

1) Name. The name of the party shall be [Left Unity].

2) Aims The aims of [Left Unity] are:

- a) to unite the diverse strands of radical and socialist politics in Britain, bringing together members of trade unions; individuals and communities facing discrimination because of gender, ethnicity, age, disability or sexuality; environmental and green campaigners; campaigners for peace, democracy and civil rights and all those who seek to give an authentic voice to, and represent, the interests of working people.
- b) to introduce fundamental changes in British society based on our belief in the need for democracy, cooperation and common ownership. We aim to rebuild society on the basis of universal human rights, internationalism and peace in order to to achieve social, political and economic equality for all. We aim to develop a democratically planned economy that is environmentally sustainable, within which all enterprises operate in ways that serve the needs of working people and an inclusive welfare state which meets the needs of all and within which each contributes according to their ability.
- c) Above all to promote grass roots democracy, in the understanding that fundamental and radical change can only come with the support and active involvement of the majority of working people.

3) Membership.

a) Membership of [Left Unity] shall be open to any individual without regards to disability, ethnicity, gender or sexual orientation who:

- i. commits to further the aims of [Left Unity]
- ii. abides by the democratically decided rules and constitution of [Left Unity]
- iii. pays any membership subscription agreed by National Conference
- iv. supports [Left Unity] candidates in elections
- v. is not a member of an organisation deemed incompatible with membership of [Left Unity] by National Conference or National Council
- vi. is at least fourteen years old

b) There shall be two types of membership of [Left Unity]:

- i. Individual membership as set out in (3a).
- ii. **Affiliated membership.** Bona fide Trade Union bodies, including union branches and district, regional or national level trade union organisations, may affiliate to the party subject to the approval of National Conference or the National Council. National Conference shall from time to time determine the appropriate levels of subscriptions for affiliated unions and the number of delegates they may send to relevant party bodies, save only that all delegates must be individual party members and no delegate shall have more than one vote in any circumstances.

4) Structure and general principles

a) The structure of [Left Unity] is based on the principles of transparency, openness and participative democracy:

- i. The minutes of all meetings of branches, regional and national committees or other party bodies will be published and made available to members in a timely manner and in accessible forms.

- ii. No member may hold a nationally elected post within the party for more than three consecutive years, following which s/he may not stand for election to that post for two years.
- iii. All party bodies have the right to recall the elected officers and spokespersons accountable to them.
- iv. As part of our overall commitment to gender equality, at least 50% of those elected to regional and national committees should be women.
- v. We seek to build a broad, pluralist and inclusive party. It is important that all members and affiliates participate within the party in a positive manner in order to promote this pluralism and inclusivity.
- vi. We are opposed to racism, sexism, sectarianism, homophobia and all forms of discrimination. Members should reflect this in their language and behaviour.

5) Individual members

All members have the following opportunities to participate in decision making in [Left Unity]:

- a. as a member of a branch that can propose resolutions to regional bodies, National Conference, National Council and national committees,
- b. through attending and participating in regional and National Conferences,
- c. through electing representatives from their branch to regional bodies, National Council and National Conference,
- d. through standing for election to regional and national committees or to regional and national elected posts,
- e. through participation in on-line forums and consultative exercises in e-democracy organised to involve those who cannot attend National Conferences in person,
- f. through joining together with like-minded individual members in Networks and Platforms to develop and promote, within the party, specific policies, tactics and strategies to further the party's aims and objectives.

6) Branches

- a. Branches are the basic unit of the party and bring together members of [Left Unity], ideally along constituency and ward lines. Branch members, in liaison with their Regional Council, can agree to merge their branch with others or to subdivide their branch to create new branches.
- b. Individual members will normally be part of the branch based on the geographical area in which they live. In some cases however, an individual member may find it more appropriate to be part of a branch based on where s/he works or studies – but this should be agreed with the branch covering the area where the member lives and that which s/he wishes to join.
- c. Branches shall produce their own Standing Orders, reflecting their specific method of operation and local circumstances; however, local arrangements must not conflict with the provisions of the Model Rules in Appendix I.
- d. Branches should meet at least monthly.

- e. Members should be informed of all branch meetings and activities. Members should receive at least two weeks notice of the branch AGM, candidate selection meetings and any other branch meetings at which elections are to take place (such as the selection of the National Conference delegation).

7) Networks and Political platforms

Members of [Left Unity] have the right to form and organise in Political Platforms and in Networks.

- a) Networks
 - i. Networks can be established to encourage the self-organisation of party members who suffer from specific discrimination and to enable them to organise collectively in campaigns against oppression and take a lead in the party on these issues.
 - ii. Networks can also be set up to bring together party members who have distinct interests and/or who are interested in campaigning on a specific issue. Such sections can help to bring together members who are active in campaigns in order to intervene more effectively, co-ordinate activity, promote the party's policies and feedback experience into the party.
 - iii. Networks should submit their constitutions to the National Council (or regional committee if regionally based) for approval prior to their formal launch. These should state who is eligible to join the network, the activities it intends to undertake and how the internal democracy of the network will operate. Networks are encouraged to submit written reports to National Council/Regional Council on their activity at least twice a year.
 - iv. Each Network representing an oppressed group as defined in 7a(i) has the right to send one delegate to the National Council. Regional Networks representing oppressed groups have the right to send one delegate to regional committees.

b) Platforms

- i. Members have the right to organise in Platforms. As a pluralist party, we recognise that a range of political points of view is a necessary and healthy source of debate and new ideas.
- ii. All Platforms should be open – their meetings, aims and objectives should be brought to the attention of the National Council and should be available to all other party members.
- iii. Platforms have a right to be heard, to organise meetings, to produce literature, to distribute materials at [Left Unity] meetings and, in general, to try to influence and/or change party policy.
- iv. Platforms/Tendencies are may not, however, organise public campaigns against the overall aims or policy of the party.

8) English Regional, Scottish and Welsh structures

- a. National committees will be created for Scotland and Wales, comprised of elected representatives of the branches in those nations.
- b. In England, regional committees of representatives from branches will be organised for the following English regions London, South East, North East, North West, Yorkshire and Humber, East Midlands, West Midlands, Eastern , South West. Each local party will be entitled to send two delegates, or as many delegates as may be determined from time to time by National Conference, and as many observers as wish to attend. Regional affiliates and the party's youth and student sections organised in

each region shall be entitled to send delegates on such basis as shall be determined from time to time by National Conference.

- c) The role of English regional, Welsh and Scottish committees will be co-ordinating and prioritising campaigning and organisational activities, assisting in the creation and building of branches and encouraging political education.
- d) Regional Committees shall adopt their own Standing orders, subject to approval by National Council.

9 National Conference

- a. National Conference is the sovereign body of the party. Each National Conference should take place within 13 months of the previous annual conference. Between times, however, the elected National Council shall conduct the party's affairs, with the elected Executive Committee and Regional Committees supporting it.
- b. The National Council may call a Special National Conference on a vote of 2/3 present and voting, or if, over a three month period, 25% of branches pass a resolution, or 25% of the membership sign a petition, calling for one.
- c. Conference is organised on a delegate basis from branches, with one delegate for every ten branch members or part thereof, or such a proportion of branch membership as shall be decided from time to time by Conference. Delegates should be elected by single transferable vote. Branches are not entitled to mandate delegates to National Conference.
- d. The number of delegates affiliated unions can send to National Conference and the basis on which that number is calculated shall be determined from time to time by Conference, save only that all delegates must be individual party members and no delegate shall have more than one vote in any circumstances.
- e. The party's national youth and student sections shall be entitled to send delegates to National Conference on a basis that shall be determined from time to time by Conference.
- f. Individual party members are entitled to attend National Conference as visitors. Party visitors can participate in debates but will not have voting rights.
- g. All party bodies and any group of at least 20 individual members may submit motions to National Conference.
- h. National Council may submit the proposals of sub-committees, working parties or standing committees, as amended by National Council, to National Conference in the form of motions.
- i. Sub-committees or working parties established by conference motion may be charged to submit proposals directly to National Conference.
- j. National Networks may send one motion and one amendment to National Conference.
- k. A Conference Arrangements Committee, which shall consist of the Standing Orders Committee plus the National Secretary, will be responsible for all aspects of the organisation of National Conferences except the organisation and timing of its agenda, which is the responsibility of the Standing Orders Committee.

10 Standing Committees

- a. National Conference may establish standing committees to oversee specific areas of the party's work. Standing committees provide an opportunity for as broad a range of party members as possible to contribute to the development of party policy and campaigning initiatives. Standing Committees should meet at least 3 times per year.
- b. Between Conferences, standing committees shall be accountable to the National Committee, which will have the right to endorse, amend or reject the proposals of standing committees. Standing committees should provide regular reports outlining their work and proposals for action. The minutes of all meetings of standing committees should be forwarded to the national Executive Committee for information.
- c. Members of standing committees will be nominated by branches and directly elected by national ballot.

II Standing Orders Committee, Disputes Committee and Appeals Committee

- a) A Standing Orders Committee shall be elected annually by national ballot. This committee will consist of six people, but shall not include members of the National Committee, Executive Committee or national officers.
 - i. It shall be responsible for the timing and running of the National Conference agenda, including sending out a prioritised motion or resolution ballot forms to each branch and facilitating the compositing of motions where appropriate.
 - ii. The Standing Orders Committee will produce and maintain a set of Standing Orders for conducting the business of National Conference that may be amended from time to time by National Conference.
 - iii. Between National Conferences, the Standing Orders Committee shall be the final authority on the interpretation and application of the party's constitution and procedures.
- b) A Disputes Committee shall be elected annually by national ballot. This committee will consist of six people, but shall include no members of the National Committee, Executive Committee or national officers. Its role will be to investigate disputes and complaints about the behaviour of individual party members referred to it by Regional Councils or the Executive Committee, who will be expected to have endeavoured to resolve the specific disputes or complaints before referring them on. The Disputes Committee may form a sub committee of at least 3 members to consider any one case.
- c) A Regional Council or the Executive Committee may refuse anyone membership (or decide an existing member no longer meets the criteria for membership listed in 3a) or take other disciplinary action against an individual member. Such action may only be taken as a result of an investigation by, and recommendation from, the Disputes Committee, which must be explained in writing to the member (or potential member) concerned with copies to the Appeals Committee. The individual concerned then has the right to appeal in the first instance to the Appeals Committee, then National Conference.
- d) If an individual member, or group of members, have a complaint against another member, the first recourse should be to the relevant branch, which should attempt to resolve the issue. Should a branch fail to resolve the issue or consider disciplinary action necessary, it should refer the matter in writing to the Regional Council for consideration.
- d) The Disputes Committee shall adopt its own Procedures and Standing orders, subject to approval and amendment from time to time by National Conference.

- e) An Appeals Committee shall be elected annually by national ballot. This committee will consist of six people, but shall include no members of the National Committee, Executive Committee or national officers. Its role will be to hear appeals from members against disciplinary action taken against them by a Regional Council or the Executive Committee as the result of an investigation by, and recommendation from the Disputes Committee. The Appeals Committee may form a sub committee of at least 3 members to consider any one case.
- f) The Appeals Committee shall adopt its own Procedures and Standing orders, subject to approval and amendment from time to time by National Conference.

12 National Council

- 12.1 National Council is responsible for implementing party policy between National Conferences and for monitoring the work of the Executive Committee, standing committees, sub committees and working parties. It is the body that takes stock, learns lessons and readjusts strategy where necessary between conferences as well as implementing policy agreed at National Conference.
- 12.2
 - a) The National Council will consist of the Executive Committee, regional delegates, delegates from national networks, and delegates from the party's youth and student groups and trade union affiliates on such a basis as National Conference may from time to time determine. National Council will aim to meet every three months, but shall meet at least every four months.
 - b) Regions will each elect four delegates to National Council, or such a proportion of regional membership as may be determined from time to time by National Conference.
 - c) All national Networks as defined in 7a(i) shall have the right to send one delegate to National Council.
 - d) All national officers and national spokespersons who are not delegates to National Council are encouraged to attend and participate as observers.
- 12.3 All party bodies shall have the right to send motions and amendments to National Council.
- 12.4 The National Council may establish sub-committees and working parties as necessary to look in detail at specific areas of policy development, to develop campaign proposals and to organise events. Sub-committees and working parties do not have to consist of delegates to National Council, but are accountable to it. Sub-committees and working parties should report to the Executive Committee and National Council. The minutes of sub-committee and working group meetings should be forwarded to the national Executive Committee and National Council for information.
- 12.5 The National Council has the right to call a Special Conference if it considers this to be necessary.
- 12.6 All members of the party are entitled to attend National Council meetings as observers.
- 12.7 The National Council shall adopt its own standing orders, subject to approval by National Conference.

13 Executive Committee

- 13.1 The Executive Committee is responsible for the day to day running of the party. The Executive Committee is accountable for all its actions to National Council and National Conference.
- 13.2
 - a) The Executive Committee shall consist of the National Secretary, National Co-Chairs, National Treasurer, National Trade Union Co-ordinator and 12 members directly elected at National Conference.

- b) To ensure gender balance for the directly elected positions, National Conference will elect six women and six men by STV.
 - c) If no member of the Executive Committee is a member of a branch in one of the party's eleven regions/national sections, the candidate from that region/national section with the highest number of votes in the election for directly-elected places will serve as an additional member of the Executive Committee.
 - d) All national officers, spokespersons and committee members are entitled to take part in discussions of the Executive Committee related to their field of responsibility. All members of the party are entitled to attend Executive Committee meetings as non speaking observers.
- 13.3 a) The National Secretary and National Co-Chairs will draw up the agenda for each National Council meeting in liaison with the Executive Committee.
- b) The Executive Committee should refer all major decisions to National Council. This does not preclude the Executive Committee reaching interim decisions on urgent matters and seeking the ratification of National Council at the earliest opportunity.
 - c) Minutes of Executive Committee meetings should be tabled at National Council meetings.
- 13.4 The Executive Committee should meet at least monthly.
- 13.5 The Executive Committee shall produce its own Standing Orders, subject to approval by National Conference.
- 13.6 The Executive Committee shall oversee expense payments and wages to members who are regular volunteers and staff.
- 13.7 All heritable and moveable property of the party shall be vested in Trustees so authorised by the Executive Committee, ("the Trustees") representing and acting for the whole of the members of the party. No personal liability shall attach to any Trustee except to the extent of such funds of the party as may be actually received by him or her.
- 13.8 The Executive Committee shall have power to authorise the Trustees and the Trustees, when so authorised, may a) hold, purchase or take on lease any land or buildings, sell, exchange, borrow on the security of, lease or build upon the land and alter and pull down buildings and again rebuild; and b) grant security over the heritable property of the party and obtain advances of money for the purposes of the party and upon such terms as to interest and repayment of principal as the the committee may determine.

14 National Officers and Spokespersons

- 14.1 National Officers will be elected annually by national ballot. National Officers will be responsible for processing the decisions of National/Special Conferences and National Council. National Officers will be as follows, or as may be determined from time to time by National Conference:
- **National Secretary**; responsible for day to day administration of the party's organisation; including preparation of agendas, dealing with external correspondence & communications, liaising with regional councils, reporting to the Executive Committee and the National Council on progress etc. The National Secretary shall be the Party's designated Data Protection Officer.
 - **Two National Co-Chairs** (one man and one woman); responsible for presiding over Executive Committee Meetings, National Council meetings, conferences etc., liaising with the Secretary over agendas for meetings, etc., and acting as national spokespersons for the party.
 - **National Treasurer**; responsible for keeping details of party income and expenditure, preparation

of quarterly financial reports to be sent to all National Council members and Branch Secretaries, and presentation of audited accounts to National Conference and the Electoral Commission, fundraising etc.

- **National Trade Union Co-ordinator**; responsible for organising groups of party members in each trade union in order to co-ordinate their activities and promote the party's trade union strategy.
- **Nominating Officer/Elections Co-ordinator**; responsible for drawing up and implementing procedures for the democratic selection of party candidates for public office, and for the overall co-ordination of national election campaigns. For the technical purpose of registration with the Electoral Commission only, this post holder will be designated party leader.
- **National Press & Publicity Co-ordinator.**
- **International Co-ordinator.**

14.2 The National Conference/Council may elect members as Party Spokespersons to communicate with the media on specific topics. The Executive Committee can appoint Spokespersons between National Council meetings but the appointment can only be until the appointment is ratified or not by the next National Council meeting.

15 Youth and Student groups

Subject to the approval of National Conference, [Left Unity] shall establish youth and student groups in local constituencies, in schools and in colleges and universities. Membership of the party's youth section shall be open to all members under the age of 26 and of its student section to all members who are full time students in any educational establishment. Members of local youth and student groups shall establish their own national sections and determine their own Standing Orders, subject to approval by National Conference.

16 Accountability of internal representatives

The following safeguards to ensure transparency and accountability will apply to all members of the NCC (and other national bodies):

- a. Any member of [Left Unity] has the right to observe meetings of any national committee or sub-committee/working group but shall not have speaking rights (unless agreed by the meeting) or voting rights. The dates and agendas of all meetings will therefore be made available in good time prior to any meetings.
- b. All minutes of national committees and working groups will be published in a timely manner, normally within a week.
- c. If 25% of branches or 3 Regional/National Committees request the recall of a national officer, a directly elected member of the Executive Committee, a member of National Council or a member of a standing committee or subcommittee, the member concerned shall step down and the National Council/Executive Committee shall organise a new election. The previous incumbent may appeal to National Conference and/or stand again if s/he so wishes.
- d. A national officer, national spokesperson or directly elected Executive Committee member may be recalled by the National Council. A recalled member has the right of appeal to National Conference.
- e. Regional officers can be recalled at a special aggregate meeting of all members in the region. A meeting to recall a regional officer must be called if requested in motions submitted by 25% of branches in the region in the course of a three month period.
- f. Branch officers and delegates can be recalled at a branch meeting specially called for the purpose (branch members must receive two weeks notice).

17 Accountability and conduct of members elected to external bodies and public office

- a) All [Left Unity] members elected to positions on any external body will adhere strictly to the nationally agreed policies, priorities and principles of the party. Failure to abide by these principles and rules , or to engage in any behaviour which brings the Party into disrepute, will incur disciplinary action (subject to the party's disciplinary procedures).
- b) Members standing as official party candidates for public office will be expected to sign an undertaking agreeing to abide by the following code of conduct:
 - i. In cases where an elected position on a public body is carried out on a full time basis, [Left Unity] members will only draw a maximum of the median national wage, or such other proportion of average earnings as may be determined from time to time by National Conference, – donating the surplus to [Left Unity]. Where an elected position is a full time job [Left Unity] members will take on no other regular paid employment.
 - ii. Members elected to public office will publish details of all their expenses and how those expenses have been spent, and publish details of any outside activities for which they have received payment.
 - iii. Members elected to public office will participate in non-violent direct action campaigns and activities in pursuit of the aims and objectives of the party on the same basis as any other party member.
 - iv. No [Left Unity] member will continue in any single elected public office for more than two full terms, or such other period as shall be determined from time to time by National Conference.
 - v. No [Left Unity] member may stand as an official '[Left Unity] Candidate' without undergoing a democratic selection process at local, regional, or national levels, as determined from time to time by National Conference and supervised by the national Nominating Officer/Elections Co-ordinator.
 - vi. All [Left Unity] members serving in elected positions shall provide regular report backs at the agreed appropriate, local, regional, or national level.
 - vii. Party members standing for public office will be expected to resign their elected office immediately if they cease to be party members during their term of office.
 - viii. People already in place in elected positions will only be allowed to join the Party on the explicit understanding that they will abide by the nationally agreed policies, priorities , tactics and principles, and Code Of Conduct, of [Left Unity].

18 Finance.

- a) The following general principles regarding finance will apply:
 - i. All monies received by or on behalf of [Left Unity] shall be applied to further the aims of [Left Unity] and for no other purpose.
 - ii. Any bank accounts opened for a party accounting unit will be in the name of that accounting unit.
 - iii. Any cheques issued by a party accounting unit shall be signed by the Treasurer of that accounting unit and another authorised signatory.
 - iv. Notwithstanding any requirement by the Electoral Commission or other external authority for an independent external audit, the party's accounts will be independently audited, in conjunction with any finance standing committee National Conference may establish from time to time.

- v. [Left Unity] may pay reasonable out of pocket expenses including travel, childcare and meal costs to members of national committees in order to assist them to attend. The payments must be recorded and paid on presentation of receipts that justify the expense.
- b) The following principles regarding **subscriptions** will apply:
 - i. No-one will be excluded through lack of money - subscriptions will be set at levels that will enable all members to participate in activities.
 - ii. Subscriptions will be fair and equitable.
 - iii. Any member who is more than six months in arrears, without contacting his/her Branch Treasurer, will be deemed to have resigned.
- c) Membership subscriptions will be determined from time to time by National Conference.
- d) Subscription income shall be divided between the national the regional organisations and local branches in such proportion as shall be determined from time to time by National Conference.

19 Alterations to the Constitution.

Any changes to this Constitution must be proposed to a National Conference by the National Council, branches or in a motion signed by no less than 20 members. Any change must be agreed by at least two-thirds of those members present and voting. The proposed changes must be made public and included in the notice posted announcing the Conference in good time to allow proper consultation.

Appendix

Model standing orders

These model standing orders are designed to provide a framework for well-ordered party meetings. Party branches may adapt these standing orders to reflect their specific method of operation and local circumstances; however, local arrangements must not conflict with the provisions of these model rules.

1. The Annual General Meeting of [*name of local party*] shall be held each year in [*month*] Branches will elect a Chairperson, Secretary, Membership Secretary, Treasurer and any other positions agreed by the branch to be necessary shall be elected. Vacant positions, or positions created to meet a newly identified need, may be filled by election at an ordinary branch meeting if members have been given proper notice.
2. A formal notice of the annual meeting shall be sent by the secretary to all party members entitled to attend at least 14 days prior to the meeting.
3. Ordinary meetings shall be held on the following regular basis [*i.e. the first Tuesday of each month*]. Formal notice of all meetings shall be sent out by the secretary to all those entitled to attend at least seven days prior to the meeting. Such notice shall as far as possible include an indication of the business to be transacted at the meeting.
4. Meetings shall commence at [*time*]. Business meetings shall not be held if a quorum is not present within 30 minutes of the appointed time; always provided that in special circumstances members present may agree to transact pressing business subject to the ratification of the proceedings by the next quorate meeting. Meetings shall close two hours from the notified starting time, except that a

particular meeting may be temporarily extended for a specified period with the support of two-thirds of the members present.

5. The quorum for business meetings of [*name of local party*] shall be 25% of those members entitled to vote in attendance, or a fixed number agreed with the Regional Committee. 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 attend.
6. All members of [*name of local party*] living or registered as electors within the area covered by it shall be entitled to attend meetings and to vote, as well as any members living elsewhere whose membership of the local party has been agreed with the Regional Committee. Other members, potential members and supporters, may attend but shall not vote. When an annual or special meeting is not held for any reason or is abandoned without completing the business on the agenda, such meeting must be reconvened in order for any necessary outstanding business to be transacted. Only those eligible to participate in the meeting as first convened, whether or not held, shall be entitled to participate in any further reconvened meeting.
7. The elected Chair of shall preside at all meetings, except where otherwise provided for in the rules. In the absence of the chair the Vice-Chair shall preside if such an officer has been previously elected, but 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 her or his place then she or he may claim, if they wish, the right to preside at the meeting once the current item of business has been disposed of. At the annual meeting the Chair shall preside until a successor is elected. The new Chair shall take over the conduct of the meeting forthwith and proceed to the election of other officers and further business.
8. The prime function of party meetings is to provide members, delegates and supporters with the opportunity to participate in party activities through social contact, political debate and policy discussion, to assist in the political self education of members and to further for the party's objectives in the area through campaigning and the promotion of links with sympathetic individuals and bodies within the wider community. Party meetings shall be drawn up to give due priority not only to organisational matters, but to the 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.
9. Original motions for the general meetings of [*name of local party*] must be received by the secretary in writing not less than 7 days prior to the meeting for which they are intended. 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.
10. No motion shall be discussed at a meeting until it has been moved and seconded. Where a motion has been submitted by an affiliated body it must be moved by a delegate from that body. Speakers shall address the chair and shall only speak 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 five minutes, unless agreed by the meeting to be 'further heard' for a specified period. Amendments to any motion may be moved and seconded from the floor of the meeting but shall be handed to the secretary in writing. 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.

11. A motion of 'next business' shall not be taken until the mover and seconder of a motion have been heard. Any motion 'of next business', 'that the vote be taken', 'to adjourn', 'of no-confidence in the chair' shall be moved, seconded and put to the vote without discussion; after such a vote the chair need not accept a further procedural motion for a period of 20 minutes.
12. No motion to rescind a resolution of this body shall be valid within three months from the date on which the resolution was carried. Notice of rescinding motion must be given in writing and made available to those entitled to attend the relevant meeting in line with rule 8 above.
13. Voting shall be by show of hands except where the constitution of the party provides for a ballot vote or where this body 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 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.
14. The election of officers and/ or representatives of [*name of local party*] shall be by secret ballot using STV if necessary. Any quotas for women laid down in the party constitution which apply to this body shall be incorporated in the arrangements for the secret ballot. Ballot votes shall be held at meetings to select candidates and where otherwise provided for in the party constitution; and where requested by any member supported by at least two others. In the event of a tie on a secret paper ballot 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.
15. Any breach of or question to the rules or 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 three members; such a challenge shall be put to the meeting without discussion and shall only be carried with the support of two-thirds of the members present.
16. 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 member shall be precluded from attendance because they cannot gain access to the meeting place for any reason. Physical or verbal harassment or intimidation of any member is unacceptable, as is any form of discrimination on the basis of gender, sexuality, disability or race. Smoking is not permitted at [*name of local party*] meetings. 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.
17. [*Name of local party*] accepts the principle of minimum quotas for women at all levels of representation within the party and shall take steps to ensure that 50 per cent of any delegation shall be women and, where only one delegate is appointed, a woman shall hold the position at least every other year.
18. No alterations shall be made to the rules and standing orders of [*name of local party*] except at an annual or special meeting called for this purpose and carried with the support of two-thirds of the members present and the general provisions of the constitution and rules of [*Left Unity*] shall apply to it.