



ENGLISH YOUNG LIBERALS

Executive Regulations

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Context	0
Section 1: Compliance	1
Section 2: Conduct of Meetings	1
Section 3: Written Resolutions	2
Section 4: Duties of the Executive	2
Section 5: Behaviour	4
Section 6: Financial Arrangements	4

Context

These are the Executive Regulations of the English Young Liberals, as permitted by Article 2.6 of the constitution of the English Young Liberals.

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: 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.

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, reappportioning 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 executive 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.