

Welsh Liberal Democrats

Spring Conference 2013

Cardiff 20-21 April

Stronger Economy, Fairer Society



Welsh Liberal Democrats
Democratiaid Rhyddfrydol Cymru

Welcome to Cardiff

Dear Friends,

It's so good to welcome you to the Welsh Liberal Democrat Spring Conference in Cardiff.

The Party has worked hard to ensure that we have a weekend packed with policy debates, keynote speeches, fringe events and training for members.

Over the weekend, Conference will hear from senior Liberal Democrat Government Ministers about how they are putting Liberal Democrat policies into action. Be it ending child detention, cutting the income tax for workers on low and middle incomes, helping pupils from disadvantaged backgrounds, Liberal Democrats are making a positive difference in government.

The Welsh Liberal Democrats will be putting forward policies that will get Wales out of the rut that Labour has left us in. Under Labour, Wales is languishing at the bottom of every key league table and our policies, passed at conference, will help get Wales moving in the right direction.

The Labour Party can't be trusted to manage the economy. The Tories can't be trusted to build a fairer society. Only the Liberal Democrats can be trusted to build a stronger economy in a fairer society, enabling every person to get on in life. This weekend is an opportunity to reaffirm our commitment to that goal.


Have a great weekend,




Kirsty Williams,
Leader of the Welsh Liberal Democrats.



Spring Conference 2013
Cardiff

ENOUGH FOOD FOR EVERYONE 

DIGON O FWYD I BAWB 

THE WORLD PRODUCES ENOUGH FOOD FOR EVERYONE
BUT NOT EVERYONE HAS ENOUGH FOOD

IT'S UNFAIR, IT'S UNJUST - AND IT'S TOTALLY PREVENTABLE.
AS THE UK HOSTS THE G8 THIS YEAR, ADD YOUR VOICE TO OUR
CAMPAIGN TO END GLOBAL HUNGER.

MAE'R BYD YN CYNHYRCHU DIGON O FWYD I BAWB

OND NID OES GAN BAWB DDIGON O FWYD

MAE'N ANNHAG, YN ANGHYFIAWN - A GELLID EI ATAL YN LLWYR.
WRTH I'R DU GROESAWU CYFARFOD Y G8 ELEN, YCHWANEGWCH
EICH LLAIS I'N HYMGYRCH I ROI TERFYN AR NEWYN BYD EANG.

JOIN THE CAMPAIGN
YMUNWCH A'R YMGYRCH

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Notes

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Conference Venue

Venue

The venue for the Conference is the Mercure Cardiff Holland House Hotel & Spa, 24-26 Newport Road, Cardiff, CF24 0DD.

Access

The Conference venue is fully accessible to all attendees. The Conference Centre has a separate entrance to the hotel, although both entrances are right next to each other. This will be clearly signposted. Everyone attending the Conference must enter through the Conference Centre entrance.

Registration Desk

The Registration Desk can be found near the Conference Centre entrance.

Distribution of Literature

Please be aware that the distribution of literature within the Conference venue is not permitted without the prior approval of the Chair of Conference Committee.

Smoking

It is illegal to smoke within any part of the Conference venue.

Cloakroom

There will be no cloakroom facility for either coats or baggage at the Conference venue. Large bags will not be allowed into the Conference venue.

Emergency Exits

There are a number of emergency exits inside the venue. Please ensure that you are aware of your nearest exit at all times.

Information

Flash Photography

Conference attendees vulnerable to epilepsy should note that flash photography may be used in the Conference Hall.

Lost Property

All items of lost property should be handed in to, and reclaimed from, the Registration Desk.

Mobile Phones & Pagers

Please ensure that all mobile phones and pagers are switched off before entering the Conference Hall, fringe events and training sessions.

Refreshments

Light refreshments can be purchased from the refreshments counter situated in the Exhibition area.

Travel

How to Get To the Conference Venue

The Conference venue is on Newport Road in Cardiff city centre.

The most convenient way to get there is by public transport. Traveline Cymru can advise on the most appropriate form of public transport for you. You can contact them on 0871 200 2233 or visit their website www.traveline-cymru.info.

Train: Cardiff Queen Street railway station is a couple of minutes walk from the Conference venue. Most trains travelling on the Valleys Lines stop at Queen Street station, alternatively you can change at Cardiff Central station.

When exiting Queen Street station on foot turn right. Then turn first right and walk under the railway bridge. You are now on Newport Road. Continue ahead, crossing Knox Road and then Fitzalan Place. The Mercure Holland House Hotel & Spa will be on your right hand side.

Car: Conference attendees staying at the Mercure Holland House Hotel & Spa are able to park in the underground car park at the hotel. There are also a limited number of disabled car parking spaces available there.

The nearest public car park to the Conference venue is on Knox Road.

If you are travelling by car exit the M4 at junction 29, 32 or 33 and follow the signs towards Cardiff City Centre. When approaching the city centre follow signs to Knox Road car park.

When exiting the car park turn right towards Newport Road. Turn first right and continue, crossing Fitzalan Place. The Mercure Holland House Hotel & Spa will be on your right hand side.

There are several other public car parks in the city centre as well as a small number of on street parking spaces nearby.

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Please note that parking regulations are strictly enforced in Cardiff city centre.

Security

As the Liberal Democrats are part of the UK Government tighter security was introduced at last year's Spring Conference. These new procedures will also be in place at this Spring Conference.

The Conference Committee asks everyone attending the Conference to work with us regarding these new procedures which have been put in place for the protection of Conference attendees. Compliance with the security procedures, including searches when they are in operation, are a condition of entry to the Conference.

Conference Badges

Conference Badges must be worn throughout the Conference venue on Saturday and Sunday.

If you have registered in advance for Conference you can collect your Conference Badge from the registration desk upon arrival on the Saturday or Sunday. You must bring your registration confirmation letter/e-mail and photographic ID with you to collect your Conference Badge. You may not be issued with a Conference Badge if you do not have both of these. If you have not received your confirmation letter within two weeks of registering, or by three days before the Conference please contact 029 2031 3400 to confirm that your registration has been received and processed.

If you have not registered in advance for Conference your Conference Badge will be issued when you register on the day.

Please see how to register on the day in the Registration section on page 13.

Replacement badges will be issued at the discretion of the Chair

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of Conference Committee. There will be a charge of £10 for replacement badges.

Photographic ID

The following forms of photographic ID will be accepted on the day:

- Passport (we will accept expired passports)
- Photographic driving license
- Valid photographic student ID card
- CitizenCard
- Armed Forces ID

If you do not have any of the above photographic ID we will accept any two of the following instead:

- Non-photographic driving license
- Birth certificate
- A signed bank card
- An utility bill
- Bank statement
- Payslip
- Valid non-photographic student ID card
- National Insurance Card

Security Searches

At times there may be 'airport style' security searches in operation at the venues. Everyone attending the Conference at these times will be subject to such searches. They may take the form of metal detector archways and/or bag searches.

Large bags and sealed items will not be allowed into the secure area during these periods.

Information

Tickets and Invitations

If you are attending the Conference Dinner or an invite-only fringe or reception (these are clearly identified in the Conference Guide or Conference Announcements) you must bring your ticket or invite with you and you must be wearing your Conference Badge. Admittance will otherwise be refused.

Registration

Registration Desk

The Registration Desk can be found directly ahead of the main Conference Centre entrance. It will be open:

Saturday 20 April: 09:00 – 17:00

Sunday 21 April: 09:00 – 13:30

Advance Registration

Everyone is able to register online by visiting www.WelshLibDems.org.uk. You can register online until mid-day on Tuesday 16 April.

Party Members and Observers can also register by post. You can download a registration form from the website or request one by calling 029 2031 3400. You can register in advance by post until Friday 12 April.

Everyone who registers online will automatically receive a confirmation e-mail. We will endeavour to send everyone who registers by post a confirmation letter. If you have not received your confirmation letter within two weeks of registering, or by three days before the Conference please contact 029 2031 3400 to confirm that your registration has been received and processed.

You will need your confirmation letter and photographic ID when you collect your Conference Badge. If you do not have your confirmation letter you may not be issued with a Conference

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Badge unless you have informed us that you have not received the letter.

On the Day Registration

You can register for the Conference on the day.

If you are registering on the day you will need to bring the appropriate registration fee and photographic ID with you. For more information on this please refer to page 11. You can also save time on the day by filling in a registration form beforehand and making sure that you have the correct money or completed cheque when you arrive at the Registration Desk. You can download a registration form from the Party's website www.WelshLibDems.org.uk

Conference Agenda

Saturday Morning

10:00 Opening of Conference

Christine Humphreys,
President of the Welsh Liberal Democrats

Speech

Rt Hon Nick Clegg MP,

Deputy Prime Minister and Leader of the Liberal Democrats

10:30 Policy Motion

C/M1: Public Transport for Students and Young People

11:15 Your Questions Answered:

Mark Williams MP

Co-Chair of the Parliamentary Party Committee on Welsh Affairs

11:30 Energy Q&A

Rt Hon Ed Davey MP

Secretary of State for Energy & Climate Change

Saturday Early Afternoon

13:30 Your Questions Answered:

Lord German

Co-Chair of the Parliamentary Party Committee on Work & Pensions

13:45 Presentation

Royal College of Nursing Wales

Given the recent publication of the Francis Inquiry into the Mid Staffordshire NHS Foundation Trust, it is timely to debate the issue of how we can ensure safe and dignified care for patients.



The Royal College of Nursing will never condone poor nursing practice, and we must never lose sight of the fact that tens of thousands of nurses and healthcare support workers here in Wales deliver excellent care every day. Our 'Time to Care' Campaign emphasises that nursing staff need to be given the time to perform their role to their highest caring ability. This session will give party members the opportunity to

Conference Agenda

discuss their concerns about health services in Wales with the Chair of the Welsh Board of the RCN, the Director of the RCN in Wales and Kirsty Williams AM.

14:45 Policy Motion

C/M2: Importance of Political Education within the Curriculum

15:15 Topical / Emergency Motion

Saturday Late Afternoon

16:30 Policy Motion

C/M3: Permission to Plan: Reforming the Planning Process in Wales

Sunday Morning

09:45 Confidential Campaign Briefing

Closed member-only briefing from Ryan Coetzee, Nick Clegg's Director of Strategy

11:00 Speech

Rt Hon Danny Alexander MP

Chief Secretary to the Treasury

11:30 Policy & Business Motions

C/M4: Putting Pupils First: Improving School Standards in Wales

C/M5: Constitutional Amendment: Welsh Party Returning Officer and Internal Election Rules

12:45 Your Questions Answered

Baroness Randerson

Minister of State, Wales Office

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Sunday Afternoon

14:00 Your Questions Answered:

Roger Williams MP

Deputy Leader of the Welsh Liberal Democrats

14:15 Topical / Emergency Motion

14:30 Speech

Kirsty Williams AM

Leader of the Welsh Liberal Democrats

Motions

Information about the Motions

Every Motion to be debated at Conference appears in this section in the same order as in the Conference Agenda earlier in the Conference Guide. The time that the motion will be debated is listed alongside each motion.

Language of Motions

All motions appear in this Guide in both Welsh and English. As all motions were originally submitted in English, if there is a discrepancy between the languages, the English language version shall take precedence.

Amendments to Motions

All motions that appear in this Guide can be amended. Amendments may be submitted by Local Parties, the Welsh Party Committee that has responsibility for the issue raised in the motion, the Welsh Liberal Democrat Group in the National Assembly for Wales or in the UK Parliament, or 20 Conference Representatives.

All amendments accepted for debate will be published in the Conference Announcements which will be available on the Party website www.WelshLibDems.org.uk in the week before Conference and from the Registration Desk at Conference.

Topical Motions

Topical Motions are policy motions which are based on an event which happens after the deadline for submitting policy motions, ie 27 February .

Topical Motions may be submitted by Local Parties, the Welsh Party Committee that has responsibility for the issues raised in the motion, the Welsh Liberal Democrat Group in the National Assembly for Wales or in the UK Parliament, or 20 Voting Members of Conference.

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All Topical Motions accepted for debate will be published in the Conference Announcements which will be available on the party website www.WelshLibDems.org.uk in the week before Conference and from the Registration Desk at Conference.

Topical Motions published in the Conference Announcements may also be amended. The deadline for submitting an amendment to a Topical Motion is 9:45 on Saturday 20 April. Amendments should be e-mailed to Policy.Officer@WelshLibDems.org.uk or given to the Policy Officer or Chair of Conference Committee in hard copy.

Emergency Motions

Emergency Motions are motions relating to an event which occurs after the deadline for Topical Motions. Emergency Motions should be brief.

Emergency Motions may be submitted by Local Parties, the Welsh Party Committee that has responsibility for the issues raised in the motion, the Welsh Liberal Democrat Group in the National Assembly for Wales or in the UK Parliament, or 20 Voting Members of Conference.

The deadline for submitting Emergency Motions depends on when the event that the motions relates to occurs. For events that occur before the start of the Conference, the deadline is the start of Conference i.e. 9:45 on Saturday 20 April. For events that occur during Conference, the deadline is three hours before the slot in the agenda for Emergency Motions.

When submitting an Emergency Motion the names of the people who will be moving and summing the motion must be clearly identified. If this does not happen the Conference Committee will not accept the Emergency Motion.

Speaking at Conference

Who can Speak?

Party Members who are registered as voting or non-voting Members of Conference can speak in any debate. Registered Observers may speak with the permission of the Conference Committee.

Length of Speeches

In every debate on a motion, 5 minutes will be allowed for Proposers of motions, 4 minutes for Proposers of Amendments and 3 minutes for all other speakers including Summators of both motions and amendments. The Chair may reduce these timings to allow more members to speak in a debate. If they do this they will announce the change during the debate. If you are speaking and the Chair asks you to bring your speech to an end, please finish promptly.

Simultaneous Translation

When simultaneous translation facilities are available, please make the most of the opportunity to address the Conference in Welsh.

Here are some tips for making the most of this service: indicate via the speakers' card if you wish to speak in Welsh; try to speak entirely in Welsh; if changing languages in your speech pause while changing languages to allow the translator time to finish.

Translation headsets can be collected from the table near the entrance to the Conference Hall. Please ensure that you return the headset after use. If any headsets go missing during Conference, the Conference Committee may introduce a £5 deposit system for headsets for the remainder of the weekend.

Motions

How to go about Speaking

Anyone wishing to speak in a debate needs to fill in a speaker's card and submit it to the speaker's desk and wait to see if they are called in the debate. A separate card should be filled in for every debate. Speaker's cards are available from the speaker's desk and from the stewards in the auditorium. They can also be collected from the Registration Desk.

Completing Speaker's Cards

There are three key points to remember to maximise your chances of being called:

1. Submit your card well in advance. If you hand your card in late, in a popular debate you're virtually guaranteeing you won't be called. The chairing team for the debate always meet well in advance to plan the debate.
2. Fill in your card completely The second major mistake potential speakers make is not to fill in their card completely. As well as the information on the front of the card (name, local party, for or against the motion, etc.), there are two sections on the back, for relevant background (professional or consumer experience, party background, etc.) and for a brief outline of what your speech is going to be about. These sections are needed for the chair and aide to balance the debate – to make sure that people with relevant experience are called, and to make sure that they don't call a whole string of people who'll make the same point.
3. Make sure it's readable! Don't take this as an invitation to fill every square centimetre of the card and don't write illegibly, or in very small letters, or in green ink... the easier you make it for the chair to read your card the more likely you are to be called.

Motions

Order of Debate for Motions

Motions will generally be considered in the following order:

1. Proposer of the Motion.
2. Proposers of any amendments, speaking in turn.
3. Speakers will then be called on all sides of the debate with the Chair seeking to ensure balance.
4. Summators of the amendments, speaking in turn.
5. The summator of the motion will speak.
6. The Chair will then take any votes on any amendments and/or any separate votes in turn - for and against.
7. A vote will be taken on the motion as a whole - for and against.

Voting

Only Voting Members will be able to vote. Voting Members will have "Voting" on the back of their Conference Badge.

If you are a Voting Member and wish to vote in a debate you must be in the Conference Hall by the end of the speech by the summator of the motion as no-one will be allowed to enter the hall once the voting has started.

To vote, you should be seated and hold your Conference Badge in the air, with the "Voting" side facing the Chair. Please follow the instructions of the Chair on when to vote. You may be asked to keep your Conference Badge in the air for a long time to ensure that all the votes can be counted.

Decisions on the motion and amendments are normally by simple majority of those voting. If this differs this will be explained by the Chair before voting takes place.

Motions

Procedural Motions

Procedural motions concern the procedure by which Conference operates.

Reference Back - to stop debate on a Motion and send the Motion to a specified body for more work

Next Business - to stop debate and move to the next item of business on the agenda.

Suspension of Standing Orders - to lift one or more of the rules governing the operation of Conference.

Procedural Motions may be submitted by any voting member in writing together with a statement of reasons of 75 words or less.

Votes will be taken in the same way as for Motions and Amendments, except that there is no cut off point for being in the Conference Hall for the vote on whether to have a mini-debate.

Decisions on procedural motions are made by simple majority of those voting.

Procedural motions are usually considered in the following way:

1. Any Voting Member can propose a procedural motion in writing before the end of a debate on a motion.
2. The Chair reads out the written statement in support of the procedural motion.
3. A vote will be taken on whether there will be a mini-debate on the procedural motion.

If the decision is to have a mini-debate:

4. The mover of the procedural motion may speak.
5. Someone to oppose the procedural motion may speak.
6. Other speakers may be called to speak.
7. A vote will be taken on the procedural motion.

C/M1: Public Transport for Students and Young People (IR Cymru)

Conference Notes:

1. That due to the current economic climate bus companies need to make some spending cuts to their services, and companies are restructuring their local transport networks in order to ensure the remaining services are financially viable.
2. That some local bus services are not always financially viable and some services need to either be altered or have rises in ticket prices.
3. That whilst most 16-18 year olds are either in full time education or training they are still expected to pay the full adult fare.

Conference Believes:

1. That 16-18 year olds and students are disproportionately hit by raises in public transport fares as they are highly reliant on low cost public transport.
2. That whilst high raises in fares are unfair to 16-24 year olds, that the most important fact is the need for reliable and accessible public transport services.

Conference Calls Upon:

1. The Welsh Assembly to develop a national scheme to enable the creation of a young persons' travel rate for 16-18 year olds and full time students to assist with studies, employment, and training.

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2. Local Authorities to ensure that where private companies are used as a replacement for public services communication between private and public provision is maintained to ensure the retention of reliable transport provision.
3. The Welsh Policy Committee to prepare a proposal that would enable those pensioners for whom a free bus pass is not essential to opt out of the scheme with the money saved being used to give 16-18 year old cheaper bus travel with the ultimate aim of Free Bus travel for this age range.

C/M2: Importance of Political Education Within the Curriculum (IR Cymru)

Conference Notes:

1. That the current levels of political education within the curriculum is insufficient and that the current citizenship modules available to pupils do not go far enough to teach pupils sufficiently.
2. That progress has been made in recent years, but more needs to be done to ensure that pupils, being the next generation, fully understand their rights and responsibilities as voters.
3. Turnout is disproportionately lower in the 18-25 age group.
4. The longstanding Liberal Democrat commitment to extend the voting age to 16.

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Conference Believes:

1. That there is a need, where political studies are introduced into curricula, for the development of non-partisan resources which promote a discussion and analysis of the historic development of British political parties, the differences in voting systems, and the current variations in the political spectrum.
2. That by providing an increased understanding of politics voter turnout amongst young people could be bolstered and the government legitimacy be enhanced.
3. That by increasing political education for school pupils, the argument that 16 and 17 year olds do not understand the workings of British politics, and therefore should not be able to vote, can be disregarded when discussing extending the election franchise.

Conference Calls for:

1. The Liberal Democrats to campaign for increased political education within the school curriculum in order to legitimise discussions of extending the political franchise.
2. The development of a new curriculum for political education within Wales that is non-partisan and attempts to promote debate into, and a broader understanding of voting methods, policies, and general UK political history.

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C/M3: Permission to Plan: Reforming the Planning process in Wales (National Policy Committee)

Conference notes the significant role that the planning process plays in both community development and in spurring economic growth.

Conference re-iterates its belief that planning should seek to strike a balance between people's freedom to develop and the democratic wishes of communities to co-ordinate development democratically.

Conference therefore endorses the Policy Paper *Permission to Plan – Reforming the Planning Process in Wales*.

Conference calls for the promotion of development in preferred areas by:

- a) Allowing councils to designate Presumed Development Areas.
- b) Allowing councils to develop a pre-consent for some development so that planning permission is easier to obtain for desired projects.

Conference calls for increased expertise in the planning system by:

- a) Creating a National Planning Agency to co-ordinate expertise throughout the system.
- b) Trialling an accreditation system for planning agents.
- c) Improving the speed and accuracy of decisions undertaken by National Park Authorities.

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Conference calls for empowerment of communities in the planning process by:

- a) Allowing local authorities to vary the planning framework.
- b) Allowing and encourage councils to provide the opportunity to encourage innovation in development.
- c) Making town and community councils statutory consultees on planning applications and encouraging the delegation of minor planning decisions to town and community councils.

Conference calls for nationally-significant projects to be supported by:

- a) Continuing to have nationally-significant projects determined by Welsh Ministers.
- b) Supporting and continuing the implementation of City Regions.

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C/M4: Putting Pupils First: Improving School Standards in Wales (National Policy Committee)

Conference Notes that the Welsh Liberal Democrat Education Forum, chaired by Aled Roberts AM, issued a consultation paper and hosted a policy development day in October 2012 which examines education policy.

Conference Further Notes that the Forum will lead to the production of papers on Further Education (including qualifications) and Higher Education in due course.

Conference Believes that future support for school standards in Wales must focus on allowing every pupil to reach their potential and to give schools the power to drive standards up.

Conference Resolves to endorse the policy paper *Putting pupils first – improving school standards in Wales* and its proposals to:

- I. Support the development of an individual pupil monitoring programme to measure pupils' progress, allowing schools to target efforts at those pupils who are not meeting their potential. This should be rolled out gradually, starting with the schools who demonstrate the least "value-added."
- II. Continue to expand the pupil premium until we reach our target of £2,500. In addition we will ensure that schools are provided with comprehensive guidance on how they can best use the pupil premium money and that they are accountable for their spending.
- III. Deliver a Middle Phase Strategy focused on ensuring that pupils are supported through this important stage, including a better balance of pastoral and academic support.

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- IV. Establish a nationwide high attainment programme, funded nationally, which will develop and co-ordinate access to programmes for high achievers.
- V. Engage constructively with the Government's Curriculum Review and not prejudge its outcome, but will argue for improvements to the 'application of knowledge' section of the curriculum and seek to ensure that schools and teachers have sufficient freedom to excel.
- VI. Reform the role of governors to ensure that they focus more on strategic oversight. We will also trial catchment area-wide governing bodies to evaluate whether these provide a better model for oversight and scrutiny.
- VII. Ensure that any new model for delivery education services (whether regional consortia or local education authorities) will be accountable to local authorities
- VIII. Retain the current Estyn assessment regime, but reform the school banding system to ensure that it measures schools performance in regards to pupil performance, including re-structuring the system to demonstrate how well schools are achieving in supporting pupils to meet their own potential, in line with our recommendations on individual pupil monitoring.
- IX. Overhaul the quality of teaching by setting up a new scheme to deliver cutting edge training on a national basis, making the completion of initial teacher training contingent on a year teaching in schools and examining making teachers' terms and conditions more flexible to encourage the best teachers to work in the most demanding schools and to tackle poor performance.

Motions

C/M5: Constitutional Amendment: Returning Officer & Internal Election Rules

(Constitutional Review Panel)

Conference Notes:

1. That the Welsh Liberal Democrats currently elects a Returning Officer on a two yearly basis and the post is ordinarily up for re-election at the 2013 Spring Conference.
2. That the custom and practice of the Federal Party and other constituent parts of the Liberal Democrats is that the post of Returning Officer is held by the Chair of the relevant Appeals Panel and that members of staff undertake Acting and Deputy Acting Returning Officer roles as required.
3. That the Federal Party amended its election rules in 2012 to allow members to campaign for election to Federal Committees.

Conference Believes:

1. That the Welsh Liberal Democrats have the staff capacity to follow the 'Federal Model' and having the Chair of the Welsh Appeals Panel as the Returning Officer allows for clearer lines of appeal in internal Welsh Liberal Democrat Elections.
2. That members should be allowed to campaign for election to Welsh Party Committees to ensure that the electorate know who they are actually voting for.

Conference Resolves to:

1. Delete Section D.2 of the Welsh Liberal Democrat Constitution and replace with "For the purposes of internal elections provided for under this section of the Constitution the Chair of the Welsh Appeals Panel shall be the Returning Officer and the Chief Executive shall be the Acting Returning Officer. The

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Acting Returning Officer shall be responsible for the administration of any such election(s) and may appoint one or more Deputy Acting Returning Officers to assist them in their work.”

2. Insert new Section D.3 to the Welsh Liberal Democrat Constitution and re-number accordingly: “The Welsh Liberal Democrat Constitutional Review Panel shall be responsible for keeping the Party’s Election Rules under review and submit any proposals for amendment to the Conference for approval.”
3. In Section E.1 of the Welsh Liberal Democrat Constitution, delete “The Returning Officer”.
4. In Section E.13 of the Welsh Liberal Democrat Constitution, insert “and” between “Leader,” and “Deputy Leaders” and delete “, and the Returning Officer”.
5. In Section M.4 of the Welsh Liberal Democrat Constitution, delete clause e “The Party’s Returning Officer”
6. In Appendix 1, A.1 of the Welsh Liberal Democrat Constitution, insert “and” between “Assembly,” and “Leader of the Parliamentary Party” and delete “, and Returning Officer”.
7. Delete Appendix 1, A.3 of the Welsh Liberal Democrat Constitution.
8. Delete Appendix 1, B.1 of the Welsh Liberal Democrat Constitution and replace with “The Acting Returning Officer shall be responsible for ensuring that any timetable for the relevant elections takes into account the requirements outlined in clause B.2, below.”
9. In Appendix 1, C.3 of the Welsh Liberal Democrat Constitution, insert “Acting” before “Returning Officer”
10. In Appendix 1, C.5 of the Welsh Liberal Democrat Constitution, insert “Acting” before “Returning Officer”

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11. In Appendix 1, C.6 of the Welsh Liberal Democrat Constitution, insert “Acting” before “Returning Officer”
12. Delete Appendix 1, D.1 of the Welsh Liberal Democrat Constitution and replace with “The Acting Returning Officer shall be responsible for sending out a statement (as defined above) from each candidate for election. Candidates shall be permitted to campaign for election. Such campaigning shall be limited to spoken communication, either via telephony or face to face contact, or via electronic communication including the use of social media, email and the internet”.
13. Delete Appendix 1, D.2 of the Welsh Liberal Democrat Constitution and replace with “The Acting Returning Officer shall, where available, publish and circulate with the ballot papers and candidate statements, a list of the possible versus actual attendance for meetings of the Welsh Party Committees for which elections are being held”
14. In Appendix 1, E.1 of the Welsh Liberal Democrat Constitution, insert “Acting” before “Returning Officer”.
15. In Appendix 1, F.1 of the Welsh Liberal Democrat Constitution, insert “Acting” before “Returning Officer”.
16. In Appendix 1, F.2 of the Welsh Liberal Democrat Constitution, insert “Acting” before “Returning Officer”.
17. In Appendix 1, F.3 of the Welsh Liberal Democrat Constitution, insert “Acting” before “Returning Officer”.
18. In Appendix 1, G.1 of the Welsh Liberal Democrat Constitution, insert “Acting” before “Returning Officer” and delete “and the Party’s Chief Executive”.
19. In Appendix 1, F.2 of the Welsh Liberal Democrat Constitution, insert “Acting” before “Returning Officer”.
20. In Appendix 1, F.3 of the Welsh Liberal Democrat Constitution, delete “with the next mailing” and replace with “electronically”.

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21. Delete Appendix 1, H.1 of the Welsh Liberal Democrat Constitution and replace with “Any Candidate who has concerns about the conduct of the election or the count may appeal in the first instance to the Acting Returning Officer who shall investigate the allegation(s) and rule accordingly. Any ruling of the Acting Returning Officer may, if a satisfactory outcome is not achieved, be appealed to the Returning Officer save that the accidental failure to deliver any invitation for nomination or ballot papers to any member eligible to vote in the election(s) shall not invalidate the outcome of the election(s) unless the Returning Officer considers the scale of such a failure is capable of materially affecting the declared result.”
22. In Appendix 3, B.1 of the Welsh Liberal Democrat Constitution, delete “Party’s Returning Officer” and replace with “Chief Executive”.
23. In Appendix 3, C.3 of the Welsh Liberal Democrat Constitution, delete “Party’s” and replace with “Acting”.
24. In Appendix 3, D,1 of the Welsh Liberal Democrat Constitution, delete “Party’s” and replace with “Acting”.
25. Delete Appendix 3, D.5 of the Welsh Liberal Democrat Constitution and replace with “Each Candidate may use campaign materials in electronic or paper form provided that in doing so they do not exceed the campaign expenditure limits outlined above.”
26. In Appendix 3, D.7 of the Welsh Liberal Democrat Constitution, delete “Welsh Party’s” and replace with “Acting”.
27. In Appendix 3, E.1 of the Welsh Liberal Democrat Constitution, delete “Party’s” and replace with “Acting” and delete “Chief Executive” and replace with “Officers of the Party”.
28. In Appendix 3, E.2 of the Welsh Liberal Democrat Constitution, delete “Party’s” and replace with “Acting”.

Motions

29. In Appendix 3, E.4 of the Welsh Liberal Democrat Constitution, delete “Party’s” and replace with “Acting”.
30. Delete Appendix 3, E.5 of the Welsh Liberal Democrat Constitution, and renumber accordingly.
31. In Appendix 3, E.6 of the Welsh Liberal Democrat Constitution, delete “Party’s” and replace with “Acting”.
32. Delete Appendix 3, E.7 of the Welsh Liberal Democrat Constitution and replace with “In the case of a presidential election the Acting Returning Officer shall declare the result immediately after the completion of the count of ballot papers and inform the relevant Party Officers accordingly. For Leadership Elections arrangements shall be made for the Returning Officer, or their nominee, to make a public announcement as to the result at an appropriate venue as soon as practicable following the completion of the count of ballot papers.”
33. Delete Appendix 3, F.1 of the Welsh Liberal Democrat Constitution and replace with “Any Candidate who has concerns about the conduct of the election or the count may appeal in the first instance to the Acting Returning Officer who shall investigate the allegation(s) and rule accordingly. Any ruling of the Acting Returning Officer may, if a satisfactory outcome is not achieved, be appealed to the Returning Officer save that the accidental failure to deliver any invitation for nomination or ballot papers to any member eligible to vote in the election(s) shall not invalidate the outcome of the election(s) unless the Returning Officer considers the scale of such a failure is capable of materially affecting the declared result.”

Fringe Events

Fringes are events run on the 'fringes' of the Conference. They take place during breaks between debate sessions in the Conference Hall, and before or after the Conference each day.

They are usually organised by organisations such as charities, businesses and third-sector groups. Although sometimes internal Party organisations or groups of Party members will set about organising a fringe.

Fringes usually take the form of a meeting or a presentation with a few speeches at the start followed by questions from the floor. The format however does vary - some take the form of a round table discussion where everyone can contribute to the debate, or in some cases an informal drinks reception.

Refreshments are usually provided at fringes. This will vary from a buffet in most cases, to a full sit-down meal, or just drinks such as a glass of wine or tea and coffee.

All the Fringes at this Conference take place at the Conference venue. The listings on the next few pages will tell you which room each one is in, which organisation is hosting it and the theme of the fringe.

In most cases everyone with a valid Conference Badge, whether they are a Party member or not, can attend a fringe. Occasionally there will be fringes which are for Party Members or invited guests only - if this is the case it will be clearly shown in the listings.

If you have an idea for a fringe and would like to organise one for a future conference please contact Ian.Walton@WelshLibDems.org.uk

Fringe Events

Saturday 11:30 -12:00

Inverness Room (2nd Floor)

First Time Conference Attendees Reception

Is this your first time at a Welsh Liberal Democrat Conference? Find out more about how you can get the most of the 'Conference Experience' and meet key members of the Welsh Party. **Invite Only**

Saturday 12:30-13:30

Welsh Local Government Association

Argyll Room (2nd Floor)

The Direction of Travel:

Transport in Wales of the Future

Rising oil prices, new technologies, climate change and the need to improve national connectedness, the 'how and why' of travel in Wales is set to change drastically in the future. With significant infrastructure projects already confirmed in Wales over the medium term, and with constantly evolving technologies and social habits offering the potential to achieve a modal shift towards greener transport solutions, this fringe meeting offers a vital and interesting opportunity to explore what the Welsh transport system might look like in the future



WLGA • CLILC

Saturday 15:30-16:30

Federation of Small Business

Argyll Room (2nd Floor)

Learning from Experience

The success of current economic strategy based on the experience of SMEs in the Welsh Government priority sectors.



Spring Conference 2013

Cardiff

Fringe Events

Saturday 17:30-18:30

Social Liberal Forum

Argyll Room (2nd Floor)



Launch of SLF Wales

The Social Liberal Forum – the fastest-growing grassroots organisation in the Party – is launching a Welsh group to campaign for policies that promote social justice and eliminate gaps in power and opportunity. Membership is free; we'd love you to join in. Speakers include Mark Williams MP and Gareth Epps (Co-Chair, SLF).

IR Cymru

Kinross Room (2nd Floor)

Join IR Cymru for a chance to chat to fellow members and IR Cymru's executive committee. For the first half of the meeting, the Executive Committee will introduce itself and will explain what their roles entail. In the second half, IR Cymru will hold a General Meeting, giving members the opportunity to present constitutional amendments and discuss issues that relate to Liberal Youth in Wales



Spring Conference 2013

Cardiff

Fringe Events

Saturday 18:30-19:30

IR Cymru

Kinross Room (2nd Floor)

Q&A with Vince Cable MP.
IR Cymru Members only.



Sunday 13:00-14:00

Sustrans Cymru

Argyll Room (2nd Floor)

Are There Votes in Cycling? How

Should Lib Dems Respond to the Active Travel Bill?

In 2012, buoyed by The Times' 'Cities fit for cycling' campaign, we saw many cyclists feel empowered to campaign politically for the first time.

The Welsh Government has introduced the Active Travel Bill, designed to make cycling – and walking – the norm for shorter journeys. How should the Lib Dems engage with the Bill?

Eluned Parrott AM, South Wales Central, Cllr Nigel Howells, Cardiff City Council, Matt Hemsley, Policy Adviser Sustrans Cymru



UK: Changing Union

Pembroke Room (3rd Floor)

What Next for Devolution in Wales?

The UK's Changing Union project (funded by the Joseph Rowntree Charitable Trust and the Nuffield Foundation) will be exploring what's next for devolution in Wales. Speakers will include the Rt Hon Danny Alexander MP, Professor Richard Wyn Jones and Michelle Matheron.



Spring Conference 2013

Cardiff

Fringe Events

Exhibition

The Conference Exhibition is made up of stands organised by public, private and third sector organisations and internal party groups.

The Exhibition can be found in the refreshments area of the Conference Centre and will be open between 9:00 and 17:30 on the Saturday and between 9:00 and 14:30 on the Sunday.

Everyone with a valid Conference Badge, whether they are a Party member or not, can visit the exhibition. When you do visit please feel free to speak to representatives of the organisations working on the stands.

If you would like to Exhibit at a future Conference, please contact Ian.Walton@WelshLibDems.org.uk

Federation of Small Business

FSB Wales is the authoritative voice of small businesses in Wales. With 10,000 members, a Welsh Policy Unit, two regional committees and twelve branch committees; FSB Wales is in constant contact with small businesses at a grassroots level. To inform its policy it undertakes a monthly online survey of its members as well as an annual membership survey on a wide range of issues and concerns facing small businesses.



IF: Enough Food for Everyone

ENOUGH FOOD FOR EVERYONE IF
DIGON O FWYD I BAWB OS

The world produces enough food for everyone, but not everyone has enough food. This year the G8 will meet in the UK – tell them to fix the broken food system. Join the IF campaign at www.enoughfoodif.org

Spring Conference 2013

Exhibition

NASUWT Cymru



NASUWT Cymru is the largest union representing teachers and headteachers in Wales and throughout the UK. With offices in Cardiff and St Asaph and a well established network of activists and caseworkers throughout Wales, NASUWT Cymru provides an unrivalled level of support for its members.

E-mail: nasuwt@mail.nasuwt.org.uk

Website: www.teachersunion.org.uk

Older People's Commissioner for Wales



The Older People's Commissioner for Wales is an independent voice and champion for older people across Wales, standing up and speaking out on their behalf.

The Commissioner works to ensure that Wales is a good place to grow older, not just for some but for everyone.

ONEPOST



ONEPOST is the UK's leading company providing independent postal advice and management, helping businesses save on the things they send. As importantly, ONEPOST works with its customers to implement and deliver the solutions, handling the logistics and acting as a single point of contact. For further information call 0800 138 3551 or email info@onepost.co.uk.

Spring Conference 2013

Cardiff

Exhibition

IR Cymru

A chance to chat to our Executive Committee and talk about the progress IR Cymru is making and the opportunity to sign-up to our campaigns newsletter.

If you want to support the work of IR Cymru, why not pop along and speak to members about what we do.



Training Sessions

The training provided at Conference covers a wide range of skills and knowledge. This includes skills needed by candidates and campaigners and information for Local Party Officers.

The training is absolutely free and open to all Party members who have registered for the Conference. You do not need to let us know in advance that you will be attending any of the training sessions - just turn up after registering for the Conference. You do however need to book a place at the one-to-one 'Advice Surgery' sessions on Connect, Fundraising and with ALDC. The contact details to do this are listed below.

The training sessions will take place in various rooms around the Conference Centre. They run simultaneously with debates in the Conference Hall, but are scheduled not to clash with the key note speeches. The exact time and room for each training session can be found in the listings in this section of the Guide.

To get the most out of any training session, members are advised to attend the whole session.

If you would like to suggest a topic that you would like to see covered in a training session at a future Conference please email the Head of Campaigns: Jon.Aylwin@WelshLibDems.org.uk

Saturday

10:00 - 14:00

CONNECT Advice Session

Kev O'Connor – CONNECT Support Officer
Monmouth Room (3rd Floor)

Kev O'Connor is available to help you with issues related to CONNECT. From quick queries to hands-on tuition, he's here to help.

To book an appointment, please contact Kev on kev.oconnor@libdems.org.uk

Spring Conference 2013

Cardiff

Training Sessions

- 10:00 - 12:00** **ALDC Advice Session**
Cllr Mike Bell – ALDC Development Officer
Caerphilly Room (3rd Floor)
- Cllr Mike Bell, is here and would like to meet up with as many councillors from as many corners of Wales as possible. Why not bring your entire council group for a planning session with him?
- To book an appointment, please contact Mike on mike.bell@aldc.org
- 10:30 - 11:30** **Fundraising to Win**
Ibrahim Taguri - Federal Chief Fundraiser
Argyll Room (2nd Floor)
- The Federal Party's fundraising expert Ibrahim Taguri outlines the basics of an essential fundraising plan, and how to raise the money you need to win.
- 10:30 - 11:30** **Lessons from Eastleigh**
Pembroke Room (3rd Floor)
- Come and find out how we won in Eastleigh, and how you can use this to help win in your area
- 10:30 - 11:30** **Running an Effective Local Party**
Tintern Room (3rd Floor)
- Essential stuff for all Local Parties across Wales – especially if you're on the Exec. How to fire up your Local Party and make things happen!
- 11:30 - 16:15** **Fundraising Advice Session**
Ibrahim Taguri - Federal Chief Fundraiser
Tintern Room (3rd Floor)
- The Federal Party's fundraising expert Ibrahim Taguri is available to help you learn how to raise the money to win.
- To book an appointment, please contact Ibrahim on ibrahim.taguri@libdems.org.uk

Training Sessions

14:00 - 15:00

Campaigning with CONNECT

Kev O'Connor – CONNECT Support Officer
Argyll Room (2nd Floor)

Now that the Party is up and running with CONNECT, we want to make sure you are getting the most out of it. Learn how to embed CONNECT in to your campaigning and target your message effectively.

14:00 - 15:00

Using the Green Deal in your Campaigns

Kinross Room (2nd Floor)

How to make the most of the Government's Green Deal Scheme in your campaigning.

14:00 - 15:00

Recruitment and Retaining your Members

Pembroke Room (3rd Floor)

It's impossible to recruit new members at the moment right? Wrong!

All the tips and tricks to help your local party retain existing members and recruit new ones.

14:00 - 15:00

ALDC Advice Session

Cllr Mike Bell – ALDC Development Officer
Caerphilly Room (3rd Floor)

Cllr Mike Bell, is here and would like to meet up with as many councillors from as many corners of Wales as possible. Why not bring your entire council group for a planning session with him?

To book an appointment, please contact Mike on mike.bell@aldc.org

15:30 - 16:30

How to Keep your Local Party on the Right Side of the Law

David Allworthy – Head of Compliance
Kinross Room (2nd Floor)

Essential PPERA legal training for all Local Party Chairs, Treasurers and Secretaries.

Spring Conference 2013

Cardiff

Training Sessions

Sunday

11:30 - 12:30

Fundraising to Win

Ibrahim Taguri - Federal Chief Fundraiser
Argyll Room (2nd Floor)

The Federal Party's fundraising expert Ibrahim Taguri outlines the basics of an essential fundraising plan, and how to raise the money you need to win.

11:30 - 12:30

How to Keep your Local Party on the Right Side of the Law

David Allworthy – Head of Compliance
Kinross Room (2nd Floor)

Essential PPERA legal training for all Local Party Chairs, Treasurers and Secretaries.

11:30 - 12:30

Diversity Training

Brendan D'Cruz - Welsh Diversity Champion
Pembroke Room (3rd Floor)

The session will look at the Party's Diversity Action Plan for 2013 and what this means for the Welsh Liberal Democrats. Local Parties and committees will find this session particularly useful as they seek to engage and sustain their membership, and enable greater participation from and within all sectors of the community.

Conference Gala Dinner

Conference Dinner

Guest Speaker:

Rt Hon Dr Vince Cable MP
*Secretary of State for Business,
Innovation & Skills*

Saturday 20:00 - Late

Conference Hall

The Conference Dinner is your chance to socialise with Party members, and friends old and new.

Tickets should be purchased in advance as the Conference Dinner is usually very popular. If you would like a ticket please contact 029 2031 3400



Conference Standing Orders

The sections of the Conference Standing Orders which relate to the conduct of the Meeting of Conference are available in this section.

Copies of the full Conference Standing Orders are available at the Registration Desk.

F. Debates at Conference

1. Order and times for debates

- 1.1 Sessions of a meeting of Conference may not start before the scheduled time for the session published in the Final Agenda. It is the responsibility of the Session Chair(s) to ensure that Sessions keep to time.
- 1.2 During Policy Debate Sessions and Business Debate Sessions the motions will be considered in the order in which they appear in the Final Agenda. The Session Chair shall have discretion to vary the amount of time for each debate within a Session.
- 1.3 During Topical & Emergency Debate Sessions the motions will be considered in the order in which they appear in the Agenda Announcements and the Agenda Announcements Updates. The Chair shall have discretion to allocate the amount of time for each debate within a session.
- 1.4 During the Autumn Conference reports will be considered in the order in which they appear in the Final Agenda. The Chair shall have discretion to allocate the amount of time for consideration of each report within a session.

2. Procedure for each debate

- 2.1 No debate which requires a decision which is to be voted upon may begin unless there is a minimum of 20 Voting Members present in the Conference Hall at the start of the debate. Debates may continue however if the number of Voting Members present in the Conference Hall falls below 20 during the debate with the exception of Motions to Amend the Constitution and Motions to Ratify Changes to

Conference Standing Orders

the Constitution which require a quorum of one half of the registered representatives in respect of the relevant meeting of the Conference (Clause M.2 of the Welsh Constitution).

- 2.2 The procedure for each debate on a Motion shall be
- a) The moving of the Motion;
 - b) The moving of any Amendments to the motion, in the order in which they appear in the Agenda Announcements;
 - c) A General Debate;
 - d) The right of reply of the movers of any amendments (in the same order in which they were moved) (summations); and
 - e) The right of reply of the mover of the motion (summation).
- 2.3 The moving of a motion or amendment or the right of reply to either may be moved or replied to formally without a speech. This can be done only by the person nominated to speak at that point. If the mover of a motion or amendment chooses to formally move their motion or amendment, they may then be called in the General Debate provided that they are not the nominated person who are summing the motion or amendment.

3. Speakers in a debate

- 3.1 The mover of a motion or an amendment must be a Voting Member who has paid the requisite registration fee for that Meeting of the Conference and shall be nominated by the person or body named as having submitted the Motion or Amendment before the start of the Session.
- 3.2 The mover of a motion or an amendment shall either reply to the debate themselves or they may nominate another voting member to do so before the start of the debate.

Conference Standing Orders

- 3.3 The Chair shall decide who is called to speak in a general debate. The Chair shall only call Voting Members and non-voting members who have paid the requisite registration fee for that Meeting of the Conference and have completed a Speakers' Card. The Chair may call an Observer to speak in a debate if that person has made a written request to the Conference Committee in advance of the Session demonstrating that they have a particular and relevant expertise in the subject being debated and the Conference Committee have agreed to that request. The Chair shall also ensure that there is a balance to the debate between the different viewpoints at the Conference.
- 3.4 During the general debate the Chair must call, if they have been nominated in writing, before the start of the relevant Session:
- a) a speaker nominated by the Policy committee to give the Policy Committee's views on any policy, topical or emergency motion;
 - b) A speaker nominated by the relevant Assembly or Parliamentary Group (dependent on whether the legislative competency is (in terms of Liberal Democrat Policy) with Parliament or the National Assembly for Wales) to give the Group's views on any policy, topical or emergency motion;
 - c) A speaker nominated by the relevant Party Committee to give their views on Business Motions.
- 3.5 The Chair may not call anyone to speak twice during a general debate, nor may they call the proposers of the Motion or any amendments unless they have formally moved the motion or amendment and are not the designated person to make the summation speech, nor anyone nominated to reply to the motion during the

Conference Standing Orders

general debate.

4. Length of Speeches

- 4.1 The length of time for speeches by proposers, summators and general speakers in a debate shall be published in the Final Agenda. These timings may be varied by Conference Committee and any such changes shall be published in Conference Announcements, save that a Session Chair may vary these timings based on the number of cards that have been received for a particular debate.

5. Submitting a request to speak

- 5.1 Members wishing to speak in a debate must submit a request to speak on an official Speakers Card submitted to the Speakers' Table in good time prior to the start of the debate.
- 5.2 Speakers' Cards must ask for the following information:
- a) Speaker's Name;
 - b) Local Party;
 - c) Any Positions held in Party;
 - d) Any Elected positions held;
 - e) Whether they intend to speak for or against the motion and/or amendments; and
 - f) And other information which the Conference Committee deems necessary.

G. Votes

1. When do votes take place?

- 1.1 At the end of each debate where a decision needs to be made Conference shall vote on the motion and any amendments before it.

Conference Standing Orders

2. Announcing the Conference's intention to vote

- 2.1 Before calling the last speaker in a debate the Chair shall announce that the voting on any amendments and/or the substantive motion shall take place in X minutes. X minutes shall be the time allotted for that speech.

3. Announcing the start of the vote

- 3.1 Once the announced time for voting has elapsed the Chair shall announce that Conference is going to vote and instruct that Voting Members be seated in order for their vote to be counted unless a voting Member is acting as a teller in the counting of votes and that the doors to the Conference Hall be closed. At this point no-one is permitted to enter the Conference Hall until voting is completed and the Chair instructs the doors to be re-opened.

4. Order of votes

- 4.1 The order of votes shall be:
- a) Establishing if Conference is for or against accepting each amendment (if there are any amendments), in the order that the amendments were moved; and
 - b) Establishing if Conference is in favour or against the substantive motion as it stands after any amendments have been determined.

5. Separate Votes

- 5.1 The Chair, in consultation with the Chair of Conference Committee, shall decide if a separate vote may be taken on a part of a motion or amendment.
- 5.2 Any voting member may request a separate vote on a part of a motion or amendment provided that it is received by the Chair prior to the calling of the final speaker in a debate.

Conference Standing Orders

6. Method of voting

- 6.1 Voting cards shall be issued at each Meeting of Conference to all voting members which shall form part of their Conference Accreditation. All votes shall be by show of such voting cards.

7. Counting of Votes

- 7.1 The result of a vote shall be decided on the Chair's assessment of a show of voting cards unless a counted vote is:
- a) directed by the Session Chair or Conference Committee; or
 - b) requested by 25 Voting Members present in the Conference Hall or by 20% of Voting Members submitted to the Session Chair before the calling of the final speaker in the debate.
- 7.2 A recount may only be held at the discretion of the Chair and shall be a counted vote.

H. Procedural Motions

1. Types of Procedural Motions

- 1.1 Move to Next Business
- 1.2 Reference Back
- 1.3 Suspension of Standing Orders
- 1.4 Exclusion of press and public

2. Who can propose a procedural motion?

- 2.1 The following can propose a procedural motion:
- a) Any voting member who has not yet spoken during the debate at which the procedural motion is taken;
 - b) The nominee of a Party Committee given in writing to the Chair in advance of the moving of the motion.

Conference Standing Orders

3. Proposing a procedural motion

- 3.1 The proposal of a procedural motion must be made in writing to the Chair prior to the start of the summing up speeches. The proposal must:
- a) not be more than 75 words;
 - b) explain the reasons for the procedural motion;
 - c) if a motion to Suspend Standing Orders, specify which part of Standing Orders are to be suspended; and
 - d) if a Suspension of Standing Orders or Exclusion of Press & Public, be clear about when the action proposed in the motion would come to an end.

4. When to consider procedural motions

- 4.1 Procedural motions should be considered:
- a) Immediately after the moving of the motion it refers to if it is proposed before that time;
 - b) Immediately after the moving of all the amendments if it is proposed while the amendments are being proposed; and
 - c) Immediately after the speaker currently speaking, if it is proposed during the General Debate.

5. Debating procedural motions

- 5.1 The Chair shall read out the proposal for a procedural motion.
- 5.2 The procedural motion shall only be debated if a majority of voting members in the Conference Hall wish to debate it. This decision shall be taken by a vote without giving notice of the vote nor closing the doors.
- 5.3 The usual process for debate shall then take place for the procedural motion, save that the proposer of the motion under debate shall be the first to speak in the general

Conference Standing Orders

debate and all speeches shall be limited to 2 minutes.

- 5.4 Speakers who wish to speak in the procedural motion debate may be permitted to speak in the full debate if they have not yet been called to speak in the debate and similarly if a Speaker has already spoken in the main debate this shall not preclude them from speaking during the procedural motion debate.

6. Voting on Procedural Motions

- 6.1 Voting on Procedural Motions shall follow the same format as voting on other motions.

7. Outcomes of procedural motions

- 7.1 If a procedural motion does not pass, the debate which was under way continues from the point it was interrupted.
- 7.2 If a Move to Next Business is passed the Chair shall immediately move to the next debate in the Session unless there are no more debates in the session. In that case, the Meeting of Conference shall adjourn until the scheduled start time for the next session unless that has already passed. In that case the next session shall start.
- 7.3 If a Reference Back is passed the Chair shall immediately move to the next debate in the Session unless there are no more debates in the session. In that case, the Meeting of Conference shall adjourn until the scheduled start time for the next debate unless that has already passed. In that case the next session shall start. After the Meeting of Conference the Conference Committee shall identify the relevant committee and requests that it acts upon the reference back. The relevant committee will report back on what action has been taken on the reference back at the next meeting of Conference.

Conference Standing Orders

- 7.4 If a Suspension of Standing Orders is passed the debate will continue with the relevant part of Standing Orders suspended.
- 7.5 If an Exclusion of press & public is passed all non-Party members present in the Conference Hall will be asked to leave and the doors closed. The debate will then continue from the point it was interrupted with only party members allowed to enter the Conference Hall.