

Labour International



BEING A LABOUR INTERNATIONAL BRANCH SECRETARY

Branch secretaries play a very important role in all Labour Party constituencies (CLP's), but they are especially important in Labour International (LI) because our members are so widely geographically dispersed. Your branch may cover a town, a whole city, region, country and in some cases whole continents-

The Branch secretary is the members' main contact with the party and is the effective base of campaigning and election work. S/he is the glue that keeps the branch together. As part of the branch executive the secretary helps to build and maintain an organisation that people want to belong to and one which campaigns effectively and wins elections.

Branch secretaries are vital to the health of LI. Overall your role is to contact new members, to communicate on behalf of fellow branch officers with the membership and to ensure the smooth running of the party in liaison with the Labour International Executive Committee (LIEC) chair.

A strong and dynamic Branch Secretary can ensure an outward-looking and vibrant local branch. The secretary needs to be a strong team worker, a good communicator, and enabler, show initiative and be able to juggle many responsibilities.

This sounds like a tall order, but there are comrades who can support you in this role.

This handbook is to help you carry out your role as Branch Secretary. You will find examples of model rules and standing orders, and copies of the Labour International and Labour Party Rules.

What is the branch secretary's role?

The Branch Secretary works with the Branch Chair and the LIEC officers to plan a whole year of activity in your local area, making sure that your branch is doing as much campaigning as possible. You will head up the communications strategy in your branch and work with the Chair to make meetings fair, interesting and inclusive.

What are your key tasks? (2-3 Hours/Month)

As branch secretary you need to:

1) Help to make the branch transparent and accessible to all:

- ❖ Welcome new members, ensuring your branch is open and friendly, well organised and an open and fair place where members feel involved and have a stake in the direction of the branch. Think about appointing branch captains or buddies who can help with member engagement work and to welcome new members in your branch
- ❖ Together with the branch executive officers, ensure that branch meetings are accessible. For Labour International (LI) this may mean holding meetings at venues that are easy to reach for all, and at times when most members can attend. This will usually mean holding meetings in the evening or at weekends.
- ❖ Videoconferencing is an excellent way of ensuring that members with mobility issues or are carers can attend meetings regularly. The venue for branch meetings will need to include internet access. In LI we use Zoom videoconferencing. To book a time for a zoom meeting, contact the LI membership secretary and s/he will provide you with a Zoom link that you send out to your members with the calling notice. Here is a short video on how to join a zoom meeting:

https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1&fbclid=IwAR3tfbZlbcOyf5IV1VpTv3nGQAkRGjLK6Vg0w4PhlcuXIK_oJ_dn-83RKKFg

- ❖ Support the branch to be an active, campaigning local movement where your members are encouraged to get involved as much as possible. This includes encouraging them to suggest agenda items for meetings.
- ❖ Develop a strong and consistent communication strategy, making sure that all your members are well informed on party activity.
- ❖ Ensure that your branch has a set of rules and stranding orders that are approved by the LIEC.
- ❖ Contribute to the effective day-to-day working of the branch.
- ❖ Manage the election of delegates, ensuring gender quota and ensures in-year vacancies are filled.

2) Help organise and run branch meetings:

The monthly branch meeting is a great opportunity to **meet fellow Labour Party members** in your immediate community, to **share ideas, discuss policy, explore current issues** and, of-course, to **socialise and make friends** with like-minded people in your neighbourhood. The monthly branch meeting is an excellent first step to getting involved and making the most of your Labour Party membership.

- ❖ With the rest of the branch exec ensure that branch meetings are accessible. For LI this may mean needing to move the venue around. It's important that meetings are accessible to all members. Setting up videoconferencing arrangements (Zoom) is ideal for this. This is especially important for members with mobility issues or are carers.
- ❖ Draw up branch meeting agendas together with the branch chairs and communicate the details of these (including motions) to members in good time according to your branch rules (at least 7 days notice).
- ❖ Try to arrange political discussions at branch meetings as well as dealing with administration issues.

Branch Meeting agenda

1. Members present (list names)
2. Apologies
3. Minutes of last meeting and matters arising
4. Correspondence
5. Branch secretary's report
6. Treasurer's report
7. Reports of LIEC and GC meetings and matters arising
8. Branch activities
9. Items for discussion (*insert e.g. announcements, speakers, motions, political education, motions etc*)
10. Any Other Business
11. Date and venue of next meeting.

- ❖ Take minutes of the meeting and makes sure that all members are sent a copy with the next calling notice. Try to make branch meeting minutes interesting and readable for members who couldn't attend. This may include giving a flavour of any discussions at the meeting.
- ❖ Arrange a yearly branch Annual General Meeting (AGM) once a year.

Annual General Meeting agenda

1. Members present (list names)
2. Apologies
3. Minutes of last AGM
4. Matters Arising
5. Officer reports
 - Secretary
 - Treasurer
 - Chair/vice chair
6. Rule changes and standing orders amendments
7. Emergency motions
8. AOB

3) Keep members active, involved and up to date:

A rich variety of activities throughout the year will make sure that everybody gets the most out of their membership.

All officers of the branch should provide opportunities for others to become involved, and ensure events and campaign activities are organised to involve people in the local community wherever possible. This is often difficult to achieve for LI members due to language differences and/or the geographical spread of LI members. However, there may be local groups that you could work with.

You should aim to have a range of different campaigning activities, working with comrades across LI to plan joint social events, coffee mornings and policy discussions, as well as separate branch events and campaigning.

You should try to bring guest speakers along to events as well.

- ❖ Try to give each branch meeting a clear purpose e.g. to plan or develop a local campaign, discuss party policy or invite speakers from local socialist parties and organisations.
- ❖ Ensure that all meetings are interesting and engaging – keep any process items to a minimum and until the end.
- ❖ Work with the LIEC secretary and membership secretary to ensure all branch members are aware of LIEC business and events.
- ❖ Make sure that your members and the LIEC are kept informed of branch activities via branch meeting minutes and other communications.
- ❖ Attend the LIEC and General Committee (GC) meetings and report back to your members. LIEC and GC meetings times are emailed out by the LIEC and

are also a regular item in the LI newsletter. Double check that the GC delegates and members are aware of the times and dates of GC meetings.

- ❖ Encourage membership participation in campaigns and activities.
- ❖ Contribute to the branch secretaries FaceBook group. It is there to help you.

It can be found here; <https://www.facebook.com/groups/618540975284831/>

- ❖ Your key sources of information will be the LIEC meeting and minutes, the LI newsletter and mailings from the LIEC
- ❖ Inform the LI vice-chair (membership) or your regional coordinator of any member issues such as deaths, moves and change of contact details.
- ❖ Inform members who are in arrears and help them rectify that..
- ❖ Work to recruit new members.

4) Follow through on branch business

- ❖ Ensure that decisions at branch meetings are followed through – letters replied to, LIEC are informed.
- ❖ Deal with any correspondence as promptly as possible and make sure that important items receive attention and a reply.
- ❖ Arrange the election of delegates to the GC.
- ❖ Make sure that the branch development plan is drawn up and that progress is made on it.
- ❖ Make sure that you use your Zoho email address for official LI communications. If your Zoho email account isn't linked to your personal email address the check in regularly to Zoho to check for messages from the LIEC about calling notices for meetings.

<https://www.zoho.com/mail/>

- ❖ Check the Labour International website for news and information

<https://www.labourinternational.net/>

- ❖ Check out the Labour Party website here:

<https://labour.org.uk/members/my-welfare/my-rights-and-responsibilities/>

- ❖ Consider setting up a branch Facebook group, where you can post important news, branch and GC meeting information, and have informal discussions.

Where do I go to for help and advice?

The LI membership secretary and regional coordinators can help you with any queries or difficulties you may have. They work as a team to develop and support the party in our regions – Europe/Africa, The Americas and Australasia/Middle East/Asia.

Membership@labourinternational.net

And finally....

- ❖ Make sure that Branch complies with the Party's rules and procedures are followed on recruitment, selections, discipline, conduct of meetings etc, and informs the LIEC of any issues relating to that – see the LI Rules 2019 Appendix D.
- ❖ The LI Labour Party Rulebook can be found here:
<https://www.labourinternational.net/>

Appendices:

A: Model branch rules

B: Model branch standing orders

C: Model invites to branch meetings

D: Labour International Rules 2019

E. Labour Party Rulebook 2019

<https://labour.org.uk/wpcontent/uploads/2019/04/Rule-Book-2019.pdf>

A. Model branch rules



_____ (*Name of Branch*)

Rules

Clause 1 Name

Labour International (*Insert Name of Branch*)

Clause 2 Objects

1. The objects of this branch shall be provide an opportunity for members to participate in the activities of the party within its area with the approval of the Executive Committee of the CLP, and in line with its agreed development action plan, to play their part in the policy making processes to work together to run effective election and issue based campaigns, to maximise the party's engagement with organisations and individuals in the branch area and join with them in working for social justice. Work to meet these objectives shall always have priority in this branch plans and meetings.
2. This branch shall cover such area agreed by the CLP

Clause 3 Membership

Membership of this Branch shall consist of members who live full or part time, (but part time members should transfer their membership to LI in (*Name of Branch*))

Clause 4 Officers and Executive Committee, and other position

1. The officers of this branch shall be chair, vice chair, Secretary and Treasurer/ Asst Secretary & a minimum of 50% woman should apply).
2. This branch executive shall consist of the following officers (*titles of officer roles*).

3. Other positions shall consist of two auditors, and any other position the branch agrees.
4. Election for these posts shall be held at the annual general meeting.

Clause 5 Meetings.

1. The Annual General meeting of this branch shall be held in (Month of meeting) each year. In the event of the annual meeting not being held in that month for any reason it shall be held as soon thereafter as possible.
2. A months' notice of the annual general meeting shall be given to all individual members in this branch.
3. This branch shall raise and hold funds to support activities within the objects of this branch. The financial year of this branch begin on the 1st January and end on the 31st December. (Maximum Donation amounts from members should be set at the AGM)
4. Where the CLP requires delegates to be appointed to the General Meeting of the CLP they shall be elected at the annual meeting.
5. Special meetings may be called at the discretion of this branch executive or at the written request of two members.

Clause 6 Groups

This Branch will support all groups covered by this Branch and advise all new members of the group contact.

Clause 7 Miscellaneous

1. This branch shall not enter into affiliation or give support financially or otherwise to any other political party or organisation, without authority of the CLP.
2. Should this branch be dissolved or cease to exist for any reasons, its assets shall be transferred to the CLP
3. This branch shall adopt standing orders and may make changes on the above rules and standing orders at only the Annual General Meeting, and such changes should be agreed by the CLP.

B. Model branch standing orders



(*Name of Branch*)

Standing orders

Standing orders for (*Name of branch*)

Clause 1. Annual General Meetings

- i. The Annual General Meeting (AGM) of the Labour International (*Name of Branch*) Branch will be held in January ii. A notice detailing the business of the annual meeting shall be sent to all eligible members at least 7 days prior to the meeting.

Clause 2 Meetings

- i. Meetings shall be held on the following regular basis: on (*Date of meetings*)
- ii. Formal notice of all meetings shall be sent out by the Secretary three weeks before the date, and the agenda sent out one week before.
- iii. A record of attendance at meetings shall be kept, by the Secretary
- iv. Four meetings a year will be held face to face and decided at the AGM on date, time and location.

Clause 3 Meeting times

- i. Meetings shall commence at (*Time of meeting*). Business meetings shall not be held if a quorum is not present within 30 minutes of the appointed time, and a executive meeting will take place instead. – meetings will finish at (*Finishing time of meeting*) unless agreed by two members present that the meeting should be extended.

Clause 4 Quorum

- ii. The quorum for business meetings of the Labour International shall be (number of members) members of the Branch iii. The proceedings and resolutions of any quorate meeting shall not be held to be invalid simply through the accidental failure to give notice of the meeting to, or the non-receipt of such notice by, any person entitled to vote.

Clause 5 Chair

- i. The elected chair of this body shall preside at all meetings, except where otherwise provided for in the rules of the Branch.
- ii. In the absence of the Chair, the Vice Chair shall preside and in the absence of both the Secretary or other officer shall call on those present to elect a member to take the chair of the meeting. Should the office holder arrive once a member has been elected to preside in his or her place then he or she may claim, if they wish, the right to preside at the meeting once the current item of business has been disposed of.
- iii. At the Annual Meeting the Chair shall preside until a successor is elected. The election of the new Chair shall be taken as the first item on the agenda. The new Chair shall take over the conduct of the meeting forthwith and proceed to the election of other officers and further business.

Clause 6 Party business

- i. The prime function of Party meetings is to provide members with the opportunity to participate in Party activities through social contact, political debate and policy discussion and to establish objectives for the Party in the area for campaigning, the development of Party organisation and the promotion of links with sympathetic individuals and bodies within the wider community.
- ii. Plans for campaigning on local issues, the development of community engagement and the strengthening of both links and communication with individual members, affiliates, supporters and community groups should be central to all business.
- iii. The agenda of all Party meetings shall be drawn up to give due priority to the Party business highlighted above, the endorsement and introduction of new members and/or delegates, the discussion of resolutions, Party policy

- items and other matters of interest to Party members and the receipt of reports from public representatives.
- iv. Nominations for delegates and representatives to other bodies should be sought as widely from among Party members as possible. Wherever practicable, any vacancies to be filled shall be advertised to all members as they arise and any Party member who has indicated willingness to accept nomination shall be considered for any post, unless otherwise stated in the rules.
 - v. Party business shall in general have precedence at all business meetings of the Branch. As far as possible the officers and/or the Executive Committee should deal with routine items of correspondence, finance and reports from other Party bodies or functional officers, provided that the general meeting shall have the opportunity to question, amend and/or ratify any recommendations put to them.

Clause 7 Notice of motion

- i. Original motions for the general meeting of the Branch shall be accepted only from members entitled to attend and Vote in the meeting and must be received by the Secretary in writing not less than seven days prior to the meeting for which they are intended.
- ii. Motions for discussion shall be made available to those entitled to attend with the notice and agenda of the relevant meeting, except for emergency motions which must be sent in writing to the secretary as soon as the nature of the emergency allows before the commencement of the meeting. Emergency business may be accepted by the majority of the meeting on the recommendation of the Chair who shall interpret the term 'emergency' in a bona fide manner.

Clause 8 Discussion of motion

- i. No motion shall be discussed at a meeting until it has been moved and seconded. Where a motion has been submitted it must be moved by an eligible member from the Branch.
- ii. Speakers shall address the Chair and shall speak only once on any motion except by permission of the Chair, providing that the mover of a motion or an amendment may reply to the discussion without introducing new matter for debate; such reply shall close the discussion. No speaker shall be allowed more than ten minutes, unless agreed by the meeting to be 'further heard' for a specified period.

- iii. Amendments to any motion may be moved and seconded from the floor of the meeting. Amendments shall be taken in order with one amendment being disposed of before another is moved. If an amendment is carried the amended resolution becomes a motion to which further amendments may be moved.

Clause 9. Voting on motions

- i. Voting shall be by show of hands except where the constitution of the Party provides for a ballot vote or where the Branch decides otherwise. In the event of there being an equality of votes on any matter decided by a show of hands, the Chair may give a casting vote providing that he or she has not used an ordinary vote. If the Chair does not wish to give a casting vote the motion is not carried.

Clause 10 Ballot votes

- i. The election of officers and/or representatives of the Branch shall be done (insert *How voting is done*) The election of delegates may be by a vote online using a multiple vote where members may not cast more votes than the number of positions to be filled. Any quotas for women laid down in the Party constitution which apply to the Branch shall be incorporated in the arrangements for the online vote
- ii. In the event of a tie on the online vote the Chair shall not have a casting vote. Where appropriate, the ballot shall be retaken and in the event of a continual tie lots may be drawn. In a preferential ballot the tie shall be broken by establishing which candidate had the highest number of first preference votes or took the earliest lead on transfers.

Clause 11. Chair's ruling

- i. Any breach of or question to the rules or the standing orders may be raised by a member rising to a point of order. The Chair's ruling on any point arising from the rules or standing orders is final unless challenged by not less than four members; such a challenge shall be put to the meeting without discussion and shall be carried only with the support of two-thirds of the eligible members present.

Clause 12. Miscellaneous

- i. Party meetings and events shall be conducted in a friendly and orderly manner and organised in such a way as to maximise participation from members. No members shall be precluded from attendance because they cannot gain access to the meeting place for any reason. Harassment or intimidation of any member is unacceptable as is any form of discrimination on the basis of gender, age, sexual orientation and gender identity, disability or race.
- ii. Any member acting in an unruly or disruptive manner, in contravention of the standing orders, may be removed from the meeting by action of the Chair. The Chair shall put such a motion to the meeting which, to be carried, shall require the support of two-thirds of those present and voting.
- iii. This Branch accepts the principle of minimum quotas for women at all levels of representation within the Party and will take steps to ensure that 50% of any delegation shall be women.
- iv. The general provisions of the constitution and rules of the Party shall apply to this Branch. No changes shall be made to the rules and Standing Orders of this Branch except at an Annual General Meeting or a special meeting called for this purpose and carried with the support of two-thirds of the members present. All amendments will need to be approved by the CLP.

C: MODEL INVITES TO BRANCH MEETINGS

There are two types of invites to branch meetings:

- A calling notice
- The final invite with an agenda and minutes of last meeting

It is also a good idea to send a reminder on the day of the meeting.

These are the two email invites. The first one is the calling notice, the second one is the final notice.

❖ The calling notice:

Dear Labour Party member,

You are cordially invited to join us via Zoom videoconferencing for our next Branch Meeting. which will be held on (***Insert time and date***). The link to join this meeting is below. If you wish to add anything to the agenda, then could you please let me know by (***Insert date***).

(***insert name***) is inviting you to a scheduled Zoom meeting.

Topic: (***Insert name of branch and type of meeting***)

Join Zoom Meeting (***zoom will generate link here***)

Meeting ID: (***zoom will generate ID here***)

One tap mobile

+34917873431,,7143372136# Spain (***this is an e.g. Zoom will generate the numbers for you***)

+34843685025,,7143372136# Spain Dial

by your location

+34 917 873 431 Spain

+34 84 368 5025 Spain

+34 91 787 0058 Spain

Meeting ID: (***zoom will the ID link will be here***)

Find your local number: (***zoom will generate them here***)

❖ **The final invite:**

Dear Labour Party member,

You are cordially invited to join us via Zoom videoconferencing for our next Branch Meeting. which will be held on (***insert date and time.***) The link to join this meeting is here, and in the invite below. (***zoom link will be here***)

I have attached the minutes from the meeting on (***Insert dates of last meeting(s)***). The meeting agenda is attached.

If you need any help with using zoom, or how to set it up then click on this link below, which shows you step by step, on how to join.

https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1

(***Insert name of branch***) is inviting you to a scheduled Zoom meeting.

Topic:

Time:

Join Zoom Meeting (***zoom will generate the link***)

Meeting ID: (***zoom will generate the ID link***)

One tap mobile

+34917873431,,7143372136# Spain (***this is an e.g. Zoom will generate the numbers for you***)

+34843685025,,7143372136# Spain Dial

by your location

+34 917 873 431 Spain

+34 84 368 5025 Spain

+34 91 787 0058 Spain

Meeting ID: (***zoom will generate the ID link***)

Find your local number: (***zoom will generate the numbers***)

C. Labour International Rules 2019



Labour International Rules 2019

Clause I

Name

1. Labour International, hereinafter referred to as “LI”, is the party unit that brings together Party members and supporters that live or work abroad temporarily or permanently.

Clause II Aims and Values

1. National.

The Labour Party is a democratic socialist Party. It believes that by the strength of our common endeavour we achieve more than we achieve alone, so as to create for each of us the means to realise our true potential, and for all of us a community in which power, wealth and opportunity are in the hands of the many not the few; where the rights we enjoy reflect the duties we owe and where we live together freely, in a spirit of solidarity, tolerance and respect.

2. Labour International (LI)

LI will:

- a) Provide a focal point for the social and political needs of Labour Party members and supporters living or working abroad permanently or temporarily.
- b) Provide the Labour Party with feedback from its overseas members, acting as a source of information and advice based on the international experience of those members, and to develop electoral support for the Party among UK citizens abroad.

- c) Strengthen links with UK based CLP's, with the aim of securing the return of Labour representatives to Parliament.
- d) LI should work with sister parties around the world to ensure that the values and aims of the Labour Party UK as set out in the Labour Party Rulebook Clause IV are promoted in those countries. LI must work with the Leaders Office, the Shadow Foreign Secretary's office or Foreign Office and the Labour Party International department."

Clause III

Individual Membership

1. The conditions of membership for, method of enrolment of, and level of subscription payable by individual members of the party within LI are laid down in the Membership rules of the Party Chapter 2, clause I,1-3.
2. Full membership is open to subjects of Great Britain and Northern Ireland or citizens of Eire, the Channel Islands and the Isle of Man who are resident abroad, either permanently or temporarily, and become individual overseas members of the party by enrolment with head office. They will pay the appropriate rate of subscription.
3. Labour International shall operate according to regulations approved by the NEC but shall include provision for the representation of Labour International members at Party conference, with a voting entitlement as for CLPs according to the in Chapter 3 Party Conference clauses 1- 4.
4. Individual members of the Party between 14 years and 26 years of age inclusive shall, if they so desire, be organised in branches of Young Labour acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the General Secretary.
5. A compulsory branch membership fee for LI full members is forbidden. Under no circumstances may the payment or non-payment of a voluntary extra contribution affect any member's rights as a full member in any way to enjoy full member rights or in any way that is contrary to the Charter of Member Rights.

Clause IV

Method of Organisation

1. General

- a) LI may adopt any method of organisation currently approved by the NEC.
- b) LI is committed to gender parity of elected committee officers, as laid out in the Labour rules for elected committee officers.
- c) Labour International is committed to encouraging the active involvement of under-represented groups within its membership, including positively

encouraging and supporting members from those groups to become active, attending meetings and to stand for office at all levels in the CLP.

- d) LI is committed to uphold the Labour Party Charter of Members Rights which reaffirms the right of every member to attend and vote at meetings so long as they meet the necessary requirements laid out in Chapter 2; Clause II; 4 of the national rule book, in the election of candidates for officer posts, and for delegates to the general committee, annual conference and other party committees.
- e) Labour International shall have a regional structure to accommodate the global nature of its membership and the 24 time zones across which its members reside, organised by a regional coordinator for each of the following regions:
 - a. North and South America
 - b. Europe, Middle East and Africa
 - c. South and East Asia, Australia and New Zealand

The regional coordinator of each LI Region who shall be elected by the members of LI in that region, shall organise meetings of the membership in the region around issues of concern to members and shall represent the region on the LIEC.

2. Branches

- a) All members are entitled to be allocated to a branch, be they in a town/city, or on a sub-national regional or countrywide basis.
- b) The membership and boundaries of individual branches will be decided by the LIEC and approved by the NEC.
- c) Any changes to branch boundaries shall be decided in consultation with members, and with the approval of the LIEC, respecting LI's commitment to the Labour Party Charter of Members Rights, and the right of all members to have access and to be active in a branch.
- d) Branches shall operate in accordance with the rules for Party branches and any other regulations approved by the NEC. In particular, a branch shall maintain the necessary machinery for elections within its area, and employ resources to give all members access to meetings wherever possible.
- e) A branch may undertake other activities to promote the party in its area and the involvement of its individual members in line with the LI development action plan. The public activities of a branch shall be approved by the LIEC.
- f) There may be established workplace branches, acting in accordance with rules sanctioned by the NEC.

- g) There may be established an LI Women's branch, Young Labour Branch, BAME Forum, LGBT+ Forum and Disabilities Forum, which act in accordance with the rules for branches and other regulations and boundaries approved by the NEC. They shall have the same rights, and responsibilities as an LI geographical branch.

There shall be established a Campaign Committee to coordinate how LI can assist with the campaign to get a Labour Government in the UK. It must at all times work with the Leaders Office, Shadow Foreign Secretary's office or Foreign Secretary's office and the Labour International department to ensure that its international campaigning is in line with the Labour Party as a whole.

Clause V

Management

1. General

- a) The CLP adopts the rules and regulations from the Labour Party CLP model rules, adapted as required and approved by the NEC, to take account of the unique nature of the Labour International CLP membership, and such amendments thereto as may be agreed by the Party Conference or made by the NEC.
- b) The CLP shall have the power to make changes to these rules, subject to specific prior approval in writing from the NEC, and providing that such changes do not contravene the spirit and intention of the rules as adopted by Party Conference or alter the party objectives, basis or conditions of affiliated and individual membership.
- c) The management of the CLP shall be in the hands of the Labour International delegate based General Meeting, the General Committee

2. The Labour International Executive Committee (LIEC)

- a) LIEC shall report to the General Committee, LI AGM and to other such meetings as required by the LI rules and procedures, and the rules set out by the Labour Party, as amended by the Labour Party conference or NEC.
- b) The LIEC shall meet as required but at least 8 times a year, by video-conferencing if necessary, and be responsible for reviewing the implementation of the development action plan and supervising the work of the branches and other party units. The LIEC should also deal with as much of the routine business of LI as possible to ensure that the General Meeting can devote its time to the discussion of policy and party objectives for the constituency.
- c) "LIEC officers are required to attend as often as possible. If an officer is absent without apologies for more than 3 consecutive meetings, then

the position is deemed to be vacant and the position would need to be filled as per requirements of the rule book.”

- d) The LIEC will actively promote the use of videoconferencing to conduct meetings at all levels of the CLP, including providing financial assistance if this is required.
- e) The treasurer shall be responsible for ensuring LI meets its legal and financial responsibilities as laid down by the Labour Party rules and shall be the registered treasurer of the accounting unit.
- f) The Secretary will provide regular and timely feedback to members and ensure that LIEC members have access to relevant documents no later than 7 days before the executive meeting.
- g) The secretary will issue a calling notice for scheduled LIEC meetings shall be 14 days, with the agenda confirmed 7 days before the meeting.
- h) The LIEC secretary shall notify Party Head Office immediately in the event of the resignation or replacement of the treasurer.
- i) It shall be the requirement of their office that the treasurer undertakes such training as deemed desirable by the NEC.
- j) The LIEC Communications officer shall have overall management of the CLP communications tools, including any social media resources and the CLP newsletter, working in partnership with member volunteers.
- k) The quorum for business meetings of the EC shall be 25% of those members entitled to vote in attendance. LIEC will aim to reach decisions by consensus, but where this is not possible a vote will be taken. In the event of there being an equality of votes on any matter decided by a show of hands, the chair may give a casting vote provided that s/he has not used an ordinary vote. If the chair does not wish to give a casting vote, the motion is not carried.
- l) The LIEC shall work in conjunction with the NEC of the Labour Party who may appoint a representative from the Party as an ex officio member of the LIEC.

Clause VI

Officers

1. The officers of LI, the Executive Committee, and two auditors shall be elected by the membership using OMOV and alternative transfer vote in March bi-yearly and shall continue in office until replaced or re-elected.
 - a) The Committee will appoint two of its officers to be specifically responsible as a sub-committee for managing the elections to LIEC in

the election year. They will liaise with the representative from the NEC on the procedures for the ballot.

- b) Elected members shall take office at the Annual General Meeting in April of the same year.
 - c) Between March and the AGM there will be a formal handover period from the outgoing officers to the newly elected officers. This will include a written report of previous and outstanding business and issues and previous LIEC and GC minutes and copies of the LI accounts for the preceding two years.
 - d) Each candidate must be proposed and seconded by LI members or by branches.
 - e) Each candidate must submit a 200 word statement, with their nomination, for circulation to all members with the ballot papers.
 - f) In the event of there being a casual vacancy mid-term the LIEC will hold a by-election. The vote shall be by alternative transferable vote. The newly elected officer will hold his/her office until the next scheduled bi-yearly LIEC election.
2. The following Executive Officers of LI shall be voting members of the
- LIEC: Chair/deputy treasurer
 - Vice-chair
 - Vice-chair/ membership
 - Secretary
 - Treasurer
 - Women's officer
 - BAME officer
 - LGBT+ officer
 - Disabilities and Carers Officer
 - Trade Union Liaison Officer
 - Political Education Officer
 - Communications/social media Officer
 - Youth Officer
 - Policy and campaigns officer
3. At least seven of these officers shall be women.

4. Every effort will be made to ensure that the composition of the LIEC reflects the geographical spread of its membership.
5. All posts are open to job share except the Chair and Treasurer.
6. LIEC officers will make arrangements for each of the following posts to be covered by a deputy officer from within their number in order to ensure continuity during periods of absence such as e.g. illness, work commitments
 - a. Secretary
 - b. Chair,
 - c. Vice-chair,
 - d. Vice-chair/ membership
 - e. Treasurer,
 - f. Regional coordinators
7. The chair shall also be the deputy treasurer.
8. LI may, with the approval of the NEC, add other Executive Officer posts drawn from amongst its Coordinator roles subject to the gender quota being amended appropriately.
9. LIEC Coordinators shall be encouraged to attend Executive Committee Meetings to report on their work and share expertise with colleagues but shall not be voting members unless elected to the Executive Committee as officers.
10. The CLP will also elect 3 non-voting regional co-ordinators to support the development of membership recruitment and branches in Europe and Africa, the Americas, and Asia/Anzac.
11. Branch secretaries or one member elected by the branch can also attend the Executive meetings as non-voting members.

Clause VII

The General Meeting

1. Duties of the General Meeting

- a) The general provisions of the constitution, rules and standing orders of the Party shall apply to LI and the General Meeting has a duty to act within and uphold such provisions.
- b) The General Meeting shall be responsible for establishing objectives for LI in the constituency through political debate and policy discussion,

setting targets for development of CLP organisation and campaigning in the area and promoting links with the wider community following approval from the Leader's office, Shadow Foreign Secretary's office and the International department."

In particular, LI is required to submit in the fourth quarter of each year a development plan in a format approved by the NEC for the constituency for the coming year.

- c) It shall be the duty of the General Meeting of LI to ensure that at least 50 per cent of their delegates to other Party bodies (where delegate entitlement is more than one) shall be women.
 - d) LI and units of LI shall not enter into affiliation with or give support, financially or otherwise, to any political party or organisation (or ancillary or subsidiary body thereto) declared by Party conference or by the NEC in pursuance of conference decisions to be ineligible for affiliation to the Party. Nor shall they give any such support to individuals ineligible for membership of the Party.
 - e) In the event of LI being dissolved or ceasing to exist for any reason, its assets (after payment of outstanding liabilities) shall be transferred to the NEC of the Party.
2. The procedural guidelines of the General Meeting are those laid out in Appendix 7 clauses II – IV of the Labour Party Rulebook.
3. **Annual meetings:**
- a) The Annual General Meeting of LI shall be held in April of each year, or as soon as possible afterwards.
 - b) 28 days' notice of an annual general meeting shall be given to all party units.
 - c) Seven days' notice of an annual general meeting shall be given to voting members entitled to attend.

4. **Special General meeting**

- a) Special General meetings can be called at the discretion of the LIEC and shall be called on the written request of at least one third of branches which are or would be entitled to send delegates to LI under a delegate structure.
- b) Seven days' notice of a special meeting shall be given to voting members entitled to attend except in cases of emergencies, when only business of immediate importance shall be transacted.

5. Ordinary General Meetings

- a) Labour International will operate under a delegate based General Meeting structure. This arrangement will be reviewed on an annual basis only.
- b) The quorum for General meetings will be 25% of eligible delegate members, or an alternative quorum as approved by the NEC.
- c) General Meetings shall be held at such intervals as laid down in the standing orders of LI.
- d) Fourteen days' notice of Ordinary General Meetings shall be given to voting members entitled to attend.
- e) The General Meeting will consist of voting members elected by branches on the basis of 1 delegate per 40 branch members or part thereof, with a quorum of 25 members.
- f) All CLP members having the right to attend and speak but only General Meeting delegates elected by branches will have the right to vote.
- g) The timing of the General Meeting will take into account that delegates live across several time zones. Accordingly, Ordinary General Meetings will be held at weekends in order to facilitate attendance by as many members as possible, and delegates need to bear this in mind when standing for election.
- h) Regional coordinators will be urged to organise informal regional meetings to take on board regional issues such as branch development and campaigning work and activities that are particular to their region.
- i) Branches can propose motions to the General Meeting.
- j) Motions can also be submitted by at least two individual members, but motions proposed by branches will take precedence in the order of business over motions proposed by individual members.
- k) Any 25 General Meeting delegates, or 75 LI members can call for an OMOV survey/referendum on a motion.
- l) The Labour Party model standing orders will apply to LI general meetings.

6. Branch Meetings

- a) Branch meetings should be held at accessible times and/or venues to facilitate the maximum attendance by branch members.
- b) Branch meetings are held in accordance with the CLP branch rules and are organised as laid out in the LI model Branch rules and Standing Orders.
- c) All members of LI must be given the opportunity to attend at least 8 meetings per year, including at least 2 policy meetings.

- d) Any notice required to be given under these rules shall be in writing which may include electronic communication.
- e) Branches shall provide online videoconferencing tools for all branch meetings in order to maximise membership participation and democracy. Branch meetings can be a combination of a face-to-face meeting with the addition of videoconferencing as standard practice. The LIEC shall provide access to videoconferencing accounts funded by LI. The LIEC shall also provide a financial subsidy to a branch if there are particularly high wi-fi or data charges that need to be paid to provide this service.
- f) Branch activities shall be paid for by fund raising and by grants from LI.

Clause VIII

The Party Conference

1. The rules for the party annual conference are laid out under Chapter 3, clauses I-IV of the Labour Rules.
2. LI will appoint party conference delegates as laid out in the Labour Party Rules Chapter 7 Clause X.
 - a) In the event of LI being entitled to more than one delegate the principle of gender parity shall be followed.
 - b) Any member of LI with six months membership of the Labour Party at the date of nomination and proposed and seconded by LI members may submit themselves for nomination as delegate.
 - c) Each candidate must submit a 200-word statement for consideration by LIEC, who will be responsible for arranging the selection of delegates by OMOV ballot.
 - d) The LIEC will meet the reasonable costs of the delegate(s) who will be required to submit written reports for the information of the LIEC and LI members following Conference.
 - e) Local branches and groups of at least two members may submit resolutions for Conference to LIEC having regard to Clause 3C.2 of the Labour Party Rule Book governing conference motions and resolutions. Individual proposals must be proposed and seconded by LI members.
 - f) LIEC will make arrangements for running an OMOV consultation of the LI membership on their choice of conference motions and for organising an All Members Meeting for discussing motions submitted. The LIEC must submit the motion or motions with the highest vote to Conference.

- g) Local Branches or members may make proposals to LIEC for nominations for such Party posts at Conference as are permitted to LI under Clause 3C.2 of the Labour Party Rule Book. In the event of there being more than one nomination the LIEC will hold an OMOV ballot of members and be responsible for submitting any nominations on behalf of LI, and for informing members of the outcome of any nomination process.

Clause IX

Finance

1. LI will benefit from the minimum guarantee of financial support as laid down in the Party rules Appendix 8.
2. The LI Treasurer shall operate as laid down in the Party Rules Chapter 7 Clause VIII.10
3. LI secretary shall notify Party Head Office immediately in the event of the resignation or replacement of the treasurer or the deputy treasurer, so that the party can meet its statutory duty responsibility to inform the Electoral Commission of any such changes. It shall be a requirement of his/her office that the treasurer undertakes such training as is deemed desirable by the NEC.
4. Following each annual meeting of LI the Secretary shall forward to the General Secretary a copy of the constituency Annual Report, including the annual statement of accounts and any such other information that may be requested by the NEC in the format required.
5. Where required, the annual statement of accounts must be presented to and approved by a general meeting in the first quarter of the year following the year in question.

Clause X

Disciplinary Procedures

1. LI shall ensure a minimum code of conduct by members as laid down in the Party Rules Appendix 9.
2. LI will deal with any disciplinary matters as laid down in the Party Rules Chapter 6 Clause II and Chapter 7 Clause XII.
3. It shall be the duty of the General Meeting of LI to take all necessary steps to enforce the Constitution, standing orders and rules of the Party within its constituency and to safeguard the programme, policy and principles of the Party within its constituency. LI shall take such action as it deems necessary for such purposes in accordance with the following provisions:

- a) Any complaint or allegation made of breach of the constitution, rules or standing orders of the Party shall be made in writing to the secretary of LI either by a Party branch or by an organisation affiliated to that Party, or by a member of LI. Such complaint or allegation shall state that the complainant wishes disciplinary action to be considered.
- b) Upon such complaint being made, the secretary shall refer it to the LIEC who shall decide by resolution whether the complaint calls for investigation.
- c) Any resolution of the Executive Committee shall be reported to the General Meeting which shall decide whether to authorise the recommended investigation.
- d) Where there is not an Executive Committee in place within the CLP, the matter shall be referred direct to the General Meeting which shall decide by resolution whether the complaint calls for investigation.

Clause XI

Rule Changes

1. Changes to these rules can only be made at the LI Annual General Meeting and must be subsequently approved by GM and submitted to the NEC for approval.
2. The National Executive Committee may approve the rules, require amendments to be made to bring the rules in line with the Labour Party Rule Book or request that changes be made at a subsequent Special General Meeting if required.

Notes:

Approved by the NEC Officers group on 2 April 2019,

D. Labour Party Rulebook 2019

The latest Labour Party Rulebook can be found here:

<https://labour.org.uk/wp-content/uploads/2019/04/Rule-Book2019.pdf>