

Draft Candidate Selection Rules



**Welsh Campaigns &
Candidates' Committee**



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Introduction and the Constitutional Position

The Federal Constitution of the Liberal Democrats specifies that each State Party (England, Scotland and Wales) must have an appropriately approved and democratically selected candidate in place for a Westminster General Election and that there shall be a fair selection process. The selection rules contained in this document provide the framework that governs this process in Wales and as such must be used by all Local Parties in Wales when selecting their Westminster Parliamentary candidates.

The Constitution of the Welsh Liberal Democrats (Section J:7) states that the Campaigns and Candidates' Committee of the Welsh Liberal Democrats shall ensure that prospective candidates are selected for the Welsh European Region, for each Parliamentary Constituency and for each Constituency and Electoral Region for the National Assembly for Wales.

The rules contained in this document have been drawn up following a review of previous rules which was commissioned by Campaigns and Candidates' Committee. These rules have therefore been approved by the Welsh Campaigns and Candidates and endorsed by Conference for the use of all Local and/or Parties and the Welsh Party as a whole when selecting candidates.

The Welsh Campaigns and Candidates Committee also has an obligation to produce rules for specific elections which have a political implication in Wales such as elected Police and Crime Commissioners or Directly Elected Mayors. At present, rules are in place for candidates for these two offices and are contained in this document. These rules must be followed by Local Parties or relevant groupings of Local Parties when selecting their candidates.

The rules for the selection and approval of Local Government Candidates are currently outside the remit of the Campaigns and Candidates' Committee and are the responsibility of Local Parties. It is the responsibility for each Local Party to have rules in place for Local Government Selections and Approvals. Further guidance and model rules can be obtained from the Association of Liberal Democrat Councillors (ALDC).

Any selection process which is conducted under the auspices of the Welsh Liberal Democrats shall be conducted in accordance with the principles of Liberal Democracy. Everyone involved in a selection must act in such a way as to ensure that the Party is not brought into disrepute. In particular, selections must be conducted in a manner that is democratic, fair, accountable, robust, inclusive and manageable.

Further advice and information on the interpretation of these rules can be sought from the Welsh Liberal Democrats, Freedom Central, Blake Court, Schooner Way, Cardiff, CF10 4DW (email: enquiries@welshlibdems.org.uk or by telephone on 029 2031 3400).

On behalf of the Campaigns and Candidates Committee I hope in using these rules you will have in place candidates of the highest calibre to represent the Welsh Liberal Democrats in public office and that they have been selected in the fairest and most transparent process possible.



Amy Kitcher

Chair, Welsh Campaigns and Candidates Committee

In these rules, the words, “must”, “shall” and “will” refer to mandatory actions.

The words “may”, “could” and “should” refer to optional actions.

Rules for the Selection of Constituency Candidates (Westminster & National Assembly for Wales)

Introduction

These rules provide the relevant rules and principles related to the selection of candidates for the Westminster Parliament and the National Assembly for Wales and as such must be followed when Local Parties are selecting their candidates.

The purpose of these rules is to provide a fair and level playing field for anyone who wishes to be considered for selection as a prospective Parliamentary or Assembly Candidate (hereinafter referred to as a 'Prospective Candidate'). They allow flexibility in that they allow the applicants to demonstrate the skills required of such a candidate but also allow for fairness and equality amongst all applicants and for the avoidance of discrimination at any level or at any stage of the process.

Only those members of the Liberal Democrats (at a UK level) who appear on the approved list maintained by the Welsh Liberal Democrats shall be eligible to put themselves forward for selection as a prospective candidate.

The Campaigns and Candidates Committee of the Welsh Liberal Democrats (CCC) has the discretion to appoint candidates who may not be on approved list to be the Welsh Liberal Democrat Candidate for a particular constituency if, within six months of a General Election and provided that a selection process has been previously advertised, no applicants were forthcoming. Where the CCC has appointed a candidate by this process, if the member is not on the approved list of candidates at the time of the General Election then they shall not, without the consent of the Chair of the CCC, be considered for appointment as a candidate at a subsequent General Election unless they have been through the Welsh Party's candidate approval process and appear on the approved list of candidates.

The CCC shall, if within six weeks of a General Election and in consultation with the relevant Local Party Chair(s), regardless of whether a selection process has been previously advertised, appoint candidates to seats where there is no incumbent prospective candidate. Where the CCC has appointed a candidate by this process, if the member is not on the approved list of candidates at the time of the General Election then they shall not, without the consent of the Chair of the CCC, be considered for appointment as a candidate at a subsequent General Election unless they have been through the Welsh Party's candidate approval process and appear on the approved list of candidates.

Furthermore, no member shall be considered for selection if they have not first signed the Candidates' Code of Conduct.

These rules replace all arrangements for selection that have previously been published by the Welsh Party but nothing in these rules overrides any of the functions of the CCC or the Constitutions of the Welsh Liberal Democrats and/or the Federal Party.

Unless otherwise agreed in writing by the Chair of the CCC and the Chair of the Finance and Management Committee, the costs of the selection process including the advertising of a vacancy for a candidate and any expenses incurred by the Returning Officer, shall be borne by the relevant Local Party or grouping of Local Parties in the case of multiple constituencies being advertised at the same time.

Stage One

From Deciding to Select to the Close of Applications

A. Getting Started

1. Where there is an incumbent Member of Parliament the provisions in Article 11.7 of the Federal Constitution shall apply if they wish to stand at the next General Election. Members of the National Assembly for Wales they must inform the Local Party not later than eighteen months before any General Election whether or not it is their intention to put themselves forward for re-selection. All incumbent Members of the National Assembly of Wales who intend to put themselves forward for re-selection must apply for re-selection under these rules save that they shall be automatically short-listed should they apply. The Chair of the Local Party may (but not within two years of there being a Welsh General Election unless there is the serious possibility of an early Welsh General Election) require a Member of the National Assembly for Wales to indicate within one month in writing whether or not they wish to stand at the next Welsh General Election.
2. Following any boundary review by the Parliamentary or Assembly Boundary Commissioners a Member of Parliament or Member of the National Assembly for Wales whose current seat forms any part of a new seat shall be automatically shortlisted for selection should they apply.
3. Any Welsh Local Party wishing to select a Prospective Candidate must apply to the CCC for permission to select a candidate. The CCC in taking a decision on this application must first of all take into consideration whether or not there is an incumbent Member of Parliament or Member of the National Assembly for Wales, the cycle of elections and whether or not the process could be conducted in conjunction with other Local Parties.

Returning Officers and Selection Panels

4. One of the criteria for approval to proceed to be granted shall be that the Local Party concerned must have appointed a Selection Panel which shall be responsible for managing the selection process in a fair and unbiased manner. This Panel shall consist of a minimum of three and a maximum of seven members who shall reflect and represent the membership at large and oversee the process. The Selection Panel shall not include the relatives or partners of any applicant nor any member whose position as regard to a particular candidate could be seen as making a difference to the decisions they would make in regard to the selection process.
5. Members of the Selection Panel shall not campaign for or against any applicant. They must also keep the details of the applications, and the assessments of applicants, confidential and shall behave in a fair and unbiased way towards all applicants.
6. The Selection Panel, and not the Local Party Executive, is responsible for managing the selection. If the Local Party is concerned that the Selection Panel is failing in its duties then it should raise the matter with Returning Officer. Decisions of the Selection Panel must not be altered other than by the Returning Officer.
7. Once permission has been granted by the CCC to go ahead with the process, the Chair of the CCC shall appoint a qualified Returning Officer from the list of accredited Returning Officers held by the CCC who shall not be a member in the Local Party or constituency undergoing selection nor shall they have any personal interest in the selection.
8. The Returning Officer will:
 - Support the Selection Panel
 - Protect the interests of Members
 - Ensure the fair and equal treatment of applicants
 - Ensure that the selection rules are followed

9. The Chair of the CCC may appoint a Replacement, Substitute or Deputy Returning Officer(s) for any part of the selection, if this becomes necessary at any time.
10. Returning Officers may claim reasonable expenses from the Local Party which have been incurred whilst carrying out their duties. Any expenses should be claimed within 30 days of the completion of the selection process.
11. Following their appointment, the Returning Officer shall meet with the Selection Panel to ensure that they are satisfied that the Panel is sufficiently trained in the purposes of shortlisting and the Panel's responsibilities with regard to equality of opportunity and fairness to all applicants. Where necessary, and appropriate, the Returning Officer shall arrange for appropriate training to be given before the process can proceed further.

B. Preparing to advertise

The kind of candidate are you looking for and the timetable for selection

12. The Selection Panel, in conjunction with the Returning Officer, shall then meet to draw up a profile of the Constituency and the criteria that they are looking for in their prospective candidate. The profile and criteria shall be including in the application pack sent to prospective applicants following the publication of the advertisement.
13. The Local Party Executive must provide the Selection Panel with details of the priorities for the campaign and what they expect the candidate's role will be in achieving these. They may be supported in this by staff from the Welsh Party, the Federal Party's Department of Elections and Skills and/or the Chair of the CCC. They may also be supported in this by the candidate from the last Election, but s/he must play no further part in the selection process except to help put together the Application Pack if asked by the Selection Panel and as an ordinary member of the Local Party.
14. The Selection Panel will use these priorities to identify criteria for selection. These selection criteria will form the basis of the application form and questions at any shortlisting interview, and the Selection Panel shall decide the minimum acceptable standard for each criteria. The selection criteria will also be included in the members' mailing to assist members in making their decision.
15. The Application pack must include:
 - the current political position, number of members and level of activity of the Local Party.
 - the name and contact details of at least one impartial member of the Local Party who can provide potential applicants with further information should they require it.
 - a copy of the selection criteria.
 - a copy of the timetable for the selection process.
 - a copy of these selection rules.
 - an application form
16. Members of the Local Party, the candidate at the last General Election if not seeking re- selection and Local, Regional and/or Welsh Party employees may, at the Selection Panel's request, assist the Selection Panel in putting together the Application Pack, but the Selection Panel shall remain responsible for deciding its final composition. The Returning Officer shall send the final Application Pack to all applicants promptly.
17. The timetable for the selection process is given below. The Selection Panel, in conjunction with the Returning Officer may extend the length of intervals between elements of the process but they may not be reduced. The final timetable must be agreed by the Selection Panel prior to the advertisement being published.

Publication of advert = **A**

Closing Date for applications = **A+14** days

Publication of shortlist = **A+28** days

Mailing to members with details of shortlist, members' meetings and ballot arrangements = **A+35** days

Date of Mailing to Members and commencement of campaigning by candidates = **B**
(First) Members' meeting = **B+21** days

(The selection Panel may opt to hold a postal ballot of all members in the Constituency. If so the ballot papers shall either be sent out at **B+21** days (the day of the only members' meeting) with a return date of **B+42** days at noon with the count on the same day or, if there is more than one members' meeting, the mailing ballot papers shall be sent out the day of the final members' meeting with a return date of twenty one days following their dispatch at noon and the count on the same day.)

18. Campaigning by Candidates, or their supporters, shall not start before the dispatch of the first mailing to members. Evidence of such campaigning shall constitute a breach of these rules and shall render the relevant candidate liable to disqualification or other appropriate action by the Returning Officer.
19. Once the Returning Officer is satisfied that an appropriate number of Selection Panel members have been trained the advert for a vacancy can be placed by the Returning Officer. This advertisement must be placed in *Liberal Democrat News* and also circulated to all members who have a registered email address via whatever mechanism the Welsh Party has in place for such mass email distribution.
20. Members of the Selection Panel, or their nominee(s), may contact approved candidates and invite them to apply. This must be done using a list of approved candidates issued for this purpose by the Candidates' Office in London to the Returning Officer, who must ensure that invitations to apply are made without undue bias. All Selection Panels must actively seek applications from as diverse a range of candidates as possible, with the help and guidance of the appropriate diversity bodies within the Party (guidance on who these bodies are is available from the Candidates' Office in London).
21. The advertisement shall give the name of the Constituency, the name and postal address of the Returning Officer to whom applications shall be submitted and the deadline for receipt of applications - the Returning Officer will then forward applications to the Selection Panel at the close of applications.
22. The Selection Panel may decide to whether or not they wish to consider applicants who are not on the Party's approved list but who have submitted an application for approval to the Candidates' Office. If they do wish to consider unapproved applicants, they may wait for applicants to gain approval, but no applicant can proceed to shortlisting unless they are on the approved list.
23. The date of the publication of the advertisement shall form the date of eligibility to be included on the selection register.

Deciding who can vote in the selection

24. The Returning Officer shall obtain a list a list of members, which will be available before the date of publication of the shortlist, from the Welsh Party Manager, or, in their absence, Membership Services in London. This Selection Register will contain (where available) each member's name, address, telephone number, email address and date of expiry of membership. The use of data in the Selection Register is subject to the Party's data protection policies. The Returning Officer will use the data to identify those eligible to vote in the selection. The cut-off date for inclusion on the Selection Register shall be the date of the publication of the advertisement unless there is a delay in selection of more than six months, when the Returning Officer shall determine and publish a new cut off date.
25. Members entitled to vote in a selection shall be over the age of ten years and with a minimum of twelve months continuous membership and have renewed that membership for a further year, at the date the advertisement was published.

26. Members whose subscriptions are not more than three months overdue shall be entitled to attend any members' meeting but shall only be eligible to vote if they pay their overdue subscription before the date at which applications close.
27. In the case of a Local Party containing more than one constituency, then the Local Party constitution must be consulted to determine whether the whole Local Party or only members in the relevant constituency shall vote in the selection. If the Local Party constitution is silent then only members in the relevant constituency may vote as long as there are at least 30 members in the constituency. If there are less than 30 members in the constituency then the Local Party as a whole shall vote in the selection.
28. The Returning Officer will provide the Selection Register to the relevant Local Party Membership Secretary to identify any errors omissions in the Selection Register. These should be resolved by the date of the publication of the shortlist, so that the Register can be passed to applicants promptly at this date. Any further changes should be notified promptly to all shortlisted applicants and the Selection Panel.
29. The Selection Register must only be used for:
 - Deciding who can vote in the selection;
 - Issuing Ballot Papers;
 - Sending out the mailing to Members;
 - Any campaigning by shortlisted applicants or their supporters, who must not use it for any purpose other than the selection.

Stage Two

Deciding on a shortlist for the selection

Deciding if the Selection can go ahead

30. At the close of applications the Returning Officer shall pass all applications to the Selection Panel at the close of applications, with any identifying information redacted in order to allow the Selection Panel to arrive at a decision in a robust and fair manner without any prejudice or bias towards individual applicants. The Selection Panel will then sift applications and reject any that do not meet the selection criteria or reach the minimum standard previously agreed by the Selection Panel. The Returning Officer must be satisfied that the decisions have been arrived at robustly, fairly and on the basis of the evidence contained in the applications before them.
31. If a constituency has received fewer than three applications the chair of the Selection Panel may, following consultation with the Returning Officer, apply to the Chair of the CCC to proceed with one or two applicants.
32. For a selection to proceed with less than three applicants, the constituency under selection must not be a target, or potential target, seat and the Chair of the CCC must be satisfied that every effort has been made to allow people to come forward for selection.
33. If there are fewer than three applicants, the Chair of the CCC may direct either that the seat be re-advertised or that the selection may proceed. If there is a re-advertisement, the date of that advert shall become the date for the Selection Register.
34. If the Chair of the CCC agrees for a selection to proceed with a single applicant there shall be no requirement for a members' meeting but there shall be a postal ballot of all eligible members against Re-Open Nominations, which shall be conducted under guidance of the Returning Officer.
35. If the Chair of the CCC agrees for a selection to proceed with two applicants, the process may continue on the same basis as though there were three or more applicants.
36. The Selection Panel shall then consider gender balance and diversity. In the event that the appropriate criteria are not met, the Selection Panel shall extend the application deadline in order to meet the criteria. This extension must be publicised widely within the Party and may be advertised in Liberal Democrat News. Any such extension shall not affect the composition of the Selection Register.
37. Subject to there being a sufficient number of applicants of each gender, shortlists of two to four must include at least one member of each gender and shortlists of five must include two members of each gender.
38. Before proceeding to shortlisting, potential target seats must ensure that there are sufficient applications from eligible candidates to meet the above gender balance requirements on the final shortlist.
39. For a Westminster selection, subject to there being a sufficient number of applicants from the Leadership Programme, shortlists for potential target seats must include at least two applicants who are members of the Leadership Programme.
40. If the final shortlist diverges significantly from the diversity of the original applicants, the Selection Panel must demonstrate to the Returning Officer how the unsuccessful applicants did not meet the minimum selection criteria.

Shortlisting Interviews

41. The Selection Panel must, in potential target seats, interview all applicants who meet the minimum selection criteria and shall agree the details of the interviews, including scoring procedure and any tasks, with the Returning Officer in advance.

42. In non-target seats, the Selection Panel do not have to hold shortlisting interviews and can publish the list of applicants and proceed to the campaign and members' meeting stages of this process. Such seats may hold shortlisting interviews in accordance with the rules for potential target seats if they choose.
43. For potential target seats, and for non-target seats which are holding shortlisting interviews, the following rules shall apply:
- a) Questions and tasks shall adhere to the principles underlying these rules (page 5) and must be agreed in advance with the Returning Officer and be based on the agreed selection criteria.
 - b) Marking schemes must be agreed in advance with the Returning Officer and shared with all applicants.
 - c) Applicants shall not be asked if they will contribute financially to the campaign and must not offer to do so.
 - d) The Selection Panel must not ask applicants for references nor may applicants offer any references or endorsements of their candidature.
 - e) Final shortlists must comply with gender balance requirements (clause 37, above). If they do not, the Returning Officer shall seek advice from the Chair of the CCC. The Chair of the CCC may require re-advertisement, an extension to the application deadline, or may allow the selection to proceed with a non-standard shortlist.
 - f) Final shortlists for a Westminster Selection must include at least two members of the Leadership Programme where sufficient applications have been received (clause 38, above). If they do not then the shortlist shall be enlarged to meet this requirement by the addition of applicants who are part of the Leadership Programme. In making these additions the Selection Panel shall take into account both their responsibility under Clause 11.5(g) of the Federal Constitution to show due regard for the representation of ethnic minorities and the applicants' relative scores.
44. On agreeing the shortlist:
- Applicants will be notified of the outcome by the Returning Officer, if possible within the same 24 hour period.
 - Applicants will be entitled to feedback on their performance from a member of the Selection Panel.
 - Details of shortlisting decisions shall be confidential to the Selection Panel, the Returning Officer, the Chair of the CCC and the Candidates' Office in London.
 - The composition of the shortlist shall remain confidential until the deadline for appeals has passed. Any appeal must be made within seven days of the despatch of notification to the applicants of the shortlist.
 - Shortlisted applicants will be told, by the Returning Officer, the location, date and time of all formal members' meetings and at which formal members meeting, if there is more than one such meeting, the voting and count will take place.

Stage Three

The Candidates' Campaign and Members' Mailing

The Members' Mailing

45. A members' mailing shall be produced by the Selection Panel and approved by the Returning Officer. It must be sent to all members who are entitled to vote in the selection, all candidates in the selection and the Returning Officer. The Selection Panel may also decide to send the members' mailing to non-voting members.
46. All candidates must be given the opportunity to include a personal manifesto with the members' mailing. The specification (eg paper size, colour etc) for the personal manifesto must be agreed in advance by the Selection Panel and approved by the Returning Officer and must be the same specification for all candidates.
47. Personal manifestos may be produced bilingually (English and Welsh) provided they meet the agreed specification and that each language shall only be a direct translation of the other language. Translations costs shall be at the candidate's own expense but guidance may be sought from the Selection Panel as to appropriate translators.
48. The Returning Officer shall notify candidates of the deadline for the mailing in order to allow to them to send manifestos for inclusion. This may include the provision for a manifesto to form part of the application process save that it shall not be used by the Selection Panel in determining the final shortlist. Manifestos not received by the agreed deadline will not be included in the members' mailing.
49. The mailing shall contain the following:
 - a) A copy of the selection criteria and a description of the candidates' role (but not necessarily the priorities for the constituency if they are politically sensitive);
 - b) A postal vote application form for each voting member;
 - c) Details of the date, time and venue of the members' meeting(s) and how to get there;
 - d) Details of how members can gain access to a copy of these rules;
 - e) Copies of each manifesto provided by the candidates.
50. The members' mailing may also contain other communications from the Local Party, with the permission of the Returning Officer, provided that any reference to the selection shall remain strictly neutral.
51. The members' mailing shall be produced by the Local Party.
52. The members' mailing shall be posted at least fourteen days before the date of the (first) members' meeting and each member shall have their own mailing posted to them separately.

The Candidates' Campaign

53. In addition to the members' mailing, candidates may use any means to communicate with members or publicise the campaign except that they (and their supporters) shall not comment to the press on what is an internal party selection. All such communications should comply with these rules and Candidates shall provide copy or electronic links to the Returning Officer so that all material can be scrutinised if necessary. Failure to comply with this requirement may result in a candidates exclusion from the selection process.
54. It is not the role of the Returning Officer to approve communications from candidates. The Returning Officer shall however use the copies supplied to assist in any adjudication following a complaint about any alleged breach of these rules.
55. The amount of money that candidates shall be permitted to spend on their campaign will be limited by an expenditure cap agreed in advance by the Selection Panel, who will use the suggested limits contained in the guidance issued to Returning Officers to assist them.

Candidates must keep records of all expenses and receipts, and submit this to the Returning Officer at the conclusion of the selection process. These records must be available for inspection by other candidates, who can ask the Returning Officer to investigate if they think the limit has been breached. Failure to comply with this requirement may result in the exclusion of a candidate from the selection process or the result of the selection being overturned.

56. The number of direct communications with members (emails, messages or delivered materials) shall be restricted to a manageable and affordable number agreed in advance by the Selection Panel.
57. Potential target seats should agree extensive limits for direct communication with members to allow candidates to demonstrate their campaigning skills. Whereas non-target seats may choose to restrict additional communications to one additional piece of paper in addition to the personal manifesto in the members' mailing as well as limited messages and emails. Non-target seats may 'opt up' to the rules for potential target seats if they so choose.
58. If a Local Party holds any campaign action days, social events or other such activity during the selection period, all candidates shall be invited, and encouraged to attend, but there shall be no obligation for candidates to attend.
59. Candidates, and anyone acting on their behalf:
 - a) Must comply with data protection legislation, the Party's own data protection policies and with PPERA legislation at all times (eg candidates must not send group emails which reveal the email addresses of recipients).
 - b) Must not use their campaign to denigrate others.
 - c) May use photographs as they wish as long as they comply with these rules and both the copyright holder(s) and the subject(s) have given their written permission. Copies of written permission(s) shall be submitted to the Returning Officer in case of any complaint about any alleged breaches of these rules.
 - d) Must not use written endorsements of their candidature.
 - e) May allow any supporters to campaign on their behalf but must ensure that all such people comply with these rules. Employees of the Local Party must remain neutral in the selection at all times. The neutrality of employees of the Welsh Liberal Democrats, Members of Parliament or Assembly Members shall be at the discretion of their direct line manager(s).
 - f) Must ensure that their actions, and those of their supporters, comply with the Candidates' Code of Conduct.
 - g) May continue with their normal Party activities and campaigning during the selection process.
 - h) Must preserve all campaign material and communication until the selection has been completed and the result formally announced and accepted.

Postal Votes

60. All voting members may apply for a postal vote. They should apply to the Returning Officer and may use the form supplied within the members' mailing for this purpose. Applications not on the supplied form shall only be accepted by the Returning Officer if they are satisfied that the application is genuine.
61. The Returning Officer shall produce and issue ballot papers for postal votes in accordance with these rules. The Returning Office shall state clearly the last time at which ballot papers can arrive before the members' meeting where the count is taking place. Ballot papers not sent in advance may be hand delivered to the members' meeting by the postal voter. In no circumstance shall a candidate bring any postal vote, other than their own, to the members' meeting.

Stage Four

The Members' Meeting(s), the Vote, the Count, the Declaration of a Result, Special Provisions and Incumbency Period

The Members' Meeting

62. The Selection Panel must arrange at least one formal members' meeting. All details shall be agreed in advance and approved by the Returning Officer who shall ensure that these are made available to all candidates in advance of the meeting(s). At the formal members' meeting(s) all candidates will be invited to:
- Meet members;
 - Speak;
 - Answer questions.
63. If there is more than one formal members' meeting, the final meeting shall be the one at which the counting of votes will take place. Members' not able to attend the final members' meeting and have already requested a postal vote, may give their ballot paper to the Returning Officer at any other members' meeting that has been organised. Members attending a members' meeting that is not the final members' meeting may request a ballot paper from the Returning Officer in accordance with the rules below and submit it to the Returning Officer before the close of the meeting in question.
64. Any formal members meeting(s) shall be chaired by an impartial member and attended by the Returning Officer or a Deputy Returning Officer.
65. At the formal members meeting(s), candidates:
- a) Must remain in a candidates' waiting room whilst other candidates are speaking or answering individual questions.
 - b) May bring a nominated supporter to the meeting(s) who shall remain with the candidate at all times. All other supporters must remain in the hall throughout the meeting(s). Mobile phones must be switched off for the duration of the members' meeting(s).
 - c) Should at all times abide by these rules and the Candidates' Code of Conduct.
 - d) Should not bring postal ballot papers (other than their own) to the meeting(s).
66. Following the candidates' speeches, the Returning Officer may give permission for the candidates to be questioned by members in other ways (eg a 'Question Time' panel or informal mingling) as long as the principles underlying these rules are maintained.
67. The Returning Officer, or their appointed Deputy, is responsible for overseeing the proper conduct of the meeting(s) may intervene if it is deemed necessary. The Returning Officer may appoint aides to assist at the meeting(s).
68. Non-voting members of the Party may attend the members' meeting(s) as observers.

The Vote and Count

69. Where there is more than one members' meeting this element of the process shall take place at the final members' meeting.
70. The vote will be conducted by the alternative vote method (ie STV for single candidate elections) in accordance with the the currently published rules of the Electoral Reform Society where there are three or more shortlisted candidates and by a simple majority where there are two.
71. The Ballot paper will require voting members to rank candidates according to preference and will include the option to re-open nominations (RON) where there are fewer than three candidates.

72. Ballot papers (including all postal ballot papers) will be numbered and the numbers recorded on the selection register.
73. The Returning Officer must be satisfied, when issuing ballot papers, that members are eligible to vote. If there is any doubt, a tendered ballot paper (marked T) shall be issued.
74. Eligible members may request a ballot paper, and vote, at any time during the formal members' meeting(s).
75. The votes will be counted by the Returning Officer at the end of the meeting. A representative of the Local Party, all candidates and the nominated supporter may attend the counting of votes.
76. Tendered ballot papers shall be considered at the end of each stage to determine if their inclusion would alter the result. If this is the case, the count shall be suspended and will not proceed until the Returning Officer has decided whether the tendered papers are eligible.
77. At the end of the count the Returning Officer will notify all candidates of the result and ask them to sign a copy of the results sheet to say that they accept the result.
78. In the event that one or more candidates do not accept the result, the result will not be declared immediately. Candidates will have seven days to submit an appeal to the Chair of the CCC in accordance with the Procedural Rules of the Welsh Appeals Panel. The result will then be declared once the deadline for receipt of appeals has passed or once any appeal has been determined.
79. In the event that all candidates accept the result, the Returning Officer will immediately declare the result.

Special Provisions and Incumbency Period

80. In the event that a subsequent General Election takes place within six months of a General Election, a Local Party may choose to re-select the same candidate by a simple majority vote of a properly constituted Local Party General Meeting.
81. A selected candidate shall remain as such until the end of the calendar year in which the General Election for which they were selected has taken place subject to the provisions in Rule 88, above, and any provisions laid out in the Welsh Party's Rule for the selection of Parliamentary or National Assembly for Wales By-Election Candidates.

Trouble-shooting

Applicant or Candidate Withdrawal and Breaches of the Rules

Applicant or candidate withdrawal

81. Before the announcement of the shortlist:
 - a) Potential target seats may only proceed if more than three applicants remain and if the gender balance requirements are met. In other cases the Returning Officer should consult the Chair of the CCC to consider whether the selection should go ahead with a non-standard shortlist.
 - b) For non-target seats no action is required as long as one applicant remains. However, the Selection Panel may decide not to proceed if fewer than two applicants remain.
82. If a candidate withdraws at any time between the announcement of the shortlist and the members' meeting(s), all other candidates must be notified, and:
 - a) If the gender balance requirements for potential target seats are not maintained the Chair of the CCC should be consulted.
 - b) If the the members' mailing has not yet been sent then it should be altered to reflect the new shortlist.
 - c) If the members's mailing has been sent out and no ballot papers have been issues then no action need be taken.
 - d) If some ballot papers have been issued, then new ballot papers should be drawn up (including RON if necessary). At the count, for ballot papers reflecting the original shortlist, preferences for any withdrawn candidate(s) shall be transferred when counting.
83. If a candidate withdraws at a members' meeting, existing ballot papers will be used and an explanation given to the members with instructions to delete any withdrawn candidate(s).
84. If a winning candidate withdraws before they have signed their acceptance of the result then there will be a recount.

Breaches of the Rules

85. If applicants/candidates or members of the Local Party believe that a selection rule has been breached, they should:
 - Put their concerns in writing to the Returning Officer
 - Identify the rule they believe has been breached
 - Provide details of the circumstance(s) of the breach
 - Explain the effect of the breach
86. Once they have been notified of any alleged breach(es) of the selection rules (Rule 84, above), the Returning Officer shall:
 - Investigate the situation
 - Make a formal ruling, notifying the complainant, all applicants/candidates and the Selection Panel of the details of the ruling.
86. If it is alleged that any candidate has behaved in a way that is contrary to the Candidates' Code of Conduct, the Returning Officer shall inform the Chair of the CCC who shall investigate the allegation.
87. Anyone wishing to appeal a Returning Officer's ruling may do so in writing to the Chair of the CCC within seven days of the publication of the ruling.
88. If an appeal is lodged, the Returning Officer shall immediately suspend the selection and inform the Chair of the CCC, all applicants/candidates, the Selection Panel, the Welsh Party Manager and the Candidates' Office in London.

Rules for the Selection of Constituency By-Election Candidates (Westminster & National Assembly for Wales)

Introduction

These are the separate rules which govern the selection of candidates for by-elections to the Westminster Parliament or the National Assembly for Wales as specified in Clause J.9 of the Welsh Liberal Democrat Constitution, and provided for under the special provisions specified in Article 11.6 and Article 11.8 of the Federal Constitution of the Liberal Democrats.

1. The decision to proceed with a by-election selection shall be made by the Chair of the Welsh Campaigns and Candidates Committee (WCCC) in conjunction with the Chair of the Federal Campaigns and Communications Committee (FCCC). Either of these office holders may delegate the responsibility for making this decision as required.
2. The Chair of the WCCC shall appoint a suitably experienced Returning Officer from outside the Local Party concerned. The Returning Officer is responsible for the running of the by-election selection process, in conjunction with the Office of the Chief Executive of the Welsh Liberal Democrats and the Candidates' Office in London, and shall report regularly to the Chair of the WCCC on the progress of the selection.
3. If there is a sitting Prospective Parliamentary Candidate or Prospective Assembly Candidate, they should be contacted to remind them of the special provisions governing by-elections.
4. The Local Party Chair, or their agreed nominee, shall be contacted regarding the format and content of the Local Party profile to be included with the application pack, and the composition of the Local Selection Panel, both of which shall be agreed by the Returning Officer.
5. The Returning Officer shall agree a timetable and rules for the selection process for the specific by-election in question with reference to clause 11.8 of the Federal Constitution.
6. All fully approved Westminster and National Assembly for Wales candidates shall be notified by e-mail that the selection is taking place and that all applications must be sent to the Returning Officer by a set closing date. This email should include the timetable (if agreed) and the rules. If a candidate does not have e-mail, there is no duty to contact. The day the email is dispatched shall constitute the cut-off point for members to be eligible to vote in the selection.
7. If there was a sitting Prospective Parliamentary or National Assembly Candidate (this shall be dependent on the body for which the by-election has been called) before the by-election selection process came into effect in the constituency in question, and they have submitted an application for the by-election selection, then their name shall be automatically added to the list of candidates that is put before the By-Election Panel.
8. The Local Selection Panel shall meet with the Returning Officer to draw up a list of candidates to go before the By-Election panel. The Returning Officer shall carry out any necessary training at this meeting, and shall ensure that the selection committee make their decision based upon the by-election selection criteria.
9. The short-listed candidates are then interviewed by a By-election Panel at the Welsh Liberal Democrat Party HQ or an appropriate alternative agreed with the Returning Officer. The panel shall consist of:
 - The Chair of the WCCC (or their nominee);

- An Assembly Member or Member of Parliament (preferably one who has fought a by-election or similar type of seat);
 - The Chief Executive of the Welsh Liberal Democrats (or their nominee);
 - The Federal Director of Campaigns (or their nominee).
10. The By-Election Panel shall be conducted according to the guidance issued by the WCCC and shall normally be chaired by either the Chair of the WCCC or the MP/AM. All members of the panel shall vote, with the Chair having an additional, casting, vote in the event of a tie. The Office of the Chief Executive of the Welsh Liberal Democrats shall make the necessary arrangements for interviews, booking rooms, contacting panel members and contacting the interviewees in conjunction with the Candidates' Office in London
 11. The By-Election Panel will produce the final list from which the local members will select their candidate. They have the discretion to reduce the number of applicants put forward by the Local Party Selection Panel, and should give due regard to providing members with a choice.
 12. The final selection will take place at a members' meeting. There will be no provision for postal or proxy votes, and no option to re-open nominations. There shall be no campaigning by candidates, or any supporters, in advance of the members' meeting. However, in arranging the members' meeting, due regard shall be given to allowing sufficient time for applicants to meet and talk to members at the meeting.
 13. There is no right of appeal against the outcome.
 14. If the seat is not won at the by-election, and the by-election candidate and/or the person who was the sitting PPC before the by-election selection process came into effect (if different) indicate(s) to the Local Party Chair that they want to stand again, there shall be a vote of the Local Party Executive as to whether to invoke the use of Article 11.5 (f) of the Federal Constitution.

Rules for the Selection of List Candidates (National Assembly for Wales and the European Parliament)

Introduction

These rules provide the relevant rules and principles related to the selection of Regional List Candidates for the National Assembly for Wales and Wales Regional List Candidates for the European Parliament and as such must be followed when candidates are being selected..

The purpose of these rules is to provide a fair and level playing field for anyone who wishes to be considered for selection as a prospective Assembly or European Candidate (hereinafter referred to as a 'Prospective Candidate'). They allow flexibility in that they allow the applicants to demonstrate the skills required of such a candidate but also allow for fairness and equality amongst all applicants and for the avoidance of discrimination at any level or at any stage of the process.

Only those members of the Liberal Democrats (at a UK level for the National Assembly for Wales or at a European Level for the European Parliament) who appear on the approved candidates list maintained by the Welsh Liberal Democrats shall be eligible to put themselves forward for selection as a prospective candidate. The Campaigns and Candidates Committee of the Welsh Liberal Democrats (CCC) has the discretion to appoint candidates who may or may not be on approved list of candidates fill places on the final list of candidates where those places have not been filled during the initial selection process save that any candidate added to the list shall not be placed above candidates who have been selected by the Party Membership in the relevant selection process.

Where the CCC has appointed a candidate by this process who is not on the approved list of candidates at the time of the relevant General Election or European Parliament Election then they shall not, without the consent of the Chair of the CCC, be considered for appointment as a candidate at a subsequent Election unless they have been through the Welsh Party's candidate approval process and appear on the approved list of candidates.

Furthermore, no member shall be considered for selection if they have not first signed the Candidates' Code of Conduct.

These rules replace all arrangements for selection that have previously been published by the Welsh Party but nothing in these rules overrides any of the functions of the CCC or the Constitutions of the Welsh Liberal Democrats and the Federal Party.

For the National Assembly for Wales, unless otherwise agreed in writing by both the Chair of the CCC and the Chair of the Finance and Management Committee, the costs of the selection process including the advertisement and any expenses incurred by the Returning Officer, shall be borne by the relevant Assembly Electoral Regional Committee (AERC) or, if there is no operating AERC in a particular Region, shall initially be borne by Welsh Party and then re-charged to each Local Party within that Region based the proportion of members each Local Party has on the final selection Register.

For the European Parliament, unless otherwise agreed in writing by the Chair of the CCC and the Chair of the Finance and Management Committee following consultation with Local Parties, the costs of the selection process including any expenses incurred by the Returning Officer, shall be borne by Welsh Party.

Stage One

From Deciding to Select to the Close of Applications

A. Getting Started

1. The CCC shall decide when a list selection shall take place, save that they shall not take place without first alerting Local and Regional Parties to the fact that they are taking place and shall start not later than eighteen months before the election for which list is being selected.
2. This timetable may be altered by the CCC if a Westminster General Election is taking place during a likely selection period.

Returning Officers and Selection Panels

3. The Chair of the CCC (or their nominee), in consultation with the Chief Executive of the Welsh Liberal Democrats (or nominee) shall appoint a Selection Panel from the membership of the relevant Region or the Welsh Party (if a European Selection) which shall be responsible for managing the selection process in a fair and unbiased manner. This Panel shall consist of a minimum of five and a maximum of seven members who shall reflect and represent the membership at large and oversee the process. The Selection Panel shall not include the relatives or partners of any applicant nor any member whose position as regard to a particular candidate(s) could be seen as making a difference to the decisions they would make in regard to the selection process.
4. Members of the Selection Panel shall not campaign for or against any applicant. They must also keep the details of the applications, and the assessments of applicants, confidential and shall behave in a fair and unbiased way towards all applicants.
5. The Selection Panel, is responsible for managing the selection. If the relevant AERC or the CCC is concerned that the Selection Panel is failing in its duties then it should raise the matter with Returning Officer. Decisions of the Selection Panel must not be altered other than by the Returning Officer.
6. Members of the Selection Panel may claim reasonable expenses from the relevant Region or the Welsh Party (if a European Selection) which have been incurred whilst carrying out their duties. Any expenses shall be agreed by the relevant Regional Treasurer or the Chair of the Finance and Management Committee (where appropriate) and should be claimed within 30 days of the completion of the selection process.
7. The Chair of the CCC shall appoint a qualified Returning Officer from the list of accredited Returning Officers held by the CCC who shall not be a member in the Region undergoing selection nor shall they have any personal interest in the selection, save that the European Returning Officer may be a member of the Welsh Liberal Democrats.
8. The Returning Officer will:
 - Support the Selection Panel
 - Protect the interests of Members
 - Ensure the fair and equal treatment of applicants
 - Ensure that the selection rules are followed
9. The Chair of the CCC may appoint a Replacement, Substitute or Deputy Returning Officer(s) for any part of the selection, if this becomes necessary at any time.
10. Returning Officers may claim reasonable expenses from the relevant Region or the Welsh Party (if a European Selection) which have been incurred whilst carrying out their duties. Any expenses shall be agreed by the relevant Regional Treasurer or the Chair of the Finance and Management Committee and should be claimed within 30 days of the completion of the selection process.

11. Following their appointment, the Returning Officer shall meet with the Selection Panel to ensure that they are satisfied that the Panel is sufficiently trained in the purposes of shortlisting and the Panel's responsibilities with regard to equality of opportunity and fairness to all applicants. Where necessary, and appropriate, the Returning Officer shall arrange for appropriate training to be given before the process can proceed further.

B. Preparing to advertise

The kind of candidate are you looking for and the timetable for selection

12. The Selection Panel, in conjunction with the Returning Officer, shall then meet to draw up a profile of the Region, or, in the case of a European Selection, Wales and the Welsh Party, and the criteria that they are looking for in their prospective Candidates. The profile and criteria shall be including in the application pack sent to prospective applicants following the publication of the advertisement.
13. The Local Party Executive must provide the Selection Panel with details of the priorities for the campaign and what they expect the candidate's role will be in achieving these. They may be supported in this by staff from the Welsh Party, the Federal Party's Department of Elections and Skills and/or the Chair of the CCC. They may also be supported in this by candidates from the last Election, but they must play no further part in the selection process except to help put together the Application Pack if asked by the Selection Panel and as an ordinary member of the Region or Welsh Party.
14. The Selection Panel will use these priorities to identify criteria for selection. These selection criteria will form the basis of the application form and questions at any shortlisting interview, and the Selection Panel shall decide the minimum acceptable standard for each criteria. The selection criteria will also be included in the members' mailing(s) to assist members in making their decision.
15. The Application pack must include:
 - the current political position, number of members and level of activity of the Regional or Welsh Party
 - the name and contact details of at least one impartial member of the relevant Regional or Welsh Party, who is not a member of the Selection Panel, who can provide potential applicants with further information should they require it.
 - a copy of the selection criteria
 - a copy of the timetable for the selection process
 - a copy of these selection rules
16. In a European Selection, the Application pack must also include:
 - Notes on the work of a Member of the European Parliament (MEP)
 - An introduction to the Standing orders of the Liberal Democrat European Parliamentary Party
 - A Biographical information request form (this is to assist the Welsh Party in promoting successful applicants and shall not form any part of the selection process including shortlisting)
 - Details about submitting a pre-paid, addressed, postcard with their application in order for the Office of the Chief Executive of the Welsh Liberal Democrats to confirm receipt of application.
17. Members of the Regional Party, any candidate at the last Election who is not seeking re-selection and Local, Regional and/or Welsh Party employees may, at the Selection Panel's request, assist the Selection Panel in putting together the Application Pack, but the Selection Panel shall remain responsible for deciding its final composition. The Returning Officer shall ensure that the final Application Pack is to all applicants promptly.

18. The timetable for the selection process for the National Assembly for Wales Election is given below. The Selection Panel, in conjunction with the Returning Officer may extend the length of intervals between elements of the process but they may not be reduced. The final timetable must be agreed by the Selection Panel prior to the advertisement being published.
- Publication of advert = **A**
 Closing Date for applications = **A+14** days
 Publication of shortlist = **A+21** days
 Mailing to members with details of the shortlist, formal members' meetings, ballot arrangements and candidate manifestos = **A+28** days
- Date of Mailing to Members and commencement of campaigning by candidates = **B**
 First formal members' meeting = **B+14** days
 Last formal members' meeting = **B+21** days = **C**
- Members' Mailing with Ballot Papers to all members eligible to vote in the selection and a second manifesto from candidates = **C+1** day
 Close of Ballot = **C+21** days at noon
19. Campaigning by Candidates, or their supporters, shall not start before the dispatch of the first mailing to members. Evidence of such campaigning shall constitute a breach of these rules and shall render the relevant candidate liable to disqualification or other appropriate action by the Returning Officer.
20. The number of formal members' meetings shall be determined by the Selection Panel which shall reflect the distribution of members within the Region and their access to a venue for a members' meeting save that there shall be a minimum of two formal members' meetings for National Assembly for Wales list selections and a minimum of three formal members' meetings for European Parliament list selections.
21. The timetable for the selection process for European Parliament Elections is given below. The Selection Panel, in conjunction with the Returning Officer and the Chair of the CCC, may extend the length of intervals between elements of the process but they may not be reduced. The final timetable must be agreed by the Selection Panel prior to the advertisement being published.
- Publication of advert = **A**
 Closing Date for applications = **A+14** days
 Publication of shortlist = **A+21** days
 Mailing to members with details of shortlist, members' meetings, candidate manifestos and ballot papers to all members eligible to vote in the selection = **A+28** days
- Date of Mailing to Members and commencement of campaigning by candidates = **B**
 First formal members' meeting = **B+14** days
 Last formal members' meeting = **B+28** days
- Last formal members' meeting = **C**
 Close of Ballot = **C+7** days at noon
22. Campaigning by Candidates, or their supporters, shall not start before the dispatch of the mailing to members. Evidence of such campaigning shall constitute a breach of these rules and shall render the relevant candidate liable to disqualification or other appropriate action by the Returning Officer.
23. The number of formal members' meetings shall be determined by the Selection Panel in consultation with the Chair of the CCC and the Chief Executive of the Welsh Party and shall reflect the distribution of members across Wales and their access to a venue for a members' meeting save that there shall be a minimum of three and a maximum of five formal members' meetings.

24. Once the Returning Officer is satisfied that an appropriate number of Selection Panel members have been trained, the advert calling for applicants can be placed by the Returning Officer. This advertisement must be placed in *Liberal Democrat News* and also circulated to all members who have a registered email address via whatever mechanism the Welsh Party has in place for such mass email distribution.
25. Members of the Selection Panel, or their nominee(s), may contact approved candidates and invite them to apply. This must be done using a list of approved candidates issued for this purpose by the Candidates' Office in London to the Returning Officer, who must ensure that invitations to apply are made without undue bias. All Selection Panels must actively seek applications from as diverse a range of candidates as possible, with the help and guidance of the appropriate diversity bodies within the Party (guidance on who these bodies are is available from the Candidates' Office).
26. For the selection of candidates for the National Assembly for Wales, the advertisement shall give the name of the Region, the name and postal address of the Returning Officer to whom they can request an application pack and to whom applications shall be submitted and the deadline for receipt of applications - the Returning Officer will then forward applications to the Selection Panel at the close of applications. The advertisement may also contain the name and contact details of at least one impartial member of the Regional or Welsh Party, who is not a member of the Selection Panel, who can provide potential applicants with further information should they require it.
27. For the selection of candidates for the European Parliament, the advertisement shall give the name the name and contact of the Returning Officer. The address of the Office of the Chief Executive of the Welsh Liberal Democrats to whom they can request an application pack to to whom applications shall be submitted and the deadline for receipt of applications. The Office of the Chief Executive of the Welsh Party shall be responsible for forwarding all applications to the Returning Officer who will then forward applications to the Selection Panel at the close of applications.
28. Applicants for the European Parliament should submit a pre-paid, addressed, postcard with their application in order for the Office of the Chief Executive of the Welsh Liberal Democrats to confirm receipt of an application.
29. The Selection Panel may decide to whether or not they wish to consider applicants who are not on the Party's approved list but who have submitted an application for approval to the Candidates' Office. If they do wish to consider unapproved applicants, they may wait for applicants to gain approval, but no applicant can proceed to shortlisting unless they are on the approved list.
30. The date of the publication of the advertisement shall form the date of eligibility for members to be included on the selection register.

Deciding who can vote in the selection

31. The Returning Officer shall obtain a list a list of members, which will be available before the date of publication of the shortlist, from the Welsh Party Manager or, in their absence, Membership Services in London. This Selection Register will contain (where available) each member's name, address, telephone number, email address and date of expiry of membership. The use of data in the Selection Register is subject to the Party's data protection policies. The Returning Officer will use the data to identify those eligible to vote in the selection. The cut-off date for inclusion on the Selection Register shall be the date of the publication of the advertisement unless there is a delay in selection of more than six months, when the Returning Officer shall determine and publish a new cut off date.
32. Members entitled to vote in a selection shall be over the age of ten years and with a minimum of twelve months continuous membership and have renewed that membership for a further year, at the date the advertisement was published.

33. Members whose subscriptions are not more than three months overdue shall be entitled to attend any members' meeting but shall only be eligible to vote if they pay their overdue subscription before the date at which applications close.
34. The Returning Officer will provide the Selection Register to the relevant Local Party Membership Secretaries to identify any errors omissions in the Selection Register. These should be resolved by the date of the publication of the shortlist, so that the Selection Register can be passed to applicants promptly at this date. Any further changes should be notified promptly to all shortlisted applicants and the Selection Panel.
35. The Selection Register must only be used for:
 - Deciding who can vote in the selection;
 - Issuing Ballot Papers;
 - Sending out the mailing to Members;
 - Any campaigning by shortlisted applicants or their supporters, who must not use it for any purpose other than for the selection.

Stage Two

Deciding on a shortlist for the selection

Deciding if the Selection can go ahead

36. At the close of applications the Returning Officer shall pass all applications to the Selection Panel at the close of applications, with any identifying information redacted in order to allow the Selection Panel to arrive at a decision in a robust and fair manner without any prejudice or bias towards individual applicants. The Selection Panel will then sift applications and reject any that do not meet the selection criteria or reach the minimum standard previously agreed by the Selection Panel. The Returning Officer must be satisfied that the decisions have been arrived at robustly, fairly and on the basis of the evidence contained in the applications before them.
37. If fewer applications than the number of Members which can be returned in the National Assembly for Wales for that Region or European Parliament Elections, the Chair of the Selection Panel may, following consultation with the Returning Officer, apply to the Chair of the CCC to proceed with those applicants.
38. For a selection to proceed with fewer than the number of Members which can be returned in the National Assembly for Wales for that Region or European Parliament Elections, the Chair of the CCC must be satisfied that every effort has been made to allow people to come forward for selection. The Chair of the CCC may then direct either that the seat be re-advertised or that the selection may proceed. If a list selection is re-advertised, the date of the re-advertisement shall form the date for the Selection Register.
39. The Selection Panel shall then consider gender balance and diversity. In the event that the appropriate criteria are not met, the Selection Panel shall extend the application deadline in order to meet the criteria. This extension must be publicised widely within the Party and may be advertised in Liberal Democrat News but any advertisement for extension shall not affect the composition of the Selection Register.
40. Subject to there being a sufficient number of applicants of each gender, shortlists of two to four must include at least one member of each gender and shortlists of five must include two members of each gender.
41. Before proceeding to shortlisting, the Selection Panel must ensure that there are sufficient applications from eligible candidates to meet the above gender balance requirements on the final shortlist.
42. If the final shortlist diverges significantly from the diversity of the original applicants, the Selection Panel must demonstrate to the Returning Officer how the unsuccessful applicants did not meet the minimum selection criteria.

Shortlisting Interviews

43. The Selection Panel must interview all applicants who meet the minimum selection criteria and shall agree the details of the interviews, including scoring procedure and any tasks, with the Returning Officer in advance.
44. For shortlisting interviews, the following rules shall apply:
 - a) Questions and tasks shall adhere to the principles underlying these rules (page 5) and must be agreed in advance with the Returning Officer and be based on the agreed selection criteria.
 - b) Marking schemes must be agreed in advance with the Returning Officer and shared with all applicants.
 - c) Applicants shall not be asked if they will contribute financially to the campaign and must not offer to do so.
 - d) The Selection Panel must not ask applicants for references nor may applicants offer any

references or endorsements of their candidature.

- e) Final shortlists must comply with gender balance requirements (clause 41, above). If they do not, the Returning Officer shall seek advice from the Chair of the CCC. The Chair of the CCC may require re-advertisement, an extension to the application deadline, or may allow the selection to proceed with a non-standard shortlist.
- f) In producing a final shortlist, the Selection Panel shall take into account both their responsibility under Clause 11.5(g) of the Federal Constitution to show due regard for the representation of ethnic minorities and the applicants' relative scores.

45. On agreeing the shortlist:

- Applicants will be notified of the outcome by the Returning Officer, if possible within the same 24 hour period.
- Applicants will be entitled to feedback on their performance from a member of the Selection Panel.
- Details of shortlisting decisions shall be confidential to the Selection Panel, the Returning Officer, the Chair of the CCC and the Candidates' Office in London.
- The composition of the shortlist shall remain confidential until the deadline for appeals has passed. Any appeal must be made within seven days of the despatch of notification to the applicants of the shortlist.
- Shortlisted applicants will be told, by the Returning Officer, the location, date and time of the formal members' meetings.

Stage Three

The Candidates' Campaign and Members' Mailing(s)

The Members' Mailing(s)

46. All members' mailings shall be produced by the Selection Panel and approved by the Returning Officer. They must be sent to all members who are entitled to vote in the selection, all candidates in the selection and the Returning Officer. The Selection Panel may also decide to send the members' mailing to non-voting members.
47. All candidates must be given the opportunity to include a personal manifesto with the members' mailings. The specification (eg paper size, colour etc) for the personal manifesto must be agreed in advance by the Selection Panel and approved by the Returning Officer and must be the same specification for all candidates.
48. Personal manifestos may be produced bilingually (English and Welsh) provided they meet the agreed specification and that each language shall only be a direct translation of the other language. Translations costs shall be at the candidate's own expense but guidance may be sought from the Selection Panel as to appropriate translators.
49. The Returning Officer shall notify candidates of the deadlines for the mailings in order to allow to them to send manifestos for inclusion. This may include the provision for the manifestos to form part of the application process save that it shall not be used by the Selection Panel in determining the final shortlist. Manifestos not received by the agreed deadlines will not be included in the members' mailings save that if there are two mailings, a late manifesto for the first mailing may be included with the second mailing if no other manifesto is submitted.
50. Where there are two members' mailings, the first mailing shall contain the following:
 - a) A copy of the selection criteria and a description of the candidates' role (but not necessarily the priorities for the region if they are politically sensitive);
 - b) Details of the dates, times and venues of the formal members' meetings and how to get there;
 - c) Details of how members can gain access to a copy of these rules;
 - d) Proxy Vote Application form
 - e) Copies of each manifesto provided by the candidates.
51. The second members' mailing shall contain the following:
 - a) Copies of each additional manifesto provided by the candidates. If a candidate has not supplied an additional manifesto by the deadline for the second mailing, the Returning Officer shall include the first manifesto in the mailing (if such a manifesto had been received).
 - b) A ballot paper and freepost reply envelope unless a Proxy Vote has been requested. If a Proxy Vote has been requested by a member, the ballot element of the mailing shall be sent under separate cover to the members' proxy with a covering letter explaining why the Proxy Vote has been sent to them.
 - c) Details of how ballot papers may be returned to the Returning Officer and the final date and time for receipt of ballot papers.
52. Where there is only one members' mailing, the mailing shall include the following:
 - a) A copy of the selection criteria and a description of the candidates' role (but not necessarily the priorities for the region if they are politically sensitive);
 - b) Details of the dates, times and venues of the formal members' meetings and how to get there;

- c) Details of how members can gain access to a copy of these rules;
 - d) A ballot paper and freepost reply envelope.
 - e) Details of how ballot papers may be returned to the Returning Officer and the final date and time for receipt of ballot papers.
 - f) Copies of each manifesto provided by the candidates.
53. The mailing may also contain other communications from the Regional or Welsh Party, with the permission of the Returning Officer, provided that any reference to the selection shall remain strictly neutral.
54. The mailing shall be produced on behalf of the Selection Panel under their direction.
55. The mailing shall be posted at least fourteen days before the date of the first members' meeting and each member shall have their own mailing posted to them separately.

The Candidates' Campaign

56. In addition to the members' mailing, candidates may use any means to communicate with members or publicise the campaign except that they (and their supporters) shall not comment to the press on what is an internal party selection. All such communications should comply with these rules and Candidates shall provide copy or electronic links to the Returning Officer so that all material can be scrutinised if necessary. Failure to comply with this requirement may result in a candidates exclusion from the selection process.
57. It is not the role of the Returning Officer to approve communications from candidates. The Returning Officer shall, however, use the copies supplied to assist in any adjudication following a complaint about any alleged breach of these rules.
58. The amount of money that candidates shall be permitted to spend on their campaign will be limited by an expenditure cap agreed in advance by the Selection Panel, who will use the suggested limits contained in the guidance issued to Returning Officers to assist them. Candidates must keep records of all expenses and receipts, and submit this to the Returning Officer at the conclusion of the selection process. These records must be available to for inspection by other candidates, who can ask the Returning Officer to investigate if they think the limit has been breached. Failure to comply with this requirement may result in the exclusion of a candidate from the selection process or the result of the selection being overturned.
59. In setting an expenditure cap the Selection Panel shall have due regard to the size and geography of the Region or Wales as whole, in the case of European Candidate Selections.
60. The number of direct communications with members (emails, messages or delivered materials) may be restricted to a manageable and affordable number agreed in advance by the Selection Panel.
61. However, the Selection Panel should agree extensive limits for direct communication with members to allow candidates to demonstrate their campaigning skills.
62. If a Local Party, a Regional Party or the Welsh Party holds any campaign action days, social events or other such activity during the selection period, all candidates shall be invited, and encouraged to attend, but there shall be no obligation for candidates to attend.
63. Candidates, and anyone acting on their behalf:
- a) Must comply with data protection legislation, the Party's own data protection policies and with PPERA legislation at all times (eg candidates must not send group emails which reveal the email addresses of recipients).
 - b) Must not use their campaign to denigrate others.
 - c) May use photographs as they wish as long as they comply with these rules and both the copyright holder(s) and the subject(s) have given their written permission. Copies of written permission(s) shall be submitted to the Returning Officer in case of any

complaint about any alleged breaches of these rules.

- d) Must not use written endorsements of their candidature.
- e) May allow any supporters to campaign on their behalf but must ensure that all such people comply with these rules. Employees of the Regional Party must remain neutral in the selection at all times. The neutrality of employees of the Welsh Liberal Democrats, Members of Parliament or Assembly Members shall be at the discretion of their direct line manager(s) save that employees of the Welsh Liberal Democrats shall remain neutral at all times during a European Candidate Selection.
- f) Must ensure that their actions, and those of their supporters, comply with the Candidates' Code of Conduct.
- g) May continue with their normal Party activities and campaigning during the selection process.
- h) Must preserve all campaign material and communication until the selection has been completed and the result formally announced and accepted.

Ballot Papers

- 64. All voting members shall receive a ballot paper, be it in the first or second mailing (depending on how many mailings are being used in the selection). If a Proxy Vote is required, members should apply to the Returning Officer and may use the form supplied within the members' mailing for this purpose. Applications not on the supplied form shall only be accepted by the Returning Officer if they are satisfied that the application is genuine.
- 65. The Returning Officer shall be responsible for the production and distribution of ballot papers in accordance with these rules. The Returning Office shall state clearly the last time at which ballot papers can arrive before the ballot closes. Ballot papers may be hand delivered to the Returning Officer at a members' meeting or to address on the freepost envelope to which ballot papers shall be sent. In no circumstance shall a candidate hand deliver any postal vote, other than their own, to the Returning Officer or to the address on the freepost envelope to which ballot papers shall be sent.
- 66. Ballot paper shall require voting members to rank candidates according to preference.
- 67. Ballot papers (including all Proxy Vote ballot papers) will be numbered and the numbers recorded on the selection register.
- 68. The Returning Officer may issue a tendered ballot paper (marked T) to any member on the Selection Register who believes they have not received a ballot paper in the relevant mailing.

Stage Four

The Formal Members' Meetings, Voting, the Count, the Declaration of a Result, Special Provisions and Incumbency Period

The Members' Meetings

69. The Selection Panel must arrange at least two formal members' meetings for the selection of National Assembly for Wales list candidates. There shall be a minimum of three, and a maximum of five, formal members' meetings for the selection of European Candidates. All details shall be agreed in advance and approved by the Returning Officer who shall ensure that these are made available to all candidates in advance of the meeting. At the members' meeting(s) all candidates will be invited to:
- Meet members;
 - Speak;
 - Answer questions.
70. If there is only one members' mailing and ballot papers have been issued, members may hand deliver their ballot paper to the Returning Officer at any of the formal members' meetings.
71. All formal members meeting(s) shall be chaired by an impartial member and attended by the Returning Officer or a Deputy Returning Officer.
72. At the formal members' meetings, candidates:
- a) Must remain in a candidates' waiting room whilst other candidates are speaking or answering individual questions.
 - b) May bring a nominated supporter to the meeting(s) who shall remain with the candidate at all times. All other supporters must remain in the hall throughout the meeting(s). Mobile phones must be switched off for the duration of the members' meeting(s).
 - c) Should at all times abide by these rules and the Candidates' Code of Conduct.
 - d) Should not bring postal ballot papers (other than their own) to the meeting(s).
73. Following the candidates' speeches, the Returning Officer may give permission for the candidates to be questioned by members in other ways (eg a 'Question Time' panel or informal mingling) as long as the principles underlying these rules are maintained.
74. The Returning Officer, or their appointed Deputy, is responsible for overseeing the proper conduct of the meeting(s) may intervene if it is deemed necessary. The Returning Officer may appoint aides to assist at the meeting(s).
75. Members may attend as many or as few meetings as they choose. Non-voting members of the Party may attend any of the formal members' meeting(s) as observers.
76. Local or Regional Parties may organise informal members meetings, social events or campaigning days during the selection process save that all shortlisted candidates must be invited and any informal debate or Q&A meeting shall not take place unless all the candidates are present. These events shall remain subject to these rules. There shall be no obligation for candidates to attend these events.

The Vote and Count

77. The count shall take place in accordance with the timetable agreed by the Selection Panel and at the Welsh Liberal Democrat HQ or, if agreed with the Returning Officer, another appropriate venue.
78. The vote will be conducted by the single transferable vote method (STV) for forming an ordered list in accordance with the the currently published rules of the Electoral Reform

Society where there are three or more shortlisted candidates and by a simple majority where there are two.

79. The votes will be counted by the Returning Officer and may be assisted in the process by an aide or aides who have been appropriately neutral during the campaign. A representative of the relevant regional party, the Chair of the CCC (or their designated substitute), all candidates and the nominated supporter may attend the counting of votes.
80. Tendered ballot papers shall only be considered at the end of the count to determine if their inclusion would alter the result. If this is the case, the count shall be suspended and will not proceed until the Returning Officer has decided whether the tendered papers are eligible.
81. At the end of the count the Returning Officer will notify all candidates of the result and ask them to sign a copy of the results sheet to say that they accept the result.
82. If a successful candidate is selected to one or more Regional List then they shall have up to seven days to inform the Returning Officer which list they wish to remain on. The list(s) from which a successful candidate has withdrawn shall then be recounted before a formal result is declared.
83. If a successful candidate does not want to hold the position on the list that the membership have placed them in, they must inform the Returning Officer within seven days of the count. The list from which the candidate has withdrawn shall then be recounted before a formal result is declared.
84. In the event that one or more candidates do not accept the result, the result will not be declared immediately. Candidates will have seven days to submit an appeal to the Chair of the CCC in accordance with the Procedural Rules of the Welsh Appeals Panel. The result will then be declared once the deadline for receipt of appeals has passed or once any appeal has been determined.
85. In the event that all candidates accept the result and there are no withdrawals, the Returning Officer will immediately declare the result.

Special Provisions and Incumbency Period

86. Following the selection process, if the number of candidates that may appear on the final ballot paper for the relevant election have not been filled, the Chair of the CCC shall, in consultation with the Chief Executive of the Welsh Liberal Democrats, add candidates to the list save that they shall not be placed above candidates who have been selected by the Party Membership in the relevant selection process nor shall there be any re-ordering of candidates on the final ballot paper.
87. In the event that a subsequent Welsh General Election takes place within six months of a Welsh General Election, the CCC may decide to re-select the same candidates in the same order.
88. After the relevant election, selected candidates shall remain as such, in the order they have been selected, until the end of lifetime of the National Assembly for Wales or the European Parliament for which they were selected as candidates provided that they retain continuous members of the Liberal Democrats for the duration of the period and remain on the Party's list of approved candidates, or inform the Office of the Chief Executive of the Welsh Liberal Democrats in writing that they no longer wish to remain on the list. Save that if no Welsh Liberal Democrats are elected from a particular list, that list will cease to exist save for the provisions of Rule 87, above.
89. If a member indicates that they do not wish to remain on the list, lapse or resign their membership of the Liberal Democrats or ceases to be on the list of approved candidates then their place shall be taken by the next member on the list. There shall be no provision for adding members to a list once the Election has taken place save for any provisions in the Federal Constitution for the filling of vacancies to the the European Parliament.

Trouble-shooting

Applicant or Candidate Withdrawal and Breaches of the Rules

Applicant or candidate withdrawal

90. If, before the announcement of the shortlist, fewer than the number of Members which can be returned to the National Assembly for Wales for that Region or to the European Parliament remain on the shortlist, the Chair of the Selection Panel may, following consultation with the Returning Officer, apply to the Chair of the CCC to non-standard shortlist. If there are more than the number of members which can be returned then the selection shall proceed as normal
91. If a candidate withdraws at any time between the announcement of the shortlist and the count, all other candidates must be notified, and:
 - a) If the members' mailing which does not contain the ballot papers has not yet been sent then it should be altered to reflect the new shortlist and new ballot papers should be drawn up.
 - b) If ballot papers have been issued, then at the count, ballot papers shall be counted as per the members' preferences and preferences for any withdrawn candidate(s) shall be transferred when counting.
92. If a candidate withdraws before, at or in between formal members' meetings, the Returning Officer shall make an announcement at the subsequent formal members' meeting informing members of the withdrawal and to delete that candidate from their ballot papers if they have not yet voted and also advising them that if they have indicated a preference for a withdrawn candidate that preference will be transferred to the candidate receiving their next preference.
93. If a selected candidate withdraws before they have signed their acceptance of the result then there will be a recount.
94. If a selected candidate withdraws from the final list before the final date of submission of nominations to the relevant Regional Returning Officer then the next candidate on the list shall take their place and the CCC shall fill any vacancies lower down the order save that if the number one candidate on the list withdraws then the list shall be recounted prior to formal submission to the Regional Officer by the Party's National Agent.

Breaches of the Rules

96. If applicants/candidates or member of the Welsh Party believe that a selection rule has been breached, they should:
 - Put their concerns in writing to the Returning Officer
 - Identify the rule they believe has been breached
 - Provide details of the circumstance(s) of the breach
 - Explain the effect of the breach
97. Once they have been notified of any alleged breach(es) of the selection rules (Rule 96, above), the Returning Officer shall:
 - Investigate the situation
 - Make a formal ruling, notifying the complainant, all applicants/candidates and the Selection Panel of the details of the ruling.
98. If it is alleged that any candidate has behaved in a way that is contrary to the Candidates' Code of Conduct, the Returning Officer shall inform the Chair of the CCC who shall investigate the allegation.
99. Anyone wishing to appeal a Returning Officer's ruling may do so in writing to the Chair of the CCC within seven days of the publication of the ruling.

100. If an appeal is lodged, the Returning Officer shall immediately suspend the selection and inform the Chair of the CCC, all applicants/candidates, the Selection Panel, the Welsh Party Manager and the Candidates' Office in London.

Rules for the Selection of Directly-Elected Mayoral Candidates

Introduction

These rules provide the relevant rules and principles relating to the selection of candidates for the position of Directly-Elected Mayoral Candidates and as such must be followed when a Local Party or a grouping of Local Parties, are selecting their candidates.

The purpose of these rules is to provide a fair and level playing field for anyone who wishes to be considered for selection as a Mayoral Candidate (hereinafter referred to as a 'Prospective Candidate'). They allow flexibility in that they allow the applicants to demonstrate the skills required of such a candidate but also allow for fairness and equality amongst all applicants and for the avoidance of discrimination at any level or at any stage of the process.

Only those members of the Liberal Democrats (at a UK level) who appear on the approved list maintained by the Welsh Liberal Democrats shall be eligible to put themselves forward for selection as a prospective candidate.

No member shall be considered for selection if they have not first signed the Candidates' Code of Conduct.

These rules replace all arrangements for selection that have previously been published by the Welsh Party but nothing in these rules overrides any of the functions of the CCC or the Constitutions of the Welsh Liberal Democrats and/or the Federal Party.

Unless otherwise agreed in writing by the Chair of the CCC and the Chair of the Finance and Management Committee, the costs of the selection process including the advertising of a vacancy for a candidate and any expenses incurred by the Returning Officer, shall be borne by the relevant Local Party or grouping of Local Parties.

Stage One

From Deciding to Select to the Close of Applications

A. Getting Started

1. Any Welsh Local Party, or grouping of Local Parties wishing to select a Prospective Candidate must apply to the CCC for permission to select a candidate.

Returning Officers and Selection Panels

2. One of the criteria for approval to proceed to be granted shall be that there is a Selection Panel in place. The Selection Panel shall be responsible for managing the selection process in a fair and unbiased manner. This Panel shall consist of a minimum of three and a maximum of seven members who shall reflect and represent the membership within the local authority at large and shall oversee the entire process. The Selection Panel shall not include the relatives or partners of any applicant nor any member whose position as regard to a particular candidate could be seen as making a difference to the decisions they would make in regard to the selection process.
3. Members of the Selection Panel shall not campaign for or against any applicant. They must also keep the details of the applications, and the assessments of applicants, confidential and shall behave in a fair and unbiased way towards all applicants.
4. The Selection Panel, and not the relevant Local Party Executives, is responsible for managing the selection. If a Local Party is concerned that the Selection Panel is failing in its duties then it should raise the matter with Returning Officer. Decisions of the Selection Panel must not be altered other than by the Returning Officer.
5. Once permission has been granted by the CCC to go ahead with the process, the Chair of the CCC shall appoint a qualified Returning Officer from the list of accredited Returning Officers held by the CCC who shall not be a member of the Local Party or Local Parties undergoing selection nor shall they have any personal interest in the selection.
6. The Returning Officer will:
 - Support the Selection Panel
 - Protect the interests of Members
 - Ensure the fair and equal treatment of applicants
 - Ensure that the selection rules are followed
7. The Chair of the CCC may appoint a Replacement, Substitute or Deputy Returning Officer(s) for any part of the selection, if this becomes necessary at any time.
8. Returning Officers may claim reasonable expenses from the Local Parties which have been incurred whilst carrying out their duties. Any expenses should be claimed within 30 days of the completion of the selection process.
9. Following their appointment, the Returning Officer shall meet with the Selection Panel to ensure that they are satisfied that the Panel is sufficiently trained in the purposes of shortlisting and the Panel's responsibilities with regard to equality of opportunity and fairness to all applicants. Where necessary, and appropriate, the Returning Officer shall arrange for appropriate training to be given before the process can proceed further.

B. Preparing to advertise

The kind of candidate are you looking for and the timetable for selection

10. The Selection Panel, in conjunction with the Returning Officer, shall then meet to draw up a profile of the Local Authority and the criteria that they are looking for in their prospective Candidate. The profile and criteria shall be including in the application pack sent to prospective applicants following the publication of the advertisement.

11. The Executive(s) of the relevant Local Party(ies) must provide the Selection Panel with details of the priorities for the campaign and what they expect the candidate's role will be in achieving these. They may be supported in this by staff from the Welsh Party, the Federal Party's Department of Elections and Skills and/or the Chair of the CCC. They may also be supported in this by the candidate from the last election for a Directly-Elected Mayor (if there has been a prior election or candidate) but they must play no further part in the selection process except to help put together the Application Pack if asked by the Selection Panel and as an ordinary member of the Party.
12. The Selection Panel will use these priorities to identify criteria for selection. These selection criteria will form the basis of the application form and questions at any shortlisting interview, and the Selection Panel shall decide the minimum acceptable standard for each criteria. The selection criteria will also be included in the members' mailing to assist members in making their decision.
13. The Application pack must include:
 - the current political position, number of members and level of activity of the Local Party(ies).
 - the name and contact details of at least one impartial member of the Local Party who can provide potential applicants with further information should they require it.
 - a copy of the selection criteria.
 - a copy of the timetable for the selection process.
 - a copy of these selection rules.
 - an application form
14. Members of the Local Party, the candidate at the last Election for a Directly Elected Mayor (if there has been a prior election or candidate) and Local, Regional and/or Welsh Party employees may, at the Selection Panel's request, assist the Selection Panel in putting together the Application Pack, but the Selection Panel shall remain responsible for deciding its final composition. The Returning Officer shall send the final Application Pack to all applicants promptly.
15. The timetable for the selection process is given below. The Selection Panel, in conjunction with the Returning Officer may extend the length of intervals between elements of the process but they may not be reduced. The final timetable must be agreed by the Selection Panel prior to the advertisement being published.

Publication of advert = **A**
 Closing Date for applications = **A+14** days
 Publication of shortlist = **A+28** days
 Mailing to members with details of shortlist, members' meetings and ballot arrangements = **A+35** days

Date of Mailing to Members and commencement of campaigning by candidates = **B**
 (First) Members' meeting = **B+21** days

(The selection Panel may opt to hold a postal ballot of all members in the Local Authority. If so the ballot papers shall either be sent out at **B+21** days (the day of the only members' meeting) with a return date of **B+42** days at noon with the count on the same day or, if there is more than one members' meeting, the mailing ballot papers shall be sent out the day of the final members' meeting with a return date of twenty one days following their dispatch at noon and the count on the same day.)
16. Campaigning by Candidates, or their supporters, shall not start before the dispatch of the first mailing to members. Evidence of such campaigning shall constitute a breach of these rules and shall render the relevant candidate liable to disqualification or other appropriate action by the Returning Officer.

17. Once the Returning Officer is satisfied that an appropriate number of Selection Panel members have been trained the advert for a vacancy can be placed by the Returning Officer. This advertisement must be placed in *Liberal Democrat News* and also circulated to all members who have a registered email address via whatever mechanism the Welsh Party has in place for such mass email distribution.
18. Members of the Selection Panel, or their nominee(s), may contact approved candidates and invite them to apply. This must be done using a list of approved candidates issued for this purpose by the Candidates' Office in London to the Returning Officer, who must ensure that invitations to apply are made without undue bias. All Selection Panels must actively seek applications from as diverse a range of candidates as possible, with the help and guidance of the appropriate diversity bodies within the Party (guidance on who these bodies are is available from the Candidates' Office).
19. The advertisement shall give the name of the Local Authority for which the Mayoral Candidate is being selected, the name and postal address of the Returning Officer to whom applications shall be submitted and the deadline for receipt of applications - the Returning Officer will then forward applications to the Selection Panel at the close of applications.
20. The Selection Panel may decide to whether or not they wish to consider applicants who are not on the Party's approved list but who have submitted an application for approval to the Candidates' Office. If they do wish to consider unapproved applicants, they may wait for applicants to gain approval, but no applicant can proceed to shortlisting unless they are on the approved list.
21. The date of the publication of the advertisement shall form the date of eligibility to be included on the selection register.

Deciding who can vote in the selection

22. The Returning Officer shall obtain a list a list of members, which will be available before the date of publication of the shortlist, from the Welsh Party Manager, or, in their absence, Membership Services in London. This Selection Register will contain (where available) each member's name, address, telephone number, email address and date of expiry of membership. The use of data in the Selection Register is subject to the Party's data protection policies. The Returning Officer will use the data to identify those eligible to vote in the selection. The cut-off date for inclusion on the Selection Register shall be the date of the publication of the advertisement unless there is a delay in selection of more than six months, when the Returning Officer shall determine and publish a new cut off date.
23. Members entitled to vote in a selection shall be over the age of ten years and with a minimum of twelve months continuous membership and have renewed that membership for a further year, at the date the advertisement was published.
24. Members whose subscriptions are not more than three months overdue shall be entitled to attend any members' meeting but shall only be eligible to vote if they pay their overdue subscription before the date at which applications close.
25. The Returning Officer will provide the Selection Register to the relevant Local Party Membership Secretaries to identify any errors omissions in the Selection Register. These should be resolved by the date of the publication of the shortlist, so that the Register can be passed to applicants promptly at this date. Any further changes should be notified promptly to all shortlisted applicants and the Selection Panel.
26. The Selection Register must only be used for:
 - Deciding who can vote in the selection;
 - Issuing Ballot Papers;
 - Sending out the mailing to Members;
 - Any campaigning by shortlisted applicants or their supporters, who must not use it for any purpose other than the selection.

Stage Two

Deciding on a shortlist for the selection

Deciding if the Selection can go ahead

27. At the close of applications the Returning Officer shall pass all applications to the Selection Panel at the close of applications, with any identifying information redacted in order to allow the Selection Panel to arrive at a decision in a robust and fair manner without any prejudice or bias towards individual applicants. The Selection Panel will then sift applications and reject any that do not meet the selection criteria or reach the minimum standard previously agreed by the Selection Panel. The Returning Officer must be satisfied that the decisions have been arrived at robustly, fairly and on the basis of the evidence contained in the applications before them.
28. If fewer than three applications have been received, the Chair of the Selection Panel may, following consultation with the Returning Officer, apply to the Chair of the CCC to proceed with one or two applicants.
29. For a selection to proceed with less than three applicants the Chair of the CCC must be satisfied that every effort has been made to allow people to come forward for selection.
30. If there are fewer than three applicants, the Chair of the CCC may direct either that the vacancy be re-advertised or that the selection may proceed. If there is a re-advertisement, the date of that advert shall become the date for the Selection Register.
31. If the Chair of the CCC agrees for a selection to proceed with a single applicant there shall be no requirement for a members' meeting but there shall be a postal ballot of all eligible members against Re-Open Nominations, which shall be conducted under guidance of the Returning Officer.
32. If the Chair of the CCC agrees for a selection to proceed with two applicants, the process continue on the same basis as though there were three or more applicants.
33. The Selection Panel shall then consider gender balance and diversity. In the event that the appropriate criteria are not met, the Selection Panel shall extend the application deadline in order to meet the criteria. This extension must be publicised widely within the Party and may be advertised in Liberal Democrat News. Any such extension shall not affect the composition of the Selection Register.
34. Subject to there being a sufficient number of applicants of each gender, shortlists of two to four must include at least one member of each gender and shortlists of five must include two members of each gender.
35. Before proceeding to shortlisting, the Selection Panel must ensure that there are sufficient applications from eligible candidates to meet the above gender balance requirements on the final shortlist.
36. If the final shortlist diverges significantly from the diversity of the original applicants, the Selection Panel must demonstrate to the Returning Officer how the unsuccessful applicants did not meet the minimum selection criteria.

Shortlisting Interviews

37. The Selection Panel shall interview all applicants who meet the minimum selection criteria and shall agree the details of the interviews, including scoring procedure and any tasks, with the Returning Officer in advance.
38. The following rules shall apply to all shortlisting interviews:
 - a) Questions and tasks shall adhere to the principles underlying these rules (page 5) and must be agreed in advance with the Returning Officer and be based on the agreed selection criteria.

- b) Marking schemes must be agreed in advance with the Returning Officer and shared with all applicants.
- c) Applicants shall not be asked if they will contribute financially to the campaign and must not offer to do so.
- d) The Selection Panel must not ask applicants for references nor may applicants offer any references or endorsements of their candidature.
- e) Final shortlists must comply with gender balance requirements (clause 35, above). If they do not, the Returning Officer shall seek advice from the Chair of the CCC. The Chair of the CCC may require re-advertisement, an extension to the application deadline, or may allow the selection to proceed with a non-standard shortlist.
- f) In producing a final shortlist, the Selection Panel shall take into account both their responsibility under Clause 11.5(g) of the Federal Constitution to show due regard for the representation of ethnic minorities and the applicants' relative scores.

39. On agreeing the shortlist:

- Applicants will be notified of the outcome by the Returning Officer, if possible within the same 24 hour period.
- Applicants will be entitled to feedback on their performance from a member of the Selection Panel.
- Details of shortlisting decisions shall be confidential to the Selection Panel, the Returning Officer, the Chair of the CCC and the Candidates' Office in London.
- The composition of the shortlist shall remain confidential until the deadline for appeals has passed. Any appeal must be made within seven days of the despatch of notification to the applicants of the shortlist.
- Shortlisted applicants will be told the location, date and time of the members' meeting at which the count will take place.

Stage Three

The Candidates' Campaign and Members' Mailing

The Members' Mailing

40. A members' mailing shall be produced by the Selection Panel and approved by the Returning Officer. It must be sent to all members who are entitled to vote in the selection, all candidates in the selection and the Returning Officer. The Selection Panel may also decide to send the members' mailing to non-voting members.
41. All candidates must be given the opportunity to include a personal manifesto with the members' mailing. The specification (eg paper size, colour etc) for the personal manifesto must be agreed in advance by the Selection Panel and approved by the Returning Officer and must be the same specification for all candidates.
42. Personal manifestos may be produced bilingually (English and Welsh) provided they meet the agreed specification and that each language shall only be a direct translation of the other language. Translations costs shall be at the candidate's own expense but guidance may be sought from the Selection Panel as to appropriate translators.
43. The Returning Officer shall notify candidates of the deadline for the mailing in order to allow to them to send manifestos for inclusion. This may include the provision for a manifesto to form part of the application process save that it shall not be used by the Selection Panel in determining the final shortlist. Manifestos not received by the agreed deadline will not be included in the members' mailing.
44. The mailing shall contain the following:
 - a) A copy of the selection criteria and a description of the candidates' role (but not necessarily the priorities for the Local Authority if they are politically sensitive);
 - b) A postal vote application form for each voting member;
 - c) Details of the date, time and venue of the members' meeting(s) and how to get there;
 - d) Details of how members can gain access to a copy of these rules;
 - e) Copies of each manifesto provided by the candidates.
45. The members' mailing may also contain other communications from the Local Party or Local Parties, with the permission of the Returning Officer, provided that any reference to the selection shall remain strictly neutral.
46. The members' mailing shall be produced on behalf of the Selection Panel under their direction.
47. The members' mailing shall be posted at least fourteen days before the date of the (first) members' meeting and each member shall have their own mailing posted to them separately.

The Candidates' Campaign

48. In addition to the members' mailing, candidates may use any means to communicate with members or publicise the campaign except that they (and their supporters) shall not comment to the press on what is an internal party selection. All such communications should comply with these rules and Candidates shall provide copy or electronic links to the Returning Officer so that all material can be scrutinised if necessary. Failure to comply with this requirement may result in a candidates exclusion from the selection process.
49. It is not the role of the Returning Officer to approve communications from candidates. The Returning Officer shall however use the copies supplied to assist in any adjudication following a complaint about any alleged breach of these rules.

50. The amount of money that candidates shall be permitted to spend on their campaign will be limited by an expenditure cap agreed in advance by the Selection Panel, who will use the suggested limits contained in the guidance issued to Returning Officers to assist them. Candidates must keep records of all expenses and receipts, and submit this to the Returning Officer at the conclusion of the selection process. These records must be available to for inspection by other candidates, who can ask the Returning Officer to investigate if they think the limit has been breached. Failure to comply with this requirement may result in the exclusion of a candidate from the selection process or the result of the selection being overturned.
51. The number of direct communications with members (emails, messages or delivered materials) may be restricted to a manageable and affordable number agreed in advance by the Selection Panel.
52. However, the Selection Panel should agree extensive limits for direct communication with members to allow candidates to demonstrate their campaigning skills.
53. If a Local Party within the Local Authority holds any campaign action days, social events or other such activity during the selection period, all candidates shall be invited, and encouraged to attend, but there shall be no obligation for candidates to attend.
54. Candidates, and anyone acting on their behalf:
 - a) Must comply with data protection legislation, the Party's own data protection policies and with PPERA legislation at all times (eg candidates must not send group emails which reveal the email addresses of recipients).
 - b) Must not use their campaign to denigrate others.
 - c) May use photographs as they wish as long as they comply with these rules and both the copyright holder(s) and the subject(s) have given their written permission. Copies of written permission(s) shall be submitted to the Returning Officer in case of any complaint about any alleged breaches of these rules.
 - d) Must not use written endorsements of their candidature.
 - e) May allow any supporters to campaign on their behalf but must ensure that all such people comply with these rules. Employees of the Local Party or Local Parties concerned must remain neutral in the selection at all times. The neutrality of employees of the Welsh Liberal Democrats, Members of Parliament or Assembly Members shall be at the discretion of their direct line manager(s).
 - f) Must ensure that their actions, and those of their supporters, comply with the Candidates' Code of Conduct.
 - g) May continue with their normal Party activities and campaigning during the selection process.
 - h) Must preserve all campaign material and communication until the selection has been completed and the result formally announced and accepted.

Postal Votes

55. All voting members who want one may apply for a postal vote. They should apply to the Returning Officer and may use the form supplied within the members' mailing for this purpose. Applications not on the supplied form shall only be accepted by the Returning Officer if they are satisfied that the application is genuine.
56. The Returning Officer shall produce and issue ballot papers for postal votes in accordance with these rules. The Returning Office shall state clearly the last time at which ballot papers can arrive before the members' meeting where the count is taking place. Ballot papers not sent in advance may be hand delivered to the members' meeting by the postal voter. In no circumstance shall a candidate bring any postal vote, other than their own, to the members' meeting.

Stage Four

The Members' Meeting(s), the Vote, the Count and the Declaration of a Result,

The Members' Meeting

57. The Selection Panel must arrange at least one formal members' meeting. All details shall be agreed in advance and approved by the Returning Officer who shall ensure that these are made available to all candidates in advance of the meeting(s). At the members' meeting(s) all candidates will be invited to:
- Meet members;
 - Speak;
 - Answer questions.
58. If there is more than one members' meeting, the final meeting shall be the one at which the counting of votes will take place. Members' not able to attend the final members' meeting and have already requested a postal vote, may give their ballot paper to the Returning Officer at any other members' meeting that has been organised. Members attending a members' meeting that is not the final members' meeting may request a ballot paper from the Returning Officer in accordance with the rules below and submit it to the Returning Officer before the close of the meeting in question.
59. Any members meeting(s) shall be chaired by an impartial member and attended by the Returning Officer or a Deputy Returning Officer.
60. At the members meeting(s), candidates:
- a) Must remain in a candidates' waiting room whilst other candidates are speaking or answering individual questions.
 - b) May bring a nominated supporter to the meeting(s) who shall remain with the candidate at all times. All other supporters must remain in the hall throughout the meeting(s). Mobile phones must be switched off for the duration of the members' meeting(s).
 - c) Should at all times abide by these rules and the Candidates' Code of Conduct.
 - d) Should not bring postal ballot papers (other than their own) to the meeting(s).
61. Following the candidates' speeches, the Returning Officer may give permission for the candidates to be questioned by members in other ways (eg a 'Question Time' panel or informal mingling) as long as the principles underlying these rules are maintained.
62. The Returning Officer, or their appointed Deputy, is responsible for overseeing the proper conduct of the meeting(s) may intervene if it is deemed necessary. The Returning Officer may appoint aides to assist at the meeting(s).
63. Non-voting members of the Party may attend the members' meeting(s) as observers.

The Vote and Count

64. Where there is more than one members' meeting this element of the process shall take place at the final members' meeting.
65. The vote will be conducted by the alternative vote method (ie STV for single candidate elections) in accordance with the the currently published rules of the Electoral Reform Society where there are three or more shortlisted candidates and by a simple majority where there are two.
66. The Ballot paper will require voting members to rank candidates according to preference and will include the option to re-open nominations (RON) where there are fewer than three candidates.

67. Ballot papers (including all postal ballot papers) will be numbered and the numbers recorded on the selection register.
68. The Returning Officer must be satisfied, when issuing ballot papers, that members are eligible to vote. If there is any doubt, a tendered ballot paper (marked T) shall be issued.
69. Eligible members may request a ballot paper, and vote, at any time during the members' meeting(s).
70. The votes will be counted by the Returning Officer at the end of the meeting. A representative of the Local Party(ies), all candidates and their nominated supporter may attend the counting of votes.
71. Tendered ballot papers shall be considered at the end of each stage to determine if their inclusion would alter the result. If this is the case, the count shall be suspended and will not proceed until the Returning Officer has decided whether the tendered papers are eligible.
72. At the end of the count the Returning Officer will notify all candidates of the result and ask them to sign a copy of the results sheet to say that they accept the result.
73. In the event that one or more candidates do not accept the result, the result will not be declared immediately. Candidates will have seven days to submit an appeal to the Chair of the CCC in accordance with the Procedural Rules of the Welsh Appeals Panel. The result will then be declared once the deadline for receipt of appeals has passed or once any appeal has been determined.
74. In the event that all candidates accept the result, the Returning Officer will immediately declare the result.

Trouble-shooting

Applicant or Candidate Withdrawal and Breaches of the Rules

Applicant or candidate withdrawal

75. Before the announcement of the shortlist:
 - a) A selection may only proceed if more than three applicants remain and if the gender balance requirements are met unless the Chair of the CCC agrees that the selection should go ahead with a non-standard shortlist.
76. If a candidate withdraws at any time between the announcement of the shortlist and the members' meeting(s), all other candidates must be notified, and:
 - a) If the gender balance requirements are not maintained, the Chair of the CCC should be consulted.
 - b) If the the members' mailing has not yet been sent then it should be altered to reflect the new shortlist.
 - c) If the members's mailing has been sent out and no ballot papers have been issues then no action need be taken.
 - d) If some ballot papers have been issued, then new ballot papers should be drawn up (including RON if necessary). At the count, for ballot papers reflecting the original shortlist, preferences for any withdrawn candidate(s) shall be transferred when counting.
77. If a candidate withdraws at a members' meeting, existing ballot papers will be used and an explanation given to the members with instructions to delete any withdrawn candidate(s).
78. If a winning candidate withdraws before they have signed their acceptance of the result then there will be a recount.

Breaches of the Rules

79. If applicants/candidates or members of the Local Party believe that a selection rule has been breached, they should:
 - Put their concerns in writing to the Returning Officer
 - Identify the rule they believe has been breached
 - Provide details of the circumstance(s) of the breach
 - Explain the effect of the breach
80. Once they have been notified of any alleged breach(es) of the selection rules (Rule 79, above), the Returning Officer shall:
 - Investigate the situation
 - Make a formal ruling, notifying the complainant, all applicants/candidates and the Selection Panel of the details of the ruling.
81. If it is alleged that any candidate has behaved in a way that is contrary to the Candidates' Code of Conduct, the Returning Officer shall inform the Chair of the CCC who shall investigate the allegation.
82. Anyone wishing to appeal a Returning Officer's ruling may do so in writing to the Chair of the CCC within seven days of the publication of the ruling.
83. If an appeal is lodged, the Returning Officer shall immediately suspend the selection and inform the Chair of the CCC, all applicants/candidates, the Selection Panel, the Welsh Party Manager and the Candidates' Office in London.

Rules for the Selection of Elected Police & Crime Commissioner Candidates

Introduction

These rules provide the relevant rules and principles relating to the selection of candidates for the position of Elected Police and Crime Commissioners and as such must be followed when a grouping of Local or Regional Parties are selecting their candidates.

The purpose of these rules is to provide a fair and level playing field for anyone who wishes to be considered for selection as an Elected Police and Crime Commissioner Candidate (hereinafter referred to as a 'Prospective Candidate'). They allow flexibility in that they allow the applicants to demonstrate the skills required of such a candidate but also allow for fairness and equality amongst all applicants and for the avoidance of discrimination at any level or at any stage of the process.

There shall be no requirement for applicants to be on the Welsh Party's list of approved candidates nor shall any advantage be accorded to applicants who are approved Parliamentary or Assembly Candidates. All applicants however meet the minimum membership requirement of twelve consecutive months membership of the Liberal Democrats and have renewed that membership for a further year.

No member shall be considered for selection if they have not first signed the Candidates' Code of Conduct. Any applicant who has not signed the Candidates' Code of Conduct as part of a candidate approval process must submit a signed copy of the Candidates' Code of Conduct with their application.

These rules replace all arrangements for selection of Elected Police and Crime Commissioners that have previously been published by the Welsh Party but nothing in these rules overrides any of the functions of the CCC or the Constitutions of the Welsh Liberal Democrats and/or the Federal Party.

Unless otherwise agreed in writing by the Chair of the CCC and the Chair of the Finance and Management Committee, the costs of the selection process including the advertising of a vacancy for a candidate and any expenses incurred by the Returning Officer shall initially be borne by Welsh Party and then re-charged back to the Local Parties within the relevant Police Force area based the proportion of members each Local Party has on the final Selection Register.

Stage One

From Deciding to Select to the Close of Applications

A. Getting Started

1. The CCC shall decide when a selection for an Elected Police and Crime Commissioner shall take place, save that they shall not take place without first alerting Local and Regional Parties to the fact that they are taking place and the process shall start not later than eighteen months before the election for Police and Crime Commissioners.
2. This timetable may be altered by the CCC if a Westminster or Welsh General Election is taking place during a likely selection period.

Returning Officers and Selection Panels

3. The Chair of the CCC shall appoint a Selection Panel which shall be responsible for managing the selection process in a fair and unbiased manner. This Panel shall consist of a minimum of three and a maximum of seven members who shall reflect and represent the membership within the Police Force Area at large and shall oversee the entire process. The Selection Panel shall not include the relatives or partners of any applicant nor any member whose position as regard to a particular candidate could be seen as making a difference to the decisions they would make in regard to the selection process.
4. Members of the Selection Panel shall not campaign for or against any applicant. They must also keep the details of the applications, and the assessments of applicants, confidential and shall behave in a fair and unbiased way towards all applicants.
5. The Selection Panel, and not the relevant Local Party Executives, is responsible for managing the selection. If a Local Party is concerned that the Selection Panel is failing in its duties then it should raise the matter with Returning Officer. Decisions of the Selection Panel must not be altered other than by the Returning Officer.
6. Once permission has been granted by the CCC to go ahead with the process, the Chair of the CCC shall appoint a qualified Returning Officer from the list of accredited Returning Officers held by the CCC who shall not be a member in the Police Force Area undergoing selection nor shall they have any personal interest in the selection.
7. The Returning Officer will:
 - Support the Selection Panel
 - Protect the interests of Members
 - Ensure the fair and equal treatment of applicants
 - Ensure that the selection rules are followed
8. The Chair of the CCC may appoint a Replacement, Substitute or Deputy Returning Officer(s) for any part of the selection, if this becomes necessary at any time.
9. Returning Officers may claim reasonable expenses which have been incurred whilst carrying out their duties. Any expenses should be claimed within 30 days of the completion of the selection process.
10. Following their appointment, the Returning Officer shall meet with the Selection Panel to ensure that they are satisfied that the Panel is sufficiently trained in the purposes of shortlisting and the Panel's responsibilities with regard to equality of opportunity and fairness to all applicants. Where necessary, and appropriate, the Returning Officer shall arrange for appropriate training to be given before the process can proceed further.

B. Preparing to advertise

The kind of candidate are you looking for and the timetable for selection

11. The Selection Panel, in conjunction with the Returning Officer, shall then meet to draw up a profile of the relevant Police Force Area and the criteria that they are looking for in their prospective Candidate. The profile and criteria shall be including in the application pack sent to prospective applicants following the publication of the advertisement.
12. The CCC shall provide the Selection Panel with details of the priorities for the campaign and what they expect the candidate's role will be in achieving these. They may be supported in this by staff from the Welsh Party and the Federal Party's Department of Elections and Skills. They may also be supported in this by the candidate from the last election for an Elected Police and Crime Commissioner (if there has been a prior election or candidate) but they must play no further part in the selection process except to help put together the Application Pack if asked by the Selection Panel and as an ordinary member of the Party.
13. The Selection Panel will use these priorities to identify criteria for selection. These selection criteria will form the basis of the application form and questions at any shortlisting interview, and the Selection Panel shall decide the minimum acceptable standard for each criteria. The selection criteria will also be included in the members' mailing to assist members in making their decision.
14. The Application pack must include:
 - the current political position, number of members and level of activity within the relevant Police Force Area.
 - the name and contact details of at least one impartial member of the Local Party who can provide potential applicants with further information should they require it.
 - a copy of the selection criteria.
 - a copy of the timetable for the selection process.
 - a copy of these selection rules.
 - an application form
 - a copy of the Candidates' Code of Conduct which must be returned with the application form for those applicants who have not already signed a copy as part of any candidate approval process.
15. Members of the Local Party, the candidate at the last Election for a Directly Elected Mayor (if there has been a prior election or candidate and they are not seeking re-selection) and Local, Regional and/or Welsh Party employees may, at the Selection Panel's request, assist the Selection Panel in putting together the Application Pack, but the Selection Panel shall remain responsible for deciding its final composition. The Returning Officer shall send the final Application Pack to all applicants promptly.
16. The timetable for the selection process is given below. The Selection Panel, in conjunction with the Returning Officer may extend the length of intervals between elements of the process but they may not be reduced. The final timetable must be agreed by the Selection Panel prior to the advertisement being published.

Publication of advert = **A**

Closing Date for applications = **A+14** days

Publication of shortlist = **A+21** days

Mailing to members with details of the shortlist, formal members' meetings, ballot arrangements and candidate manifestos = **A+28** days

Date of Mailing to Members and commencement of campaigning by candidates = **B**

First formal members' meeting = **B+14** days

Last formal members' meeting = **B**+21 days = **C**

Members' Mailing with Ballot Papers to all members eligible to vote in the selection and a second manifesto from candidates = **C**+1 day

Close of Ballot = **C**+21 days at noon

17. Campaigning by Candidates, or their supporters, shall not start before the dispatch of the first mailing to members. Evidence of such campaigning shall constitute a breach of these rules and shall render the relevant candidate liable to disqualification or other appropriate action by the Returning Officer.
18. The number of formal members' meetings shall be determined by the Selection Panel in consultation with the Chair of the CCC and the Chief Executive of the Welsh Party and shall reflect the distribution of members across Wales and their access to a venue for a members' meeting save that there shall be a minimum of three and a maximum of five formal members' meetings.
19. Once the Returning Officer is satisfied that an appropriate number of Selection Panel members have been trained the advert for a vacancy can be placed by the Returning Officer. This advertisement must be placed in *Liberal Democrat News* and also circulated to all members who have a registered email address via whatever mechanism the Welsh Party has in place for such mass email distribution.
20. Members of the Selection Panel, or their nominee(s), may contact approved candidates and invite them to apply. This must be done using a list of approved candidates issued for this purpose by the Candidates' Office in London to the Returning Officer, who must ensure that invitations to apply are made without undue bias. All Selection Panels must actively seek applications from as diverse a range of candidates as possible, with the help and guidance of the appropriate diversity bodies within the Party (guidance on who these bodies are is available from the Candidates' Office).
21. The advertisement shall give the name of the relevant Police Force for which the Police and Crime Commissioner Candidate is being selected, the name and postal address of the Returning Officer to whom applications shall be submitted and the deadline for receipt of applications - the Returning Officer will then forward applications to the Selection Panel at the close of applications.
22. There is no requirement for applicants to be on the Party's list of approved candidates nor will any advantage be accorded to applicants who are on the Party's list of approved candidates. All applicants however meet the minimum membership requirement of twelve consecutive months membership of the Liberal Democrats and have renewed that membership for a further year.
23. No member shall be considered for selection if they have not first signed the Candidates' Code of Conduct. Any applicant who has not signed the Candidates' Code of Conduct as part of a candidate approval process must submit a signed copy of the Candidates' Code of Conduct with their application.
24. The date of the publication of the advertisement shall form the date of eligibility to be included on the selection register.

Deciding who can vote in the selection

25. The Returning Officer shall obtain a list a list of members, which will be available before the date of publication of the shortlist, from the Welsh Party Manager, or, in their absence, Membership Services in London. This Selection Register will contain (where available) each member's name, address, telephone number, email address and date of expiry of membership. The use of data in the Selection Register is subject to the Party's data protection policies. The Returning Officer will use the data to identify those eligible to vote in the selection. The cut-off date for inclusion on the Selection Register shall be the date of the publication of the advertisement unless there is a delay in selection of more than six months, when the Returning Officer shall determine and publish a new cut off date.

26. Members entitled to vote in a selection shall be over the age of ten years and with a minimum of twelve months continuous membership and have renewed that membership for a further year, at the date the advertisement was published.
27. Members whose subscriptions are not more than three months overdue shall be entitled to attend any members' meeting but shall only be eligible to vote if they pay their overdue subscription before the date at which applications close.
28. The Returning Officer will provide the Selection Register to the relevant Local Party Membership Secretaries to identify any errors omissions in the Selection Register. These should be resolved by the date of the publication of the shortlist, so that the Register can be passed to applicants promptly at this date. Any further changes should be notified promptly to all shortlisted applicants and the Selection Panel.
29. The Selection Register must only be used for:
 - Deciding who can vote in the selection;
 - Issuing Ballot Papers;
 - Sending out the mailing to Members;
 - Any campaigning by shortlisted applicants or their supporters, who must not use it for any purpose other than the selection.

Stage Two

Deciding on a shortlist for the selection

Deciding if the Selection can go ahead

30. At the close of applications the Returning Officer shall pass all applications to the Selection Panel at the close of applications, with any identifying information redacted in order to allow the Selection Panel to arrive at a decision in a robust and fair manner without any prejudice or bias towards individual applicants. The Selection Panel will then sift applications and reject any that do not meet the selection criteria or reach the minimum standard previously agreed by the Selection Panel. The Returning Officer must be satisfied that the decisions have been arrived at robustly, fairly and on the basis of the evidence contained in the applications before them.
31. If fewer than three applications have been received, the Chair of the Selection Panel may, following consultation with the Returning Officer, apply to the Chair of the CCC to proceed with one or two applicants.
32. For a selection to proceed with less than three applicants the Chair of the CCC must be satisfied that every effort has been made to allow people to come forward for selection.
33. If there are fewer than three applicants, the Chair of the CCC may direct either that the vacancy be re-advertised or that the selection may proceed. If there is a re-advertisement, the date of that advert shall become the date for the Selection Register.
34. The Selection Panel shall then consider gender balance and diversity. In the event that the appropriate criteria are not met, the Selection Panel shall extend the application deadline in order to meet the criteria. This extension must be publicised widely within the Party and may be advertised in Liberal Democrat News. Any such extension shall not affect the composition of the Selection Register.
35. Subject to there being a sufficient number of applicants of each gender, shortlists of two to four must include at least one member of each gender and shortlists of five must include two members of each gender.
36. Before proceeding to shortlisting, the Selection Panel must ensure that there are sufficient applications from eligible candidates to meet the above gender balance requirements on the final shortlist.
37. If the final shortlist diverges significantly from the diversity of the original applicants, the Selection Panel must demonstrate to the Returning Officer how the unsuccessful applicants did not meet the minimum selection criteria.

Shortlisting Interviews

38. The Selection Panel shall interview all applicants who meet the minimum selection criteria and shall agree the details of the interviews, including scoring procedure and any tasks, with the Returning Officer in advance.
39. The following rules shall apply to all shortlisting interviews:
 - a) Questions and tasks shall adhere to the principles underlying these rules (page 5) and must be agreed in advance with the Returning Officer and be based on the agreed selection criteria.
 - b) Marking schemes must be agreed in advance with the Returning Officer and shared with all applicants.
 - c) Applicants shall not be asked if they will contribute financially to the campaign and must not offer to do so.
 - d) The Selection Panel must not ask applicants for references nor may applicants offer any references or endorsements of their candidature.

- e) Final shortlists must comply with gender balance requirements (Rule 36, above). If they do not, the Returning Officer shall seek advice from the Chair of the CCC. The Chair of the CCC may require re-advertisement, an extension to the application deadline, or may allow the selection to proceed with a non-standard shortlist.
- f) In producing a final shortlist, the Selection Panel shall take into account both their responsibility under Clause 11.5(g) of the Federal Constitution to show due regard for the representation of ethnic minorities and the applicants' relative scores.

40. On agreeing the shortlist:

- Applicants will be notified of the outcome by the Returning Officer, if possible within the same 24 hour period.
- Applicants will be entitled to feedback on their performance from a member of the Selection Panel.
- Details of shortlisting decisions shall be confidential to the Selection Panel, the Returning Officer and the Chair of the CCC.
- The composition of the shortlist shall remain confidential until the deadline for appeals has passed. Any appeal must be made within seven days of the despatch of notification to the applicants of the shortlist.
- Shortlisted applicants will be told, by the Returning Officer, the location, date and time of the formal members' meeting.

Stage Three

The Candidates' Campaign and Members' Mailings

The Members' Mailing

41. All members' mailings shall be produced by the Selection Panel and approved by the Returning Officer. It must be sent to all members who are entitled to vote in the selection, all candidates in the selection and the Returning Officer. The Selection Panel may also decide to send the members' mailing to non-voting members.
42. All candidates must be given the opportunity to include a personal manifesto with the members' mailing. The specification (eg paper size, colour etc) for the personal manifesto must be agreed in advance by the Selection Panel and approved by the Returning Officer and must be the same specification for all candidates.
43. Personal manifestos may be produced bilingually (English and Welsh) provided they meet the agreed specification and that each language shall only be a direct translation of the other language. Translations costs shall be at the candidate's own expense but guidance may be sought from the Selection Panel as to appropriate translators.
44. The Returning Officer shall notify candidates of the deadlines for the mailings in order to allow to them to send manifestos for inclusion. This may include the provision for the manifestos to form part of the application process save that it shall not be used by the Selection Panel in determining the final shortlist. Manifestos not received by the agreed deadlines will not be included in the members' mailings save that a late manifesto for the first mailing may be included with the second mailing if no other manifesto is submitted.
45. The first members' mailing shall contain the following:
 - a) A copy of the selection criteria and a description of the candidates' role (but not necessarily the priorities for the Police Force Area if they are politically sensitive);
 - b) Details of the dates, times and venues of the formal members' meetings and how to get there;
 - c) Details of how members can gain access to a copy of these rules;
 - d) Proxy Vote Application form
 - e) Copies of each manifesto provided by the candidates.
46. The second members' mailing shall contain the following:
 - a) Copies of each additional manifesto provided by the candidates. If a candidate has not supplied an additional manifesto by the deadline for the second mailing, the Returning Officer shall include the first manifesto in the mailing (if such a manifesto had been received).
 - b) A ballot paper and freepost reply envelope unless a Proxy Vote has been requested. If a Proxy Vote has been requested by a member, the ballot element of the mailing shall be sent under separate cover to the members' proxy with a covering letter explaining why the Proxy Vote has been sent to them.
 - c) Details of how ballot papers may be returned to the Returning Officer and the final date and time for receipt of ballot papers.
47. The members' mailings may also contain other communications from Local Parties within the Police Force Area, the relevant Regional Party or the Welsh Party, with the permission of the Returning Officer, provided that any reference to the selection shall remain strictly neutral.
48. The members' mailings shall be produced on behalf of the Selection Panel under their direction.

49. The members' mailings shall be posted at least fourteen days before the date of the first members' meeting and each member shall have their own mailing posted to them separately.

The Candidates' Campaign

50. In addition to the members' mailing, candidates may use any means to communicate with members or publicise the campaign except that they (and their supporters) shall not comment to the press on what is an internal party selection. All such communications should comply with these rules and Candidates shall provide copy or electronic links to the Returning Officer so that all material can be scrutinised if necessary. Failure to comply with this requirement may result in a candidates exclusion from the selection process.
51. It is not the role of the Returning Officer to approve communications from candidates. The Returning Officer shall however use the copies supplied to assist in any adjudication following a complaint about any alleged breach of these rules.
52. The amount of money that candidates shall be permitted to spend on their campaign will be limited by an expenditure cap agreed in advance by the Selection Panel, who will use the suggested limits contained in the guidance issued to Returning Officers to assist them. Candidates must keep records of all expenses and receipts, and submit this to the Returning Officer at the conclusion of the selection process. These records must be available to for inspection by other candidates, who can ask the Returning Officer to investigate if they think the limit has been breached. Failure to comply with this requirement may result in the exclusion of a candidate from the selection process or the result of the selection being overturned.
53. The number of direct communications with members (emails, messages or delivered materials) may be restricted to a manageable and affordable number agreed in advance by the Selection Panel. However the Selection Panel should agree extensive limits for direct communication with members to allow candidates to demonstrate their campaigning skills.
54. In setting an expenditure cap the Selection Panel shall have due regard to the size and geography of the relevant Police Force Area.
55. If a Local Party within the Local Authority holds any campaign action days, social events or other such activity during the selection period, all candidates shall be invited, and encouraged to attend, but there shall be no obligation for candidates to attend.
56. Candidates, and anyone acting on their behalf:
- a) Must comply with data protection legislation, the Party's own data protection policies and with PPERA legislation at all times (eg candidates must not send group emails which reveal the email addresses of recipients).
 - b) Must not use their campaign to denigrate others.
 - c) May use photographs as they wish as long as they comply with these rules and both the copyright holder(s) and the subject(s) have given their written permission. Copies of written permission(s) shall be submitted to the Returning Officer in case of any complaint about any alleged breaches of these rules.
 - d) Must not use written endorsements of their candidature.
 - e) May allow any supporters to campaign on their behalf but must ensure that all such people comply with these rules. Employees of the Local Party or Local Parties concerned must remain neutral in the selection at all times. The neutrality of employees of the Welsh Liberal Democrats, Members of Parliament or Assembly Members shall be at the discretion of their direct line manager(s).
 - f) Must ensure that their actions, and those of their supporters, comply with the Candidates' Code of Conduct.

- g) May continue with their normal Party activities and campaigning during the selection process.
- h) Must preserve all campaign material and communication until the selection has been completed and the result formally announced and accepted.

Ballot Papers

- 57. All voting members shall receive a ballot paper. If a Proxy Vote is required, members should apply to the Returning Officer and may use the form supplied within the members' mailing for this purpose. Applications not on the supplied form shall only be accepted by the Returning Officer if they are satisfied that the application is genuine.
- 58. The Returning Officer shall be responsible for the production and distribution of ballot papers in accordance with these rules. The Returning Office shall state clearly the last time at which ballot papers can arrive before the ballot closes. Ballot papers may be hand delivered to the Returning Officer at a members' meeting or to the address on the freepost envelope to which ballot papers shall be sent. In no circumstance shall a candidate hand deliver any postal vote, other than their own, to the Returning Officer or to the address on the freepost envelope to which ballot papers shall be sent.
- 59. Ballot paper shall require voting members to rank candidates according to preference, except where there are only two candidates including Re-open nominations. The the ballot shall be by simple majority.
- 60. Ballot papers (including all Proxy Vote ballot papers) will be numbered and the numbers recorded on the selection register.
- 61. The Returning Officer may issue a tendered ballot paper (marked T) to any member on the Selection Register who believes they have not received a ballot paper in the relevant mailing.

Stage Four

The Members' Meeting(s), the Vote, the Count and the Declaration of a Result,

The Members' Meeting

62. The Selection Panel must arrange a minimum of two formal members' meetings. All details shall be agreed in advance and approved by the Returning Officer who shall ensure that these are made available to all candidates in advance of the meetings. At the members' meetings all candidates will be invited to:
- Meet members;
 - Speak;
 - Answer questions.
63. All formal members meeting(s) shall be chaired by an impartial member and attended by the Returning Officer or a Deputy Returning Officer.
64. At the formal members' meetings, candidates:
- a) Must remain in a candidates' waiting room whilst other candidates are speaking or answering individual questions.
 - b) May bring a nominated supporter to the meeting(s) who shall remain with the candidate at all times. All other supporters must remain in the hall throughout the meeting(s). Mobile phones must be switched off for the duration of the members' meeting(s).
 - c) Should at all times abide by these rules and the Candidates' Code of Conduct.
 - d) Should not bring postal ballot papers (other than their own) to the meeting(s).
65. Following the candidates' speeches, the Returning Officer may give permission for the candidates to be questioned by members in other ways (eg a 'Question Time' panel or informal mingling) as long as the principles underlying these rules are maintained.
66. The Returning Officer, or their appointed Deputy, is responsible for overseeing the proper conduct of the meeting(s) may intervene if it is deemed necessary. The Returning Officer may appoint aides to assist at the meeting(s).
67. Members may attend as many or as few meetings as they choose. Non-voting members of the Party may attend any of the formal members' meeting(s) as observers.
68. Local or Regional Parties may organise informal members meetings, social events or campaigning days during the selection process save that all shortlisted candidates must be invited and any informal debate or Q&A meeting shall not take place unless all the candidates are present. These events shall remain subject to these rules. There shall be no obligation for candidates to attend these events.

The Vote and Count

69. The count shall take place in accordance with the timetable agreed by the Selection Panel and at the Welsh Liberal Democrat HQ or, if agreed with the Returning Officer, another appropriate venue.
70. The vote will be conducted by the alternative vote method (ie STV for single candidate elections) in accordance with the the currently published rules of the Electoral Reform Society where there are three or more shortlisted candidates and by a simple majority where there are two.
71. The Ballot paper will require voting members to rank candidates according to preference and will include the option to re-open nominations (RON) where there are fewer than three candidates.

72. Ballot papers (including all proxy vote ballot papers) will be numbered and the numbers recorded on the selection register.
73. The Returning Officer must be satisfied, when issuing ballot papers, that members are eligible to vote. If there is any doubt, a tendered ballot paper (marked T) shall be issued.
74. Eligible members may request a ballot paper, and vote, at any time during the formal members' meeting(s).
75. The votes will be counted by the Returning Officer and may be assisted in the process by an aide or aides who have been appropriately neutral during the campaign. A representative from each of the relevant Local Parties, the Chair of the CCC (or their designated substitute), all candidates and the nominated supporter may attend the counting of votes.
76. Tendered ballot papers shall only be considered at the end of the count to determine if their inclusion would alter the result. If this is the case, the count shall be suspended and will not proceed until the Returning Officer has decided whether the tendered papers are eligible.
77. At the end of the count the Returning Officer will notify all candidates of the result and ask them to sign a copy of the results sheet to say that they accept the result.
78. In the event that one or more candidates do not accept the result, the result will not be declared immediately. Candidates will have seven days to submit an appeal to the Chair of the CCC in accordance with the Procedural Rules of the Welsh Appeals Panel. The result will then be declared once the deadline for receipt of appeals has passed or once any appeal has been determined.
79. In the event that all candidates accept the result, the Returning Officer will immediately declare the result.

Trouble-shooting

Applicant or Candidate Withdrawal and Breaches of the Rules

Applicant or candidate withdrawal

80. Before the announcement of the shortlist:
 - a) A selection may only proceed if more than three applicants remain and if the gender balance requirements are met unless the Chair of the CCC agrees that the selection should go ahead with a non-standard shortlist.
81. If a candidate withdraws at any time between the announcement of the shortlist and the members' meeting(s), all other candidates must be notified, and:
 - a) If the gender balance requirements are not maintained, the Chair of the CCC should be consulted.
 - b) If the the members' mailing has not yet been sent then it should be altered to reflect the new shortlist.
 - c) If the members's mailing has been sent out and no ballot papers have been issues then no action need be taken.
 - d) If some ballot papers have been issued, then new ballot papers should be drawn up (including RON if necessary). At the count, for ballot papers reflecting the original shortlist, preferences for any withdrawn candidate(s) shall be transferred when counting.
82. If a candidate withdraws at a members' meeting, existing ballot papers will be used and an explanation given to the members with instructions to delete any withdrawn candidate(s).
83. If a winning candidate withdraws before they have signed their acceptance of the result then there will be a recount.
84. Should a winning candidate withdraw not less than six months before the date of the Election for Police and Crime Commissioners, then the Chair of the CCC in consultation with the Leader and Chief Executive of the Welsh Liberal Democrats shall decide either to re-run the selection process or follow Rules 85 and/or 86, below.
85. Should a winning candidate withdraw as candidate less than six months before the date of the Election for Police and Crime Commissioners, then the Chair of the CCC in consultation with the Leader and Chief Executive of the Welsh Liberal Democrats shall appoint the runner-up in the selection if there were more than one candidates in the final ballot for the selection of a Prospective Candidate. If the runner up no longer wishes to be a candidate in the Election then other shortlisted candidates in the selection shall be approached in the order of the result of the selection until the list is exhausted.
86. If there was only one candidate, or no unsuccessful candidates wish to be the candidate then the Chair of the CCC, in consultation with the Chair of the National Executive Committee, the Leader and the Chief Executive of the Welsh Liberal Democrats shall decide either to appoint a candidate from the Party's list of approved candidates or not to field a Welsh Liberal Democrat Candidate in that particular election.

Breaches of the Rules

87. If applicants/candidates or members of the Local Party believe that a selection rule has been breached, they should:
 - Put their concerns in writing to the Returning Officer
 - Identify the rule they believe has been breached
 - Provide details of the circumstance(s) of the breach
 - Explain the effect of the breach

88. Once they have been notified of any alleged breach(es) of the selection rules (Rule 77, above), the Returning Officer shall:
 - Investigate the situation
 - Make a formal ruling, notifying the complainant, all applicants/candidates and the Selection Panel of the details of the ruling.
89. If it is alleged that any candidate has behaved in a way that is contrary to the Candidates' Code of Conduct, the Returning Officer shall inform the Chair of the CCC who shall investigate the allegation.
90. Anyone wishing to appeal a Returning Officer's ruling may do so in writing to the Chair of the CCC within seven days of the publication of the ruling.
91. If an appeal is lodged, the Returning Officer shall immediately suspend the selection and inform the Chair of the CCC, all applicants/candidates, the Selection Panel, the Welsh Party Manager and the Candidates' Office in London

