

# Constitution of the East of England Liberal Democrats

*Adopted by East of England Regional Conference, 12 November 2022*

## **ARTICLE 1: Nature and Objects**

- 1.1 The name of the Regional Party shall be 'The East of England Liberal Democrats'.
- 1.2 The area of the Region shall be the counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk, including the unitary authority areas of Bedford, Central Bedfordshire, Luton, Peterborough, Southend-on-Sea and Thurrock and any further unitary authorities which may be created within the boundaries of the aforementioned counties.
- 1.3 The Regional Party is the successor within its area to the Eastern and Chilterns Liberal Parties; the Eastern and Chilterns Social Democratic Parties; and the Eastern and Chilterns Regional Parties of the Liberal Democrats.
- 1.4 The objects of the Regional Party shall be:
  - (a) to seek to achieve the objects set forth in the Preamble to the Party Constitution;
  - (b) for that purpose, to secure the election of Members of Parliament from constituencies in the Region and of members of local and other elected public authorities in the Region;
  - (c) to participate in the formulation of Party policy and to play a full part in the democratic processes of the Party;
  - (d) to play a full part in the campaigning activity of the Party at all levels;
  - (e) to assist Local Parties and recognised Council Groups within the Region; and  
*[a-e all mandatory: article 4.4. of the Party in England Constitution]*
  - (f) to promote diversity of cultures within the Party and to represent the interests of under-represented groups in the Region.
- 1.5 In furtherance of its objects the Regional Party shall exercise the powers and fulfil the duties conferred upon Regional Parties by the Party Constitution in the manner specified in this constitution, and shall also undertake such other functions as the Local Parties in the Region may vest in the Regional Party *[mandatory]*.
- 1.6 The Regional Party shall not use the information contained in the Register of members except for the proper purposes of the Party and shall comply with the Party's rules in relation to the Party's Data Protection Act registration.

- 1.7 In this constitution:
- (a) 'The Regional Party' means the body governed by this constitution;
  - (b) 'The Region' means the area set out in section 1.2
  - (c) 'The Party' means the Liberal Democrats;
  - (d) 'The Party in England' means the Liberal Democrats in England;
  - (e) 'The Party Constitution' means the Federal Constitution of the Party and the Constitution of the Party in England;
  - (f) "Recognised Council Group" means a Council Group on a Local Authority which has been recognised in accordance with the procedures set out in the Constitution of the Party in England;
  - (g) 'Parliamentarian' means members of the House of Commons representing constituencies in the region and members of the House of Lords being members of a local party in or holding elected office within the region;
  - (h) 'Written notice' includes notice sent by email to the members' primary email address stored on the party's membership system.
- 1.8 All terms defined in the Party Constitution shall have the same meaning in this Constitution.

## **ARTICLE 2: The Regional Conference**

- 2.1 A Regional Conference shall be held not less than once in each year [*mandatory: article 4.11 of the Party in England Constitution*]. Subject to the provisions of this Constitution and of the Party Constitution, the Regional Conference shall be the sovereign representative body of the Regional Party. One meeting of the Regional Conference shall be held in October or November each year and shall also be the Annual General Meeting of the Regional Party [*mandatory*].
- 2.2 The number of Conferences to be held each year shall be determined by the Regional Executive. All other matters concerning the Conference shall be determined by the Regional Party's Conference Committee.
- 2.3 The business of the Regional Conference shall be to:
- (a) receive a report from the Chair on the activities of the Regional Party and the Regional Executive and representatives elected by Conference to other bodies since the previous Conference;
  - (b) receive reports from the Parliamentary Parties in the House of Commons and the House of Lords (the House of Commons report to be given by members representing Westminster Constituencies within the Region);
  - (c) make policy on issues which relate exclusively to the Region [*mandatory: article 4.5(a) of the Party in England Constitution*];
  - (d) discuss and express its views upon other policy issues on a consultative basis [*mandatory: article 4.5(d) of the Party in England Constitution*].

- 2.4 Regional Conference may also submit motions and amendments including proposals to amend the Party Constitution to the Federal Conference [*article 7.6 of the Federal Party Constitution*] and to the English Council.
- 2.5 In addition to the ordinary business of the Regional Conference, the Annual General Meeting shall:
- (a) consider and, if thought fit, approve the accounts of the Regional Party for the previous financial year together with an independent report on those accounts or auditors' report if required by the relevant legislation [*mandatory*];
  - (b) receive a report from the Treasurer on the financial affairs of the Regional Party for the year to date together with an outline budget for the following year;
  - (c) receive a report from the Regional Candidates Committee;
  - (d) appoint for the current financial year either (i) auditors if required by the relevant legislation or (ii) a person to produce an independent report on the accounts for the next Annual General Meeting; in accordance with the Party Constitution;
  - (e) in accordance with the Constitution of the Party in England [*article 4.13*] determine for the following year the division of subscription income remitted by the Party in England between Local Parties and the Regional Party [*mandatory: article 4.13 of the Party in England Constitution*].
- 2.6 The Regional Conference shall (on the proposal of the Regional Conference Committee) adopt Standing Orders for the conduct of Conference. These Standing Orders shall provide for not less than 21 days' written notice of the date, time and place of any Conference to be given to members of the Regional Party.
- 2.7 The Regional Conference shall consist of Regional Party members who have paid the relevant registration fee set by Conference Committee. When setting the registration fee the Conference Committee shall consider what concessionary fees may be necessary in order to encourage attendance and improve the representativeness of Conference.
- 2.8 Other people may be invited to attend Regional Conference in a non-voting capacity, including members of local parties outside the Region and Registered Supporters. Non-voting attendees may speak at the Regional Conference if permitted to do so by the Conference Committee.
- 2.9 Motions for the Regional Conference may be submitted by:
- (a) two members of the Regional Party,
  - (b) Local Parties,
  - (c) Specified Associated Organisations,
  - (d) recognised Council Groups on principal local authorities,
  - (e) the Regional Executive,
  - (f) the Policy Committee.

- 2.10 Special meetings of the Regional Conference may be summoned on the requisition of:
- (a) the Regional Executive,
  - (b) three Local Parties within the Region,
  - (c) five per cent of the Regional Party's members.
- 2.11 The requisition must specify the business to be conducted, and no other business shall be taken at the meeting.
- 2.12 The Regional Executive may postpone any meeting of the Regional Conference if it conflicts with a General Election or for other urgent reason.

### **ARTICLE 3: The Officers**

- 3.1 The Officers of the Regional Party shall be:
- (a) the Chair of the Regional Party [*mandatory position*],
  - (b) the Vice Chair,
  - (c) the Treasurer [*required position*],
  - (d) the Secretary, and
  - (e) the Chair of the Regional Candidates Committee [*mandatory position*].
- 3.2 There shall be a President, who shall not be deemed an Officer under the terms of this Constitution. The President shall have such roles as they shall agree with the Regional Executive from time to time to undertake.
- 3.3 The Chair of the Regional Party shall chair all meetings of the Regional Executive and shall have a casting vote at such meetings, shall be the Region's representative on the English Council Executive (but may delegate this responsibility to the Vice-Chair or other member of the Regional Executive) [*discharges article 5.6 (b) of the Party in England Constitution*], shall be jointly responsible with the Treasurer for the Region's compliance with the Political Parties, Elections and Referendums Act 2000 and shall be the Region's principal executive officer.
- 3.4 The Vice Chair of the Regional Party shall deputise for the Chair when required and when chairing the Regional Executive shall have a casting vote and shall exercise such other functions as may be prescribed by the Regional Executive.
- 3.5 The Chair of the Regional Candidates Committee shall, together with the Regional Candidates Committee, be responsible for the exercise under the Party Constitution of the Region's functions in connection with the approval and selection of Parliamentary candidates, directly-elected mayors, and other directly-elected public posts where the electorate comprises more than a single parliamentary constituency. The Chair of the Regional Candidates Committee shall be the Region's member on the English Candidates Committee.
- 3.6 The Treasurer shall handle the financial business of the Regional Party in accordance with the provisions of this Constitution and the Political Parties, Elections and

Referendums Act 2000, and shall present the annual accounts and outline budget to the Annual General Meeting.

- 3.7 The Secretary shall be responsible for
- (a) arranging the meetings of the Regional Executive, and keeping minutes;
  - (b) receiving the minutes of the Regional Party's committees, sub-committees and working groups;
  - (c) supervising the conduct of the Region's internal elections; and
  - (d) ensuring that the Region communicates effectively with Local Parties and other bodies within the Party.

## **ARTICLE 4: The Regional Executive**

- 4.1 The Regional Executive shall be responsible, subject to the authority of the Regional Conference and in compliance with the Party Constitution and with the Political Parties, Elections and Referendums Act 2000, for directing, co-ordinating and implementing the work of the Regional Party [*mandatory: article 4.16 of the Party in England Constitution*]. The Regional Executive shall develop, maintain and implement a strategic plan for the Region [*mandatory: article 4.5 (g) of the Party in England Constitution*].
- 4.2 The members of the Regional Executive shall be:
- (a) the Officers of the Regional Party elected by all the members of the Regional Party;
  - (b) twelve ordinary members;
  - (c) two members elected by the Specified Associated Organisation for Youth and Students;
  - (d) one member elected by Parliamentarians;
  - (e) one representative of each County Co-ordinating committee within the region, who shall be the committee's chair unless the committee's constitution provides for an elected representative. The committee's representative may send a voting substitute to a particular meeting that he or she is unable to attend;
  - (f) the Chairs of the Committees listed in Article 5.1, if they would not otherwise be members of the Regional Executive; and
  - (g) one member elected biennially by principal local authority councillors of the Regional Party from among their own number;
  - (h) up to three additional members to be co-opted by the Regional Executive. Co-opted members shall have the same rights, including voting rights, as elected members. The power of co-option may be used, *inter alia*, to ensure that there is fair representation of under-represented communities in the Region, taking into account race, religion, age, disability, gender or sexual orientation and that this would create a composition of the Executive that reflects the community within the Region.

- 4.3 The Officers, President and the Ordinary Members shall be elected biennially in even-numbered years by all the members of the Regional Party after the Annual General Meeting in accordance with this Constitution and the Regional Party's election rules.
- 4.4 A candidate for election as an Officer of the Regional Party or Ordinary Member of the Regional Executive must be a member of the Regional Party at the date when nominations close.
- 4.5 No person may hold more than one office, or be both an Officer and an Ordinary Member of the Regional Executive. Elections for Officers shall be counted in the order listed in Article 3.1 of this constitution, and for Ordinary Members after Officers. Any votes cast for candidates already elected to office shall be transferred to the voter's subsequent preferences.
- 4.6 The term of office of the Officers, all other members of the Regional Executive and President shall be from 1<sup>st</sup> January following their election until 31<sup>st</sup> December in the following year or, if earlier, until they cease to be a member of the Regional Party. They shall be eligible for re-election, save that the Chair of the Regional Party shall not serve more than two consecutive terms and shall then not be eligible for election as Chair or Vice Chair for a period of four years.
- 4.7 The Regional Executive shall fill any vacancy occurring among the Officers or Ordinary Members. A vacancy in the Chair of the Regional Party shall be filled from amongst the members of the Regional Executive. Any other vacancy may be filled from any party member who is a member of a local party within the Region.
- 4.8 Within seven days of the conclusion of the elections, the Returning Officer shall send a list of the names and addresses of all Officers to the Chair of the Party in England and to the Chief Executive of the Federal Party. The Secretary shall send details of any later change of Officers to the Chair of the Party in England and to the Chief Executive of the Federal Party within seven days of such changes occurring.
- 4.9 The Regional Executive shall meet at least four times a year. The Secretary shall give at least seven days' notice of meetings to all members of the Regional Executive, specifying in the notice the business to be transacted at the meeting. The agenda for each ordinary meeting of the Regional Executive shall include reports from each Regional Officer and from each sub-committee of the Regional Executive and shall include a report from the Region's representatives on the English Council, English Council Executive and English Candidates Committee.
- 4.10 A special meeting of the Regional Executive shall be convened by the Secretary at the request of the Chair of the Regional Party or one third of the members of the Regional Executive, to deal with the business specified in the notice of requisition.
- 4.11 One third of the voting members of the Regional Executive shall form a quorum. A meeting may continue without a quorum if no member present objects. Any member

may within one week of despatch of the minutes of a meeting require the reference to the next meeting of any decision taken in the absence of a quorum.

- 4.12 The Regional Executive shall have power to make, and from time-to-time revise, Standing Orders for the conduct of its business. Such Standing Orders shall provide that:
- (a) if any member of the Executive or of any Committee of the Executive has any pecuniary interest direct or indirect in any contract, proposed contract or other matter, that member shall declare that interest and shall withdraw from the meeting while the contract, proposed contract or other matter is under consideration, unless the Executive, after the member has declared his or her interest, invites him or her to remain; and
  - (b) if a dispute regarding any Local Party or any Council Group is the subject of debate at any meeting of the Executive or any Committee of the Executive, any member of that Local Party or Council Group (as the case may be) or anyone directly or indirectly involved in the dispute shall withdraw from the meeting while such a dispute is under debate, unless the Executive or the relevant committee invites him or her to remain.
- 4.13 In urgent circumstances the Management Committee may act on behalf of the Regional Executive. It shall report on such actions to the next meeting of the Regional Executive.
- 4.14 The Regional Executive shall appoint a member of the Regional Party who is eligible to be a member of the Federal Appeals Panel and is not and has not within the preceding year been a member of the Regional Executive or of the Regional Candidates Committee to be a member of the Appeals Panel for England. This appointment shall be subject to the ratification of the next Regional Conference. *[Discharges article 9.1 (b) of the Party in England Constitution.]*

## **ARTICLE 5: Committees**

- 5.1 There shall be the following committees, which shall have the powers set out in this Constitution as well as any such further powers as the Regional Executive may decide to delegate.
- (a) The Management Committee (see article 6)
  - (b) The Candidates Committee (see article 7)
  - (c) The Local Parties & Council Groups Committee (see article 8)
  - (d) The Campaigns Committee (see article 9)
  - (e) The Development & Membership Engagement Committee (see article 10)
  - (f) The Conference Committee (see article 11)
  - (g) The Policy Committee (see article 12)
- 5.2 The Regional Executive may establish such further committees, sub-committees or working groups as it shall consider appropriate from time to time to carry out the work

of the Regional Party, and may assign special responsibilities to any of its members, including duties which would otherwise pertain to one of the Officers. The Regional Executive may delegate authority to committees jointly constituted with other regions for particular purposes. No committee, subcommittee, working group or individual member shall take action on behalf of the Regional Executive beyond their terms of appointment. All committees, sub-committees and working groups shall report on their activities to the Regional Executive.

- 5.3 The Secretary of the Regional Party shall convene a preliminary meeting of each committee listed in 5.1 above (except the Candidates Committee whose chair is elected by party members) to take place after 1 January after the Annual General meeting of the Regional Party at which the committee was open to election. The business of that meeting shall begin with the appointment of a Chair from amongst the members of the Committee (other than co-opted members). Other meetings shall be convened by the relevant committee chair.
- 5.4 The Regional Executive shall appoint the Chair and the members of all committees, sub-committees and working groups set up under the provisions of 5.2 above. The Chair once appointed shall be responsible for convening meetings.
- 5.5 All committees, sub-committees and working groups shall have the power to co-opt a maximum of two further voting members.
- 5.6 The Chair of any committee, sub-committee or working group shall, in the event of a tied vote, have an additional casting vote.
- 5.7 The quorum of any committee, sub-committee or working group shall be 50% of its membership, including co-opted members.
- 5.8 All committee, sub-committees and working groups shall keep minutes and shall submit these to the Secretary of the Regional Party within one month of the meeting at which the minutes were taken. Such minutes shall be copied to Officers on receipt and to the Regional Executive at its next available regular meeting.
- 5.9 Where a vacancy shall arise on a committee, sub-committee or working group, the Regional Executive shall have power to fill the vacancy.
- 5.10 Where there is a vacancy in the chair of a body constituted under 5.1 or 5.2 above, the Regional Executive shall have the power to appoint a new chair: the new chair need not be a member of the relevant body at the time of appointment.
- 5.11 The Regional Executive shall have full discretion to determine the manner and extent of advertising for volunteers to fill such vacancies.



## **ARTICLE 6: The Management Committee**

- 6.1 The Management Committee shall comprise:
- (a) all officers,
  - (b) the chair of the Local Parties & Council Groups Committee,
  - (c) the chair of the Campaigns Committee,
  - (d) the chair of the Development & Membership Engagement Committee,
  - (e) the chair of the Policy Committee,
  - (f) the chair of the Conference Committee,
  - (g) a representative elected by and from staff employed by the Regional Party.
- 6.2 The Management Committee shall be responsible to the Regional Executive for:
- (a) the planning and administration of the budget and finances of the Regional Party;
  - (b) consideration of the accounts of the Regional Party, and the submission of regular financial reports to the Regional Executive
  - (c) the submission of estimates of income and expenditure for approval by the Regional Executive;
  - (d) the appointment, dismissal and terms and conditions of staff;
  - (e) the general administration of the Regional Party including the activities of its staff and the provision and maintenance of office accommodation and equipment.
  - (f) dealing with items of urgent business arising between meetings of the Regional Executive.
- 6.3 Any decisions arising from business considered as urgent business shall be reported to the next meeting of the Regional Executive.

## **ARTICLE 7: The Candidates Committee**

- 7.1 The Candidates Committee shall comprise:
- (a) the Chair of the Regional Candidates Committee (who shall be an Officer of the Region elected in accordance with this Constitution);
  - (b) four members elected by all members of the Regional Party;
  - (c) two members appointed by the Regional Executive;
  - (d) up to two additional members co-opted by the Candidates Committee.
- 7.2 The Candidates Committee shall use its power of co-option if required to ensure that the members of the Candidates Committee include at least two members who have contested a Parliamentary or European Parliamentary election on behalf of the Party within the previous ten years *[required by article 7.1 of the Party in England Constitution]* and if possible a member who is an accredited returning officer for parliamentary selections.
- 7.3 The Candidates Committee shall exercise the Region's powers and duties under the Party Constitution in relation to the approval and selection of candidates for Parliamentary elections, directly-elected mayors, and other directly-elected public posts

where the electorate comprises more than a single parliamentary constituency. The Committee will carry out its responsibilities in accordance with the rules, policies and procedures agreed by the English Candidates Committee.

- 7.4 The Candidates Committee shall, if English Candidates Committee has delegated this function to Regions, determine applications to the Region for inclusion in the Lists of Approved Candidates for Parliamentary elections and in any event shall exercise all the functions of the Regional Party relating to the approval of Parliamentary candidates, directly-elected mayors, and other directly-elected public posts where the electorate comprises more than a single parliamentary constituency.
- 7.5 Any applicant to the Region whose application is refused may request to be reassessed and/or may appeal under the Party Constitution.
- 7.6 The Candidates Committee, if English Candidates Committee has delegated this function to Regions, may remove any person from the Lists of Approved Candidates for Parliamentary elections subject to the appeal procedure set out in the Party Constitution. No person shall be removed from any List without being notified of the grounds upon which the Committee is considering such removal and being given
- (a) a reasonable time within which to reply and make representations in writing; and
  - (b) a right upon request to a personal hearing before the Committee [*articles 7.7 and 7.8 of the Party in England Constitution*].
- 7.7 The Regional Candidates Chair shall appoint Returning Officers for the selection of prospective Parliamentary candidates, directly-elected mayors, and other directly-elected public posts where the electorate comprises more than a single parliamentary constituency; and shall decide whether a selection should proceed where sufficient applicants of each sex are not forthcoming or withdraw following the composition of the short-list.
- 7.8 The Candidates Committee shall undertake all other functions of the Region under the rules for the selection and adoption of prospective Parliamentary candidates, directly-elected mayors, and other directly-elected public posts where the electorate comprises more than a single parliamentary constituency. In particular, the Candidates Committee shall decide, in accordance with the policy decided by the English Candidates Committee or in case of disagreement, whether a new selection should be held as a result of boundary changes substantially affecting a constituency [*last sentence discharges article 7.11 of the Party in England Constitution*].
- 7.9 The Candidates Committee may make recommendations to Local Parties within the Region for procedures to be followed for the approval and selection of candidates for local government elections, and shall exercise any functions in respect of such approvals and selections which Local Parties wish to delegate to the Candidates Committee.

- 7.10 The Candidates Committee shall be responsible for encouraging both men and women, and members of ethnic minorities, to apply for inclusion in the Lists and for selection.
- 7.11 The Candidates Committee shall report on its activities to the Regional Executive and to the Regional Conference, but it shall not be open to the Regional Executive or Conference to vary or reverse decisions taken by the Candidates Committee on matters delegated by this Constitution to the Candidates Committee.

## **ARTICLE 8: The Local Parties & Council Groups Committee**

- 8.1 The Local Parties and Council Groups Committee shall comprise:
- (a) Six members appointed by and from the Regional Executive, including at least one Officer and at least one member of a principal local authority;
  - (b) a representative of each County Co-ordinating Committee.
- 8.2 The Local Parties' & Council Groups Committee of the Regional Party shall exercise the Region's powers and duties under the Party Constitution in relation to the adherence of Local Parties to the Party Constitution and to their own respective constitutions, and the compliance of such constitutions and any proposed amendments with the requirements of the Party Constitution and in relation to any question concerning the recognition of Council Groups.
- 8.3 In particular, it shall be responsible for:
- (a) ensuring the adherence of Local Parties to the Political Parties, Elections and Referendums Act 2000, the Party Constitution, and to their own respective constitutions [*mandatory: article 4.6(a) of the Party in England Constitution*];
  - (b) reviewing any proposed new constitution for a Local Party or any proposed amendment to its existing constitution to ensure that they comply with the requirements of the Party Constitution [*mandatory: article 4.6(b)... and discharges article 3.17*];
  - (c) investigating the affairs of any Local Party if there is reason to believe that the Local Party is not adhering to the Political Parties, Elections and Referendums Act 2000, the Party Constitution or its own constitution: or that events in connection with the affairs of the Local Party which are or may be seriously detrimental to the Party have taken place or are about to take place; or if requested by the Local Party itself to carry out such an investigation [*mandatory: article 4.6(c)...*];
  - (d) monitoring the joint arrangements made by the relevant Local Parties for the approval and selection of candidates for local authority elections and imposing and/or appointing a Party member to administer the procedures for the approval and/or selection of candidates for local authority elections where the relevant Local Party or Local Parties have not adopted or having adopted have not followed a procedure for the approval and/or selection of candidates in accordance with the provisions of the Party Constitution [*discharges aspects of article 3.8 (b) and (c) plus*

*articles 3.9 and 3.10 of the Party in England Constitution – see also Campaigns Committee article 9.2(c)];*

- (e) the exercise of the powers of the Regional Party in constituencies where no Local Party is recognised or where the Local Party has been suspended;
- (f) determining whether to exempt all or any parish or town councils in the Region from the requirements for the approval of candidates;
- (g) the exercise of the powers of the Region under Article 8 of the Articles of the Party in England (Councillors and Recognised Council Groups) including determining whether the requirements for the recognition of Council groups shall apply to all or any parish or town councils in the Region;
- (h) the exercise of the powers of the Region under Article 3.11 of the Articles of the Party in England relating to decisions by Local Parties in the Region to allow candidates of other political parties or independents to stand for election without being opposed by a Liberal Democrat in Westminster, large single-seat or local authority elections.

- 8.4 Where there appears to be any conflict affecting a Local Party or a Council Group, the Local Parties & Council Groups Committee may appoint a conciliator, who shall be impartial and neither a member of the relevant Local Party or authority (as the case may be) nor any Local Party within the area covered by the authority, to seek to mediate and resolve the conflict. Any person who has acted as such a conciliator shall not play any part in any later investigation or formal decision regarding the relevant dispute.
- 8.5 For the purposes of any such investigation, the Local Parties & Council Groups Committee shall appoint one or more persons (who must be members of the Party but not necessarily of the Regional Party) to act as investigators. No such person shall be a member of the Local Party concerned. At least one of such persons shall be a member of the Regional Executive and any such member shall take no part in any subsequent proceedings of the Executive or of the Local Parties and Council Groups Committee relating to action to be taken in consequence of the investigation. The investigators shall have such access as they require to the books and records of the Local Party concerned. The Local Party concerned and any affected Local Party officer shall be informed of any allegations against it and given a reasonable opportunity to reply or to take corrective action.
- 8.6 The Local Parties & Council Groups Committee shall receive a report on any investigation under this Article and shall be responsible for the implementation, so far as may be thought fit, of any recommendations resulting from the investigation and for such purpose the Regional Party may act on behalf of and in the name of the Local Party (or any organ thereof) [*mandatory: article 4.6 (d) of the Party in England Constitution*].

- 8.7 The Regional Party may:
- (a) suspend a Local Party if the Local Parties & Council Groups Committee is satisfied that the Local Party is not adhering to the Political Parties, Elections and Referendums Act 2000 or to the Party (or its own) Constitution or that events in connection with the affairs of the Local Party which are or may be seriously detrimental to the Party have taken place or are likely to take place if preventative action is not taken [*mandatory: article 4.6(e) of the Party in England Constitution*];
  - (b) order that a specified Local Party officer vacate their post if the Local Parties & Council Groups Committee is satisfied that the officer concerned is not adhering to the Political Parties, Elections and Referendums Act 2000 or to the Party (or its own) Constitution or that by their actions, events are occurring or about to occur in connection with the affairs of the Local Party which are or may be seriously detrimental to the Party [*mandatory: article 4.6(f)...*];
  - (c) Such power shall not be exercised without the Local Party and the affected Local Party Officer being informed of what is proposed and offered a reasonable opportunity to reply or take corrective action [*mandatory: article 4.6(f)...*].
  - (d) At the discretion of the Regional Party Chair the power of the Local Parties & Council Groups Committee may be exercised on its behalf by the Regional Executive as a whole. The powers of the Local Parties & Council Group Committee under this Article may not be delegated to Officers.
- 8.8 There shall be a right of appeal to the Appeals Panel for England against the suspension of a Local Party or the ordering of a Local Party Officer to vacate their post on the ground that the suspension was unreasonable. The suspension or order to vacate post shall take effect pending the appeal [*mandatory; article 4.8 of the Party in England Constitution*].
- 8.9 The Regional Party, through the Local Parties & Council Groups Committee, may de-recognise a formerly recognised Council Group if the Local Parties & Council Groups Committee is satisfied that:
- (a) there is persistent or serious non-adherence on the part of the Council Group either to the Liberal Democrat Federal Party Constitution, the constitution of the Liberal Democrats in England, or its own Standing Orders, or
  - (b) by the actions of the Council Group, events are occurring or about to occur in connection with the affairs of the Council Group which are, or may be, seriously detrimental to the Liberal Democrats.
  - (c) Such power shall not be exercised without the Council Group being informed of what is proposed and offered a reasonable opportunity to reply or take corrective action. Any member of the Council Group concerned or any Local Party covered by the authority concerned may appeal to the Appeals Panel for England against a decision to de-recognise [*discharges article 8.7 of the Party in England Constitution*].

- 8.10 The Regional Party, through the Local Parties & Council Groups Committee, shall have the following powers and responsibilities with regard to any constituency where no Local Party has been recognised, or the Local Party has been suspended under the Party Constitution:
- (a) to exercise the functions of the Local Party under the Party Constitution *[mandatory: article 4.9(c) of the Party in England Constitution]*;
  - (b) to ensure, in consultation with local members, that a prospective candidate is in place for any Parliamentary Election. unless the Local Parties & Council Groups Committee is satisfied that this is not appropriate for the time being *[mandatory: article 4.9(a)...]*;
  - (c) to take such steps as may be appropriate, in consultation with local members, to organise the fighting of local authority elections *[mandatory: article 4.9(b)...]*;
  - (d) to act as an enrolling body for new members under the Party Constitution;
  - (e) to summon and supervise meetings of members to form a Local Party or reconstitute a Local Party as soon as possible *[mandatory: article 4.9(d)...]*;
  - (f) to hold and manage the assets of the Local Party for the benefit of the members of the Local Party or of any Local Party to be formed in place of the Local Party *[mandatory: article 4.9(e) of the Party in England Constitution]*.
- 8.11 The Regional Party, through the Local Parties & Council Groups Committee, shall rule on disputes and give directions under the Party Constitution as to proposed combinations of constituencies and the division and formation of Local Parties. Members in any constituency in the proposed combination shall have the right to appeal to the English Council *[discharges articles 3.5–3.7 of Party in England Constitution]*.
- 8.12 Where the Region has directed a Local Party officer to vacate office the Local Parties & Council Groups Committee shall either direct that there is to be a by-election for that post, in which case the previous incumbent would be ineligible to stand and the Local Parties & Council Groups Committee shall nominate a Returning Officer, or it may appoint a suitably qualified member of the Party (but not necessarily the Local Party) to the role *[mandatory: article 4.6(f)...]*.
- 8.13 The decision of the Regional Party whether or not to agree to the admission or readmission to membership of a person whose membership has been refused or revoked shall be made by the Local Parties & Council Groups Committee *[discharges article 2.7 of the Party in England Constitution]*.
- 8.14 The Local Parties & Council Groups Committee shall report on its activities to the Regional Executive, but it shall not be open to the Regional Executive to vary or reverse decisions taken by the Local Parties & Council Groups Committee on matters delegated by this Constitution to the Management Committee, except as provided under Article 8.7 (d).

## **ARTICLE 9: Campaigns Committee**

- 9.1 The Campaigns Committee shall comprise:
- (a) two members elected by Regional Party members,
  - (b) two members appointed by the Regional Executive,
  - (c) one member appointed by Parliamentarians,
  - (d) up to two additional members co-opted by the Campaigns Committee.
- 9.2 The committee shall use the power of co-option under 9.1 (d) to co-opt members from counties not otherwise represented on the committee. Wherever possible the co-opted member shall be from the membership of the relevant county co-ordinating committee. The power of co-option may also be used to ensure that there is representation of under-represented communities.
- 9.3 The function of the Campaigns Committee is, within any parameters set by the Regional Executive, to:
- (a) stimulate and co-ordinate campaign and publicity activities within the Region;
  - (b) undertake regional campaigns [*mandatory: article 9.2 (f) of the Party in England Constitution*];
  - (c) monitor joint arrangements made by the relevant Local Parties for campaigning in elections to principal local authorities covering more than one Local Party [*discharges aspects of article 3.8 (b) and (c) of the Party in England Constitution – see also Local Parties & Council Groups Committee article 8.3(e)*];
  - (d) work with other relevant bodies in the Party, including the Affiliated Organisations, to encourage and support Local Parties to co-ordinate campaigning for Parliamentary and local elections and between elections [*mandatory: article 4.5 (d) of the Party in England Constitution*];
  - (e) promote the political image of the Party within the Region [*mandatory: article 4.5 (e) of the Party in England Constitution*];
  - (f) support the training and personal development of candidates, campaigners and members undertaking party functions.

## **ARTICLE 10: Development & Membership Engagement Committee**

- 10.1 The Development and Membership Engagement Committee shall comprise:
- (a) two members elected by Regional Party members,
  - (b) two members appointed by the Regional Executive,
  - (c) up to two additional members co-opted by the Membership Engagement & Development Committee.
- 10.2 The function of the Development and Membership Engagement Committee is, within any parameters set by the Regional Executive, to:

- (a) encourage local parties to increase membership,
- (b) work with local parties to assist them become more active and effective,
- (c) stimulate the engagement of members with party activity and organisation,
- (d) support the training and personal development of party members and those undertaking party functions.

## **ARTICLE 11: Conference Committee**

11.1 The Conference Committee shall comprise

- (a) four members elected by Regional Party members,
- (b) two members appointed by the Regional Executive,
- (c) one member appointed by the Executive of the Local Party within whose boundaries the next planned Conference is due to take place,
- (d) up to two additional members co-opted by the Conference Committee.

11.2 Subject to direction by the Regional Executive on matters of finance, the Regional Conference Committee shall be responsible for:

- (a) the organisation of meetings of the Regional Conference (subject to Article 2),
- (b) the preparation of Standing Orders for the Regional Conference, subject to the approval of Conference;
- (c) determining, subject to the Standing Orders, the business to be transacted at each meeting of the Regional Conference, including the selection of motions and reports for debate;
- (d) promoting the Regional Conference and encouraging attendance at Regional Conference by members of the Regional Party.

## **ARTICLE 12: Policy Committee**

12.1 The Policy Committee shall comprise

- (a) four members elected by Regional Party members,
- (b) two members appointed by the Regional Executive,
- (c) one member appointed by Parliamentarians,
- (d) up to two additional members co-opted by the Policy Committee.

12.2 The Policy Committee shall use its power of co-option if required to ensure that the members of the Candidates Committee include at least two members who are principal authority councillors in the region.

12.3 The Policy Committee shall be responsible for:

- (a) the formulation of party policy on issues relating exclusively to the Region, for presentation to the Regional Conference;
- (b) preparing policy proposals on other issues relating primarily to the Region, and reporting to the Regional Conference on these and other policy issues;



- (c) actively promoting consultation within the Region on the development of policy by the Federal Policy Committee;
- (d) the consideration of policy proposals on which the Regional Party is consulted by the Federal Policy Committee. and the submission of policy proposals to that Committee;
- (e) the preparation and submission to the Federal Conference Committee of policy motions for the Federal Conference;
- (f) the expression of the initial views of the Regional Party on topical issues;
- (g) if so instructed by the Regional Executive, the preparation for approval by the Regional Executive of a regional manifesto for Parliamentary Elections;
- (h) liaison with other regional parties on policy issues affecting the Region and such other regions;
- (i) assisting Party Groups on principal local authorities with policy development by such Groups and liaison on policy issues between principal local authorities within the Region;
- (j) stimulating and co-ordinating the policy making activities of Local Parties;
- (k) encouraging the participation by members of the Regional Party in the development and making of Party Policy.

## **ARTICLE 13: County Co-ordinating Committees**

- 13.1 The Regional Executive may authorise the setting up of County Co-ordinating Committees covering some or all of the Region. The area of a county co-ordinating committee will be defined by the Regional Executive. The objects of a County Co-ordinating Committee shall be to further the objects of the Region in its area. The Committee shall be subject to the ultimate authority of the Regional Party.
- 13.2 A County Co-ordinating Committee shall not be entitled to require a subscription from its members, but the Regional Executive may agree to remit part of its income to a Committee. A County Co-ordinating Committee shall not incur any debts for which the Regional Party shall be responsible. A County Co-ordinating Committee may, subject to compliance with any directions of the Regional Executive, and subject to the relevant legislation and the fundraising and data protection policies of the Party, raise funds for its own activities.
- 13.3 Each County Co-ordinating Committee shall be governed by a constitution which shall provide for:
- (a) a Committee which shall include Officers and Ordinary Members, and may include ex-officio and co-opted members;
  - (b) rules for election of Officers and Ordinary Members of the Committee;
  - (c) rules for the calling and conduct of an Annual General Meeting and other General Meetings, which may be of all members or on a representative basis, on the request of members or representatives of Local Parties within the County;

- (d) the names and addresses of the Officers to be notified to, and minutes of General and Committee Meetings to be supplied to the Regional Secretary.
- 13.4 The constitution of any County Co-ordinating Committee must comply with this Constitution and with the Party Constitution and the adoption and any amendment to the constitution of any Committee shall be subject to the approval of the Regional Party's Local Parties and Council Groups Committee.
- 13.5 If a County Co-ordinating Committee holds and spends funds:
- (a) the Officers of the County Co-ordinating Committee shall include a Treasurer;
  - (b) the Committee's accounting period shall be the same as that of the Regional Party;
  - (c) the Committee Treasurer shall keep, maintain for six years, and pass to his or her successor accounting records which shall be available for inspection in accordance with the relevant legislation;
  - (d) the Committee Treasurer shall keep, maintain for six years, and pass to their successor accounting records which shall be available for inspection in accordance with the Political Parties, Elections and Referendums Act 2000;
  - (e) The Committee Treasurer shall ensure that no donation of over £200 is accepted except from a permissible donor and shall keep records and submit donation reports to the Treasurer of the Regional Party;
  - (f) The Committee Treasurer shall annually produce accounts which shall be approved by the Committee and shall be sent to the Treasurer of the Regional Party by a date to be specified by the Treasurer of the Regional Party;
  - (g) The Committee Treasurer shall submit the accounts of the Group together with an independent report to the Annual General Meeting;
  - (h) the Committee shall maintain one or more bank or other appropriate accounts in the name of the Committee for which the mandate for withdrawal shall require the signature of at least two Officers who shall not come solely from members of any one family. The Committee may maintain further accounts for the deposit of money not required for the time being, requiring the same signatures.
- 13.6 A County Co-ordinating Committee may dissolve itself by a two thirds majority at a General Meeting or be dissolved or suspended by the Regional Executive on the grounds that:
- (a) It is no longer functioning or able to hold such a meeting;
  - (b) There have been serious irregularities in the conduct of the affairs of the Committee;
  - (c) The affairs of the Committee have not been conducted in compliance with the relevant legislation or with its Constitution, this Constitution or the Party Constitution;
  - (d) The affairs of the Committee are being conducted in a manner contrary to the interests of the Party as a whole.

- 13.7 If a County Co-ordinating Committee is dissolved or suspended, any member of the Committee may request the English Council Executive to conduct an investigation. The Regional Party shall not dissolve a Committee until the Committee has been given an opportunity to hold its own General Meeting.
- 13.8 The funds of a County Co-ordinating Committee shall, upon dissolution, be applied in paying its debts, and any surplus shall be added to the funds of the Regional Party.

## **ARTICLE 14: Finance**

- 14.1 The Region's accounting period shall be annual, ending on 31<sup>st</sup> December each year.
- 14.2 The Treasurer shall keep, maintain for six years, and pass to their successor accounting records which shall be available for inspection in accordance with the Political Parties, Elections and Referendums Act 2000.
- 14.3 The Treasurer shall ensure that no donation of over £500 is accepted except from a permissible donor and shall keep records and submit donations reports to the Finance and Administration Committee and to the Compliance Department of the Federal Party.
- 14.4 The Treasurer shall annually produce accounts, which shall be approved by the Management Committee and by the Regional Executive, and if required by the Political Parties, Elections & Referendums Act 2000 shall be audited and submitted to the Electoral Commission.
- 14.5 The Treasurer shall submit the accounts of the Regional Party together with an independent report or, if required, the report of the auditors to the Annual General Meeting.
- 14.6 A copy of the annual accounts shall be sent to the Treasurer of the Party in England and to the Chief Executive of the Federal Party.
- 14.7 The Regional Party shall maintain one or more bank or other appropriate accounts in the name of the Regional Party for which the mandate for withdrawal shall require the authorisation of at least two Officers who shall not come solely from members of any one family. In addition to the Treasurer, at least one Officer shall have online access to the accounts for the purpose of scrutiny. The Regional Party may maintain further accounts for the deposit of money not required for the time being, requiring the same authorisation.
- 14.8 The Management Committee shall make arrangements in accordance with the Party's fund-raising and data protection policies for the raising of funds to meet any expenditure of the Regional Party in excess of the proportion of subscription income to be remitted by the Party in England, and may also raise funds for distribution to Local Parties in the Region.

## **ARTICLE 15: Elections**

- 15.1 All contested elections under the provisions of this constitution shall be by secret ballot and by the Single Transferable Vote method in accordance with election rules made under the Party Constitution.
- 15.2 The following elections to external bodies shall be reserved for Regional Party members:
  - (a) English Council
  - (b) ALDE or its successor bodies.
- 15.3 All other elections of Regional Party representatives to external bodies shall be made by the Regional Executive.
- 15.4 The elections of Officers, President, Ordinary Members of the Regional Executive, members of the Regional Candidates Committee and the members of the English Council shall be conducted by ballot of all the members of the Regional Party.
- 15.5 Where any posts are to be elected by Regional Party members, the elections shall take place after the Annual General Meeting in accordance with rules agreed and published by the Regional Executive.
- 15.6 Whenever three or more persons are being elected, not less than 40% or, if 40% is not a whole number, the whole number nearest to but not exceeding 40% of those elected shall self-identify as men or non-binary people, and self-identify as women or non-binary people respectively. *[Mandatory: Article 1.7 of Party in England Constitution]*
- 15.7 The Regional Executive shall appoint some disinterested person to receive nominations and act as Returning Officer. The Returning Officer shall be responsible for running the elections in accordance with the election regulations agreed by the Federal Conference and supplemented by the Region's election rules.
- 15.8 An unsuccessful candidate who alleges that there has been or may have been an irregularity in the election may within one month after the declaration of the result appeal to the Appeals Panel for England. Subject to any order made on such an appeal, no irregularity shall invalidate an election.

## **ARTICLE 16: Amendment and Interpretation**

- 16.1 Amendments to this constitution, including any amendment by which the Region seeks recognition as a State Party for the purposes of the Party Constitution, may be made only by the vote of at least two-thirds of those voting on a motion for amendment at a meeting of the Regional Conference *[mandatory: articles 4.15 (c) and 4.17 of the Party in England Constitution]*.
- 16.2 No amendment shall be made which conflicts with the Party Constitution.

- 16.3 Motions for amendment shall be submitted to the Secretary in time for circulation with the notice convening the meeting.
- 16.4 In the event of any question of interpretation arising, or any question on which this constitution is silent, the Regional Executive shall have power to act according to its interpretation of the constitution, or at its discretion, without prejudice to the provisions of the Party Constitution relating to the resolution of conflicts.