
2. Honorary officers shall take office immediately upon appointment and shall serve until the appointment of their successors or until a date specified by the business motion under which they were appointed, whichever is sooner. Any single term shall last no longer than two calendar years.
3. Honorary officers need not be members of the organisation but must be members of the Party. Should an honorary officer cease to be a member of the Party, they shall be considered to have resigned from their post.
4. Honorary officers shall be entitled to receive notice of, attend and speak at Executive meetings unless the Executive resolves otherwise in any particular circumstance.
5. Honorary officers shall offer support and advice to the Executive and, if requested, committees.
6. Honorary officers who are members may not hold any other office within the organisation.

Article 7: Elections and Co-options

1. All elections shall be conducted per the "Election and Co-option Regulations".
2. The Executive shall, for both regular elections and by-elections, appoint a returning officer for those elections, who shall not be a member of the organisation but who shall be a member of the Party.
3. If a vacancy arises on the Executive, on a committee, amongst the representatives to English Council, or amongst the honorary officers during the term of office, the Executive shall have the power to fill the vacancy by co-option per the "Election and Co-option Regulations".
4. Co-options shall not be used if the role of Chair is vacant. In this case, a by-election shall be held per the "Election and Co-option Regulations".
5. All those wishing to stand for the position of Chair must be 18 or over on the day their term would start.
6. Any person who has placed lower than Re-Open Nominations (RON) in a previous election shall be ineligible to be nominated for either a co-option or by-election to fill a vacancy in the same role until the next regular election to that position.
7. All officers, committee members, and representatives must be full members of the organisation. Should an officer, committee member or representative cease to be a full member they shall be considered to have resigned from their post.
8. Unless otherwise specified, all roles within the organisation shall be elected annually by all member ballot, for a term of office commencing on 1 January and ending on 31 December.
9. In the event of a vacancy occurring amongst the officers after their election at a regular election but before the beginning of their term, the individual shall be automatically co-opted to the officer position.

Article 8: Representatives to External Organisations

1. The Regional Chairs shall be elected by a ballot of all full members of the organisation registered with a Local Party in the region concerned, for a term of office coinciding with that of the rest of the Executive, in line with the "Election and Co-option Regulations".
2. Representatives to the following bodies shall be as follows:
 - a. the English Council Executive, which shall be held by the Chair;
 - b. federal Young Liberals Executive, which shall be held by the Chair;
 - c. federal Young Liberals Finance and Resource Committee, which shall be held by the Chair;
 - d. federal Young Liberals Policy Committee, which shall be held by the Policy and Regional Engagement Officer;
 - e. the Joint Policy Committee of the Regions, which shall be held by the Policy and Regional Engagement Officer;
 - f. federal Young Liberals Campaigns and Communications Committee, which shall be held by the Vice-Chair for Membership Engagement;
 - g. federal Young Liberals Elections Committee, which shall be held by the Vice-Chair for Elections and Campaigns; and
 - h. federal Young Liberals Events Committee, which shall be held by the Events Representative.
3. The organisation's representation to English Council shall be determined by the constitution of the Party in England and elected in line with the "Election and Co-option Regulations".
4. In all cases, the Executive will be able to nominate a substitute if necessary due to the permanent representative being unable to attend a single meeting but not resigning. If a representative elected under this section fails to attend three meetings of the relevant body without notifying the Executive to nominate a substitute, they shall be considered to have resigned.

Article 9: General Meetings

1. A General Meeting shall be the sovereign body of the organisation and shall have the power to determine the policy and direction of the organisation, subject to this constitution and the constitution of the Party in England.
2. At least one General Meeting must be held annually between May and October, which shall be the Annual General Meeting of the organisation.
 - a. Further General Meetings may be called by the Executive.
3. An extraordinary General Meeting shall be called within a month of the receipt by the Chair of a petition signed by not fewer than 40 full members.
4. An extraordinary General Meeting shall debate the business specified in the petition. At the discretion of the Executive, other business may also be taken.
5. General Meetings, including extraordinary General Meetings, shall run according to the "General Meeting Standing Orders" appended to this document.
6. All members attending General Meetings shall comply with the federal organisation's "Conference Code of Conduct".
 - a. During the business of a General Meeting, attendees must not:
 - i. discuss ongoing complaints or grievances; or
 - ii. engage in any bullying or harassing behaviour.
 - b. If attendees break the code of conduct or the specific rules set out in Article 9.6.a. then the Chair may:
 - i. limit offending individuals from speaking; or
 - ii. require offending individuals to leave the debate or the General Meeting entirely.

Article 10: Policy

1. The organisation grants the federal organisation the right to set policy on matters which relate to the state of England but reserves the right to set its own policy.
2. The policy of the federal organisation and the Party in England, with the former taking precedence over the latter, may be treated as this organisation's policy where it does not contradict established policy.
3. The Executive may submit motions to conferences of the federal organisation on behalf of the organisation, in line with the provisions laid out in the constitution of the federal organisation.
4. The Executive may, by a two-thirds majority, adopt interim policy on any matter where a General Meeting is entitled to set policy. Interim policy shall lapse at the end of the next General Meeting at which the policy could have been debated.
5. General Meetings may only debate policy motions submitted by the Executive. There shall be no mechanism for individual members of the organisation to submit policy motions to General Meetings.
6. Policies adopted by a General Meeting shall lapse after five years unless renewed.

Article 11: Disputes

1. In the first instance, the Chair may rule as to the interpretation of this constitution.
2. Appeals of the Chair's interpretation shall be decided by the Honorary President. The Honorary President may consult with the other honorary officers as part of this process.
3. Appeals of the Honorary President's verdict shall be decided by the internal processes of the Party in England.

Appendices

Appendix 1: Election and Co-option Regulations (Article 2.5.a.)

Section 1: Election and By-election Procedure

1. Elections and by-elections shall be conducted according to the process established in Section 1 of these regulations.
2. The Returning Officer shall publish a timetable for the receipt of nominations, dispatch and return of ballot papers and the counting of the votes for each election covered by these regulations.
 - a. The election timetable shall allow a one-week nomination period and a two-week voting period, with a week-long gap in between.
 - b. Campaigning may occur from the opening of nominations until the close of voting.
3. Any eligible individual may nominate themselves to be a candidate. Nominations must include the following details:
 - a. name;
 - b. membership number;
 - c. the post to which election is sought;
 - d. date of birth;
 - e. place of education and course end dates, in the case of those whose membership stems from being a student or apprentice;
 - f. Local Party membership;
 - g. email address;
 - h. a statement of consent to nomination, which shall constitute specific agreement to abide by these regulations.
4. Candidates shall be entitled to supply an election address to be circulated by the Returning Officer when voting opens. Election addresses must reach the Returning Officer by a date and in a format specified by the Returning Officer.
 - a. Candidates shall be responsible for supplying material to verify, to the satisfaction of the Returning Officer, any statement in their election address that claims endorsement by any individual or organisation. If this supporting material is not provided, the election address shall not be circulated.
5. Candidates shall conduct their campaigns in a manner respectful of other candidates, of members and of the law.
 - a. No candidate may incur, or directly or indirectly authorise or cause to be incurred, any further expenses on campaigning at any time before or after the close of nominations. Candidates may make use of free social media.
 - b. Candidates must not engage in treating.
 - c. Candidates who hold such information must not make use of membership lists or similar non-public information in order to promote their campaigns.
 - d. No material published or circulated by or on behalf of a candidate may defame explicitly or implicitly any other candidate or member, and no candidate may so defame any other candidate in the course of personal canvassing.
 - e. Any candidate with access to information, communication channels, or access to organisation resources must not make use of these as part of their campaign. This shall include a prohibition on using organisational email addresses or digital workspaces in order to plan or conduct campaign activity.
6. All elections shall be conducted under the Single Transferable Vote system.
 - a. Ballots shall be sent to all full members of the organisation.

- b. All ballots shall include an option to 'Re-Open Nominations (RON)'. If this option wins then all existing nominations will be discounted and the position will be considered vacant.
- c. All ballots shall be electronic unless the Returning Officer and Executive agree otherwise.
- d. In the case of an electronic ballot sent by email, if two members share an email address then the Returning Officer may determine that only one ballot should be sent. The member whose ballot is not sent may require that a ballot be sent to another email address not shared with another member.

Section 2: Full Co-option Procedure

1. Co-options to fill the following vacancies shall be conducted via the co-option process outlined in Section 2 of these regulations:
 - a. members of the Executive;
 - b. directly-elected committee members;
 - c.
 - d. representatives to English Council; and
 - e. Where bodies established under Article 5.1. of the constitution co-opt members.
2. Co-options shall be called by a majority vote of the Executive.
3. The Executive shall publish a timetable for the receipt of nominations, opening and closing of voting and the announcement of results.
 - a. The timetable shall allow a nomination period lasting at least one-week and a period of no longer than two-weeks following the close of nominations by which all remaining stages must be completed.
4. Any eligible individual may nominate themselves to be a candidate. Nominations must include the following details:
 - a. name;
 - b. membership number;
 - c. date of birth;
 - d. place of education and course end dates, in the case of those whose membership stems from being a student or apprentice;
 - e. Local Party membership;
 - f. email address;
 - g. a statement of consent to nomination, which shall constitute specific agreement to abide by these regulations.
5. Candidates shall be entitled to supply a statement of no more than one side of A4 outlining their motivations and appropriateness for the role.
6. The Executive shall then consider the applications and vote on the eligible candidates using the single transferable vote method.
 - a. All ballots shall include an option to 'Re-Open Nominations (RON)'. If this option wins, then all existing nominations will be discounted and the position will be considered vacant until the co-option procedure is re-run in its entirety.

Section 3: Short Co-option Procedure

1. The process outlined in Section 3 of these regulations shall be followed:
 - a. where co-options occur within regional executive committees; and
 - b. where vacancies arise amongst the honorary officers and it is not practicable to wait until the next General Meeting.
2. Where co-options are made under Section 3.1.b. of these regulations, the term of office shall be until the next General Meeting at which appointments to the vacancies might have been otherwise filled.

3. The Executive may at any time revoke appointments made under this procedure, provided that the Chair and relevant Regional Chair consent to the revocation.
4. A committee may invite individuals to submit an application letter to be co-opted by the committee.
 - a. Such an application letter shall be no longer than one side of A4, and shall outline their motivations and appropriateness for the role.
 - b. The committee shall consider this application and vote to approve or reject the candidate.

Section 4: Complaints, Disputes and Appeals

1. Any member may lodge, in writing, a formal complaint of infringement of election and co-option regulations upon becoming aware of such infringement.
 - a. The complaint should be addressed to the Returning Officer and should specify the nature of the infringement and must be received within twenty-one days of the declaration of the result.
 - b. The Returning Officer shall decide whether there is sufficient evidence to uphold the complaint but shall not do so without offering any candidate concerned the opportunity to make representations.
 - c. The Returning Officer shall have the power to disqualify, before or after the declaration of the result, any candidate who is found to be in breach of these regulations.
 - d. Appeals against the decision of the Returning Officer should be directed to the Honorary President on the same basis as disputes under Article 11.2. of the constitution.

Appendix 2: General Meeting Standing Orders (Article 2.5.b.)

Standing Order 1: General Provisions

1. The Executive shall set the dates of General Meetings and shall arrange for the location, dates, registration procedures, and deadlines to be communicated to members.
2. All motions shall be effective immediately, save for amendments to the constitution and the regulations, which shall take effect from the close of the General Meeting, unless otherwise specified.
3. Ambiguities in these regulations shall be settled by the ruling of the moderator.
4. For a vote to be valid, a quorum of twenty full members must be present. A quorum shall be assumed to be present unless this is challenged by a full member present. The moderator and aide shall count towards this quorum.

Standing Order 2: General Meeting Agenda

1. The Executive shall set the agenda for General Meetings.
2. The agenda for General Meetings shall be published:
 - a. with selected motions and constitutional amendments ten days prior to the opening of the General Meeting; and
 - b. with selected amendments to motions and constitutional amendments three days prior to the opening of the General Meeting.
3. The agenda for each General Meeting, save for an extraordinary General Meeting, shall include time for:
 - a. scrutiny of elected role holders;
 - b. the consideration and debate of policy motions, business motions and constitutional amendments;
 - c. emergency items; and
 - d. any other business which the Executive deems appropriate, such as training sessions, consultations or speakers.
4. Agenda Items may be submitted by any individual member or in the name of the Executive, a regional executive committee or an accredited branch in England.
5. Submission deadlines shall be as follows:

Constitutional amendments, policy motions and business motions	Fourteen days prior to the opening of the meeting
Amendments to motions and to constitutional amendments	Seven days prior to the opening of the meeting
Emergency motions	Seventy-two hours prior to the opening of the meeting
Amendments to emergency motions	At the meeting, as agreed by the Executive

6. Late submissions may be considered at the discretion of the Executive.
7. The Executive shall offer drafting advice for submissions to a General Meeting beginning at least seven days prior to the initial submission deadline, and may at their discretion set a drafting advice submission deadline.
8. In the case of scrutiny motions, the motion shall be made during the General Meeting directly to the moderator.

Standing Order 3: Selection of Motions and Amendments

1. The Executive shall select which motions shall be debated and the order of debate, prioritising issues of particular relevance or importance to the organisation.
2. Motions may only be rejected outright on the grounds that they:
 - a. have been submitted late;
 - b. conflict with the constitution; or
 - c. are incomprehensible, frivolous or ambiguous;
 - d. in the case of an emergency motion, lack any matter of substance arising after the original submission deadline; or
 - e. concern a matter that is already the policy of the organisation, the federal organisation, the Party in England or the federal Party and does not add or deal with any new or substantive matter.
3. Constitutional amendments may only be rejected if they would conflict with the law or the constitutions of the organisation or the Party in England.
4. If two conflicting motions on the same topic are received, the Executive may encourage the proposers to draft a composite motion or may select one motion and reject the other, inviting the proposer of the rejected motion to move an amendment.
5. The Executive may reject amendments to motions, and constitutional amendments on the grounds that they are:
 - a. insubstantial;
 - b. incomprehensible, frivolous or ambiguous; or
 - c. outside the scope of the motion.
6. The Chair may, with the consent of the proposer of the motion, make drafting amendments to motions before the debate in order to:
 - a. improve expression;
 - b. remove inaccuracy or superfluity;
 - c. take account of new developments; or
 - d. make any such other amendment that does not fundamentally change the meaning or substance of a motion.
7. Decisions to reject items of business under this standing order are subject to appeal to the Executive.

Standing Order 4: Extraordinary General Meetings

1. The Executive shall, as soon as practicable after the receipt of a valid petition for an extraordinary General Meeting, set the date for the meeting, the agenda and, if appropriate, a date for the submission of amendments.
2. The agenda shall concern only the business stated in the petition, unless additional business is approved in advance by the Executive.
3. The Executive shall endeavour to follow the timescales laid down elsewhere in these standing orders but, where this is not practicable, the Executive shall set such dates as it sees fit.

Standing Order 5: Moderation and Conduct of Debate

1. The Executive shall allocate a moderator and aide to each item of business.
 - a. The moderator shall be responsible for the conduct of the debate.
 - b. The aide shall assist the moderator and shall be responsible for recording the votes.
 - c. The moderator and aide may vote only if the vote is held by secret ballot or electronic voting.
2. Motions, save for scrutiny and procedural motions, shall be debated in the following manner:
 - a. The moderator shall announce the time limits for speakers.

- b. The proposer, or their nominee, shall introduce the motion.
- c. Each amendment shall be introduced by its proposer or their nominee.
- d. Members present shall debate the motion, called in turn by the moderator.
- e. The proposer of each amendment, or their nominee shall summate the debate on that amendment. The proposer of the motion, or their nominee, shall summate the debate on the motion.
- f. Members present shall vote on the amendments, and then on the motion as amended.

Standing Order 6: Voting at a General Meeting

1. Votes shall be taken by such electronic means as decided by the Executive, by secret ballot.
 - a. Where this is not possible, the Executive may decide to hold votes through a show of voting cards or hands, unless a request for a vote by secret ballot has been approved.
2. Majorities shall be calculated by reference to those present and voting, excluding any abstentions.
3. A separate vote may be taken on a part of a motion or amendment:
 - a. at the direction of the Executive;
 - b. at the discretion of the moderator; or
 - c. as a result of a procedural motion under Standing Order 7.2.g.

Standing Order 7: Points of Order and Procedural Motions

1. A member may raise a point of order which shall be taken immediately except that, during a vote, no point of order shall be taken that does not refer to the conduct of the vote. The moderator's decision on all points of order shall be final.
2. A member may, in writing, move the following procedural motions:
 - a. Motion of no confidence in the moderator;
 - i. The mover shall make the motion known to the moderator, aide and the Chair.
 - ii. The moderator shall temporarily hand over to their aide, who shall conduct the vote on the procedural motion. This person shall henceforth be referred to as the "acting moderator".
 - iii. The acting moderator shall read the motion, allow the mover to speak, and the moderator to reply.
 - iv. The motion shall require a two-thirds majority of those voting to pass.
 - v. If carried, debate will temporarily adjourn until the Executive selects a new moderator and aide for the debate, at which point debate shall continue from the point at which it was adjourned.
 - b. Motion to overrule a decision of the moderator;
 - i. The moderator shall temporarily hand over to their aide, who shall conduct the vote on the procedural motion. This person shall henceforth be referred to as the "acting moderator".
 - ii. The acting moderator shall read the motion, allow the mover to speak, and the moderator to reply.
 - iii. If carried, then the decision in question shall be reversed.
 - c. Motion to suspend standing orders;
 - i. The moderator shall read the motion and, if the suspension is valid under this standing order, allow the mover to speak and an officer to reply.
 - ii. The moderator may reject a motion as invalid if it is deemed frivolous, unnecessary or ambiguous or does not specify which standing order(s) the mover wishes to suspend. The motion must specify for which agenda items the suspension shall be in effect for.

- iii. The motion shall require a two-thirds majority of those voting to pass.
 - iv. If carried, all standing orders shall remain in force save those specified in the motion.
- d. Motion to move to next business;
 - i. If more than one motion is received the moderator shall decide which to take. No more than one of such motions may be taken in respect to any motion or report.
 - ii. The moderator shall read the motion, allow the mover to speak and the mover of the substantive motion, or their nominee, to reply.
 - iii. The motion shall require a two-thirds majority of those voting to pass.
 - iv. If carried, the item shall be abandoned without further debate or vote and the next agenda item shall be taken, or there shall be an adjournment, at the discretion of the Chair.
- e. Motion to move to a vote;
 - i. If more than one motion is received the moderator shall decide which to take. No more than one of such motions may be taken in respect to any motion or report.
 - ii. The moderator shall read the motion, allow the mover to speak and the mover of the substantive motion, or their nominee, to reply.
 - iii. The motion shall require a two-thirds majority of those voting to pass.
 - iv. If carried, the moderator shall move immediately to a vote on the item without further debate.
 - v. Following voting, the next agenda item shall be taken or there shall be an adjournment, at the discretion of the Chair.
- f. Motion to refer the item back to the Executive;
 - i. If more than one motion is received the moderator shall decide which to take. No more than one of such motions may be taken in respect to any motion or report.
 - ii. The moderator shall read the motion, allow the mover to speak and the mover of the substantive motion, or their nominee, to reply.
 - iii. If carried, the item shall be abandoned without further debate or vote and the next agenda item shall be taken or there shall be an adjournment, at the discretion of the Chair.
 - iv. If carried, the Executive shall work with the submitter of the motion to improve the submission ahead of the next General Meeting and the Chair shall, in their report to the next General Meeting, state what action it has taken on the reference back.
- g. Motion to vote separately on a section / vote in parts;
 - i. The moderator shall read the motion, and allow the mover to speak and the mover of the substantive motion, or their nominee, to reply.
- h. Motion to request a counted vote, should this not already be the case;
 - i. If such a motion is made it shall be granted automatically.
 - ii. If such a motion is made after a vote then the vote shall be retaken.
- i. Motion to request a secret ballot, should this not already be the case.
 - i. If such a motion is made it shall be granted automatically.
 - ii. Secret votes taken according to this standing order shall be taken by passing out voting papers or electronically. The moderator and aide shall be responsible for collecting and counting the votes.
 - 1. Votes that are illegible or unclear may be rejected by the moderator as spoilt ballots; the decision of the moderator shall be final.
- 3. If no member present wishes to oppose a procedural motion, it shall pass without a vote.
- 4. Where speeches on procedural motions are permitted, all speeches will be limited to two minutes. Unless otherwise specified, speakers shall not be permitted on procedural motions.

5. Procedural motions may not be moved during a vote.
6. Valid procedural motions shall be dealt with immediately upon receipt by the moderator, except that a member speaking at that time shall not be interrupted.
 - a. The moderator, with the consent of the Chair, may reject any procedural motion, save those made under Standing Orders 7.2.a., 7.2.b., 7.2.h. and 7.2.i., should they believe their use to be vexatious.
 - b. Any procedural motion under Standing Orders 7.2.c. - 7.2.i. may be tabled in advance to the Chair. The moderator in consultation with the Chair shall determine when the motion shall be taken.

Standing Order 8: Scrutiny

1. The moderator for scrutiny shall be the Chair, save for items of business relating to themselves, for which other members of the Executive shall act as moderator and aide.
2. Members of the Executive shall submit reports for scrutiny, at least 48 hours in advance of the beginning of the General Meeting.
 - a. Members of the Executive shall present their report after which the moderator may ask them questions that have been submitted in advance by members.
 - b. Should no questions be submitted in advance, or if time allows, the moderator may take questions from the floor.
 - c. Following questions on the report, scrutiny motions may be debated.
3. The organisation's representatives to English Council shall, collectively, submit a report for scrutiny, at least 48 hours in advance of the beginning of the General Meeting.
 - a. A representative of this group shall present their report after which the moderator may ask them questions that have been submitted in advance by members.
 - b. Should no questions be submitted in advance, or if time allows, the moderator may take questions from the floor.
 - c. Following questions on the report, scrutiny motions may be debated.
4. The moderator may group the consideration of reports together for convenience; unless it is requested by a member present that a given report or reports be considered separately.
5. Any full member may move the following scrutiny motions:
 - a. motion of no confidence (which shall have the effect of removing the subject of the motion from office and shall require a two-thirds majority);
 - b. motion of censure; and
 - c. motion of commendation.
6. For a given scrutiny motion, the moderator shall read the motion, allow the mover to speak, and the subject of the motion to reply. Other speakers may be taken, provided that the subject of the motion is given a fair right of reply to any points raised.
7. Any given report shall be considered to have been rejected if a motion of no confidence or motion of censure in the individual(s) concerned is carried, otherwise it shall be considered to have been accepted.
8. The submission of a motion of commendation shall only be accepted by the moderator if it is co-signed by 3 or more members in addition to the mover of the motion.
9. Scrutiny motions shall be debated in the order set out in Standing Order 8.5. and if there are multiple submissions of the same type of motion they shall be debated and voted on as one motion.
 - a. At the discretion of the moderator, motions may be debated separately if it can be demonstrated that there are multiple unrelated reasons for a motion that cannot be reasonably considered in one debate.

Appendix 3: Regional Branch Regulations (Article 2.5.c.)

Section 1: General Provisions

1. Regional branches shall be constituted throughout England by these regulations, representing a specific geographic area, on the same basis as the Party in England.
2. Each regional branch shall:
 - a. support the development of accredited branches of the federal organisation within their region;
 - b. support the implementation and delivery of activities coordinated by the organisation; and
 - c. otherwise act to support the attainment of the objects of the organisation.
3. Membership of a regional branch shall be automatically afforded to full members of the organisation who are registered with a Local Party within the region or are members of a branch or society accredited by the federal organisation within the region.
 - a. Full members may exercise membership rights in any regional branch for which they qualify for membership. However, they may not hold office within more than one regional branch simultaneously and may only vote in internal elections in the region in which Local Party membership is registered.
 - b. Membership of a regional branch shall lapse automatically should the individual concerned lose their full membership of the organisation.
4. Each regional branch shall be chaired by a Regional Chair who shall be elected according to the provisions laid out elsewhere in the constitution and regulations.

Section 2: Conduct of Meetings

1. The Executive shall meet at least six times during the annual term; these meetings may be in person or online, as required.
2. All members of the Executive are expected to attend all Executive meetings or send apologies before the meeting begins. Any Executive member who misses two consecutive meetings or three meetings in a single term without sending apologies will be deemed to have resigned.
3. The federal organisation's staff member(s) may attend any Executive meetings they wish to, although they will not be expected to.
4. All members of the organisation, Honorary Officers, and such others as may be invited by the Executive shall be entitled to attend Executive meetings.
5. The agenda for each meeting shall be circulated at least 48 hours in advance of the meeting.
6. The chair of the meeting shall be responsible for ensuring the good conduct of the meeting and in particular shall ensure that the meeting keeps to the agenda and to time.
7. The minutes of the meeting shall record:
 - a. Those attending the meeting, and those giving apologies;
 - b. Key points of information noted; and
 - c. Agreed actions, and the individuals who will carry them out.
8. The Chair shall be responsible for ensuring that accurate minutes are taken, circulated to the Executive for comment, and uploaded to the website; the Chair may delegate the responsibility of taking the minutes during the meeting to another member present at the meeting.
9. Sensitive matters may be declared 'closed business' by a majority vote. Access to such sections of meetings and to the minutes of these items will be limited to Executive members, Registered Officers of the federal organisation, and such individuals as the Executive may invite.
10. If a role is filled with a job share, the two individuals shall have one vote between them. If they disagree, they must abstain. However, if only one is present, a vote cast by that individual may not subsequently be challenged by the other.

Appendix 4: Executive Regulations (Article 2.6.a)

Section 1: Compliance

1. The Executive as a whole is responsible for ensuring that the organisation operates in accordance with all applicable laws and regulation, and where necessary for updating these regulations. This includes but is not limited to:
 - a. Legal requirements around data protection;
 - b. Electoral reporting requirements; and
 - c. Following the advice and guidance of the Registered Officers of the federal organisation.
2. The Executive is also responsible for running the organisation in a manner consistent with the constitutions of the organisation, the federal organisation, and the Liberal Democrats Party in England.
3. The Executive is responsible for facilitating the election of representatives to English Council of the Party in England, and any other party body where the organisation is entitled to representation.

Section 2: Regional Executive Committees

11. Each regional branch shall have an executive committee.
 - a. The committee shall comprise:
 - i. the Regional Chair (acting as chair of the committee);
 - ii. a Campaigns Officer;
 - iii. a Membership Engagement Officer;
 - iv. Representatives of local branches and societies within the Region; and
 - v. such other officers and representatives as deemed appropriate by the Regional Chair.
 - b. Members of the committee other than the Regional Chair and representatives of local branches and societies shall be co-opted, per the "Election and Co-option Regulations" for a term coinciding with that of the organisation's Executive.
 - i. Casual vacancies in these roles may be filled similarly via co-option.
 - c. Members of the committee must be full members of the regional branch. Should a committee member cease to be a member they shall be considered to have resigned from their post.
 - d. The committee shall adhere to the "Committee Regulations", which shall also govern the conduct of meetings.
 - e. Only the members specified above shall be entitled to vote on a motion before the committee.
 - f. Individuals may not hold more than one officer role nor exercise more than one vote on the committee.
12. The duties of individual members of each Regional Executive Committee shall be as follows:
 - a. Regional Chair:
 - i. Fulfil their duties related to their Regional Executive Committees as set out in Section 4.4.f. of the "Executive Regulations".
 - b. Campaigns Officer:
 - i. Assist with the implementation of the organisation's campaigning strategy within the region;
 - ii. Organise campaigning activities within the region, such as canvassing, delivery, clerical work and phone-banking; and
 - iii. Work with the Vice-Chair for Elections and Campaigns to fulfil these duties.
 - c. Membership Engagement Officer:

- i. Assist with the implementation of the organisation's membership engagement strategy within the region;
 - ii. Organise social activities within the region, such as those after action days and at regional conferences; and
 - iii. Work with the Vice-Chair for Membership Engagement to fulfil these duties.
- d. Where there are other members of a given regional executive committee as created by Section 2.1.a.v. of these regulations, the Regional Chair and Chair shall agree the title and duties of the member upon their co-option.

Section 3: Written Resolutions

1. Between meetings, the Executive may make decisions by written resolution via email, which shall be minuted at the start of the following meeting.
2. Votes shall be called by the Chair who shall notify all members of the Executive simultaneously by email of the motion proposed.
3. Motions shall be carried if after 24 hours the majority of votes cast are in favour of the motion.
4. A motion shall be carried before the time limit has elapsed if a majority of all those eligible to vote have voted in favour.
5. For the purposes of determining whether a motion has been carried early, the vote of a job share shall only be counted in favour of a motion if both individuals have confirmed their support for the motion.
6. If the motion is not carried early, and only one member of a job share has cast a vote, that vote shall be counted as a joint vote.

Section 4: Duties of the Executive

1. Where a single position is vacant, the Executive as a whole is responsible for ensuring that role's responsibilities continue to be carried out, reapportioning responsibility as necessary.
2. Members of the Executive are responsible for ensuring that their role is carried out, but this may include allocating responsibilities to members of committees (i.e., Regional Branches) or arranging for another Executive Member to cover a specific matter.
3. Members of the executive are expected to submit a report at least 48 hours in advance of all executive meetings, excepting any extraordinary meetings.
 - a. Oral reports may be delivered at the executive meeting in place of a written report.
 - b. It will be acceptable for a written report to express that there is nothing to report or the reasons why it was not possible to provide a report in the allotted time frame and when a more full report may be available.
4. The duties of individual members of the Executive shall be as follows:
 - a. Chair:
 - i. Organise and chair Executive meetings, or delegate the chairing of meetings at their discretion;
 - ii. Ensure the organisation works towards its objectives as set out in the constitution;
 - iii. Take the initiative to ensure the Executive's objectives are achieved, including supporting other Executive members;
 - iv. Be the principal moderator of General Meetings, in line with the standing orders;
 - v. Be the principal public and internal party representative of the organisation, on, but not limited to, the following:
 1. the federal Executive;
 2. the federal Finance and Resources Committee;

3. the English Council;
 4. the English Council Executive; and
 5. other relevant bodies.
- b. Vice-Chair for Elections and Campaigns:
 - i. Stand in for the Chair when needed;
 - ii. Ensure, alongside the Chair, that all campaigning activities contribute to the objectives of the organisation;
 - iii. Represent the organisation at the federal Elections Committee;
 - iv. Set and develop the organisation's campaigning strategy, alongside the Chair and in line with policy determined at General Meetings;
 - v. Support the regional Campaigns Officers in the fulfilment of their duties; and
 - vi. Support the delivery or promotion of campaigning opportunities available to members, alongside the federal Elections Officer.
 - c. Vice-Chair for Membership Engagement:
 - i. Stand in for the Chair when needed;
 - ii. Ensure, alongside the Chair, that all communication and engagement activities contribute to the objectives of the organisation;
 - iii. Represent the organisation at the federal Campaigns and Communications Committee;
 - iv. Set and develop the organisation's membership engagement strategy, alongside the Chair and in line with policy determined at General Meetings;
 - v. Support the regional Membership Engagement Officers in the fulfilment of their duties; and
 - vi. Support the delivery or promotion of training opportunities available to members, alongside the federal Membership Development Officer.
 - d. Policy and Regional Engagement Officer:
 - i. Coordinate policy across the federal organisation, the English Party, regional branches and Regional Parties.
 - ii. Represent the organisation at the federal Policy Committee;
 - iii. Represent the organisation at the Party in England's Joint Policy Committee of the Regions;
 - iv. Work with Regional Chairs and Regional Executives to write and develop policy on a regional level and to make submissions to Regional Party Conferences; and
 - v. Coordinate the organisation's presence at Regional Party Conferences.
 - e. Events Representative:
 - i. Attend the federal Events Committee meetings on behalf of the organisation; and
 - ii. Report back on the activities of the Committee to the Executive.
 - f. Regional Chairs:
 - i. Attend and contribute to Executive meetings, submitting reports on relevant updates, as per Section 4.3 of these regulations;
 - ii. Attend meetings of the main party Regional Executive as a member representing members of the organisation in the region;
 - iii. Recruit and manage members of the Regional Branch Executive;
 - iv. Organise and lead on ensuring a Young Liberal presence at the main party Regional Conference;
 - v. Collaborate with the Vice-Chair for Elections and Campaigns, federal Elections Officer and Regional Campaigns Officer to run action days in the region;

- vi. Collaborate with the Vice-Chair for Membership Engagement and Regional Membership Engagement Officer to promote the activities of the organisation and federal organisation in the region;
- vii. Assist the federal Branch Development Officer with developing Young Liberal branches and societies within the region; and
- viii. Organise social events and support the work of the federal Membership Development Officer and federal Events Officer in the region.

Section 5: Behaviour

1. While an Executive member is subject to the same rules as any other member, it must be understood that they are role models and, therefore, should hold themselves to a higher standard.
2. Bearing the requirement for Executive members to hold themselves to a higher standard, they should also seek to engage in their roles in good faith and comply with the spirit as well as the letter of the rules.
3. Executive members should make a conscious effort to understand how their actions (whether justified or otherwise) make others feel and should be aware that people may be fighting their own battles that influence their actions.
4. If in doubt, Executive members should remove themselves from any confrontational situation and allow someone else to deal with the conflict.

Section 6: Financial Arrangements

1. The financial activities of the organisation and regions thereof are bound to and must be compliant with the federal organisation's constitution and financial regulations, and must be coordinated with the Registered Treasurer of the federal organisation.
2. Any spending must be pre-approved by the Chair and the Registered Treasurer of the federal organisation.