



# **YOUNG LIBERALS**

## ***CONSTITUTION***

**Updated following Winter Conference 2024**

**This is a constitutional document and may therefore be amended  
by conference via a constitutional amendment**

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# Young Liberals Constitution

Young Liberals is a political organisation that exists to campaign on issues affecting young people and students. We have branches across the UK run by young people, for young people. Young Liberals provides a platform for young people and students to have their voices heard and acts as a radical pressure group within the Liberal Democrats. Our aim is to fight for a society based on fairness, equality, and freedom for all.

## Section 1: Names and Objectives

1. The name of the organisation shall be Young Liberals.
2. The Objectives of the organisation shall be:
  - a. To represent the membership of Young Liberals to the Liberal Democrats;
  - b. To promote the Liberal Democrats amongst young people and students;
  - c. To develop members, branches and state and regional organisations to achieve these Objectives; and
  - d. To further the Objectives of the Liberal Democrats as set out in Article 1.2 of the Federal Constitution of the Liberal Democrats.
3. In pursuit of the Objectives, the organisation shall have the power to:
  - a. Raise and spend money;
  - b. Campaign in support of Liberal Democrat candidates or independent candidates supported by the party;
  - c. Campaign in referendums;
  - d. Campaign in support of its own policy or the policy of the Liberal Democrats, or on topical issues of concern to its members; and
  - e. Affiliate to external organisations that are in line with the Objectives.

## Section 2: Structure

1. Young Liberals is the Affiliated Organisation (AO) of the Liberal Democrats for students and young people.
2. Provided that they adhere to the Objectives of the organisation, Young Liberals will recognise and support:
  - a. State Organisations for England, Scotland and Wales; and
  - b. Regional and local branches of those State Organisation and
  - c. Local branches of those State Organisations, subject to the Accreditation Regulations, comprised of:
    - i. Local branches representing a specific geographic area, with no other affiliations; and
    - ii. University Societies, acting primarily as bodies recognised by their respective Students Unions.
3. Young Liberals may affiliate to external organisations where this is in line with the Objectives, subject to the Affiliation Regulations.

## Section 3: Governance

1. This Constitution may only be amended by a two-thirds majority of members present and voting at Conference.
2. Any provision of this Constitution shall be considered null and void if it conflicts with the Federal Constitution of the Liberal Democrats or any regulations established under its authority governing AOs.
3. Young Liberals shall be independent from the Liberal Democrats in all other regards.
4. No elected Officer or representative within Young Liberals shall be mandated
5. The Executive and all Committees shall exercise their powers by majority vote, except where explicitly provided for in the appended regulations.
6. There shall be the following regulations appended to this Constitution, which shall be considered to be an integral part of it:
  - a. Election and Co-option Regulations;
  - b. Membership Regulations;
  - c. Appeals Regulations;
  - d. Conference Standing Orders;
  - e. Affiliations and Endorsement Annexe; and
  - f. Accreditation Regulations.
7. The Executive shall adopt further regulations in relation to:
  - a. The conduct of its business ("Executive Regulations");
  - b. The conduct and running of committees ("Committee Regulations");
  - c. The conduct of members at Conferences ("Conference Code of Conduct")
  - d. The safeguarding of children and vulnerable adults ("Safeguarding Policy");
  - e. The proper management of the organisation's finances ("Financial Regulations");
  - and
  - f. Such other matters as the Executive considers appropriate from time to time.
8. The Executive Regulations and Committee Regulations shall be appended to this Constitution and may be amended by Conference via Constitutional Amendment
9. Regulations made by the Executive shall be subject to this Constitution. Any changes to the further regulations made by the executive, including the Executive Regulations and Committee Regulations, should be minuted in Executive meeting minutes and published in the Vice-Chair's Report to Conferences.
10. Safeguarding of children, young people and vulnerable adults
  - a. The Executive shall appoint:
    - i. a designated safeguarding lead (DSL); and
    - ii. one or more deputy designated safeguarding leads (DDSL).
  - b. The DSL and DDSL(s) will serve until the appointment of their successor, or until their removal by the Executive.
  - c. The Executive may by a simple majority vote to remove the appointed DSL or DDSL(s).
    - i. Should the DSL be removed, the DDSL shall act as the DSL until the appointment of a new DSL by the Executive.
  - d. The DSL and DDSL(s) need not be members of the organisation but must be members of the Liberal Democrats.
  - e. The responsibilities of the DSL and DDSL will be outlined within the organisation's safeguarding policy.
11. Changes to the executive passed at conference should take effect at the next election of the position, unless otherwise specified
12. The Executive may by two thirds majority vote and with the agreement of the Honorary President, declare that exceptional circumstances exist due to health or security risks, and such declaration stays in effect until the end of that term, and therefore:

- a. Any requirements for in-person meetings of the Executive, Committees or General Meetings, including those of States or Regional organisations, are suspended and meetings must be held online unless it is safe to do so.
- b. Events Committee and Policy Committee may make reasonable adaptations to the Conference Standing Orders in order to facilitate online conferences, as long as they are within the scope and original meaning of the Standing Orders.
- c. If the nature of the exceptional circumstances means that it is not possible to seek the Honorary President's agreement, or that more than one third of Executive Committee members are unable to vote, then a unanimous vote of remaining committee members shall suffice.

## **Section 4: Legal compliance**

1. The accounting period of the organisation shall be the year commencing 1 January and ending 31 December.
2. The organisation shall comply with the requirements of the Political Parties, Elections and Referendums Act 2000 (PPERA) and any successor legislation
3. All members of the Executive have a duty to ensure that the organisation's resources are applied solely towards the Objectives and to ensure that the organisation's financial obligations never exceed its resources.
4. The Executive shall appoint a Registered Treasurer and a Registered Second Officer (Registered Officers) to take on formal legal responsibilities under PERA. Such individuals need not be members of the organisation but shall be members of the Liberal Democrats in good standing and shall serve until removed or until they resign.
  - a. The Registered Officers shall be entitled to receive notice of, attend and speak at all meetings of the Executive, but shall only be entitled to vote if they are voting members of the Executive by other means.
  - b. Either Registered Officer, on resignation, may submit a statement of reasons which shall be presented to the next Conference. A copy of any such statement shall be sent to the Chief Executive of the Liberal Democrats promptly upon receipt of the resignation.
  - c. Both Registered Officers shall be entitled to become signatories on any bank account or similar facility, and to examine any financial paperwork, but shall be bound by the Financial Regulations in respect of the exercise of their powers as signatories.
5. The Registered Officers shall ensure that a copy of the organisation's financial statements for the previous year are laid before the Annual General Meeting.
6. The Executive may resolve to merge the organisation with another accounting unit of the Liberal Democrats, or with the central party, for the purposes of compliance with PERA. In this case, Articles 4.4, and 4.5 shall not apply and no Registered Officers need be appointed.
7. Unless the State Organisations inform the Registered Officers (if appointed) and the Executive that they have arranged to report under PERA via another accounting unit, the duties and powers of the Registered Officers (if appointed) shall extend to the State Organisations and the State Organisations shall be bound by the Financial Regulations
8. If any provision of this constitution is found or suspected to be in breach of UK law, it may be amended at any time by the Federal Executive in consultation with the Honorary President, or in the case of elections with both the Honorary President and Returning Officer.

## **Section 5: Membership**

1. There shall be the following classes of membership:
  - a. Full members;
  - b. Associate members; and
  - c. Honorary life members.
2. No individual shall be a member unless their name, email address and (where applicable) Liberal Democrat membership number are held by the organisation
3. Only full members shall be entitled to exercise any governance rights, including the right to propose and vote on motions at Conference and the right to stand or vote in elections.
4. Associate and honorary life members and members of international sister parties shall be entitled to attend and speak at Conference.
5. Full membership shall be open to:
  - a. Liberal Democrat members aged 29 or younger (youth members);
  - b. Liberal Democrat members who are full or part-time students, or apprentices (student members)
6. An individual eligible to be a youth member or a student member shall be a member if:
  - a. They are included on a list of members received by the organisation from the Liberal Democrats; and
  - b. They apply directly to the Executive.
7. Associate members need not be members of the Liberal Democrats and shall be registered supporters of the Liberal Democrats who otherwise fit within the age and student requirements of the organisation or those admitted at the discretion of the Executive, who shall be subject to payment of a fee determined by the Executive
8. Associate membership shall lapse at the expiration of one year from the end of the month in which the member is admitted, unless renewed.
9. Honorary life membership may be conferred by a simple majority vote at Conference, under the same procedures as a policy motion, on any individual that Conference believes has significantly contributed towards the organisation or its Objectives, and shall be revoked automatically if the holder ceases to be a member of the Liberal Democrats, unless reconferred by conference.

## **Section 6: Executive**

1. The organisation shall have an Executive, which shall be composed of the following Officers:
  - a. Chair;
  - b. Vice-Chair;
  - c. Fundraising Officer;
  - d. Communications Officer;
  - e. Campaigns Officer;
  - f. Membership Development Officer;
  - g. Branch Development Officer;
  - h. Events Officer;
  - i. Policy Officer;
  - j. International Officer;
  - k. Accessibility, Diversity, and Standards Officer;
  - l. Racial Equity, Diversity, and Liberation Officer;

- m. A representative from each State Organisation, as determined by that State Organisation;
  - n. Non-Portfolio Officer; and
  - o. LDCRE Representative (non-voting)
2. The duties of each Officer shall be set out in the Executive regulations, which shall govern the conduct of meetings and the standards expected of Officers.
3. Only the Officers specified above, and not specified as non-voting, shall be entitled to vote on a motion before the Executive.
4. Other than the LDCRE Representative, the Executive shall be elected annually by all member ballot, for a term of office commencing on 1 November and ending on 31 October.
  - a. The LDCRE Representative shall be coopted via the process set out in the Election Regulations
5. Individuals may not hold more than one office on the Executive.
6. Job shares between two people shall be permitted for any of the roles set out in Article 6.1., except the LDCRE Representative
  - a. Individuals elected in a job share shall share one vote on the Executive.
  - b. Individuals elected in a job share enter and leave office together and cannot resign or otherwise be removed separately.
  - c. In the event that only one half of a job share wishes to resign, the remaining half may serve in a temporary capacity until the vacancy is filled.
7. All Officers must be full members of the organisation. In the event that any Officer ceases to be a member they shall be considered to have resigned their post.

## **Section 7: Committees**

1. In addition to the Executive, there shall be the following Committees, who shall conduct their business in accordance with this Constitution and the Committee Regulations:
  - a. Finance and Resources Committee;
  - b. Campaigns Committee;
  - c. Events Committee;
  - d. Policy Committee;
  - e. International Committee;
  - f. Communications Committee;
  - g. Diversity Committee;
  - h. Any other Committees, Executive Sub-Committees or Working Groups set out in the Committee Regulations.
2. There shall be members of the following committees who shall be elected by all-member ballot in accordance with the Election and Co-Option Regulations, holding office for the same terms as the Executive:
  - a. Two members of Campaigns Committee
  - b. Two members of Events Committee
  - c. Three members of Policy Committee
  - d. Three members of the International Committee
  - e. Two members of Communications Committee
  - f. Nine members of Diversity Committee each representing:
    - i. minority ethnic communities
    - ii. the disabled community
    - iii. the trans community
    - iv. the Lesbian, Gay, Bisexual, Asexual Plus (LGBA+) community

- v. women
- vi. carers
- vii. those who are care experienced
- viii. social mobility among the Young Liberals, who shall be called the Social Mobility Representative
- ix. Under-18s

## **Section 8: Honorary Officers**

1. The following Honorary Officers shall be elected by all-member ballot:
  - a. Honorary President; and
  - b. Six Honorary Vice-Presidents.
2. Honorary Officers shall serve for two-year terms commencing on 1 November and finishing on 31 October two years later.
3. Honorary Officers need not be members of the organisation but must be members of the Liberal Democrats. In the event that any Honorary Officer ceases to be a member of the Liberal Democrats they shall be considered to have resigned their post.
4. Honorary Officers shall be entitled to receive notice of, attend and speak at Executive meetings unless the Executive resolves otherwise in a particular case. Honorary Officers shall not be entitled to vote.
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

## **Section 9: Elections**

1. All elections shall be conducted in accordance with the Election and Co-option Regulations.
2. The Executive shall appoint a Returning Officer at their first meeting, or when a vacancy arises, who shall not be a member of the organisation but who shall be a member of the Liberal Democrats.
3. If a vacancy arises on the Executive, on a Committee or amongst the Honorary Officers during the term of office, the Executive shall have the power to fill the vacancy by cooption as set out in the Election and Co-option Regulations.
4. Co-options shall not be used if the role of Chair is vacant, or if there is more than one executive position vacant. In this case, a by-election shall be held in accordance with the Election and Co-option Regulations.
5. All elections and co-options will take place by secret ballot using the Single Transferable Vote system.
6. All those wishing to stand for the positions of Chair, Fundraising Officer, International Officer or Accessibility, Diversity and Standards must be 18 or over on the day their term starts.
7. The Racial Equity, Diversity, and Liberation Officer and LDCRE Representative must be members of minority ethnic heritage. Therefore, members must identify as having Black, Asian or minority ethnic heritage to be eligible for either roles.
8. The Racial Equity, Diversity, and Liberation Officer and Diversity Committee Representatives are intended to be elected by their respective groups to represent those groups, and so the Returning Officer should make clear on ballots, and if possible



through the voting system, that members should only vote if they identify as being within that group

9. With the exception of the committees listed in 9.9.c, which shall be held by the relevant member of the executive or their nominee, where the Young Liberals hold seats on committees of the Federal Party, they shall be filled by an all member ballot taken at the same time as other Young Liberals Federal Elections under the Election and Co-Option Regulations. Where casual vacancies arise, these shall be filled in line with the Election and Co-Option Regulations.
  - a. Those taking elected seats on Federal Committees shall serve one year terms commencing on January 1st and finishing on December 31st, unless the Federal Constitution of the Liberal Democrats specifically requires other term dates or lengths
  - b. In all cases, the Federal 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 committee without notifying the Executive to nominate a substitute, they shall be considered to have resigned.
  - c. Federal International Relations Committee, which shall be held by the International Officer

## **Section 10: Conference**

1. Conference shall be the sovereign body of the organisation and shall have power to determine the policy and direction of the organisation, subject to this Constitution and the Constitution of the Liberal Democrats.
2. Conference shall take place at least once per year
  - a. Further Conferences may be called by the Executive.
  - b. A Special Conference shall be called within two months of the receipt by the Chair of the organisation of a requisition signed by not fewer than 40 full members, including at least 4 members of each State Organisation.
  - c. A Special Conference shall debate the business specified in the requisition. At the discretion of the Executive, other business may also be taken.
3. At least one Conference must be held between May and October, which shall be the Annual General Meeting of the organisation.
4. The timing and organisation of Conference shall be managed by Events Committee.
5. Conference shall run according to the Conference Standing Orders.
6. All members attending conference are subject to and by attending Conference agree to follow the Conference Code of Conduct.
  - a. In addition, during conference business conference attendees must not
    - i. discuss ongoing complaints or grievances;
    - ii. make any libellous, slanderous or defamatory statements, including in any official chat or platform or in any motions or amendments; or
    - iii. engage in any bullying or harassing behaviour.
  - b. If attendees break the code of conduct or the specific rules set out in 6.a. then the Executive and Conference Team may take any appropriate action including but not limited to: stopping attendees from speaking, asking attendees to leave the debate or the conference entirely or stopping motions from being debated if it is deemed that the nature of the topic or direction of debate could be in breach of the rules.

## **Section 11: Policy**

1. The organisation shall have policies on matters of interest or importance to its members. Such policies shall be independent of those of the Liberal Democrats.
2. Policy powers shall be exercised by the State Organisations unless expressly provided by this Constitution. Each State Organisation shall set policy relating to the corresponding state of the United Kingdom under its own procedures.
3. Policy which necessarily crosses State Organisation boundaries shall be set by Conference under this Constitution unless the constitutions of the relevant State Organisations together provide for a joint policy process.
4. Policy which relates to the UK as a whole, to Northern Ireland or to international affairs shall be set by Conference under this Constitution.
5. Policy which would usually be assigned to a State Organisation shall be set by Conference under this Constitution if no relevant State Organisation is recognised.
6. A State Organisation may, by provision in its constitution, designate some or all of its policy powers to be exercised by Conference under this Constitution.
7. The Executive may adopt interim policy on any matter where Conference is entitled to set policy, subject to ratification by Policy Committee. Interim policy shall lapse at the end of the next Conference at which the matter could be debated.
8. The policy of the Liberal Democrats may be treated as this organisation's policy where it does not contradict established policy.
9. Policies adopted shall lapse after 5 years, unless renewed.
  - a. Policy Committee may extend a policy motion for up to 12 months, by which time it must have been brought to conference in some form for renewal

## **Section 12: Sanctions, Appeals and Disputes**

1. The Young Liberals Executive may impose sanctions upon membership, up to and including revocation of membership, in occurrence with the Membership Regulations.
2. Any person whose membership of the Young Liberals has been suspended or revoked, but who retains membership of the Liberal Democrats shall not be able to attend events organised by the organisation or any affiliated organisations, including Conferences, shall lose their voting rights in both elections and at conference, and shall be ineligible to hold any office or position in the organisation or any organisations affiliated to or accredited by it and may not represent such organisations on any party committee or body.
3. Members must treat others with respect and must not bully, harass or intimidate any member, member of staff (including party, parliamentary and ALDC staff), volunteer or member of the public. Such behaviour will be considered to be bringing the Young Liberals into disrepute.
4. If the organisation has the power to apply sanctions under the membership rules of the Liberal Democrats (or any state party thereof), the relevant Liberal Democrat procedures shall be followed in connection with any such action. In the event of a conflict, those procedures shall take precedence over this Constitution.
5. Any person whose membership of the Liberal Democrats is suspended or revoked by the Liberal Democrats shall be automatically suspended or expelled (respectively) from this organisation unless the Executive shall, in exceptional circumstances, decide otherwise.
6. In the first instance disputes over the interpretation of this Constitution shall be directed to the Honorary President, who may choose to direct the dispute to an Appeals Panel.

7. An Appeals Panel, conducted in accordance with the Appeals Regulations, shall adjudicate on:
  - a. any appeal of a decision by the Honorary President over the interpretation of this Constitution, or any dispute directed to it by the Honorary President;
  - b. any claim that the rights under this Constitution of a member or of an organ of the Federal Young Liberals or of a Branch has been infringed;
  - c. any appeal of a membership sanction under the Membership Regulations which shall have the power to reinstate the member; and
  - d. any other matter expressly provided for by this Constitution or by rules made thereunder.
8. An Appeals Panel shall have no power to adjudicate on:
  - a. The conduct and constitutions of affiliated organisations, unless a provision in the constitution of the affiliated organisation provides otherwise;
  - b. Matters relating to safeguarding, which shall be determined by the Designated Safeguarding Lead;
  - c. Compliance with PPERA and other relevant legislation or external regulatory bodies, which shall be the primary remit of the Registered Treasurer and Registered Second Officer; and
  - d. Decisions relating to the spending or raising of the organisation's finances, except insofar as the decision relates to this Constitution or the appended regulations.

# Young Liberals Conference Standing Orders

## 1. Organisation of Conference

- 1.1. Events committee shall set the dates of Conference, in line with the constitution, and shall arrange for the location, dates, registration procedures, and deadlines to be communicated to members.

## 2. Conference Agenda

- 2.1. Events Committee, in consultation with Policy Committee, shall set the agenda for Conference. The agenda for each conference, save a Special Conference, shall include time for:

- 2.1.1. Policy motions, including policy papers

- 2.1.2. One or more consultative sessions; save that the Committee may decide that there are not consultations to be had

- 2.1.3. Emergency motions

- 2.1.4. An executive scrutiny session

- 2.1.5. A business session, for the consideration and debate of business motions and constitutional amendments.

- 2.1.6. Training sessions

- 2.1.7. At one conference per calendar year, the presentation of the Emily Price Award for Extraordinary Service.

- 2.1.8. Any other business which the Committee thinks appropriate.

- 2.2. Motions and amendments shall be submitted as set out by Policy Committee and shall state the proposer and summator.

- 2.3. Right to Submit Agenda Items

2.3.1. Business motions, constitutional amendments and amendments to Business Motions and Constitutional Amendments may be submitted by any individual member, in the name of the Federal, State or Regional Executive, or a Committee

2.3.2. Policy motions and amendments to policy motions may be submitted by any individual member, a State or Regional Executive or by Policy Committee

2.3.3. Emergency motions may be submitted by any individual member  
 2.3.3.1. Amendments to emergency motions may be submitted by policy committee or any individual member

2.3.4. Policy Papers and their accompanying policy motion may only be submitted by Policy Committee  
 2.3.4.1. Amendments to policy papers and their accompanying policy motion may be submitted by any individual member

2.4. Submission deadlines shall be as follows:

<b>Policy and business motions and policy papers</b>	30 days prior to the opening of Conference
<b>Constitutional Amendments</b>	30 days prior to the opening of Conference
<b>Policy and business motions and policy paper amendments</b>	14 days prior to the opening of Conference
<b>Amendments to constitutional amendments</b>	14 days prior to the opening of Conference
<b>Candidates for the Emily Price Award for Extraordinary Service</b>	14 days prior to the opening of Conference (if awarded at that Conference)
<b>Emergency motions</b>	72hrs prior to the opening of Conference
<b>Emergency motion amendments</b>	At Conference, as agreed by Policy Committee

2.5. Late submissions may be considered at the discretion of Policy Committee

- 2.6. Policy Committee shall offer drafting advice for submissions to conference. The committee should open up submissions for drafting advice 21 days prior to the submission deadline, and may at their discretion set a drafting advice submission deadline.
- 2.7. In the case of motions on officers, the submission may be made directly to Policy Committee or, if announced in advance, to the chair of the Executive Scrutiny session.

### **3. Selection of motions and amendments**

- 3.1. Policy committee shall select the motions to be debated and the order of debate from amongst those submitted and within the number of slots and parameters set by Events Committee.
  - 3.1.1. When choosing which motions to select or not, Policy Committee should prioritise motions on matters not recently debated by Conference, issues of particular relevance or importance to Young Liberals Campaigns, breadth of opinion within the Young Liberals, variety of topic areas at Conference and issues that are most relevant to bring forward to Federal Conference.
- 3.2. Motions may only be outright rejected on the following grounds:
  - 3.2.1. Late submission;
  - 3.2.2. Conflict with the Constitution;
  - 3.2.3. Being incomprehensible, frivolous or ambiguous;
  - 3.2.4. In the case of an emergency motion, the lack of any matter of substance in the motion that arose after the drafting advice deadline
  - 3.2.5. The motion is on a matter that is already Young Liberals or Liberal Democrat policy and does not add or deal with any new or substantive matter
- 3.3. If two conflicting motions on the same topic are received, the Policy Committee may liaise with 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.
- 3.4. Policy committee may reject amendments to policy motions, business motions and policy papers on the following grounds:
  - 3.4.1. Insubstantial
  - 3.4.2. Incomprehensible, frivolous or ambiguous
  - 3.4.3. Outside the scope of the motion
- 3.5. Policy Committee shall provide written reasoning to the proposer of a Motion or an amendment to a policy motion, business motion or policy paper that is outright

rejected under 3.2 or 3.4 or if it has not been selected under the provisions of 3.1 and 3.1.1

3.5.1. Appeals should be directed to Policy Committee and any such appeal shall provide reasons why, in the opinion of the proposers, the expressed reasons for rejection or non-selection are not valid.

3.5.2. If the appeal is allowed, the motion or amendment shall either be accepted as an ordinary submission or treated as an emergency motion or late amendment according to the stage of the agenda-setting process at which the appeal is allowed. The motion may further be not selected for debate under the basis of the constraints set by Events Committee as set out in 3.1

3.6. Constitutional amendments may be outright rejected if they would conflict with the Constitution of the Liberal Democrats or the Law.

3.6.1. Proposers who's constitutional amendments have been rejected under these grounds may appeal to an Appeals Panel conducted in accordance with the Appeals Regulations.

3.7. Policy committee may decide, if more than five constitutional amendments have been submitted and are not outright rejected, to impose a limit on the number of constitutional amendments to be debated at conference to no fewer than five constitutional amendments. Policy committee should prioritise items of high importance to the Organisation.

3.8. Policy Committee may approve or make drafting amendments to motions, which will not be required to be passed by conference, in the run up to the debate so as to improve expression, remove inaccuracy or superfluity, take account of new developments or any such other amendment that does not fundamentally change the meaning or substance of a motion. Policy Committee should consult with the author of the motion when doing so, and opportunity should be given to reverse any such drafting amendment if it is contentious.

## **4. Special Conference**

4.1. The Committee shall, as soon as practicable after the requisitioning of a special meeting of the conference, fix a date for the meeting, draw up the agenda and, if appropriate, specify a date for the submission of amendments. The meeting shall deal only with the business stated in the notice of requisition, unless other business is approved by the Executive as set out in the Constitution.

4.2. In setting dates for the submission of motions and amendments and giving notice thereof and of the conference itself the Committee shall endeavor to follow the

timescales laid down elsewhere in these standing orders but, where this is not practicable, the Committee shall set such dates as it sees fit.

## **5. Chair and conduct of debate**

- 5.1. Policy Committee shall allocate a Chair and Aide to each session
  - 5.1.1. The Chair shall be responsible for the conduct of the debate
  - 5.1.2. The Aide shall assist the chair and shall be responsible for recording the votes.
  - 5.1.3. The Chair and Aide may vote only if the vote is held by secret ballot or electronic voting
- 5.2. Debates on motions, except for executive scrutiny, shall be conducted in the following manner:
  - 5.2.1. The chair shall announce the time limits for speakers as determined by Policy Committee
  - 5.2.2. The proposer, or their nominee, shall introduce the motion
  - 5.2.3. Each amendment shall be introduced by its proposer or their nominee
  - 5.2.4. Conference shall debate the motion
  - 5.2.5. The proposer of each amendment, or their nominee shall summate the debate on that amendment. If the amendment has not been opposed, the Chair may decline to call for a summation on the amendment
  - 5.2.6. The proposer of the motion, or their nominee, shall summate the debate on the motion. If the motion has not been opposed, the Chair may decline to call for a summation on the motion
  - 5.2.7. Conference shall vote on the amendments, and then on the motion as amended
- 5.3. Policy papers and their accompanying Policy Motion shall be debated on as one item

## **6. Voting at conference**

- 6.1. Votes shall be taken by such electronic means as decided by Events Committee.
  - 6.1.1. Where it is not possible to implement a satisfactory form of electronic voting, Events Committee may by exception decide to hold votes by a show of voting cards or hands, unless a request for a vote by secret ballot has been approved.
- 6.2. Constitutional amendments shall require a two-thirds majority vote
- 6.3. Motions of no confidence shall require a two-thirds majority vote



- 6.4. All other motions shall require a simple majority vote
- 6.5. Majorities shall be calculated by reference to those present and voting, excluding any abstentions.
- 6.6. A separate vote may be taken on a part of a motion or amendment:
  - 6.6.1. On the direction of Policy Committee.
  - 6.6.2. At the discretion of the chair.
  - 6.6.3. As a result of a procedural motion under Standing Orders
- 6.7. Policy Papers and their accompanying Policy Motion shall be voted on together as one item

## **7. Points of Order and Procedural Motions**

- 7.1. Any member may rise on 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 chair's decision on all points of order shall be final.
- 7.2. No confidence in the chair;
  - 7.2.1. A voting conference member may, during any conference session, move, in writing, a motion to have no confidence in the Chair of the debate. The mover shall make the request known to the Chair, Policy Officer, and the Events Officer.
  - 7.2.2. The debate on the business at hand shall halt, the Chair shall temporarily hand over to their aide or a member of Policy Committee, who shall conduct the vote on the procedural motion. Henceforth referred to as "Acting Chair".
  - 7.2.3. The Acting Chair shall read the request and shall allow the mover to speak, and the Chair to reply. The chair shall have the discretion to allow other speakers. All speeches on the motion of no confidence will be limited to two minutes.
  - 7.2.4. The motion shall require a two-thirds majority of those voting to be passed. If it is carried the current debate will temporarily adjourn until Policy Committee selects a new Chair and Aide for the debate.
- 7.3. Overrule a decision of the chair;
  - 7.3.1. A voting conference member may, during any conference session, move, in writing, a motion to overrule a decision or interpretation made by the Chair.
  - 7.3.2. The Chair may recuse themselves, in which case their Aide shall take over Chairing while the procedural motion is dealt with.
  - 7.3.3. The Chair shall read the request and allow the mover to speak, and the Chair may reply to defend their decision.

7.3.4. The motion shall require a simple majority of those voting to be passed. If the motion is carried, then the decision in question shall be reversed.

7.4. Suspend standing orders;

7.4.1. A voting conference member may, during any conference session, move, in writing, a motion for the suspension of standing orders.

7.4.2. The Chair may reject a request if it is deemed frivolous, unnecessary, ambiguous or too broad.

7.4.3. The chair shall read the request and, if the suspension is allowable in the terms of this standing order, allow the mover to speak and a representative of the Committee may reply. The chair shall have the discretion to allow other speakers. All speeches on the motion to suspend standing orders will be limited to two minutes.

7.4.4. A motion to suspend standing orders shall only be carried if supported by at least two-thirds of the conference members voting. If the procedural motion is carried all standing orders shall remain in force except only for the purposes set out in the motion.

7.5. Move to next business;

7.5.1. A voting member may, during any full conference session, submit, in writing, a request that conference move to next business.

7.5.2. If more than one request is received the chair shall decide which to take. No more than one request may be taken in respect to any motion or report.

7.5.3. When the request is to be taken, the chair shall read the request, and the person who made the request may speak and the mover of the substantive motion, or their nominee, may reply. The chair may allow other speakers. All speeches under this standing order shall be limited to two minutes.

7.5.4. The proposal shall require a two-thirds majority of those voting being to be passed. If it is carried the current agenda item shall be abandoned without any further debate or vote and, at the discretion of the chair, either the next agenda item shall be taken or there shall be an adjournment until the time at which the next agenda item was due to be taken;

7.6. Move straight to a vote;

7.6.1. A voting member may, during any full conference session, submit, in writing, a request that conference move straight to a vote on the current agenda item.

7.6.2. If more than one request is received the chair shall decide which to take. No more than one request may be taken in respect to any motion or report.

7.6.3. When the request is to be taken, the chair shall read the request, and the person who made the request may speak and the mover of the substantive motion, or their nominee, may reply. The chair may allow other speakers. All speeches under this standing order shall be limited to two minutes.

- 7.6.4. The proposal shall require a two-thirds majority of those voting being to be passed. If it is carried then conference shall move to vote on the current agenda item without any further debate or discussion.
- 7.7. Refer back (to the Executive or a committee);
- 7.7.1. A voting member may submit in writing, a request to refer back the motion under debate. The submission shall state to whom the motion is to be referred.
- 7.7.2. If more than one request is received, the chair shall decide which to take. No more than one request may be taken with respect to any motion.
- 7.7.3. When the request is to be taken, the chair shall read the request, and the person who made the request may speak and the mover of the substantive motion, or their nominee, may reply. The chair may allow other speakers. All speeches under this standing order shall be limited to two minutes.
- 7.7.4. The reference back shall require a simple majority of those voting to be passed. If it is carried the current agenda item shall be abandoned without any further debate or vote and, at the discretion of the chair, either the next agenda item shall be taken or there shall be an adjournment until the time at which the next agenda item was due to be taken.
- 7.7.5. If the substantive motion is referred to the Executive, the Policy Committee or the Events Committee the appropriate Officer for that committee shall, in their report to the next meeting of the conference, state what action it has taken on the reference.
- 7.7.5.1. If elections take place before the next meeting of conference, the incumbent officer shall endeavour to inform their successor of their responsibilities under this Standing Order
- 7.8. Request a counted vote;
- 7.8.1. Any voting member may ask for a counted vote, either immediately before or after a vote. If such a request is made after a vote then the vote shall be retaken with the aide recording the count of the vote.
- 7.9. Vote separately on a section / vote in parts;
- 7.9.1. A voting member of conference may request, in writing, that the chair take a separate vote on a part of a motion or amendment. The motion shall be carried if supported by a simple majority of conference members voting.
- 7.10. Vote separately on a section / vote in parts;
- 7.10.1. Any voting member may move for a vote to be taken by secret ballot. The mover shall submit in writing to the Chair the specifics of the request.
- 7.10.2. The request may be taken for a specific vote, for multiple votes on the current item of business or for the remainder of that session.
- 7.10.3. Secret votes shall be taken by passing out voting paper, with members indicating yes or no. The Chair and aide shall be responsible for collecting and counting the votes.

- 7.10.3.1. Votes that are illegible or unclear may be rejected by the Chair as spoilt ballots, the decision of the Chair shall be final.
- 7.10.4. A motion to vote by secret ballot shall only be carried if supported by a simple majority of conference members voting.
- 7.11. Chair's Ruling
- 7.11.1. Any voting member may request for the Chair to make a ruling on a matter which pertains to the item under debate, the conduct of the debate, or other such matter as may be relevant to the conduct of conference. The Chair shall consult with the Events Officer and Policy Officer as needed in making such a ruling.
- 7.12. If no member present wishes to oppose a procedural motion, it shall pass without a vote.
- 7.13. Valid procedural motions shall be dealt with immediately upon receipt by the Chair, except that a member speaking at the time shall not be interrupted before the end of their time.
- 7.13.1. The Chair, with the agreement of the Policy Officer, may reject all procedural motions with the exception of No Confidence in the Chair and Overrule the Decision of the Chair, Secret ballot and Counted vote, if they believe that the use of procedural motions is vexatious. Where the Chair is the Policy Officer, then agreement must be sought from Policy Committee.
- 7.13.2. Any procedural motion under 7.4, 7.5, 7.6, 7.7, 7.9, 7.10 or 7.11 may be requested in advance, in writing, to the Policy Committee or, if announced in advance, the chair of the relevant session. The chair of the relevant session in consultation with policy committee shall decide the timing of when the request shall be taken during the debate.
- 7.14. No procedural motion can be moved during a vote.

## **8. Executive Scrutiny Session**

- 8.1. There shall be an Executive Scrutiny session, to which members of the Executive, including Representatives from each State Organisation, and Young Liberals Representatives on Federal Party Committees shall submit reports, members may ask questions and during which scrutiny motions shall be debated.
- 8.1.1. The order of reports shall be in the order set out in Section 6.1. of the Constitution with Further reports taken subsequently.
- 8.1.2. Where an officer is ex-officio a Representative on a Federal Party Committee, that report shall be taken at the same time as that Officer's report.

- 8.2. The Chair and Aide of this session shall not be a member of the Executive or of a committee;
- 8.3. Any voting member may submit questions to those submitting reports, taken after they have completed presenting their report, questions not answered at Conference shall be given to be published in writing following Conference.
- 8.4. Conference shall vote to accept or reject each report, with a simple majority required to accept the report
- 8.5. The following scrutiny motions on those holding elected positions within the organisation, except honorary officers, may be submitted up until the end of the Executive Scrutiny Session:
  - 8.5.1. Motion of no confidence (which shall have the effect of removing the subject from office, as set out in the Constitution);
    - 8.5.1.1. Motions of no confidence may not be submitted in Representatives of State Organisations.
  - 8.5.2. Motion of censure;
  - 8.5.3. Motion of commendation;
    - 8.5.3.1. The submission of a motion of commendation shall only be accepted by the Chair if it is accompanied by 3 or more co-signers in addition to the submitter of the motion.
- 8.6. Scrutiny motions shall be moved by the proposer, or their nominee;
- 8.7. The subject of the motion may respond;
- 8.8. Other speakers may be taken at the discretion of the Chair, provided that the subject of the motion is given a fair right of reply to any points raised
- 8.9. Scrutiny motions shall be debated in the order set out in 8.5 and if there are multiple submissions of the same type of motion they shall be debated and voted on as one motion
  - 8.9.1. At the discretion of the Chair, 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.

## **9. Motions Taking Effect**

- 9.1. All motions shall be effective immediately, except that constitutional amendments (including amendments to these Standing Orders) shall take effect from the close of Conference.

## **10. The Emily Price Award for Extraordinary Service**

- 10.1. The Emily Price Award for Extraordinary Service was created in 2018 to commemorate Emily's work and is to be awarded at one conference per year.
- 10.2. Any member may nominate another member for consideration of the award.
- 10.2.1. Any nomination period must be at least 14 days in duration and close no later than 14 days prior to the opening of conference.
- 10.2.2. The method of nominations is to be decided by the Events Officer.
- 10.2.3. Members shall be given the opportunity to submit a written statement in support of their nomination for the panel's consideration.
- 10.3. The recipient of the Award shall be selected by a panel consisting of:
- 10.3.1. The Honorary Officers of the Young Liberals, to include the Honorary President as Chair of the panel who shall inform the Events Officer of the panel's choice.
- 10.3.2. Three members of the Young Liberals Executive to be chosen by the Honorary Officers, excluding any nominee and any member who has submitted a nomination.
- 10.3.3. The quorum of the panel shall be 5.
- 10.4. The panel shall select a winner for the award based on their 'extraordinary service', including but not limited to, service to Young Liberals or the Liberal Democrats at a local or national level, local or national politics, work in their community, volunteering organisations, or any other commitments which the panel feel appropriate." and renumber accordingly.

## **11. Ambiguities**

- 11.1. Ambiguities in these regulations shall be settled by the ruling of the Chair of the Session.

# Young Liberals Executive Regulations

## Section 1: Compliance

1. The Executive as a whole is responsible for ensuring that Young Liberals operates in accordance with all applicable laws and regulation, and where necessary for updating these regulations. This includes but is not limited to:
  - 1.1. Legal requirements around data protection; and
  - 1.2. Electoral reporting requirements.
2. The Executive is also responsible for running the Young Liberals in a manner consistent with the Constitution of the Young Liberals.
3. The Executive is responsible for electing representatives to the Federal Board and any other party body where the Young Liberals are entitled to representation.

## Section 2: Conduct of Meetings

1. The Executive shall meet in person six times during the year from 1st November to 31<sup>st</sup> October the following year; they may hold additional meetings 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. Young Liberals staff member(s) shall attend all Executive meetings where reasonably possible.
4. All members of the Young Liberals, 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:

- 7.1. Those attending the meeting, and those giving apologies;
  - 7.2. Key points of information noted; and
  - 7.3. Agreed actions, and the individuals who will carry them out.
8. The Secretary shall be responsible for ensuring that accurate minutes are taken, circulated to the Executive for comment, and uploaded to the website.
  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 Officers, Registered Officers and such individuals as the Executive may invite.
  10. 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**

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 or Secretary, 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.
  - 1.1. In the event of a vacancy in the role of Chair the executive shall vote to select an Acting Chair from among the Executive to serve until the conclusion of the resulting by-election.



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 or arranging for another Officer to cover a specific matter.
3. Members of the executive are expected to submit an officer's report at least 72 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 24 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 Secretary to explain why they have missed these deadlines and to see if there is anything the executive can do to support the Officer.
  - 3.1.1. 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.
  - 3.1.2. 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 Secretary.
  - 3.1.3. 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 the individual members of the Executive shall be as follows:
  - 4.1. Chair:
    - 4.1.1. Organise and chair executive meetings.
    - 4.1.2. Ensure the Young Liberals works towards its Objectives as set out in the Constitution;
    - 4.1.3. Take the initiative to ensure the Executive's objectives are achieved, including supporting other executive members;
    - 4.1.4. Lead on developing a General Elections Strategy and support the work of the Elections Committee in carrying out its duties.
    - 4.1.5. Liaise with LDHQ to ensure that staff funded by Young Liberals are line managed in accordance with the requirements of the Organisation; and
    - 4.1.6. Be the principal public and internal party representative of Young Liberals.
  - 4.2. Secretary:
    - 4.2.1. Ensure that accurate minutes of executive meetings are taken, circulated to the executive for comment, and uploaded to the website, and set common standards for minutes within the wider Young Liberals;
    - 4.2.2. Coordinate communications between executive members, committees and the wider Young Liberals, ensure decisions are made at the appropriate level and ensure that Action Points are implemented and followed up on;
    - 4.2.3. In cooperation with the Chair, support Committees and their Chairs in carrying out their duties, scheduling meetings, maintaining attendance and ensure that committee minutes are uploaded onto the website;

- 4.2.4. Ensure that the constitution and all other documents that govern the Young Liberals are kept up to date after any changes are made to them; and
- 4.2.5. Manage the administration and moderation of the Young Liberals Forum Facebook group and any similar groups or platforms.

#### 4.3. Events Officer:

- 4.3.1. Organise Young Liberals conferences including, in consultation with the executive, selecting an appropriate venue;
- 4.3.2. Ensure conferences operate smoothly with calling notices and agendas circulated in accordance with the requirements of the Constitution and Standing Orders;
- 4.3.3. Ensure appropriate event insurance is in place for Young Liberals events, either under the Liberal Democrats' insurance policy or independently;
- 4.3.4. Coordinate Young Liberals presence at Liberal Democrat Conferences, including a stall at the Exhibition, fringe events, training events, and socials;
- 4.3.5. Ensure that Young Liberals events are accessible and inclusive, supporting those of all backgrounds including non-drinkers as well as protected characteristics under the Equality Act, consulting with the Accessibility, Diversity and Standards Officer as required and;
- 4.3.6. Coordinate and support the Conference Committee in carrying out its duties.

#### 4.4. Elections Officer:

- 4.4.1. Coordinate Young Liberals action days in target seats, including setting a timetable for action days, communication with local parties, and keeping members' attendance and morale high;
- 4.4.2. Run and coordinate the Young and Winning Scheme alongside the Elections Committee;
- 4.4.3. Support young members who are standing for election; and
- 4.4.4. Support the work of the Elections Committee in carrying out its duties.

#### 4.5. Communications Officer:

- 4.5.1. Manage communication channels with the membership;
- 4.5.2. Establish new channels of communication where required, in consultation with the executive;
- 4.5.3. Maintain the Young Liberals website, ensuring it is up-to-date, visually cohesive, and contains news, events, and information relevant to our members;
- 4.5.4. Manage the sending of emails to Young Liberals members, ensuring emails are well-drafted and relatively spaced out;
- 4.5.5. Manage the Young Liberals presence on social media, including regular posts on Twitter and Facebook;
- 4.5.6. Promote the Young Liberals and the objectives of the Young Liberals in the media; and
- 4.5.7. Coordinate and support the Communications and Campaigns Committee in carrying out its duties.

#### 4.6. Policy Officer:

- 4.6.1. Attend meetings of the Federal Policy Committee as the representative of the Young Liberals;
- 4.6.2. Coordinate and support the Policy Committee in carrying out its duties specified in the Constitution, including submitting policy motions to Liberal Democrat conferences;
- 4.6.3. Maintain the Policy Book, a central record of policies adopted by the Young Liberals according to provisions in the Constitution;
- 4.6.4. Answer Executive or members' queries relating to Young Liberals policy, for example ensuring that Young Liberals campaigns are in accordance with policy;
- 4.6.5. Support members with submitting policy motions to Young Liberals for Liberal Democrat conference(s), including help with drafting and advice on content; and
- 4.6.6. Plan and deliver training sessions to support our members to develop and make policy

#### 4.7. Fundraising Officer:

- 4.7.1. Coordinate fundraising activity and campaigns including at the state and regional level;
- 4.7.2. Lead fundraising campaigns for the Young Liberals as a whole or specific projects; and
- 4.7.3. Ensure that the Registered Officers have access to all the information required to discharge their legal duties effectively.

#### 4.8. Membership Development Officer:

- 4.8.1. Identify and support the training needs of members, by running or coordinating training events at Young Liberals conferences and Liberal Democrat conferences;
- 4.8.2. Help to maintain accurate records of Young Liberals membership, including liaising with Membership at LDHQ;
- 4.8.3. Organise New Members Days to welcome new members and give an introduction to the Young Liberals;
- 4.8.4. Work with the rest of the Executive to increase membership engagement and develop an engagement strategy;
- 4.8.5. In coordination with the Elections Committee assist members standing for or wishing to stand for election or selection with training needs; and
- 4.8.6. Maintain strong relationships with Liberal Democrat Headquarters (LDHQ), the Association of Liberal Democrat Campaigners and Councillors (ALDC), and other organisations in providing training for members;

#### 4.9. Branch Development Officer

- 4.9.1. Help to develop and support local Young Liberals branches and university societies by providing advice, training, information, or grants;
- 4.9.2. Lead the planning and organisation of the annual Freshers campaigns, alongside the Communications and Campaigns Committee, with input from the Executive;

- sending Freshers packs containing campaign material and additional information to universities, colleges, branches and local parties that request them;
- 4.9.3. Work alongside the State Organisations and Regional Chairs to maintain strong relations with State, Regional and Local Parties in order to help set up, organise and maintain branches and societies; and
- 4.9.4. Administer and maintain the Young Liberals Branch Accreditation Scheme.
- 4.10. Accessibility, Diversity and Standards Officer:
- 4.10.1. Act as a central point of contact for our members with personal issues or disputes;
- 4.10.2. Guiding any individual with a welfare concern or dispute to the appropriate member of staff;
- 4.10.3. Support the executive with welfare and accessibility issues, for example help ensure accessibility of venues for events, provision of plain text versions of campaign graphics; Maintain a relationship with the staff member;
- 4.10.4. Promote diversity and equality of access within the Young Liberals, including by ensuring a welcoming environment for any who may attend;
- 4.10.5. Advising the executive on behaviour and mediating potential situations; and coordinate and support Diversity Committee in carrying out its duties.
- 4.11. International Officer:
- 4.11.1. Manage relations with the Young Liberals' international affiliates and the youth wings of liberal political parties across the world;
- 4.11.2. Manage relations with groups within the Liberal Democrats with an international agenda;
- 4.11.3. Advise the Executive or members on international issues where relevant;
- 4.11.4. Coordinate international trips for members, including to events run by international affiliates; and
- 4.11.5. Coordinate and support the International Congress Delegates Committee in carrying out its duties.
- 4.12. Non-Portfolio Officer:
- 4.12.1. Support the Executive with various ad hoc pieces of work, for example temporarily covering for other executive members and leading on specific projects; and
- 4.12.2. Carry out the roles of any executive members who resign their roles or are subject to votes of No Confidence for the duration of the vacancy, if practical.
- 4.13. Racial Equity, Diversity, and Liberation Officer
- 4.13.1. Work with the Accessibility, Diversity and Standards Officer to create a Young Liberals Strategic Response to the Alderdice Review, and implement this across Young Liberals.
- 4.13.2. Attend all Young Liberals meetings and speak on matters relating to their role such as the implementation of the Alderdice strategy, and the plans and actions of

other members of the Executive when it concerns or could affect minority ethnic individuals and communities.

- 4.13.3. Liaise with relevant SAOs and AOs, especially LDCRE, to ensure Young Liberals is promoting an experience which is positive and inclusive for minority ethnic members of Young Liberals.

## **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 exec 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. 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.
4. If in doubt, remove yourself from any confrontational situation and allow someone else to deal with the conflict.

# Young Liberals Committee Regulations

## Section 1: General Regulations

1. All Committees shall hold a minimum of four meetings during the year from 1<sup>st</sup> November to 31<sup>st</sup> October the following year either online or in person; they may hold additional meetings as required.
2. All members of Committees are expected to attend all meetings, send apologies before the meeting begins or organise for a substitute in their place. Any Committee member who misses two consecutive meetings or three meetings in a single term without sending apologies or organising a substitute will be deemed to have resigned.
3. Committees shall hold office for the same terms as the Executive.
4. All voting Committee members must be full members of the organisation. In the event that any voting Committee member ceases to be a member they shall be considered to have resigned their post.
5. No individual may hold more than one voting position on any one Committee.
6. The Chair of a committee may refer a directly elected committee member to the Federal Executive for inactivity in committee business, not attending committee meetings or not upholding their responsibilities to the committee. The Executive may remove a committee member by majority vote. The member shall have 14 days to appeal the decision and any appeal shall be conducted by an appeals panel in accordance with the Appeals Regulations. Following the 14 days or an unsuccessful appeal the committee position shall be deemed to be vacant.
7. All Committees shall maintain full minutes for all of their meetings, a copy of which shall be provided to the Chair and Secretary, and a set of minutes shall be posted on the Organisations website.
8. The Chair, Secretary and the Registered Officers shall be entitled to receive notice of, attend and speak at all meetings of Committees, but shall only be entitled to vote if they are voting members of the Committee by other means.
9. Sensitive matters within committees may be declared 'closed business' by a majority vote of the Committee. Access to such sections of meetings and to any minutes of these items will

be limited to Committee Members, Registered Officers, the Federal Chair, the Secretary and such individuals as the Committee may invite.

10. Committee Chairs shall ensure they include in their reports, to the Executive and to Conference, details of the business and activities of their Committees, including what meetings if any have taken place.

## **Section 2: Finance and Resources Committee**

1. The members of the Finance and Resources Committee shall be:
  - 1.1. The Registered Treasurer, as chair of the Committee;
  - 1.2. One representative of each State Organisation, as determined by that State Organisation where that State Organisation falls under the Young Liberals accounting unit for the purposes of compliance with the Political Parties, Elections and Referendums Act 2000;
  - 1.3. The Federal Chair;
  - 1.4. The Fundraising Officer; and
  - 1.5. The Registered Second Officer, the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead(s) who will be entitled to attend and speak, but will not have a vote unless they are a member of the committee in their own right.
2. The role of the Finance and Resources Committee shall be:
  - 2.1. To scrutinise the work of the Registered Treasurer and Fundraising Officer;
  - 2.2. To plan and administer the organisation's budget for the forthcoming year;
  - 2.3. To present the organisation's financial accounts to the Executive and Conference, and to ensure that these are submitted to the Federal Party and the Electoral Commission as required;
  - 2.4. Overseeing the organisation's compliance with external regulatory bodies, including the Electoral Commission and the Information Commissioner and carrying out the organisation's responsibilities in relation to the Political Parties, Elections and Referendums Act 2000 and as later amended; and
  - 2.5. Overseeing the administration of the organisation including staff; and
  - 2.6. Overseeing the role of the organisation with respect to safeguarding of members.

## **Section 3: Elections Committee**

1. The members of the Elections Committee shall be:
  1. The Chair, as Chair of the Committee;
  2. The Elections and Candidates Officer;
  3. The Membership Development Officer;
  4. The Communications Officer; and

5. One Representative of each State Organisation, as determined by that State Organisation;
2. In addition:
  1. The Chairs of each State Organisation and English Regional Chairs shall be invited when relevant business to their state or region is discussed (non-voting).
  2. The Accessibility, Diversity and Standards Officer and Racial Equity, Diversity and Liberation Officer shall be invited for matters relating to the Young and Winning Scheme and supporting young members standing for election and with PPC approval and selection (non-voting).
3. The role of the Elections Committee shall be:
  1. Plan, review and implement an Elections Strategy, in particular for General Elections;
  2. Assisting State and Regional Organisations, as well as Branches and Societies, in setting priorities for elections;
  3. Organise, coordinate and support Young Liberals action days in target seats and for young candidates;
  4. During General Elections and Parliamentary By-Elections:
    - 3.4.1. coordinate with LDHQ, the Federal Party and State Parties on campaigning priorities;
    - 3.4.2. coordinate all elections activity and events by the Young Liberals;
  5. Support young members who are standing for election or wish to stand for election, including encouraging and supporting young members to run in local government and with PPC approval and selection; and
  6. Oversee and administer the Young and Winning Scheme.

## **Section 3: Communications and Campaigns Committee**

1. The members of the Communications and Campaigns Committee shall be:
  1. The Communications Officer, as chair of the Committee;
  2. The Three directly elected members;
  3. Representatives of each State Organisation, as determined by that State Organisation; and
  4. The Branch Development Officer.
2. In addition:
  1. The Policy Officer shall be a member for matters relating to issue and policy campaigns and the annual freshers campaign (voting) and consulted on matters relating to media response (non-voting);
  2. One representative of the International Committee shall be invited for matters relating to policy and issue campaigns and the annual freshers campaign (non-voting).



3. The role of the Communications and Campaigns Committee shall be:
  1. To promote the Young Liberals, our events, and campaigns;
  2. To promote the organisation and the Liberal Democrats to students and young people;
  3. To organise issue and policy campaigns on issues important to the Young Liberals, on policies passed by Conference and at the direction of Conference ; and
  4. Assist the Branch Development Officer in planning and delivering the annual Freshers campaigns.

## **Section 4: Events Committee**

1. The members of the Events Committee shall be:
  - 1.1. The Events Officer, as chair of the Committee;
  - 1.2. The Two directly elected members;
  - 1.3. One representative of each State Organisation, as determined by that State Organisation;
  - 1.4. The Policy Officer (non-voting);
  - 1.5. The Membership Development Officer (non-voting); and
  - 1.6. The Accessibility, Diversity, and Standards Officer (non-voting).
2. The role of the Events Committee shall be:
  - 2.1. To organise Conference, both in advance and on site; and
  - 2.2. To make recommendations to the Executive regarding activity at Liberal Democrat events, and to organise this if approved.
  - 2.3. To assist the Events Officer in organising Young Liberals events and ensuring that these events are accessible and inclusive

## **Section 5: Policy Committee**

1. The members of the Policy Committee shall be:
  - 1.1. The Policy Officer, as chair of the Committee;
  - 1.2. The three directly elected members;
  - 1.3. One representative of each State Organisation, as determined by that State Organisation; and
  - 1.4. Any Young Liberals member who holds a position on Federal Policy Committee or Federal Conference Committee (non-voting).
2. The role of the Policy Committee shall be:
  - 2.1. To draft policy for Conference;
  - 2.2. To ensure policy is consistent and coordinate policy among the states, regions and branches of the Young Liberals;

- 2.3. To commission working groups to explore policy areas;
- 2.4. To provide drafting advice to members wishing to submit policy motions and amendments to Conference; and
- 2.5. To select motions for debate at Conference, within the time constraints set by Events Committee.

## **Section 6: International Committee**

1. The Members of the International Committee shall be:
  - 1.1. The International Officer, as chair of the Committee;
  - 1.2. The four directly elected members; and
  - 1.3. Any Young Liberal or Liberal Democrat member who holds a position on the board of an International Organisation to which the organisation is affiliated (non-voting).
2. At the first meeting following the election of the International Committee:
  - 2.1. The International Officer may nominate, from the four directly elected voting members, Responsible Members for the following areas:
    - 2.1.1. LYMEC (Europe)
    - 2.1.2. IFLRY (Rest of the World)
  - 2.2. All nominations must be confirmed by a majority vote of the International Committee. Nominees must accept their nomination as a Responsible Member prior to the vote.
  - 2.3. Work related to each Responsible Member's area of responsibility shall be delegated at the discretion of the International Officer. The International Officer shall maintain oversight and responsibility for all work done by Responsible Members.
  - 2.4. A Responsible Member's term lasts as long as they are a directly elected voting member of the International Committee or until they resign as a Responsible Member.
3. The role of the International Committee will be to:
  - 3.1. Assist the International Officer in managing the international relations and international activities of Young Liberals;
  - 3.2. Co-opt delegations to represent the Young Liberals at international events and international affiliate's congresses in line with the Elections and Co-Options regulations.
  - 3.3. Coordinate domestic activities which support the international work of the Young Liberals
  - 3.4. Promote the international actives of Young Liberals; and
  - 3.5. To make recommendations to the Executive, to be taken to conference, regarding affiliations with International Organisations and partners.
4. The International Officer may invite other members of the Young Liberals Executive to attend meetings of the International Committee on an ad hoc basis.

## **Section 7: Diversity Committee.**

1. The members of the Diversity Committee shall be:

- 1.1. The Accessibility, Diversity, and Standards Officer as chair
  - 1.2. The Racial Equity, Diversity and Liberation Officer
  - 1.3. The elected member representing minority ethnic communities
  - 1.4. The elected member representing the disabled community
  - 1.5. The elected member representing the trans community
  - 1.6. The elected member representing the Lesbian, Gay, Bisexual, Asexual Plus (LGBA+) community
  - 1.7. The elected member representing women
  - 1.8. The elected member representing carers
  - 1.9. The elected member representing those who are care experienced
  - 1.10. The elected member representing championing social mobility among the Young Liberals, who shall be called the Social Mobility Representative
  - 1.11. The elected member representing under-18s
2. The role of the Diversity Committee shall be:
- 2.1. Assisting the Accessibility, Diversity, and Standards Officer and the Racial Equity, Diversity, and Liberation Officer in matters concerning diversity
  - 2.2. Holding the Executive to account when considering diversity
  - 2.3. Representing their groups at the executive meetings
  - 2.4. Having a voice to ensure fairness and equality to the best of the committee's ability
  - 2.5. To promote diversity amongst both Young Liberals and the wider party