

English Young Liberals Executive Regulations

Section 1: Compliance

1. The Executive as a whole is responsible for ensuring that the English Young Liberals operates in accordance with all applicable laws and regulation, and where necessary for updating these regulations.
2. The Executive is also responsible for running the English Young Liberals in a manner consistent with the Constitution of the English Young Liberals.
3. The Executive is responsible for electing representatives to any party body where the English Young Liberals are entitled to representation aside from those to which methods for appointing representatives are already determined by the Constitution.

Section 2: Conduct of Meetings

4. The Executive shall meet at a minimum six times during the year from 1st January to 31st December in person or online as required; they may hold additional meetings in person or online as required.
5. 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.
6. Honorary officers and representatives to federal committees shall attend all Executive meetings where reasonably possible.
7. All members of the English Young Liberals, Honorary Officers, and such others as may be invited by the Executive shall be entitled to attend Executive meetings.
8. The agenda for each meeting shall be circulated at least 48 hours in advance of the meeting.
9. 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.
10. 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.
11. The Executive shall determine at its first meeting which member shall be responsible for ensuring that accurate minutes are taken, circulated to the Executive for comment, and uploaded to the website.

12. 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 and such individuals as the Executive may invite.
13. If a portfolio 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.

Section 3: Written Resolutions

14. Between meetings, the Executive may make decisions by written resolution via email.
15. Votes shall be called by the Chair or Vice-Chair, who shall notify all members of the Executive simultaneously, by email and slack of the motion proposed.
16. Motions shall be carried if after 24 hours the majority of votes cast are in favour of the motion.
17. A motion shall be carried before the time limit has elapsed if a majority of all those eligible to vote have voted in favour.
18. 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.
19. 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

20. 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.
21. Members of the Executive are responsible for ensuring that their role is carried out, but this may include allocating responsibilities to members of committees or arranging for another Officer to cover a specific matter. The duties of the Chair will be delegated to the Vice-Chair in the first instance.
22. Members of the Executive are expected to submit an officer's report at least 48 hours in advance of all executive meetings, excepting the first meeting of an Executive term and any extraordinary meetings. Any Executive member who fails to submit a report 48 hours prior to a given meeting for two consecutive meetings or three meetings in a single term will be asked to attend a meeting with the Chair or Vice Chair to explain why they have missed these deadlines and to see if there is anything the executive can do to support the Officer.

23. Oral reports delivered at the executive meeting - in place of a written report - are to be supplemented with a written report within 72 hours of the meeting.
24. Where reports are delivered after the meeting, notification is to be given to the membership via appropriate means within an appropriate time-frame at the discretion of the Chair.
25. 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.
26. The duties of the individual members of the Executive (and those who shall act as representatives of the Executive) shall be as follows:
 - a. Chair:
 - i. setting the overall direction of the organisation in line with policy determined at General Meetings;
 - ii. acting as the primary spokesperson for the English Young Liberals;
 - iii. acting as the primary representative of members of the English Young Liberals to
 1. the Party and to external organisations;
 2. the English Council,
 3. the English Council Executive, and
 4. other relevant bodies.
 - iv. co-ordinating, overseeing, and ensuring that the roles and activities of the rest of the Executive are appropriately carried out;
 - v. chairing General Meetings, and meetings of the Executive; and
 - vi. acting as the representative from the English State Organisation to the Executive of Young Liberals, per the Young Liberals Constitution.
 - b. Vice-Chair:
 - i. Standing in for the Chair when needed;
 - ii. Supporting the Chair of the English Young Liberals and the Regional Chairs in ensuring campaigning and membership development activity across all regions
 - iii. Ensuring all regional chairs have appropriate training and that any other support required by regional chairs is provided
 - iv. Providing general support to the executive to the end of that executive's offering of membership development, branch development and regional activity including campaigning.
 - c. Representative to Campaigns Committee:
 - i. representing the views of the EYL Executive to Campaigns Committee,

- ii. working with the EYL Chair to coordinate and implement EYL campaigning strategy,
 - iii. supporting regional Campaigns Officers.
- d. Representative to Communications Committee:
 - i. representing the views of the EYL Executive to Comms Committee,
 - ii. working with the EYL Chair to coordinate and implement EYL comms strategy,
 - iii. supporting regional Communications Officers.
- e. Representative to Events Committee:
 - i. representing the views of the EYL Executive to Events Committee,
 - ii. working with the EYL chair to coordinate the organisation of GMs,
 - iii. supporting regional Events Officers.
- f. Representative to Policy Committee:
 - i. representing the views of the EYL Executive to Policy Committee,
 - ii. representing EYL at the Joint Committee of the Regions.
- g. Regional Chairs:
 - i. Organising regional campaigning activities,
 - ii. Organising regional General Meetings,
 - iii. Acting as a point of contact within their respective regions.

Section 5: Behaviour

27. 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.
28. 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.
29. Exec 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.
30. If in doubt, remove yourself from any confrontational situation and allow someone else to deal with the conflict.

Section 3: Financial Arrangements of State Organisations

31. The financial activities of the English Young Liberals and regions thereof are bound to and must be compliant with the Federal Young Liberals Constitution, Federal Executive Regulations and must be coordinated with the Finance Officer of the Young Liberals.

32. Any spending must be pre-approved by the chair of the English Young Liberals and the Finance Officer of the Young Liberals.

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