

Annexe VIII:

Conference Standing Orders

Glossary of Terms

Welsh Party: The Welsh Liberal Democrats as defined by its Constitution

Party Committees – There are five Committees of the Welsh Liberal Democrats which can submit motions, amendments and reports to the Conference. These are:

The National Executive Committee

The Finance and Management Committee

The Policy Committee

The Campaigns and Candidates Committee

The Conference Committee

The Conference Review Panel: As defined by Section M of the Welsh Party Constitution, the Panel is responsible for the Constitution of the Welsh Liberal Democrats. The Panel can submit motions to the Conference to either amend the Constitution or Motions to ratify amendments to the Constitution which it has already enacted.

SAO: A Specified Associated Organisation of the Welsh Liberal Democrats as defined by Section K of Welsh Party Constitution.

Session Chair: The person appointed to Chair a session of a Meeting of Conference. The Conference Committee may not appoint any person to Chair a Meeting of Conference or a Session of Conference who is currently nominated for election to office within the Welsh Party.

Session Aide: The person appointed to aid a Session Chair during a session of a Meeting of Conference. The Conference Committee may not appoint any person to Aide a Meeting of Conference or a Session of Conference who is currently nominated for election to office within the Welsh Party.

Conference Committee Chair: The person elected, by Conference every two years, to Chair the Conference Committee. If that person is not present at the Meeting of Conference the person elected as Vice-Chair shall assume the role. If neither is present the Conference Committee shall appoint one of its members who is present to act as Conference Committee Chair for that Meeting of Conference.

Member of Conference: Any member of the Party whose membership is current. The original distinction between voting and non-voting members of Conference no-longer applies. Any reference to voting members within these Standing Orders shall apply to, and be interpreted as, any such member of the Welsh Liberal Democrats. Non-voting rights only apply to 'Federal Members' as defined below.

Federal Member: A member of the Liberal Democrats or its sister Parties in the wider liberal family as defined by either ELDR (European Liberal Democrats) or Liberal International (LI), but not the Welsh Liberal Democrats, who is in attendance at a particular meeting of the

Conference.

Motions: These are proposals to Conference which generally will require a decision of the Conference and fall in to a number of categories

Policy Motion:

A proposal to adopt a new policy or reaffirm an existing one. This includes motions accompanying policy papers and pre-manifesto papers.

Topical Motion:

A motion which would otherwise qualify as a policy or a business motion, but is about an event which occurs after the Motion Deadline.

Emergency Motion:

A proposal which related to a specific recent development which occurred after the Topical deadline. Emergency Motions should be brief (250 Words).

Business Motion:

A proposal to conduct the affairs of the Party in a particular way or to express an opinion on the way affairs have been conducted.

Constitutional Amendment Motion:

A proposal to change the Welsh Party Constitution.

Ratification of Constitutional Amendments:

A proposal to give consent to changes to the Welsh Party Constitution already agreed by the Constitutional Review Panel.

Standing Order Amendment Motion

A proposal to change these Standing Orders.

Policy Paper: A paper prepared by the Policy Committee and submitted to Conference for debate.

Procedural Motions:

Move to Next Business:

A proposal that the Conference should cease to consider an item of business and immediately move to the next item on the Agenda;

Reference Back:

A proposal to refer a motion or amendment to a named body of the Party for further consideration;

Suspension of Standing Orders:

A proposal to relax specific Standing Orders for a stated purpose; and

Exclusion of press and public

A proposal to exclude all non-Party Members from the Conference Hall for the remainder of the debate or Conference.

Submitting Body: A Local Party, SAO, Party Committee, the Assembly or Parliamentary Groups

which have submitted a motion, amendment or report.

Submitting Members: 20 members of the Welsh Party who have submitted a motion.

A. Information on what Meetings of Conference are About

1. Purpose of Meetings of Conference

1.1 The purpose of Meetings of Conference is to carry out the following functions of Conference, as laid out in Section F of the Constitution of the Welsh Liberal Democrats:

- a. the formulation of the policy of the Party;
- b. the receipt of a report from the Conference Committee;
- c. the receipt of reports, including a report from the Party's Assembly Group, Westminster Group and MEPs, financial and membership reports from the National Executive and other Welsh Party Committees;
- d. the election of Officers and members of all Committees referred to in the Constitution of the Welsh Liberal Democrats;
- e. the election of all representatives that may be provided for in the Federal Constitution;
- f. the appointment of an auditor to audit the accounts of the Party, which shall be proposed by the Finance & Management Committee;
- g. the approval of such Rules as provided for in the Constitution and consideration of proposals to amend such Rules;
- h. the consideration of proposals to amend the Constitution; and
- i. any other functions of Conference required by the Constitution of the Welsh Liberal Democrats or by Conference's status as the supreme decision making body of the Party.

2. Different types of Meetings of Conference

2.1 Ordinary Meetings of Conference will carry out all the functions of Conference laid out in A1 (above), save that A1.b, A1.c and A1.d will only be carried out at the Ordinary meeting of Conference taking place in the second half of the year. Those functions laid out in A1.g and A1.h shall ordinarily be carried out at the Ordinary Meeting of the Conference taking place in the second half of the year but may be taken at the Ordinary Meeting of Conference taking place in the first half of the year if there is an express need for them to take place.

2.2 Special Meetings of Conference will carry out any function of Conference laid out in A.1 which is urgent and can not wait until the next Ordinary Meeting.

3. Frequency of Meetings of Conference

3.1 There shall be two Ordinary Meetings of Conference each year. One shall be in the first half of the year and shall be known as the Spring Conference and one shall be held in the second half of the year and shall be known as the Autumn Conference.

3.2 Special Meetings of Conference will only take place if they have been requested in writing to the Chief Executive of the Party by either:

- a. The National Executive; or
- b. 20 Members of the Welsh Liberal Democrats The request must specify the reason for the meeting of Conference, including a motion to debate.

4. Dates of Meetings of Conference

4.1 The dates of Ordinary Meetings of Conference shall be set by the Conference Committee.

4.2 The date of Special Meetings of Conference shall be set by the Conference Committee as soon as practicable after the requisitioning of a Special Meeting of Conference.

5. Right to Attend a Meeting of Conference

5.1 All Meetings of Conference are open to:

- a. Members of the Welsh Liberal Democrats;
- b. All other Party Members;
- c. The General Public; and
- d. The Press provided that they have paid the required Registration Fee

6. Registration Fees

6.1 The Conference shall set the registration fee for Members of Conference.

6.2 The Conference Committee will set the registration fees for the general public and the press.

6.3 The registration fees for all Conference Attendees is payable in advance by all attendees.

Save that Registration may take place on arrival, but no credentials (including voting cards shall be issued without the requisite payment having been made)

B. The Agenda of Meetings of Conference

1. The Agenda of Ordinary Meetings of Conference shall Consist of:

1.1 Debates on Motions:

- a. Policy Motions;
- b. Topical Motions;
- c. Emergency Motions;
- d. Business Motions;
- e. Motions to Amend the Constitution; and/or
- f. Motions to Amend Standing Orders

1.2 Policy Development Debates:

- a. Consultation Debates; and/or
- b. Short Debates;

1.3 Set-piece Speeches by some or all of:

- a. The Party Leader;
- b. The Deputy Leader(s) of the Party;

- c. The Party President (and/or Deputy President);
- d. The Leader of the Welsh Liberal Democrats on the Welsh Local Government Association (WLGA);
- e. Any other senior Party Member invited by the Conference Committee; and/or
- f. Any other speaker who the Conference Committee deems appropriate.

1.4 (At the Autumn Ordinary Meeting only) The receipt of Reports from:

- a. The Party's Assembly Group;
- b. The Party's Westminster Group;
- c. The Party's European Parliament Group;
- d. The National Executive Committee;
- e. The Policy Committee;
- f. The Campaigns and Candidates Committee;
- g. The Finance and Management Committee;
- h. The Conference Committee;
- i. The Welsh Party's Appeals Panel; and
- j. The Welsh Party's Representatives to Federal Committees

2. As Part of the Process of Putting Together the Agenda for an Ordinary Meeting of Conference, the Conference Committee shall:

2.1 Invite Agenda Items and publish the deadlines for submission. Information on the deadlines and the process for submitting Agenda Items can be found in Section C of these Standing Orders.

2.2 Publish the Final Agenda and invite amendments to Agenda Items included therein. Information on when the Final Agenda should be published and what should be included can be found in Section D of these Standing Orders.

2.3 Publish the Conference Announcements and Conference Update. Information on when these should be published and what should be included can be found in Section E of these Standing Orders.

C. Information on Submitting Agenda Items for Meetings of Conference

1. Who can Submit Agenda Items?

1.1 The Party's Committees, Local Parties, SAOs, the Group of Welsh Liberal Democrat MPs, the Group of Welsh Liberal Democrat Members of the National Assembly for Wales, the Group of Welsh Liberal Democrat Members of the European Parliament or 20 Members of the Welsh Liberal Democrats may submit:

- a. Policy Motions;
- b. Topical Motions;
- c. Business Motions;

- d. Motions to Amend the Constitution;
- f. Motions to Amend Standing Orders; or
- g. Emergency Motions

1.2 The Constitutional Review Panel may submit:

- a. Motions to Amend the Constitution; or
- b. Motions to ratify changes to the Constitution enacted by the Constitutional Review Panel;

1.3 The Policy Committee may also submit Policy Papers.

1.4 Any individual Member can submit a topic for a Short Debate.

1.5 The Policy Committee may submit Policy Consultation Documents.

1.6 The National Executive or the Finance and Management Committee may submit Consultation Documents relating to internal Party Business.

2. Which Agenda Items can be Amended and who can Submit

Amendments

2.1 All motions submitted under C1.1 (above) with the exception of C1.1g and C1.2b can be amended in the form of an Amendment Motion which can be submitted in the same way as Motions.

3. When Agenda Items and Amendments are to be Submitted

3.1 Conference Committee shall set the deadlines for submitting agenda items and amendments.

3.1.1 **The Early Deadline.** This shall be between five and eight week before the Motions Deadline and shall be for:

- a. Short Debate items.

3.1.2 **The Motions Deadline.** This shall be between five and eight weeks before the start of a Meeting of Conference and shall be for:

- a. Policy Motions;
- b. Policy Papers;
- c. Business Motions;
- d. Motions to Amend the Constitution;
- e. Motions to Amend Standing Orders; and
- f. Consultation Papers

3.1.3 **The Amendments Deadline.** This shall be ten days before the start of a Meeting of Conference and shall be for:

- a. Amendments to Policy Motions;
- b. Amendments to Business Motions;
- c. Amendments to Motions to Amend the Constitution;

- d. Amendments to Motions to Amend Standing Orders; and
- e. Committee Annual Reports to be received by the Autumn Conference.

3.1.4 The Topical Deadline. This shall be ten days before the start of a meeting of Conference and shall be for:

- a. Topical Motions relating to issues that happen between this deadline and the deadline for motions to Conference.

3.1.5 The Emergency Deadline. This shall be at the opening of the Meeting of Conference and shall be for:

- a. Emergency Motions relating to issues that happen before the start of the meeting of Conference but after the deadline for Topical Motions.

3.1.6 The Final Deadline. This shall be three hours before the time allocated to debate the respective Agenda Item and shall be for:

- a. Amendments to Topical motions;
- b. Emergency Motions relating to issues that happen after the start of a meeting of Conference.

3.2 Conference Committee shall publish all deadlines before the close of the preceding Ordinary Meeting of Conference in the form of an announcement to the Conference and the information shall be made available from the Registration Desk. The Conference Committee may change any of the deadlines after this point, provided that a minimum of three weeks notice is given of the new deadline(s) to all Local Parties, SAOs and Members of the Conference.

4. How Agenda Items and Amendments are to be Submitted

4.1 Agenda Items and Amendments must be submitted to the Policy Officer either:

- a. on paper: hand delivered or by post; or
- b. Electronically: by e-mail

4.2 Agenda Items and Amendments may be submitted in either the English or Welsh Languages.

4.3 All motions and amendments submitted must be accompanied by:

- a. The name of the Committee, Local Party, Parliamentary or Assembly Group, SAO or the names of the 20 Party Member submitting the motion;
- b. The name and contact details of the person submitting the motion or amendment;
- c. The signature(s), if the submission is on paper, or e-mail address(es), if the submission is electronic, of the Chair of the Committee, Local Party or SAO or all the members submitting the motion. Submissions by e-mail should also be cc'd to all e-mail addresses given.

4.4 Policy Papers and Reports are to be submitted electronically by e-mail, in the format they are to be printed, by the Secretary of the respective Committee and be accompanied by a statement confirming that the respective Committee has approved the report using its own internal procedure. The e-mail must be copied to the Chair of the respective Committee.

4.5 The title of a Short Debate is to be submitted along with a summary of the issue to be

discussed which shall be no more than 200 words, accompanied by the name, Local Party and contact details of the person proposing the Short Debate.

4.6 The word length for Topical and Emergency Motions shall be no more than 250 words.

5. Changing Motions, Amendments and Reports Once They Have

Been Submitted

5.1 Any Motion submitted may be changed by the Submitting Body or Submitting Members before the Motion Deadline.

5.2 The Submitting Body or Submitting Members may make changes to a Motion between the Motion Deadline and the publication of the Preliminary Agenda only with the permission of the Conference Committee.

5.3 Any Amendment submitted may be amended by the Submitting Body or Submitting Members before the Amendments Deadline.

5.4 The Submitting Body or Submitting Members may make changes to an Amendment between the Amendments Deadline and the publication of the Conference Announcements only with the permission of the Conference

Committee.

5.5 The Conference Committee may suggest drafting changes to Motions or Amendments to the Submitting Body or Submitting Members at any time prior to the publication of the Final Agenda.

5.6 Reports to the Annual General Meeting may only be amended by the Submitting Body before the deadline for publication of Reports.

5.7 No changes can be made to Short Debates or Consultation Documents once they have been submitted.

D. The Final Agenda

1. When and Where is the Final Agenda to be Published?

1.1 The Final Agenda shall be published as soon as is practicable after the Motion Deadline and at least three weeks before the Amendments Deadline.

1.2 The Final Agenda shall be published on the Welsh Party's Website. All Local Parties and Members shall be informed that the Final Agenda has been published there.

1.3 All Conference Attendees who have registered for an Ordinary Meeting of Conference shall receive a printed copy of the Final Agenda.

2. What is the Format of the Final Agenda?

2.1 An Ordinary Meeting of Conference shall be divided into sessions which may include one or more of the following:

2.1.1 **Policy Debate Sessions:** These may include any number of debates on Policy Motions only;

2.1.2 **Topical and Emergency Debate Sessions:** These may include any number of Debates on Topical Motions and Emergency Motions only. There must be a minimum of one Topical and Emergency Debate Session during the Conference;

2.1.3 Business Debate Sessions: These may include any number of debates on Business Motions, Motions to Amend the Constitution, Motions to Ratify Constitutional Changes, Motions to Amend Standing Orders and/or Reports to Conference as specified in B1.4 (above);

2.1.4 Speech Sessions. These can include a single set-piece speech;

2.1.5 Consultation Sessions. These may include a single Consultation Debate; and/or

2.1.6 Short Debate Sessions. These may include any number of Short Debates

2.2 The Final Agenda shall state:

2.2.1 The scheduled start and end time for each Session of Conference;

2.2.2 The title and full text of all Policy Motions to be debated each Policy Debate Session, in the order in which they are to be debated;

2.2.3 The title and full text of all Business Motions, Motions to Amend the Constitution and/or Motions to Amend Standing Orders during each Business Debate Session, in the order which they are to be debated;

2.2.4 The name and title / position of each set-piece speaker addressing Conference during each Speech Session;

2.2.5 The title of each Report to be received during the Business Debate Session(s) at the Autumn Conference, in the order they are to be received. The individual Reports shall form a separate document to the Final Agenda and shall be made available only to Party Members;

2.2.6 The title of each Consultation Document to be debated in each Consultation Session. The Consultation Document(s) shall form a separate document to the Final Agenda but shall be published at the same time; and

2.2.7 The title of each Short Debate to be debated during a Short Debate Session along with the summary of the issue.

2.3 The Final Agenda shall be published in both the English and Welsh Languages.

2.3.1 If there is a discrepancy between the two languages with regard to Agenda Items (including the text of Motions) the language in which the Agenda Item was submitted shall take precedence.

2.3.2 If there is a discrepancy between the two languages with regard to other information provided in the Final Agenda, then the English Language version shall take precedence.

3. Selecting Motions for the Final Agenda

3.1 Conference Committee shall aim to ensure sufficient time within the Final Agenda to debate all Policy Motions which have been properly submitted. If however there is insufficient time to debate them all, the Conference Committee shall select which Policy Motions are to be debated at Conference. In making their decision Conference Committee shall:

- a. prefer Motions which create new policy or change current policy;
- b. prefer Motions which accompany policy papers or pre-manifesto papers;
- c. prefer Motions that result from a motion passed at a previous meeting of Conference;

- d. prefer Motions that are not similar to motions debated at recent Meetings of Conference;
- e. prefer Motions which will generate debate and a number of speakers;
- f. aim to ensure that a number of policy subject areas are covered during debates; and/or
- g. consult the Policy Committee and give due regard to their opinions (as required by the Constitution of the Welsh Liberal Democrats);

3.2 Conference Committee shall aim to ensure sufficient time within the Final Agenda to debate all Business Motions which have been properly submitted. If however there is insufficient time to debate them all, Conference Committee shall select which Business Motions are to be debated at Conference. In making their decision Conference Committee shall:

- a. prefer Motions that are a result of motions passed at previous meetings of Conference;
- b. prefer Motions that are not similar to motions debated at recent meetings of Conference; and/or
- c. consult the relevant Welsh Liberal Democrat Committees and give due regard to their opinions (as required by the Constitution of the Welsh Liberal Democrats);

3.3 Conference Committee shall ensure sufficient time within the Final Agenda to debate all Motions to Amend the Constitution which have been properly submitted and have been ruled in order by the Constitutional Review Panel and any motions to ratify Amendments already made by the Constitutional Review Panel.

3.4 Conference Committee shall aim to ensure sufficient time within the Final Agenda to debate all Motions to Amend Standing Orders which have been properly submitted. If however there is insufficient time to debate them all, Conference Committee shall select which are to be debated at Conference.

In making their decision Conference Committee shall:

- a. prefer Motions that are a result of motions passed at previous meetings of Conference; and/or
- b. prefer Motions that are not similar to motions debated at recent meetings of Conference;

3.5 Conference Committee shall aim to ensure sufficient time within the Final Agenda to debate all Consultation Documents. If however there is insufficient time to debate them all, Conference Committee shall select which Consultation Documents are to be debated at the Meeting of Conference. In making their decision Conference Committee shall:

- a. prefer Consultation Documents on topics which have not been debated at a recent Meeting of Conference unless they have been requested as part of a Reference Back vote or other such request by Members at a prior Meeting of the Conference; and/or
- b. Prefer Consultation Documents on topics which are not also being debated as Motions at that Meeting of Conference.

3.6 Conference Committee shall publish the titles proposed for Short Debates along with the summary of the issue as soon after the Early Deadline as possible. The Conference Committee shall aim to ensure sufficient within the Agenda to debate all Short Debates. If, however, there is insufficient time to debate them all, Conference Committee will select the Short Debates.

4. Changing the Final Agenda

4.1 After the Final Agenda has been published no changes can be made, except for:

- a. changes to the start and end time of sessions;
- b. change to the person(s) who is/are making set-piece speech(es);
- c. moving a debate from one session to another; and/or
- d. the removal of a motion or an amendment to a motion.

4.2 Any changes relating to D4.1a-1c (above) can only be taken by the Conference Committee in exceptional circumstances. The decision will be published in the *Conference Announcements* and announced verbally to the Meeting of Conference by the Chair of the Conference Committee at the start of the Meeting of Conference.

4.3 The decision to remove a Motion from the Final Agenda (D4.1d (above)) or an Amendment to a Motion can only be taken by the Meeting of Conference after a proposal from the Submitting Body or Submitting Members. After a decision is taken a notice will be put on the Registration Desk.

E. Conference Announcements and Conference Updates

1. What are Conference Announcements and Conference Updates?

1.1 Conference Announcements shall include the text of all Amendments to Motions Selected for debate and the title and text of all selected Topical Motions and state which Topical and Emergency Debate Session it will be debated in.

1.2 A separate *Conference Update* shall be published for each Topical and Emergency Session. The *Conference Update* shall include the title and full text of all selected Emergency Motions to be debated during the relevant Session of Conference and the full text of all amendments to Topical Motions to be debated during the relevant session that have been submitted and ruled in order;

2. When are Conference Announcements and Conference Updates to be published?

2.1 *Conference Announcements* shall be published after the deadline for submission of Topical Motions and prior to the start of the Meeting of Conference. It shall be made available to every Conference Attendee on their arrival at the Meeting of Conference.

2.2 *Conference Updates* shall be published as soon after the Final Deadline for the relevant session as is practicable. It shall be made available for every Conference Attendee to collect from the Registration Desk and circulated within the Conference Hall at the start of the Session.

3. Selecting Amendments, Topical Motions and Emergency Motions

- 3.1 Conference Committee shall select all submitted Topical Motions and Emergency Motions that are in order provided that Conference Committee is satisfied that there is sufficient time for a meaningful debate. If not, Conference Committee shall select which Topical Motions and Emergency Motions are to be debated.
- 3.2 All Amendments to Topical Motions shall be selected for debate if they are in order.
- 3.3 Topical Motions shall be ruled in order by the Conference Committee if in the opinion of Conference Committee:
- a. It relates to an event which occurred after the deadline for Policy Motions;
 - b. the policy being created, changed or reaffirmed is clear; and/or
 - c. it is factually correct
- 3.4 Emergency Motions shall be ruled in order by the Conference Committee if in the opinion of Conference Committee:
- a. it relates to an issue which occurred after the deadline for Topical Motions;
 - b. it is clear in its intent; and/or
 - c. it is factually correct.
- 3.5 Conference Committee shall rule that an Amendment is in order if in the opinion of Conference Committee:
- a. it is within the scope of the motion;
 - b. it is not a direct negative of the motion;
 - c. it would not leave discrepancies or contradictions within the motion if passed; and/or
 - d. the motion would still be in order if the amendment was passed.

4. Language of *Conference Announcements* and *Conference*

Updates

- 4.1. *Conference Announcements* shall be published in both the English and Welsh Languages.
- 4.1.1. If there is a discrepancy between the two languages with regards to Amendments to Motions, the language in which the original Motion was submitted shall take precedence. Conference Committee shall take appropriate steps to ensure that such discrepancies do not occur, especially if an Amendment is submitted in a different language to that of the original Motion.
- 4.1.2. If there is a discrepancy between the two languages with regard to Topical Motions, the language in which the Topical Motion was submitted shall take precedence.
- 4.1.3. If there is a discrepancy between the two languages with regard to any other information provided in the *Conference Announcements*, the English Language Version shall take precedence.
- 4.2. *Conference Updates* shall be published in the English Language, save that the following shall be published in both the English and Welsh Languages:
- a. Any Emergency Motion submitted in the Welsh Language;
 - b. Any Amendment to a Topical Motion submitted in the Welsh Language; and/or

- c. All Amendments to Topical Motions which were originally submitted in the Welsh Language.

4.2.1 If there is a discrepancy between the two languages with regard to any Amendments to Topical Motions, then the language in which the Topical Motion was submitted shall take precedence. Conference shall take appropriate steps to ensure that such discrepancies do not occur, especially if an Amendment is submitted in a different language to that of the original Topical Motion.

4.2.2 If there is a discrepancy between the two languages with regard to Emergency Motions, then the language in which the Emergency Motion was submitted shall take precedence. **t**

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 *Conference Announcements* and the *Conference 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 Members present in the Conference Hall at the start of the debate. Debates may continue, however, if the number of 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 the Constitution which require a quorum of one half of the registered Members 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 *Conference 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 to either sum up the motion or amendment.

3. Speakers in a Debate

3.1 The mover of a motion or an amendment must be a Member who has paid the requisite registration fee for that Meeting of the Conference and shall be nominated by the relevant Submitting Body or Submitting Members 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 member to do so before the start of the debate.

3.3 The Chair shall decide who is called to speak in a general debate. The Chair shall only call Members who have paid the requisite registration fee for that Meeting of the Conference and have completed a Speaker's Card. The Chair may call an Observer or Federal Member 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 Session Chair shall also ensure that there is a balance between the different viewpoints at the Conference during the debate.

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 lies (in terms of Liberal Democrat Policy) with Parliament or the National Assembly for Wales) to give the relevant Group's views on any Policy, Topical or Emergency motion; and/or
- 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 proposer 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 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.

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 Members be seated in order for their vote to be counted (unless a 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, may decide if a separate vote shall be taken on a part of a motion or amendment.

5.2 Any 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.

6. Method of Voting

6.1 Voting cards shall be issued at each Meeting of Conference to all Party Members eligible to vote at Conference. This shall ordinarily form part of the relevant 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 Members present in the Conference Hall at the time of the count or by 20% of Members registered for that Meeting of Conference and submitted, in writing, 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 The types of Procedural Motion which can be moved are:

- a. Move to Next Business;
- b. Reference Back;
- c. Suspension of Standing Orders; or
- d. Exclusion of the Press and Public

2. Who can Propose a Procedural Motion?

2.1 The following can propose a procedural motion:

- a. Any 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.

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 the Press and 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; or

- 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 of 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 procedural motion debate and all speeches shall be limited to two 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 falls, 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 which 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 immediately.

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 which 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 immediately. After the Meeting of Conference the Conference Committee shall identify the relevant Party Committee and request that it acts upon the Reference Back. The relevant Party Committee shall report back on what action has been taken on the Reference Back at the next meeting of Conference.

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 the Press and Public Motion 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.

Process which is ongoing whilst there is a Meeting of Conference

1. This protocol shall only apply to **contested** selections for the European Parliament List, Parliamentary Candidates, National Assembly Candidates (List and Constituency) and for Police & Crime Commissioner Candidates. Contested in terms of this protocol shall mean where there is more than one applicant for a position and **not** when there is only a single applicant standing against Re-Open Nominations (RON).
2. No Candidate involved in a contested selection may Chair or Aide any session at a meeting of Conference.
3. No Candidate involved in a contested selection may propose or summate a motion, amendment or Report to Conference.
4. Candidates involved in a contested selection may speak in any General Debate at Conference provide that they have submitted a Speakers' Card prior to the start of the debate, and if called to speak any other candidate in that particular selection who has also submitted a Speakers' Card prior to the start of the debate must also be called but they shall not make any reference to, or allude to, the selection process which they are involved in. No Candidate in a contested selection may submit a Speakers' Card once the relevant debate has started.
5. No Candidate involved in a contested selection may make a set-piece speech at a Meeting of Conference, save for the Party Leader. Any incumbent AM/MP/MEP/PCC who is seeking re-selection may have a speech at a Conference provided that the Conference meets before the start of the Campaigning stage of the selection process and they speak only on matters relating to their portfolio(s) and no reference shall be made to the selection process.

J. Amendments to these Standing Orders

1. Any amendment to these Standing Orders may be submitted to Conference in the form of an amendable motion submitted in the same manner as any other motion to Conference.
2. A motion to amend these Standing Orders shall require a simple majority to pass.
3. Where a section of the Welsh Liberal Democrat Constitution has been amended, any relevant standing order(s) affected may be amended without the need for a separate Conference debate.
4. Any motion to amend these Standing Orders which is accepted by Conference shall only take effect from the end of the Meeting of Conference at which the amendment was agreed.