

Bylaws of the ACT Greens, 2018 [with effect from 14 May 2018]

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Part 1 ACT Greens meeting procedures

1 Introduction

- 1.1 These procedures have been developed to encourage positive and productive meetings where everyone attending can feel safe to participate fully, express their opinions and disagree if necessary.
- 1.2 The procedures describe:
 - how meeting participants are expected to behave at meetings
 - the role of the meeting facilitator and support people
 - how speaking at Greens' meetings is managed and how decisions are made
 - how disruptions of these procedures are handled.
- 1.3 When attending a meeting of the ACT Greens a member should be conscious of these procedures and be attentive to ensure that they are fostered and maintained.

2 Meeting participants

As a meeting participant you are encouraged to:

- be present in good faith with the best interest of the Greens as your goal
- participate in debate even if you are not an expert — we value all opinions
- be committed to consensus decision-making and attempting to reach consensus
- listen without preconceptions, be open to new ideas
- show respect for others' opinions and for different speaking styles, experiences, skills and knowledge
- use inclusive and respectful language
- demonstrate goodwill towards all participants
- avoid bringing previous differences, difficulties and problems to the current meeting
- address the issue rather than criticising the person raising that issue
- not repeat what other people have said if you agree with them (expressions of agreement are okay)
- avoid aggressive verbal or non-verbal interactions
- not disrupt the speaker by interjecting or making loud asides
- if you want to have a side-conversation with someone else, say it quietly or have it far enough away from the meeting for it not to disturb other participants
- balance your input with others and do not dominate the speaking time
- be attentive to what other people are saying, eg bring a snack if it helps you stay alert
- draw a possible breach of meeting or constitutional procedures to the attention of the meeting as a process issue
- ask the facilitator to call a break if the atmosphere is too tense.

3 Meeting facilitator

- 3.1 The pivotal role of meeting facilitation is the key to the successful functioning of meetings. Ideally, the facilitator will be trained. The facilitator should have excellent listening and observation skills in order to:
 - monitor the flow of speaking and the general atmosphere of the meeting
 - facilitate decision making
 - equalise input as much as possible while encouraging wide ranging debate.
- 3.2 Good facilitation means that everyone can participate safely and clear decisions are reached.
- 3.3 There should always be a facilitator and an assistant to manage a meeting (see next section on roles), to prepare together, and to debrief/evaluate after the meeting.
- 3.4 When significant discussions take place around matters in which the facilitator wants to play a major role, the assistant will become the facilitator until discussion of the matter is finished.
- 3.5 The meeting facilitator should:
 - prepare for the meeting by familiarising yourself with the agenda, and anticipating the need for refreshments and breaks
 - make sure the room is set up so that all participants can see each other easily
 - sit at the end of the table so that all members can see you, and you can see everyone present
 - make space for the support person/people to sit near you
 - foster a friendly, open, participative culture by welcoming people to the meeting, both personally and again publicly at the formal start
 - draw participants' attention to these meeting procedures
 - encourage all participants to feel acknowledged, safe, comfortable and to contribute
 - explain processes and procedures whenever doubts or concerns arise

- not give speaking rights to individuals who have previously contributed on a topic ahead of others who have not yet spoken but indicate they wish to speak
- encourage those who have not previously contributed to the meeting to do so
- monitor tension/tiredness/hunger levels and call a break in the meeting if necessary.

4 Meeting support roles

4.1 If the meeting involves many participants, has a complicated agenda, or has sensitive issues under discussion, the facilitator is encouraged to seek at least 1 other person to take on the following roles at the meeting:

- assistant facilitator
- speaking list keeper
- time keeper.

Assistant facilitator

4.2 This person:

- supports the facilitator
- may also act as timekeeper or speaking list keeper
- is responsible for monitoring the interpersonal dynamics and energy levels at the meeting.

4.3 To help people gain experience in facilitation, experienced facilitators may mentor others by taking the role of assistant to support a less experienced person. Alternatively, a member wanting to develop facilitation skills may begin by taking on the role of assistant.

Speaking list keeper

4.4 The speaking list keeper maintains a running list of persons wanting to speak to an agenda item or motion. If a separate speaking list keeper is needed then that person should sit next to the facilitator so that the list is kept under the facilitator's eye. This role ensures that everyone who wants to speak gets a turn (depending on the time available).

Time keeper

4.5 The time keeper:

- ensures that all agenda items are allocated a time period within the overall time agreed for the meeting
- monitors the time taken for each agenda item
- alerts the facilitator when the allocated time is up.

4.6 Depending on how many more people wish to speak, the time keeper may ask the meeting to extend the allocated time accordingly and readjust the times for other agenda items within the overall time agreed for the meeting.

4.7 If this results in the time available for later items in the agenda being reduced significantly the time keeper should draw this to the attention of the meeting and either seek a rearrangement of the remaining agenda items or an extension of the overall meeting time.

5 Debriefing after a meeting

It is recommended that after meetings close, the facilitator and assistant facilitator take time to check in with each other to debrief and evaluate their performance. The speaking list keeper and time keeper may also wish to participate. This is to support the ongoing development of quality facilitation and other meeting skills and to promote the enhancement of ACT Greens meeting processes over time.

6 Speaking rights

- 6.1 Members have the right to participate in any Greens' meeting, except meetings of working groups where there has been a decision by the party to restrict their membership.
- 6.2 At Greens meetings *process issues*¹ and members' rights to equally participate have priority over content or substantive ones. Persons wanting to speak to an agenda item or motion can indicate this to the speaking list keeper at any time, so that an order of speakers can be maintained.
- 6.3 Participants will be given only 1 opportunity per motion to put an opinion, until all others who wish to speak have had their turn. Persons may make short interjections, outside of the speakers list once a speaker has finished, about a process issue to seek clarification from the facilitator or to briefly correct any factual errors made by the speaker.
- 6.4 The facilitator may interrupt and terminate a speaker when necessary if these meeting procedures are not being followed.

7 Participation of non-members

Non-members are allowed to attend a Greens meeting, either by invitation or on their own initiative to find out about Greens' activities, under the following conditions:

- non-members may only speak to the meeting if agreed by the meeting participants
- the facilitator may ask the non-member to leave at any time if sensitive issues are being discussed, or if the person's attendance at the meeting is questioned by a participant.

8 Consensus decision making

- 8.1 The Greens generally follow standard meeting procedures with the major exception that decisions are always first attempted to be made by consensus before any form of voting is proposed. In doing this the Greens accept that the process of consensus is not necessarily a quick process.
- 8.2 Proposals for the Greens to take a particular action or adopt a particular approach to an issue must be put forward to the meeting in the form of a motion. Any motion must be seconded by another member for it to be debated by the meeting.
- 8.3 Consensus is achieved when all members present at a meeting agree with a proposed course of action or, if some members disagree with the proposal, these members decide not to oppose the rest of the members' agreement. Consensus is blocked if at least 2 members oppose agreement to a proposal.
- 8.4 In attempting to reach consensus, sufficient time must be allowed for discussion of different views on a proposal and to make amendments to a proposal. Non-binding straw voting may be held to gauge the meeting's opinion about a proposal or amendment to a proposal.
- 8.5 Any voting required at a Greens meeting must be conducted by a show of hands except for contested elections which must be determined by secret ballot. Voting by proxy is not allowed.

¹ A process issue is a concern or question about how a decision is being made (e.g. whether the constitutional rules or these meeting procedures are being followed) rather than the substance of the arguments for or against the decision

9 Dealing with urgent issues

- 9.1 If a meeting cannot reach consensus about a proposal, the matter must be deferred to a future meeting, unless a member proposes an *urgency motion* that the proposal must be decided at the meeting and not be deferred, and the meeting agrees to this urgency motion.
- 9.2 This section describes the process set out in the ACT Greens constitution. If there is a disagreement about the application of this process, the constitution wording takes precedence.
- 9.3 An *urgency motion* to be successful requires the consensus of the meeting or, if consensus is blocked, a vote of those members present with at least 2/3 in favour of the motion.
- 9.4 If an *urgency motion* is passed about a proposal and consensus on the proposal cannot be reached at the meeting, a vote on the proposal must be held before the end of the meeting. A vote on the proposal to be successful requires 2/3 of those members present in favour. If this is not achieved, then, if there has been no previous decision on the issue, a subsequent vote may be held that may be decided by a 50% majority of those voting. If possible, the meeting should be adjourned before using the option of a 50% majority vote.

10 Dealing with disruptions of meeting procedures

A disruption of meeting procedures can occur by:

- someone becoming upset during a meeting, which may be distracting for other people
- someone breaching meeting procedures, either inadvertently or intentionally.

11 Dealing with upset people

- 11.1 Anyone claiming to have been misrepresented or falsely accused should be given an opportunity to speak to the meeting as a whole.
- 11.2 If someone is clearly uncomfortable or upset, the facilitator must stop the business before the meeting and ask the person whether they would like to make a point of *process* or leave the meeting and talk to a friend or the assistant facilitator.
- 11.3 If someone feels too upset to stay in the meeting and leaves unexpectedly, the facilitator must ask the assistant facilitator or a volunteer to speak to the person outside the meeting as a priority.
- 11.4 In extreme cases, a break may be called by the facilitator, with the facilitator or the assistant facilitator speaking privately to affected or involved participants during the break.
- 11.5 After the break the whole meeting, led by the facilitator, must review the event and decide on how to proceed.
- 11.6 If an interpersonal issue cannot be resolved satisfactorily at the meeting the facilitator may suggest that affected people contact the support and mediation group for assistance.

12 Breaches of meeting procedures

The following actions should be undertaken by the facilitator when a breach of meeting procedures is identified:

- ask the person/people involved to not do so again
- if a person breaches again, give a formal warning to the person

- if a person breaches again after a formal warning, the facilitator may move a motion that the person leave the meeting. This will be treated as an urgency motion requiring at least two thirds present to agree
- if there is an organised attempt to disrupt the meeting such that formal motions regarding removal of persons are unlikely to be successfully and effectively debated, the facilitator may suspend the meeting and reconvene it at a later time or date
- a participant who thinks that the facilitator is breaching meeting procedures may move a motion against the facilitator — either to reverse an action the facilitator has taken or to cease being facilitator of the meeting. In this case the facilitator must be immediately replaced by the assistant facilitator or another experienced facilitator who will take control of the meeting at least until this motion is resolved.

Part 2 Grievance procedures

The grievance policy and procedures for the ACT Greens are contained in a separate file with the following content:

- Part 1 How the ACT Greens deals with grievances
- Part 2 How you raise a grievance
- Part 3 How the arbitration and conciliation committee responds to a grievance
- Part 4 Arbitration and conciliation committee selection process
- Part 5 Arbitration and conciliation committee internal processes
- Part 6 Review of grievance policy and procedures
- Appendix 1 Principles and values
- Appendix 2 Guide for discussion of grievances

Part 3 Donations reference group

13 Role and responsibility

The role of the donations reference group (*DRG*) is to consider if donations received by the ACT Greens should be accepted.

14 Policy

The DRG must use the donations policy mentioned in Part 4, which is adapted from that used by the Australian Greens.

15 Procedures and processes

- 15.1 If possible, donations that are more than \$10,000 or expected to be sensitive should be referred to the DRG when the party has a reasonable expectation that they will be offered to the party. This would be before they are actually receipted. Donations must be referred to the DRG by the ACT Greens treasurer in accordance the Greens policy. If another person is approached about a donation for the ACT Greens then this must be referred to the treasurer who must refer the donation to the DRG.
- 15.2 The DRG will aim to make decisions on whether to accept donations to the ACT Greens within 1 week after the donation is referred to the DRG, subject to the need to undertake an appropriate level of research, consultation and discussion in relation to the donation.
- 15.3 The DRG must refer any donation that it thinks could have implications for the Australian Greens to the Australian Greens DRG. This would be for advice only and is not binding on the DRG.
- 15.4 All proceedings of the DRG are to remain confidential.

- 15.5 The DRG must monitor the operation of the donations policy. To aid this, the treasurer should provide the DRG with a list of donations every 3 months.

16 Membership

The membership of the DRG includes the delegate to the Australian Greens DRG and a nominee of the parliamentary convenor. The management committee must select 2 to 4 other members. The treasurer of the ACT Greens is an ex-officio member. Membership is usually for 1 year. The DRG must select a convenor for the group.

17 Communication and decision making

- 17.1 Meetings may take place face to face, by telephone, by email or other electronic means. The quorum for DRG decisions is 2/3 of the membership. Ex-officio members are not part of the quorum.
- 17.2 If possible decisions must be by consensus, otherwise by a 2/3 majority of those present.
- 17.3 Minority views on an issue must be recorded.
- 17.4 If a decision to accept a donation is not agreed by at least a 2/3 majority the donation must be refused.
- 17.5 All meetings must be recorded in minutes.
- 17.6 The DRG has no authority to incur debt or secure loans on behalf of the party.

18 Reporting and accountability

The DRG convenor must present minutes of all meetings to the convenor.

Part 4 ACT Greens internal policy on donations

19 Sources

- 19.1 The ACT Greens, as a party committed to enhancing Australia's democratic process, will pursue the model of publicly funded elections at all levels of government. Publicly funded elections would promote more equitable access and reduce the risk of corruption through donations.
- 19.2 In current circumstances, ie that donations, including gifts-in-kind as defined by the Australian Electoral Commission, are used by parties throughout the political cycle, the ACT Greens, using transparent practices, will accept donations subject to ethical review.
- 19.3 Therefore the ACT Greens will:
- ensure that if any donor's cumulative donations to the ACT Greens total at least \$1,500 within a 12 month period, the donations are reviewed by the DRG
 - seek to ensure that the values and aspirations of all donors are consistent with the policies and the charter of the ACT Greens
 - accept donations only for supporting the aims of the party
 - seek to ensure that no donation is accepted or retained if it gives rise to, or is likely to give rise to, a conflict of interest
 - ensure that federally elected ACT Greens representatives, federal preselection candidates, endorsed candidates for a federal election and members of the Greens do not accept personally any donation to be used for activities on behalf of the party or to advance the member's standing within the party including campaigning, fundraising or developmental purposes, unless granted an exemption by the DRG. Donations will instead be directed to the ACT Greens

- maintain transparency in donor identity by making public at the end of every 3 months all donors and the cumulative total of their donations to the ACT Greens over the previous 12 months if those cumulative totals are at least \$1,500
- ensure that donations rejected because of this bylaw are returned to the donor at the earliest opportunity.

19.4 The acceptance of any donation by the ACT Greens does not imply endorsement of the activities, undertakings or processes of the donor.

20 Implementation

20.1 Implementation of this donations bylaw will be overseen by the DRG.

20.2 It is the responsibility of the ACT Greens treasurer to monitor all donations received or offered to the ACT Greens and to ensure all donations that are subject to review by the DRG, or may be subject to rejection under this bylaw, are promptly referred to the DRG for consideration.

20.3 It is the responsibility of any other person receiving an offer of a donation to the ACT Greens that the offer be referred to the ACT Greens treasurer for possible action under this bylaw before the donation is accepted.

20.4 Any State or Territory body may ask the ACT Greens treasurer to refer any donation it is aware of having been offered to or received by the ACT Greens to the DRG for consideration.

Part 5 Voting procedures

21 Procedure

21.1 At contested elections to positions inside the party as well as at preselection for public offices, the method of optional preferential voting is used.

21.2 The quota is worked out by dividing the total number of formal ballot papers by one more than the number of vacancies, and then adding one to the result (ignoring any remainder).

22 Surplus votes

Candidates who receive a quota, or more, of first preference votes are immediately elected. The surplus votes of candidates who receive more than the quota are transferred to second choice candidates. Because it is not possible to determine which votes actually elected the candidate and which votes are surplus, all the elected candidates' ballot papers are transferred at a reduced value.

23 Transfer value

23.1 The transfer value of the elected candidate's ballot papers is worked out by dividing the number of surplus votes by the total number of the elected candidate's ballot papers.

23.2 The transferred votes are then added to the number of first preference votes. As a result of this process of transferring surplus votes, other candidates may be elected. If however, all surplus votes from elected candidates are transferred and there are still some unfilled positions, further counting is undertaken.

24 Exclusion of unsuccessful candidates

24.1 Starting with the lowest scoring candidate, unelected candidates are excluded from the count and their ballot papers are distributed to the remaining candidates to whom the voters have given their preferences.

- 24.2 When a candidate gains a quota following the distribution, the candidate is elected.
- 24.3 This process continues until all positions are filled.
- 24.4 In certain circumstances, 2 or more candidates may be excluded simultaneously. This is called a bulk exclusion.

Note When a single position is to be filled, there should always be the option “seek further nominations”.

Part 6 Preselection of candidates

25 Preselection process

Preselection of candidates will involve the appointment of a search team to identify potential candidates, the nomination of interested candidates, an interview process and a voting process by all members of the ACT Greens.

26 Search team

- 26.1 The search team is treated as a working group of the ACT Greens as defined in section 20 of the constitution.
- 26.2 The search team must identify potential candidates to be involved in the preselection processes for federal or Territory elections.

Membership

- 26.3 The search team must have at least 3 and at most 7 members, whose members skills and experience should include:
- 26.3.1 experience in, or knowledge in, preselection or search processes of the ACT Greens or other Greens organisations; and
 - 26.3.2 having good links and networks in the party and the broader community to assist in identifying potential candidates; and
 - 26.3.3 representing gender equity of membership.
- 26.4 Search team members should not be considering nominating for preselection or participating in the interview team.

Scope

- 26.5 The search team will only operate from its appointment until the end of the nomination process for the election preselection process for which it has been appointed.

Activities

- 26.6 The search team will investigate the membership of the ACT Greens and other suitable applicants who are not yet members of the ACT Greens.
- 26.7 When encouraging people to nominate, the search team must make it clear that the approach does not constitute endorsement of any kind.
- 26.8 The search team must prepare an information sheet for the preselection process so that applicants have a clear idea of how the process works, including what are the rules and timelines.
- 26.9 In considering people to encourage for nomination, the following aspects should be taken into account:
- integrity
 - energy
 - networking, communication and teamwork skills
 - commitment to Green ideology
 - policy knowledge

- public profile
- achievements.

26.10 The search team must tell applicants about:

- the rules for membership of the ACT Greens; and
- ACT Greens constitutional rules relating to preselection and its processes; and
- the timetable for preselection; and
- any other important matters.

Working arrangements

26.11 The search team will determine its working arrangements in consultation with the management committee and the election strategy working group.

26.12 The search team will be given access to the membership database for the duration of the search process.

26.13 Any expenses to be incurred must be authorised in advance by the management committee.

Reporting mechanisms

26.14 The search team must report regularly to the management committee, or the election campaign team if it has been formed.

27 Nomination

Nomination process

27.1 An applicant for preselection must:

- be nominated by at least 4 members of the ACT Greens; and
- sign an application form, to be lodged with the returning officer by the closing date as determined by a special general meeting; and
- provide additional documentation as outlined in this bylaw; and
- agree to comply with other requirements as outlined in the nominations process.

Eligibility to nominate

27.2 Each nominee must:

- be a financial member of the ACT Greens at the time of nomination; and
- identify any potential impediments to the nominee's eligibility to stand for office, particularly noting requirements for the federal parliament under s 44 of the Australian Constitution.

28 Additional documentation required by nominees

Candidate statements

28.1 Each nominee must provide a candidate statement that:

- outlines the nominee's interest in nominating, achievements and alignment to the values to the ACT Greens; and
- notes the length of the nominee's membership with the ACT Greens and the electorate in which the nominee resides; and
- must not be more than 1 side of an A4 page; and
- does not refer negatively to other nominees or contain endorsements.

National police check

28.2 Each nominee must provide a AFP national police check no older than 3 months.

- 28.3 A nominee may apply for reimbursement of the application fee. Applications for reimbursement should be referred to the Treasurer and include a tax receipt for the fee.
- 28.4 If the police check is not completed before nomination, the nominee must include evidence that a check has been applied for.

Probity checklist

- 28.5 Each nominee must provide a completed probity checklist responding to questions outlined in this checklist.

Prospective candidate agreement

- 28.6 Each nominee must include a signed prospective candidate agreement that is provided as part of the nominee pack, which includes at a minimum the content of the relevant template in subsection 31.1.
- 28.7 The election campaign team or election strategy working group may add content to the prospective candidate agreement concerning expected conduct during an election campaign.

Expectations of nominees

- 28.8 Each nominee must be available to engage with the interview team, participate in additional vetting inquiries and for membership activities such as ‘meet the candidates’ events before the preselection ballot is taken.

29 Interview team

- 29.1 The interview team is treated in the same manner as a working group of the ACT Greens as defined under section 20 of the Constitution, noting that meetings will mostly be held in camera.
- 29.2 An interview must undertake a process to assess the suitability of potential candidates for preselection for the ACT Greens.
- 29.3 The role of the interview team is to undertake probity checks and to provide a view on the suitability of nominees as preselected candidates within the bounds of those probity checks.

Membership

- 29.4 The interview team must have at least 3 and at most 5 members, whose members skills and experience should include:
- members with an understanding of the ACT Greens and its aspirations in relation to this election
 - members with some experience in preselection or interview processes of the ACT Greens or other Greens organisations
 - represent gender equity of membership.

Scope

- 29.5 A member who intends to nominate for preselection cannot be member of the interview team.

Probity checks

- 29.6 The interview team will take on the role of undertaking a probity check in relation to potential nominees. This check is separate to an eligibility check for nominees in

relation to requirements under the Australian Constitution and federal and territory electoral acts.

- 29.7 This probity check will include an investigation of a range of issues that may cause an issue for the ACT Greens. Issues that should be probed include:
- any company directorships
 - previous affiliation or with other political parties
 - Any membership, affiliation, investment, shareholding or other interest in businesses that may impact on the ACT Greens if the individual were a public office holder
 - any criminal convictions, the nature of these and their relevance to a potential public role with the ACT Greens
 - any other offences, including traffic convictions, apprehended violence orders or the like that may be relevant to the nominees candidature
 - any activities that may impact on eligibility including bankruptcy (either personally or in relation to businesses that people may be associated with)
 - any inquiries, investigations, charges or proceedings which if made public could cause personal embarrassment or embarrassment to the ACT Greens
 - any relevant verbal or written statements on the public record or in social media that if made known would bring personal embarrassment or embarrassment to the ACT Greens.
- 29.8 These inquiries will include a probity checklist provided by nominees at time at nomination, the police check provided at time of nomination, investigation at point of interview, and separate investigation and inquiry by the interview team (for example, internet searches, referees checks, etc).
- 29.9 The interview team should make a finding on all potential nominees regarding whether the nominee is suitable or not suitable on these grounds of probity only. This finding should be made by consensus. Should consensus not be achieved, this must be declared to the membership.
- 29.10 The interview team shall only make a recommendation of not suitable on the basis of:
- a nominee refuses to cooperate with the interview team in relation to probity checks; or
 - fails to comply with any conditions outlined in the relevant code of conduct forms; or
 - fails to comply with any conditions outlined in the candidate agreement; or
 - probity checks identify serious criminal history that is relevant to a nominee's candidature, extensive engagement with other political parties or organisations that is at odds with the values of the ACT Greens or fails to comply with any condition imposed upon the nominee in relation to their nomination
- 29.11 if the interview team deems the matter to be so serious as to damage the party's electoral opportunities this should be identified in its interview team report.
- 29.12 Nominees must be made aware that the interview team is undertaking probity checks. A nominee will be informed as soon as practical of any decision of the interview team in relation to their nomination.
- 29.13 If the interview team is considering a recommendation of non suitability due to probity concerns, or making comment in the interview team report due to findings flowing from the probity checks:
- 29.13.1 the nominee must be informed and provided the opportunity to provide further information, or a statement addressing the concerns of interview team; and
- 29.13.2 the interview team must prepare a document setting out the reasons for the decision and make this available to the nominee.
- 29.14 The interview team will consider any response from the nominee in making a final decision. A final decision will be made within 48 hours of receipt of any response

from the nominee. If the nominee fails to provide a response, the original decision will stand.

- 29.15 Decisions of the interview team in relation to probity:
- will be reported to the relevant returning officer and the nominee within 24 hours of the decision; and
 - may be appealed to the ACC

- 29.16 A nomination for any position is considered confidential until the nominations close and the interview team has completed its work. Until that time nominations may be withdrawn without prejudice.

Confidentiality and record keeping

- 29.17 All records in relation to the making of a decision in respect of a probity decision shall be kept securely and separately for a period of 5 years, provided that any authorisation to obtain a police report and accompanying appropriately certified copies of identification will be securely destroyed as soon as they are no longer needed. The secretary will have the responsibility of safe archiving and custody.
- 29.18 All members of the interview team will be responsible for permanently deleting any electronic copies they hold of documents related to probity decisions within 1 month of the election with respect to which the probity decisions related.

Suitability assessment: interview process

- 29.19 In addition to undertaking probity checks, an interview team will conduct interviews with all applicants for preselection and assess each applicant for preselection, whether as a lead candidate or a support candidate.
- 29.20 Nominees must not be ranked through the interview process but this process shall be used to provide further information to members to assist with their consideration of candidates.
- 29.21 The following aspects should be explored, with qualitative information recorded regarding strengths of candidates to assist members in their consideration of suitable candidates in the following areas:
- past campaigning history and confidence in engaging with campaign issues
 - public speaking and media experience and ability of nominees to engage with the community on greens related issues
 - prominence in the community, involvement in community organisations and including involvement in ACT Greens aligned issues
 - ability to work as part of a broader candidate team, including the ability to fulfil the specific roles of lead or support candidate

Budgetary considerations

- 29.22 The possible expenses for the interview team will be covered by the election campaign budget or appropriations from the management committee as appropriate.

Preselection information for members

- 29.23 The interview team will provide a short report to the membership which provides a short quality statement on each of the nominees in relation to their key strengths and any issues that may require development. This report should include a recommendation as a result of probity checks. The process in relation to this is outlined above.

- 29.24 Prior to the release to members of this report from the interview team, nominees will be made aware of any comments that may cause concern, given opportunity to correct factual inaccuracies, and the opportunity provided for a nominee statement responding to comments to be released at the same time as the interview team report if they so wish. All nominees will be provided feedback regarding the justification for comments made and any recommendations outlined.
- 29.25 The interview team must tell the applicants to address the following issues in their statements:
- commitment to Greens ideology
 - public profile
 - achievements
 - membership history
 - current electorate of residence.

Reporting

- 29.26 The interview team must report to the members with a written statement on each applicant in conjunction with the distribution of ballot papers for preselection.
- 29.27 This statement does not include a firm recommendation about ordering of the list of candidates but must represent their assessment of the applicants and avoid creating implicit endorsements of one eligible nominee over another.
- 29.28 The statements must be available to the corresponding applicants before they submit their own statements, which may include a response to the interview team report.
- 29.29 Statements from the interview team must be sent to all members together with the ballot papers for preselection.

30 Meet the nominee events

- 30.1 The interview team must be represented at the meetings mentioned in clause 30.9 of the constitution, which concerns meet-the-nominee events.
- 30.2 All candidates must be given equal opportunities to speak to the membership at meet the candidate events.

31 Preselection ballot

Before the ballot

- 31.1 The returning officer and search team will lead preparation of a nominee pack, containing all relevant agreements, processes and timelines for prospective nominees. This will be provided to members who are considering nominating for preselection. These will include members identified by the search team as well as any members who identify an interest. The nominee pack will be available to any member on request.
- 31.2 The search team may give sample anonymised candidate statements to each nominee at least 1 week before statements must be lodged for the ballot.
- 31.3 Party membership records must not be accessed or used for the purposes of preselection campaigning.
- 31.4 As party spokespeople, the convenors are authorised to speak to the media about the preselection. They may also coordinate any media responses relating to potential stories about the process or nominees, including arranging and distributing nominee details and statements to media representatives.

During the ballot

- 31.5 Any member who will be a full member on the final day of balloting is eligible to vote in the ballot.
- 31.6 A ballot paper must include an option to seek further nominations.
- 31.7 An online ballot will be sent to each member with a valid email address.
- 31.8 A paper ballot will be posted to each member with no email address on the member's record before the ballot opens.
- 31.9 A paper ballot may also be given to a member on request to the returning officer, with safeguards in place to ensure that no member votes twice.
- 31.10 Separate ballots will be conducted for Senate lead and Senate support positions.
- 31.11 After close of nominations, the returning officer will tell each nominee the names of the other nominees for the position for which the person has nominated.
- 31.12 At least 2 meet the nominees events should be held, incorporating different ways for members to meet and assess the nominees.
- 31.13 After nominations have opened, communication with candidates relating to official steps in the nomination process must take place through the returning officer.

After the ballot

- 31.15 As party spokespeople, the Convenors will coordinate the release of preselection results to the members and to the public.
- 31.16 After results have been publicly announced, any member may request the full results of the ballot from the returning officer.
- 31.17 In Legislative Assembly electorates, any published material featuring all candidates for that electorate will present candidates in the order in which they were preselected.
- 31.18 Some time after the preselection process concludes, a preselection review will be conducted that will include detailed descriptions of the steps in the process and suggested improvements, to be deposited with the secretary, and ECT convener if one exists at the time.

32 Expectations of preselection nominees and election candidates

- 32.1 Preselection is an internal members process and nominees should not engage more broadly outside the party regarding their intention to preselect, without the explicit agreement of the convener or election campaign team. In particular, nominees or others on behalf of nominees will not engage with the media or public around nomination. This includes using public facing social media platforms to publicise their nomination or dedicating funds to promote pre-selection content online. Private social media posts published by nominees about preselection would be expected to follow the guidelines relating to candidate statements, ie to contain no endorsements and no negative statements about other nominees.
- 32.2 Once preselected, candidates are expected to be available to participate in campaign activities, as directed by the election campaign team, and execute the campaign strategy as agreed by the election campaign team.

33 Expectations of elected federal parliamentary representatives

If elected to federal parliament as a representative of the ACT Greens, members are expected at all times to satisfy the eligibility criteria for candidates under electoral laws, including Australian constitutional requirements for citizenship, financial solvency, and the simultaneous holding of other offices.

Part 6A Election campaign teams

33A Purpose

An election campaign team is responsible for the practical day-to-day decision making required to conduct a campaign. This means not only running a successful campaign in relation to electoral results, but also in ensuring the ACT Greens election campaign is conducted in a manner that is inclusive, supportive and safe for candidates, volunteers, employees and members.

33B Membership

33B.1 An election campaign team must have the following elected members:

- team convenor
- team secretary
- team treasurer
- communications coordinator
- three general members of the ACT Greens that provide a link to neighbourhood teams working on the election field campaign.

33B.2 An election campaign team must also have members appointed by the election strategy working group and the Legislative Assembly.

33C Scope

33C.1 An election campaign team will be elected by a special general meeting in the period leading up to a federal or Territory election and is dissolved when it has given its final report to the forum.

33C.2 The management committee is ultimately responsible for staff recruitment, management and oversight of the team and should work in close collaboration with the team in the selection of campaign staff.

33D Activities

An election campaign team will:

- 33D.1 devise and implement strategies for the election, in consultation with the election strategy working group; and
- 33D.2 develop and manage a budget for the campaign, in consultation with the ACT Greens treasurer; and
- 33D.3 work with campaign staff and neighbourhood teams to deploy the field campaign and manage priorities, in consultation with the management committee; and
- 33D.4 coordinate fundraising and events to support the campaign.

33E Documentation

The team secretary will ensure that agendas, minutes and decisions are developed, circulated and stored in a timely way.

33F Candidates involvement in election campaign team

33F.1 Lead candidates may attend team meetings with speaking rights but not voting rights.

33F.2 Support candidates may attend as observers

33G Specific protocols

33G.1 An election campaign team will establish:

- a budget expenditure protocol that reflects the broad parameters of the campaign
- a protocol that clarifies party spokespeople and communication processes during election periods.

33H Connection with election strategy working group

The election strategy working group will:

- 33H.1 appoint one of its members to be a member of an election campaign team;
and
- 33H.2 continue to be constituted throughout the election period and respond to requests of the election campaign team for research and polling information and other strategic support as necessary.

33I Reporting mechanisms

An election campaign team will:

- 33I.1 report key activities and budget updates to the management committee; and
- 33I.2 give regular updates on the progress of the campaign to the forum and electorate or neighbourhood teams.

33J Specific responsibilities of ECT roles

33J.1 The general ACT Greens member representatives have a particular role in linking with neighbourhood teams that are supporting the election's field campaign. In undertaking this role, they must:

- ensure that they understand the grievance structure and processes;
- liaise with the neighbourhood team coordinators;
- be available to discuss election campaign issues with members in their electorate; and
- ensure that the ECT is made aware of key issues arising in electorates.

33J.2 An election campaign team will propose rules for budget decisions, whether to be made by the team or by campaign manager in collaboration with the team treasurer.

33J.3 The communications coordinator must devise and implement a communications strategy in collaboration with the team and campaign staff.

Part 7 Office bearer duties

34 Convenor

The duties of the convenor are:

- overall leadership of the activities of the ACT Greens;
- ensuring that the decisions of meetings are acted on;
- presenting a report to the annual general meeting.

35 Deputy convenor

The duties of the deputy convenor are to assist the convenor and to act as convenor or for other office bearers during temporary absences unless a deputy is available. If the convenor resigns from the office or the office becomes vacant for any other reason, the deputy convenor must act as convenor until a new convenor is elected.

36 Secretary

The duties of the secretary are:

- preparing notices of all meetings of the ACT Greens for distribution in good time to all members;
- coordinating the correspondence of the ACT Greens and tabling correspondence at meetings as necessary;
- keeping a register of bylaws made under the constitution;
- ensuring that items of business that need to be addressed by the forum or the management committee are placed on the agenda for that meeting;
- performing the duties of the public officer.

37 Membership secretary

The duties of the membership secretary are:

- to maintain the register of members and a register of the skills and resources of all members and supporters; and
- periodically to pass on the membership register to the Australian Greens secretary.

38 Treasurer

The duties of the treasurer are:

- receiving all monies paid to the ACT Greens, issuing receipts and depositing these monies in accounts as determined from time to time by the management committee;
- ensuring that money is paid out by the ACT Greens only in accordance with decisions taken by the ACT Greens and the constitution;
- ensuring that all cheques are signed by 2 authorised members of the ACT Greens;
- submission to the last management committee meeting in a financial year of an interim overall budget for the next financial year;
- submission to the annual general meeting of a report, balance sheets and financial statements, and the submission of those particulars to the management committee, the forum and the auditor when requested;
- submission to the annual general meeting of an overall budget for the current financial year;
- preparation, as required, of amendments to the overall budget for the current financial year, and submission of those amendments to the management committee.

Part 8 Constitutional review panel

39 Appointment

Members of the constitutional review panel are appointed by the management committee.

40 Australian Greens constitutional review panel

The annual general meeting must elect a member of the constitutional review panel as the ACT delegate to the Australian Greens constitutional review panel.

41 Duties

The constitutional review panel:

- must ensure compatibility between the ACT constitution and that of the Australian Greens;
- must evaluate constitutional matters regarding the operation of the ACT Greens;
- must formulate proposed amendments to the constitution and the bylaws, to facilitate good governance of the ACT Greens;
- must prepare amendment proposals for constitutional ballots whenever needed;

- must not incur any expenses;
- will communicate by email and, occasionally, by face-to-face meetings;
- must aim to make all decisions in consensus.

Part 9 ACT Young Greens

42 Name

- 42.1 The name of this organisation is the ACT Young Greens.
- 42.2 The organisation is also known as ACTYG or the Young Greens, ACT Branch.

43 Purpose

The purpose of the ACTYG is to provide a voice for progressive youth in the ACT region.

44 Membership

Membership of the ACTYG is split into 2 classes — member and supporter.

45 Members

- 45.1 Admission to the ACTYG as a member is open to all financial members of the ACT Greens who have not yet reached their 31st birthday.
- 45.2 Membership of the ACTYG will not add, modify or restrict any rights a member holds as a member of their branch and of the State or Territory party or any other related body that is a part of their State or Territory Greens party.
- 45.3 Members of the ACTYG are entitled to attend members only meetings, and other restricted events as determined by the ACTYG coordination group.
- 45.4 Members of the ACTYG are entitled to nominate and vote at the ACTYG annual general meeting.

46 Supporters

- 46.1 Admission to the ACTYG as a supporter is open to all persons who are not currently financial members of any other non-Greens political party in Australia and are not subject to any disciplinary orders against them by any body of the ACT Greens or comparable state bodies.
- 46.2 Supporters of the ACTYG are entitled to attend any event that is not restricted to members.
- 46.3 Supporters of the ACTYG are not entitled to nominate or vote at the annual general meeting.

47 Structure

- 47.1 The ACTYG is authorised to establish, maintain and support the following subgroups:
- 47.1.1 the coordination group;
- 47.1.2 the ANU Greens;
- 47.1.3 the UC Greens.
- 47.2 These subgroups are not mutually exclusive, or the only components of the group.
- 47.3 Other subgroups may be established at the discretion of the ACTYG on terms determined by the ACTYG.

- 47.4 The coordination group must delegate a member to report to the ACT Greens forum, annual general meetings and ACT management committee as appropriate.
- 47.5 The coordination group is accountable and responsible for any decisions made by or for the ACTYG, and is comprised of the 4 formal office-bearers, plus others that may be added at any time by ACTYG:
- 47.5.1 the co-convenors of which there are 2 and who jointly share responsibility as spokespeople of the ACTYG, ensuring meetings are facilitated, assuming a vote and role in the Australian Young Greens (given to each state/territory convenor), and acting as the primary liaisons to the ACT Greens, and of which at least 1 must identify other than as a cis male;
 - 47.5.2 the secretary who is responsible for the ACTYG meeting all governance and constitutional requirements, maintaining documents and archives, reporting to ACTYG and the ACT Greens where necessary, and auditing membership;
 - 47.5.3 the treasurer who is responsible for facilitating approved expenditure, taking funding proposals to the ACT Greens, preparing budgets, reporting to ACTYG and (where necessary) the ACT Greens, and maintaining financial records.
- 47.6 The specific office-bearers necessary will remain at the discretion of the ACTYG to determine by consensus at each year's ACTYG annual general meeting.
- 47.7 Without limiting clause 47.6, the following office-bearers may be added, or removed:
- 47.7.1 the campaign coordinator who is responsible for creating resources and recruiting for, and promotion and support of, any issues/policy campaign undertaken by the ACTYG;
 - 47.7.2 the social coordinator who is responsible for planning and running regular social events for the ACTYG, as well as overseeing fundraising and recruitment;
 - 47.7.3 the human resources coordinator who is responsible for training and professional development of members, providing workshops on topics of interest, addressing any conflicts or disputes that may arise between members, and providing for the wellbeing of the organising committee;
 - 47.7.4 the communications coordinator who is responsible for the management of social media accounts, ensuring emails and messages are responded to by the relevant person and in due time, and the design and production of materials, resources and online content for the promotion of the ACT Young Greens and its campaigns;
 - 47.7.5 the community engagement coordinator who is responsible for engaging community groups, activists, and progressive organisations to support external campaigns complementary to the campaigns of and in accordance with the purpose of the ACT Young Greens, and for the training of campaigners to effectively contribute to larger, external campaigns;
 - 47.7.6 the U18 coordinator who is responsible for ensuring ACT Young Greens events, activities and campaigns are accessible, engaging and relevant to Greens members and supporters who have not yet reached their 18th birthday.
- 47.8 People who hold the following positions and reside in the ACT will be considered ex officio members of the coordination group:

- 47.8.1 any office-bearer of the Australian Young Greens;
- 47.8.2 the president or convenor of any university-based Greens Club or Greens Society.
- 47.9 All of the office-bearer positions can be shared between 2 people if necessary, aside from the convenorship which must be shared.
- 47.10 If any position is shared, at least 1 person in the sharing arrangement must identify other than as cis male.
- 47.11 People of colour are strongly encouraged to nominate.
- 47.12 At least half of all elected positions must be held by a person who identifies other than as cis male.
- 47.13 Elected positions will be called for nomination per the regular issue of notice for the ACTYG annual general meeting and will be voted on by all present and able at the annual general meeting.
- 47.14 Casual vacancies can be filled by issue of notice, and then and on consensus between all remaining members of the coordination group.

48 Relationship with the Australian Young Greens (AYG)

- 48.1 The Australian Young Greens accepts 2 permanent, voting delegates from ACTYG, 1 of whom must identify other than as cis male.
- 48.2 Any member of the ACTYG may nominate to be elected as a delegate, including current and incoming office-bearers.
- 48.3 Delegate positions will be called for nomination per the regular issue of notice for the ACTYG annual general meeting and will be voted on by all present and able at the annual general meeting.
- 48.4 The process for filling casual vacancies is that specified in 47.14.
- 48.5 There is an expectation that the ACTYG will participate in AYG campaigns and decision making.
- 48.6 Where possible, members from ACTYG should attend AYG national conferences.

49 Governance and reporting

- 49.1 The ACTYG has no authority to incur debts, liabilities or securities on behalf of or in the name of the ACT Greens, other than where authorised by the ACT Greens.
- 49.2 The ACTYG must report to the ACT Greens regarding its areas of responsibility at least quarterly.
- 49.3 The ACTYG coordination group must comply with any reasonable administrative directive given by the office bearers of the ACT Greens.
- 49.4 The constitution of the ACT Greens takes precedence over all matters within this Part.
- 49.5 If there is a matter not covered in this Part, the rest of the bylaws apply.

50 Meetings and decision making

- 50.1 There are 3 classes of meetings of the ACTYG — confidential, open and informal.
- 50.2 Confidential meetings are any meetings concerned with party strategy, procedure, and discussion of confidential material, as well as financial and disciplinary matters before the ACTYG.
- 50.2 Confidential meetings may only be attended or observed by financial members of the ACT Greens.

- 50.3 The annual general meeting is a confidential meeting.
- 50.4 Confidential meetings must be quorate, and require formal minuting, and the distribution of notice of meeting at least 7 days before the scheduled meeting.
- 50.5 Open meetings may be attended or observed by any person who either a member of the ACT Greens or is not currently a financial member of any other political party in Australia.
- 50.6 Open meetings are any meetings that do not discuss confidential material, and are concerned with policy development, campaigning, community organising, and event planning, as well as general administration of the ACTYG.
- 50.7 Coordination group meetings are open meetings.
- 50.8 Open meetings require formal minuting.
- 50.9 Informal meetings may be attended or observed by any person who is not barred from attending ACTYG events for disciplinary reasons.
- 50.10 Informal meetings encompass social events, training workshops, and campaigning.
- 50.11 No minuting is required of informal meetings.
- 50.12 Decisions of the ACTYG are to be made by consensus, and where consensus is blocked, a vote may be forced through the passing of an urgency motion and a two-thirds majority would be noted as a passed motion.
- 50.13 Alternate views on an issue will be recorded in accordance with clause 36 of the Australian Greens constitution.
- 50.14 All meetings of the ACTYG are subject to Australian Greens safe meeting procedures and Greens principles.
- 50.15 The quorum for the annual general meeting is the lesser of 20 persons and 10% of the total number of ACT Greens members on records as being of an age before their 31st birthday.
- 50.16 The quorum for confidential meetings of the coordination group is half of the total membership of the coordination group plus 1 and may include proxies.
- 50.17 Proxies must be given in advance of any meeting by email to the secretary.

51 Accountability

The ACTYG will give a brief written report of activity to the ACT forum at least 4 times each year, including:

- 51.1.1 current membership, including demographic information; and
- 51.1.2 minutes of meetings; and
- 51.1.3 progress towards campaign objectives and youth involvement in the ACT Greens; and
- 51.1.4 budget report.

52 Amendment and review

- 52.1 The ACTYG is an ongoing working group of the ACT Greens until such time as the ACT Greens chooses to dissolve or disaffiliate it.
- 52.2 Amendment of this Part must be made by consensus at an ACTYG annual general meeting, and must subsequently be ratified by the ACT Greens.

Part 10 Code of conduct

53 Introduction

Members of the ACT Greens agree to abide by the Constitution and our joint purpose of furthering a vision of the world characterised by peace and nonviolence, social justice, grassroots participatory democracy and ecological sustainability. Our actions towards each other and to others outside the party should reflect the values of our party and embody what we believe the world should be.

54 Human rights, dignity and respect

The ACT Greens recognise the human dignity of each person and respect their human rights. As a member of the ACT Greens I strive to demonstrate this by:

- ensuring my actions are not discriminating on the basis of nationality, race, culture, gender, sexual orientation, beliefs, social background, disability, family status or age;
- valuing and acknowledging the opinions and contributions of everyone;
- treating everyone fairly, courteously, and with respect;
- engaging with good faith and working in a way that promotes trust in and among others;
- using language which is respectful;
- abstaining from all forms of unacceptable or unlawful behaviour such as harassment, bullying and victimisation, physical or verbal intimidation;
- taking action if I witness unacceptable or unlawful behaviour, including supporting victims and alerting those in the party who need to respond to this (ie the arbitration and conciliation committee).

55 Integrity and accountability

The ACT Greens hold ourselves to the high standards of integrity and accountability that we expect of social institutions, organisations and individuals. As a member of the ACT Greens I strive to demonstrate this by:

- conducting myself honestly, reliably and without favouritism;
- not engaging in fraudulent or criminal behaviour, bribery or other unlawful conduct;
- being transparent in my decision making and actions;
- providing constructive feedback to others in an honest and respectful way;
- receiving constructive feedback from others with good faith and openness;
- appropriately disclosing or mitigating a real or potential conflict of interest;
- only making commitments I know I can fulfil, and following through on them;
- taking responsibility for my actions, work and performance;
- ensuring my expectations of others are reasonable, clear and understood;
- ensuring appropriate use of resources with consideration for greatest need and reducing waste and duplication.

56 Participation, empowerment and collaboration

We believe that decision making should involve people affected by these decisions and are committed to consensus decision making. As a member of the ACT Greens I strive to demonstrate this by:

- committing to creating safe spaces, where contributions are encouraged and valued, the voices of marginalized communities are provided with mechanisms to contribute and that people are able to share views without fear or favour;
- contributing to dialogue and discussion in a constructive manner including recognising when it is time to step back and enable others to share their views;
- working within a consensus decision making framework;

- providing support to other members of the ACT Greens who are working to achieve common goals;
- working collaboratively with others to the best of my ability;
- sharing information and acting in good faith;
- recognizing the importance of fun and enjoyment in the life of the party

57 Involvement, activation and representation

The ACT Greens recognise that people join this political party to become involved and contribute to the shared goals of the party. As a member of the ACT Greens, I strive to demonstrate this by:

- being mindful at all times of the potential impact of my actions on the reputation and standing of the party;
- acting in a way that does not cause harm to the reputation of the ACT Greens;
- only making comments to the media or in public forums on behalf of the ACT Greens when I have been authorized to do so;
- only accepting gifts and donations in a manner that is authorized within the parameters of our donations policies.

58 Breaches of the code of conduct

- 58.1 This code of conduct is aimed to set a standard for the manner in which members of the party engage with each other which reflects our values and expectations.
- 58.2 For minor breaches of the code of conduct, such as minor disagreements between party members, we expect members to raise their concerns with relevant individuals, share the impacts of interactions and resolve issues through informal means.
- 58.3 When members require advice or wish to raise issues formally, the arbitration and conciliation committee is a resource to support members to identify the best means of addressing issues. Allegations of unlawful or criminal activity may be required to be investigated immediately and issues of a serious nature will trigger investigation and possible further action.

59 Agreement

As a member of the ACT Greens I agree to abide by this code of conduct.

I understand that the examples provided in this code are designed to give context and are not exhaustive.

I also understand that the code of conduct supplements the legal and policy obligations I have as a member of the ACT Greens.