

**MOTION SPRING CONFERENCE 2019**

**Motion to Amend the Constitution**

**Conference notes the motion “A New Governance Structure for the Welsh Liberal Democrats” passed at the 2018 Autumn Conference and notes that the motion called on the Constitutional Review Panel to bring forward amendments to the constitution at Spring Conference 2019 to enable the governance structure, as outlined in the motion, to be implemented.**

**Conference therefore resolves to:**

**Insert new clause after clause C.9:**

“C.10. Disciplinary action, as set out in clauses C.7 and C.8 may be referred by a Local Party Executive Committee, the Executive Committee of the Specified Associated Organisation representing Youth and/or Students (if the member concerned is a member of the Party through that SAO or the Board to the Federal Party, to be dealt with in accordance with Article 3.7 of the Federal Party Constitution. The referral may be made on a case by case basis or for an agreed period of time, or until such time as it is recalled.

In any case where such power has been so referred, all rights of appeal, notwithstanding the terms of Clauses C.13, shall be dealt with in terms of the procedures established under Article 3.7 of the Federal Party Constitution.”

**And renumber subsequent clauses in Section C**

**Delete Selection D and replace with:**

“D.1. The organisation of the Party shall consist of:

a. The Conference

b. The Board

b. Party Committees accountable to the Board:

i. The Campaigns and Communications Committee

ii. The Policy Development Committee

iii. The Membership Development Committee

iv. The Finance & Resources Committee

c. Party Committees accountable to the Finance & Resources Committee:

i. The Conference Committee

d. Party Committees accountable to the Conference:

i. The Constitutional Affairs Committee

e. The Welsh Appeals Panel

f. Local Parties

d. Assembly Electoral Regional Committees (hereinafter referred to as AERCs) may be established

e. Specified Associated Organisations may be established

D.2. For the purposes of all ballots of members the Chair of the Welsh Appeals Panel shall be the Returning Officer. He or she shall appoint an Acting Returning Officer who shall be responsible for the administration of any such ballots, and may appoint one or more Deputy Acting Returning Officers to assist them in their work.”

**Delete the whole of Section E and replace with:**

“E.1. The Party Officers shall be:

* 1. The President – who shall:
		1. Be the principal public representative of Party Members,
		2. Chair the meetings of, and ensure the proper functioning of, the Board,
		3. Carry ultimate responsibility for fulfilling the duties of the Board,
		4. Report on their activities, and those of the Board, to the Conference,
		5. Ensure any working groups established by the Board are kept informed of any relevant decisions made by the Board or Committees,
		6. Ensure the needs of diverse communities are considered and acted upon in all their work,
		7. Work with the Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
		8. Act as a budget holder for the activities of the Board, and ensure compliance with any financial procedures put in place by the Finance and Resources Committee,
		9. Discharge such other functions as the Conference or the Constitution shall allocate to them;
	2. The Deputy President – who shall:
		1. Assist the President in being a public representative of Party Members,
		2. Chair the Constitutional Affairs Committee,
		3. Chair the meetings of Conference,
		4. Carry ultimate responsibility for fulfilling the duties of that committee,
		5. Report on their activities, and those of the committee they chair, in a timely manner, to Board members after each committee meeting, and the Conference on an annual basis,
		6. Ensure members of the committee they chair, and any working groups established by that committee, are kept informed of any relevant decisions made by the Board or other Committees,
		7. Ensure the needs of diverse communities are considered and acted upon in all their work,
		8. Work with the President, the Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
		9. Act as a budget holder for the activities of their committee, and ensure compliance with any financial procedures put in place by the Finance and Resources Committee,
		10. Discharge such other functions as the Conference or the Constitution shall allocate to them;
	3. The Leader of the Party – who shall be responsible for the political leadership of the Party and for promoting its cause in Wales;
	4. The Leader of the UK Parliamentary Group – who shall:
		1. Represent the UK Parliamentary Group within the Party.
		2. Be responsible for co-ordinating the work of the UK Parliamentary Group with the work of the Party and other parliamentary groups.
		3. If not the Leader of the Party:
			1. Deputise for the Leader within the Party.
			2. Use the title of Deputy Leader of the party.
	5. The Leader of the National Assembly Group – who shall:
		1. Represent the National Assembly Group within the Party.
		2. Be responsible for co-ordinating the work of the National Assembly Group with the work of the Party and other parliamentary groups.
		3. If not the Leader of the Party:
			1. Deputise for the Leader within the Party.
			2. Use the title of Deputy Leader of the party.
	6. The Leader of the European Parliamentary Group – who shall:
		1. Represent the European Parliamentary Group within the Party.
		2. Be responsible for co-ordinating the work of the European Parliamentary Group with the work of the Party and other parliamentary groups.
		3. If not the Leader of the Party:
			1. Deputise for the Leader within the Party.
			2. Use the title of Deputy Leader of the party.
	7. The Executive Officer for Campaigns and Communications – who shall:
		1. Chair the meetings of, and ensure the proper functioning of, the Campaigns and Communications Committee,
		2. Carry ultimate responsibility for fulfilling the duties of that committee,
		3. Report on their activities, and those of the committee they chair, in a timely manner, to Board members after each committee meeting, and the Conference on an annual basis,
		4. Ensure members of the committee they chair, and any working groups established by that committee, are kept informed of any relevant decisions made by the Board or other Committees,
		5. Contribute fully to the setting of party strategy at Board level, particularly with regard to their own specific duties,
		6. Ensure the needs of diverse communities are considered and acted upon in all their work,
		7. Work with the President, other Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
		8. Act as a budget holder for the activities of their committee, and ensure compliance with any financial procedures put in place by the Finance and Resources Committee,
		9. Discharge such other functions as the Conference or the Constitution shall allocate to them;
	8. The Executive Officer for Policy Development – who shall:
		1. Chair the meetings of, and ensure the proper functioning of, the Policy Development Committee,
		2. Carry ultimate responsibility for fulfilling the duties of that committee,
		3. Report on their activities, and those of the committee they chair, in a timely manner, to Board members after each committee meeting, and the Conference on an annual basis,
		4. Ensure members of the committee they chair, and any working groups established by that committee, are kept informed of any relevant decisions made by the Board or other Committees,
		5. Contribute fully to the setting of party strategy at Board level, particularly with regard to their own specific duties,
		6. Ensure the needs of diverse communities are considered and acted upon in all their work,
		7. Work with the President, other Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
		8. Act as a budget holder for the activities of their committee, and ensure compliance with any financial procedures put in place by the Finance and Resources Committee,
		9. Discharge such other functions as the Conference or the Constitution shall allocate to them;
	9. The Executive Officer for Membership Development – who shall:
		1. Chair the meetings of, and ensure the proper functioning of, the Membership Development Committee,
		2. Carry ultimate responsibility for fulfilling the duties of that committee,
		3. Report on their activities, and those of the committee they chair, in a timely manner, to Board members after each committee meeting, and the Conference on an annual basis,
		4. Ensure members of the committee they chair, and any working groups established by that committee, are kept informed of any relevant decisions made by the Board or other Committees,
		5. Contribute fully to the setting of party strategy at Board level, particularly with regard to their own specific duties,
		6. Ensure the needs of diverse communities are considered and acted upon in all their work,
		7. Work with the President, other Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
		8. Act as a budget holder for the activities of their committee, and ensure compliance with any financial procedures put in place by the Finance and Resources Committee,
		9. Discharge such other functions as the Conference or the Constitution shall allocate to them;
	10. The Executive Officer for Finance & Resources – who shall:
		1. Be responsible for the overall budget and finances of the Party,
		2. Be the Party’s registered treasurer for the purposes of the Political Parties, Elections and Referendums Act 2000,
		3. Be responsible for the Party’s compliance with the Political Parties, Elections and Referendums Act 2000,
		4. Chair the meetings of, and ensure the proper functioning of, the Finance & Resources Committee,
		5. Carry ultimate responsibility for fulfilling the duties of that Committee,
		6. Report on their activities, and those of the committee they chair, in a timely manner, to Board members after each committee meeting, and the Conference on an annual basis,
		7. Ensure members of the committee they chair, and any working groups established by that committee, are kept informed of any relevant decisions made by the Board or other Committees,
		8. Contribute fully to the setting of party strategy at Board level, particularly with regard to their own specific duties,
		9. Ensure the needs of diverse communities are considered and acted upon in all their work,
		10. Work with the President, other Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
		11. Discharge of such other functions as the Conference or the Constitution shall allocate to them;
	11. The Treasurer – who shall:
		1. Be responsible for leading the Party’s fundraising activities,
		2. Report on their activities to the Board, the Finance & Resources Committee and the Conference,
		3. Contribute fully to the setting of party strategy at Board level, particularly with regard to their own specific duties,
		4. Ensure the needs of diverse communities are considered and acted upon in all their work,
		5. Work with the President, Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
		6. Discharge such other functions as the Conference or the Constitution shall allocate to them;
	12. The Diversity Officer – who shall:
		1. Support the Party, each committee and Local parties to consider and act upon the needs of diverse communities,
		2. Report on their activities to the Board and the Conference,
		3. Contribute fully to the setting of party strategy at Board level, particularly with regard to their own specific duties,
		4. Work with the President, Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
		5. Discharge such other functions as the Conference or the Constitution shall allocate to them.”

E.2 The Leader of the Party

1. The Leader of the Party shall be elected from the Welsh Liberal Democrat members of the European Parliament, House of Commons and the National Assembly for Wales and shall become Leader of whichever Group they originate from. Candidates for this office shall be nominated by a Welsh Liberal Democrat Member of the European Parliament, House of Commons, House of Lords, or National Assembly for Wales; and supported by 50 members, of whom not more than seven shall be members of the same Local Party or Youth/Student SAO. No member shall sign more than one nomination paper. The election shall be by ballot of the membership in accordance with Annexe 1, Appendix 3 of this Constitution.
2. There shall be an election for Leader within twelve months of a Westminster General Election or a Welsh General Election or Elections to the European Parliament depending on which Body the Leader resides. An election shall in addition take place if they resign, cease to be a member of the European Parliament, House of Commons or the National Assembly for Wales, if a vote of no confidence by the relevant group from which they originate is passed by a majority of that Group or by a resolution of no confidence passed by at least 40% of Local Parties, following a quorate General Meeting of each Local Party. The Welsh National Executive Committee shall select one of the Deputy Leaders, described in sections 6,7 and 8, to assume the position of Acting Leader of the Party during a period where the Leader of the Party leaves the post without notice. The Deputy Leader shall act in the post for a maximum of 10 weeks, and as such, nominations must be opened within 4 weeks of the Deputy Leader taking on the post of Acting Leader. When opening nominations, the returning officer shall be mindful of the situation described in E.2.c. and should therefore keep the period of nominations to a maximum of 3 weeks.
3. Should there be no suitable candidate nominations put forward for election before the close of nominations, then the Returning Officer shall reopen nominations for a further 3 weeks (in line with Appendix 3 Annexe 1). The reopened nominations shall extend the eligible candidates to include members of the House of Lords and Welsh Liberal Democrat members that are approved candidates for the European Parliament, House of Commons and the National Assembly for Wales. Nominations containing 2 candidates to serve as joint leaders shall also be accepted at this point. Any nomination containing approved candidates shall be nominated by those listed in 5.a. or by the Executive Committee of a Local Party. Should a member of the House of Lords, or an approved candidate be elected leader, then they shall serve for a maximum of 3 years before being eligible for re-election, at which point the eligible candidates for leader shall revert to those list in 5a. In such circumstances nomination shall open a minimum of 6 weeks before the 3rd anniversary of the Leader.

E.3 The Leader of the UK Parliamentary Group

1. If not elected Leader, the Leader of the UK Parliamentary Group shall be elected from the Welsh Liberal Democrat members of the Parliamentary Group in the House of Commons. Candidates for this office shall be nominated by a Welsh Liberal Democrat member of either House of Parliament supported by 30 members of whom not more than five shall be members in the same Local Party, or Youth/Student SAO. No member shall sign more than one nomination paper. The election shall be by ballot of the membership in accordance with Annexe 1, Appendix 3 of this Constitution.
2. An election for the Leader of the Parliamentary Group shall be held within twelve months of a General Election for a term ending with a similar election after the following election. An election shall in addition take place if they resign, cease to be a member of Parliament or a vote of no confidence in the Leader of the Parliamentary Group is passed by a majority of the Parliamentary group in the House of Commons or by a resolution of no confidence passed by at least 10 Local Parties, following a quorate General Meeting of each Local Party.
3. Should only one Welsh Liberal Democrat Member of Parliament be returned to the Westminster Parliament that member shall, if not elected as Leader of the Party, be automatically styled as Deputy Leader of the Party. In the event that there are no Welsh Liberal Democrat Members of Parliament then the Leader of the Parliamentary Group shall be elected from the Welsh Liberal Democrat members of the House of Lords according to the same provisions as laid out in Clause E.3.a and E.3.b above.

E.4. The Leader of the National Assembly Group

1. If not elected Leader of the Party, the Leader of the National Assembly Group shall be elected from the Welsh Liberal Democrat members of the National Assembly Group. Candidates for this office shall be nominated by a Welsh Liberal Democrat Assembly Member, supported by 30 members of the Party, of whom there shall be at least 5 from each Assembly Electoral Region. No member shall sign more than one nomination paper. The election shall be by ballot of the membership in accordance with Annexe 1, Appendix 3 of this Constitution.
2. An election for the Leader of the National Assembly Group shall be held within twelve months of a Welsh General Election for a term ending with a similar election after the following elections. An election shall, in addition, take place if they resign, cease to be member of the National Assembly, a vote of no confidence in the National Assembly Group Leader is passed by a majority of the National Assembly Group, or by a resolution of no confidence passed by at least 10 Local Parties, following a quorate General Meeting of each Local Party.
3. Should only one Welsh Liberal Democrat Assembly Member be returned to the National Assembly for Wales, that member shall, if not elected as Leader of the Party, be automatically styled as Deputy Leader of the Party. In the event that there are no Welsh Liberal Democrat Members of the National Assembly for Wales then the Leader of the Party shall be permitted to select a Deputy Leader, who shall act as the spokesperson for Welsh Affairs.

E.5. The Leader of the European Parliamentary Group

1. If not elected Leader of the Party, the Leader of the European Parliamentary Group shall be elected from the Welsh Liberal Democrat members of the European Parliamentary Group. Candidates for this office shall be nominated by a Welsh Liberal Democrat member of the European Parliament supported by 30 members of whom not more than five shall be members in the same Local Party, or Youth/Student SAO. No member shall sign more than one nomination paper. The election shall be by ballot of the membership in accordance with Annexe 1, Appendix 3 of this Constitution.
2. An election for the Leader of the European Parliamentary Group shall be held within twelve months of a European Election for a term ending with a similar election after the following election. An election shall in addition take place if they resign, cease to be a Member of the European Parliament, a vote of no confidence in the Leader of the Parliamentary Group is passed by a majority of the Group in the European Parliament or by a resolution of no confidence passed by at least 40% of Local Parties, following a quorate General Meeting of each Local Party.
3. Should only one Welsh Liberal Democrat Member be returned to the European Parliament, that member shall, if not elected as Leader of the Party, be automatically styled as Deputy Leader of the Party. In the event that there are no Welsh Liberal Democrat Members of the European Parliament then the Leader of the Party shall be permitted to select a Deputy Leader, who shall act as the spokesperson for European Affairs in Wales.

E.6. The President, Deputy President, the Executive Officer for Campaigns & Communications, the Executive Officer for Policy Development and the Executive Officer for Membership Development shall:

1. Be elected by the Party Membership. Any member may apply but must have the support of 30 members drawn from at least 5 Local Parties.
2. Be elected for three year terms.
3. Commence office on 1 January of the year following their election, with the election taking place alongside the Autumn Conference preceding the start of a three-year term.
4. Be restricted for two consecutive terms in the role.
5. Not be permitted to stand for re-election if their re-election would mean that they would serve more than three consecutive terms as a member of a committee.

E.7. The Executive Officer for Finance & Resources, the Treasurer, and the Diversity Officer shall:

1. Be elected by the Board at its first meeting following an election for Ordinary Members of the Board. Any member may apply.
2. Be elected for three-year terms.
3. Commence office immediately.
4. Be restricted for two consecutive terms in the role.
5. Not be permitted to stand for re-election if their re-election would mean that they would serve more than three consecutive terms as a member of a committee.

E.8. The Board shall create application forms for all Officer positions that require an application. The form shall ask for applicants to set out the skills and experiences they have for the role, and what they commit to delivering if elected.

E.9. Casual vacancies for:

1. The President shall be filled as soon as a by-election can be arranged in accordance with the relevant election rules, save that the by-election does not need to be held alongside an Autumn Conference, and the term of office will commence immediately and end at the end of the original three year term. Until a new President is elected the Deputy President shall carry out the functions of the President in addition to the functions of the Deputy President.
2. Deputy President shall be filled as soon as a by-election can be arranged in accordance with the relevant election rules, save that the by-election does not need to be held alongside an Autumn Conference, and the term of office will commence immediately and end at the end of the original three year term. Until a new Deputy President is elected the Constitutional Affairs Committee shall elect a member of the Committee to carry out the functions of the Deputy President.
3. The Executive Officer for Campaigns & Communications, the Executive Officer for Policy Development and the Executive Officer for Membership Development shall be filled as soon as a by-election can be arranged in accordance with the relevant election rules, save that the by-election does not need to be held alongside an Autumn Conference, and the term of office will commence immediately and end at the end of the original three year term. Until a new Executive Officer is elected the relevant Committee shall elect a member of the Committee to carry out the functions of the Executive Officer.
4. The Executive Officer for Finance & Resources shall be filled at the next meeting of the Board in accordance with the relevant election rules, save that the term of office will end at the end of the original three-year term. The Board should aim to meet within a month of the vacancy arising.
5. The Treasurer shall be filled at the next meeting of the Board in accordance with the relevant election rules, save that the term of office will end at the end of the original three-year term.
6. The Diversity Officer shall be filled at the next meeting of the Board in accordance with the relevant election rules, save that the term of office will end at the end of the original three-year term.

E.10. Officers of the Party other than the Leader of the Party, the Leader of the UK Parliamentary Group, the Leader of the National Assembly Group and the Leader of the European Parliamentary Group shall be liable to removal from office.

1. The grounds upon which an individual may be removed from office shall be any one or more of the following:
2. The individual has not fulfilled their appropriate constitutional duties;
3. The individual has failed to attend meetings of the Board or the relevant Committee (as the case may be) for a period of at least six months;
4. The individual has been banned from holding office in the Party following disciplinary proceedings; or
5. The individual has otherwise acted contrary to the Party’s best interests.
6. An individual may apply to the Chair of the Appeals Panel for dispensation from the effect of failing to attend meetings of the Board or relevant Committee prior to initiation of the process for their removal from office. If they have not done so they shall not be liable for removal from office on the grounds that they have failed to attend meetings of the Board or the relevant Committee (as the case may be) for a period of at least six months, unless:
	1. There have been at least two meetings of the Board or the relevant Committee (as the case may be) during that period; and
	2. The individual has received at least seven days’ notice of each such meeting; and
	3. The individual has been afforded the ability to attend each such meeting in person, or by telephone or video conferencing.
7. The process for removal of an individual from office shall be initiated by the Board either:
	1. By a duly constituted meeting of the Board resolving that initiating the process for removing an individual from office is in the best interests of the Party and that all other possible avenues of reconciliation and/or mediation have been exhausted; or
	2. By a duly constituted meeting of the Board being informed that a valid petition calling for the removal from office of the individual has been presented to the President (or the Deputy President if the petition calls for the removal of the President from office) and the Board resolving that all other possible avenues of reconciliation and/or mediation have been exhausted. In order for such a petition to be valid it must be signed by at least 10% of the total membership of the Party at the end of the quarter preceding its submission; and:
		1. Be in paper form (scanned copies of the petition will suffice, provided that the originals must remain available for submission on request),
		2. State on each sheet the name of the individual about whom complaint is made, the position they hold, and the grounds upon which it is sought to remove that individual from office,
		3. State on each sheet the date upon which the first signature was appended,
		4. Set out the name, party membership number, local party and hand-written signature of each signatory.
		5. Be presented to the President, or the Deputy President if the petition calls for the removal of the President from office, within 28 days from the date upon which the first signature was appended.
8. Following initiation of the process for the removal from office of any member of the Board or any member of any of the Committees, the President shall notify the individual about whom complaint is made of:
	1. the grounds upon which it is sought to remove him or her from office; and
	2. the date and venue of the meeting of the Board at which the matter will be discussed (of which not less than 14 days’ notice shall be given to the individual concerned).
9. The proposal to remove from office any member of the Board or any member of any of the Committees shall be considered at a physical meeting of the Board, to which each member of the Board and the individual about whom complaint is made has been afforded the ability to attend in person, by telephone or by video conferencing. No vote to remove an individual from office:
	1. shall be valid unless the individual about whom complaint is made has first been afforded the ability to make representations either in person or in writing;
	2. shall be valid unless passed by a two-thirds majority of the total membership of the Board (whether present at the meeting or not); and
	3. shall not take effect until whichever is the later of seven days after the date of the Board meeting in question or the determination by the Welsh Appeals Panel of any appeal brought by the individual about whom complaint is made within the said period of seven days.
10. Upon a decision to remove an individual from office becoming effective, the Returning Officer shall declare the position in question vacant and make provision for an election to fill that vacancy in accordance with Party’s election rules. The notice of the election shall state the reason for the vacancy. The individual who has been removed from office shall (unless banned from holding office in the Party following disciplinary proceedings) be entitled to stand as a candidate in the subsequent election.”

**Delete Annexe III: Functions of Party Committees**

**Delete Clause F.5 and replace with:**

“F.5. The Deputy President shall take the Chair at all meetings of the Conference. The Deputy President, in consultation with the Conference Committee, may appoint other members to deputise for the Deputy President and take the Chair at sessions within individual meetings of Conference.”

**Delete all of Section G and replace with:**

“G.1. The Board

1.1 The responsibilities of the Board shall be:

a. Approving the Party’s annual budget as proposed by the Finance & Resources Committee;

b. Ensuring the Party is compliant with all relevant legislation;

c. Maintaining the strategic overview and direction of the Party;

d. Appoint a line manager for any staff employed by the Party;

e. Deciding on the Party’s staffing structure;

f. Developing the Party’s messaging, in collaboration with the Campaigns and Communication Committee and the Policy Development Committee;

g. Ensuring all Committees fulfil their functions, including by exercising its powers of recall when necessary;

h. Making any political appointments to external bodies, with all appointments reported to Conference;

i. Ratifying the memberships of election campaign teams and manifesto working groups, following nominations from the relevant committees;

j. Ratifying the Party’s election manifestos;

k. Ensuring that the needs of diverse communities are taken into account across the Party's activities; and

l. The discharge of such other functions as the Conference or the Constitution shall allocate to it.

1.2 The Board shall consist of:

a. Voting members:

i. The President,

ii. The Deputy President,

iii. The Leader,

iv.The Deputy Leaders,

v. The Executive Officers,

vi. The Chair of the Welsh Young Liberals,

vii. The Diversity Officer,

viii. The Treasurer,

ix. The Party’s representative to the Federal Board, and

x. 5 Ordinary Members elected from the membership.

1.3 The Board shall create and maintain working groups to undertake work on messaging, and to fulfill any other of its responsibilities as the Board sees necessary. The composition and terms of reference of any such working group shall be agreed by the Board.

G.2. The Campaigns & Communications Committee

2.2 The responsibilities of the Campaigns & Communications Committee shall be:

a. Communicating with journalists and the press;

b. Non-election campaigning;

c. Digital campaigning, including maintaining the Party’s presence on social media platforms;

d. Managing the campaigns for by-elections to the National Assembly for Wales;

e. Managing Wales-wide election campaigns;

f. The Party’s presence at external events of national importance;

g. Maintaining and executing the processes of approving and selecting Parliamentary candidates;

h. Working with the Membership Development Committee to ensure adequate training and mentoring systems are in place for candidates and would be Parliamentary candidates;

i. Acting as the Party’s brand ambassadors by encouraging consistent branding on all materials produced by the Party, and local and regional parties in Wales;

j. Campaigning in and communicating to diverse communities; and

k. The discharge of such other functions as the Conference or the Constitution shall allocate to it.

2.2 The Campaigns & Communications Committee shall consist of:

a. Voting members:

i. The Executive Officer for Campaigns & Communications,

ii. The Leader,

iii. A representative of the Welsh Young Liberals, and

iv. 5 Ordinary Members elected from the membership;

v. A co-opted candidate assessor, should none be elected as a voting member through other means.

b. Non-Voting Members:

i. The Diversity Officer.

2.3 The Campaigns & Communications Committee shall create and maintain working groups to oversee:

a. The day-to-day running of Westminster, Assembly, European and nationally co-ordinated local election campaigning (the membership of such groups must be ratified by the Board);

b. Westminster and Assembly by-election campaigns;

c. Digital campaigning;

d. The maintenance of the candidate approval and selection processes; and

e. The fulfilment of any other of these responsibilities the Committee sees necessary.

Unless otherwise stated, the composition and terms of reference of any such working group shall be agreed by the Campaigns & Communications Committee.

G.3. The Policy Development Committee

3.1 The responsibilities of the Policy Development Committee shall be:

a. Developing the Party’s policies on all matters devolved to the National Assembly for Wales;

b. Providing political policy support and advice to the Party’s candidates, elected representatives, and political appointees to external bodies;

c. Recommending the motions to be debated at Conference;

d. Considering reports from the Party’s representative to the Federal Policy Committee;

e. Preparing the Party’s election manifestos;

f. Developing relationships with the third sector, charities and other appropriate organisations;

g. Ensuring Party policies reflect the needs of diverse communities; and

h. The discharge of such other functions as the Conference or the Constitution shall allocate to it.

3.2 The Policy Development Committee shall consist of:

a. Voting members:

i. The Executive Officer for Policy Development,

ii. A representative of the Committee with responsibility for organising Conference,

iii. The Leader,

iv. A representative from the group in the National Assembly,

v. A representative from the group in the Westminster Parliament,

vi. A representative from the group in the EU Parliament,

vii. A representative from the Party’s elected Local Government representatives,

viii. A representative of the Welsh Young Liberals, and

ix. 5 Ordinary Members elected from the membership, one of whom shall become the Party’s representative to the Federal Policy Committee;

b. Non-Voting Members:

i. The Diversity Officer.

ii. A representative of Conference Committee

3.3 The Policy Development Committee may create and maintain working groups to:

a. Produce election manifestos (the membership of such a group must be ratified by the Board);

b. Produce policy proposals in specific areas to propose at Conference; and

c. To fulfil any other of these responsibilities the Committee sees necessary.

Unless otherwise stated, the composition and terms of reference of any such working group shall be agreed by the Policy Development Committee.

G.4. The Membership Development Committee

4.1 The responsibilities of the Membership Development Committee shall be:

a. Ensuring there is a planned programme of training for Party members;

b. The recruitment of new Party members, and the retention of existing members;

c. Communicating with members across a range of media;

d. Increasing opportunities for members to engage with the Welsh party, and increasing the number of members who do engage;

e. Liaising with and supporting local parties to fulfil their functions;

f. Liaising with and developing the skills of the Party’s representatives in local government;

g. Increasing the numbers of approved candidates from diverse backgrounds;

h. Encouraging more potential candidates from diverse backgrounds to come forward and seek approval; and

i. The discharge of such other functions as the Conference or the Constitution shall allocate to it.

4.2 The Membership Development Committee shall consist of:

a. Voting members:

i. The Executive Officer for Membership Development,

ii. A representative of the Welsh Young Liberals,

iii. The Diversity Officer,

iv. 5 Ordinary Members elected from the membership, and

v. A co-opted accredited Party Trainer, should none be elected as a voting member through other means.

4.3 The Membership Development Committee may create and maintain working groups to fulfil any of these responsibilities the Committee sees necessary. The composition and terms of reference of any such working group shall be agreed by the Policy Development Committee.

G.5. The Finance & Resources Committee

5.1 The responsibilities of the Finance & Resources Committee shall be:

a. Drafting a budget, with clear budget lines for each committee, for consideration and approval by the Board;

b. In-year monitoring of the budget;

c. Managing the Party’s resources;

d. Day-to-day compliance with the Political Parties, Elections and Referendums Act;

e. Borrowing money on behalf of the Party;

f. Inter-party financial management;

g. Overall financial control, including processes for approval or spending;

h. Processes for appointing staff, and the human resources requirements for employing staff;

i. Selecting an auditor to audit the Party’s accounts, for approval by Conference;

j. Oversee the organising the event of Conference;

k. Fundraising;

l. Election spending and approval;

m. Ensuring party money is spent and resources used to increase engagement with diverse communities; and

n. The discharge of such other functions as the Conference or the Constitution shall allocate to it.

5.2 The Finance & Resources Committee shall consist of:

a. Voting members:

i. The Executive Officer for Finance & Resources,

ii. The President,

iii. The Treasurer, and

iv. 3 Ordinary Members elected from the membership;

b. Non-Voting Members:

i. The Diversity Officer,

ii. The Deputy President, and

iii. The other Executive Officers

5.3 The Finance & Resources Committee may create and maintain working groups to fulfil any other of these responsibilities the Committee sees necessary. The composition and terms of reference of any such working group shall be agreed by the Policy Development Committee.

G.6. The Conference Committee

6.1 The responsibilities of the Conference Committee shall be:

a. Organising the event of Conference

b. The selection of motions and other items of the agenda of Conference, seeking advice from relevant committees

c. The recruitment and training of Chairs and Aides

6.2 The Conference Committee shall consist of:

a. Voting members:

i. A representative of the Policy Development Committee,

ii. A representative from the Finance & Resources Committee,

iii. A representative of the Campaigns and Communications Committee,

iv. A representative of the Membership Development Committee

v. A representative of the Welsh Young Liberals,

vi. 4 Ordinary Members elected from the membership

vii. The Party’s representative to the Federal Conference Committee.

6.3 Whilst these should be issues for the Conference Committee as a whole, where appropriate the Conference Committee should select leads from within their membership in the areas of:

a. Accessibility and transport

b. Diversity­

c. External guests and fringes

d. Training

e. Any other area deemed necessary by the Committee

6.4 In the event where the Conference Committee cannot fulfil the tasks assigned, the Finance and Resources Committee should take on the responsibilities of the committee with the support of a task and finish group.

G.7. The Constitutional Affairs Committee

* 1. The responsibilities of the Constitutional Affairs Committee shall be:
1. Providing advice to Party members on the drafting of motions to Conference;
2. Maintaining the Party’s constitution and other associated documents, and proposing amendments to Conference as required;
3. Producing and maintaining template constitutional documents for Local and Regional Parties;
4. Approving the final constitutions of Regional Parties; and
5. The discharge of such other functions as the Conference or the Constitution shall allocate to it.

7.2. The Constitutional Affairs Committee shall consist of:

1. Voting members:
	* 1. The Deputy President,
		2. A representative from the Campaigns and Communications Committee,
		3. A representative from the Policy Development Committee,
		4. A representative from the Finance and Resources Committee, and
		5. 3 Ordinary Members elected from the membership.

G.8. The Board and each Committee established under this constitution shall, unless otherwise provided, elect its own Chair, Vice Chair, Secretary and representatives on other Committees at its first full meeting following the elections to that Committee.

G.9. The Chair of each committee shall have an additional casting vote in the event of tied votes at committee meetings.

G.10. The Board and each Committee established under this constitution may co-opt members of the Party as non-voting members. Such co-opted members shall have full speaking rights in the Committee. Co-opted members may not serve as Committee Chairs or Vice Chairs.

G.11. Ordinary Members of the Board, Ordinary Members of the Campaigns and Communications Committee, Ordinary Members of the Policy Development Committee, Ordinary Members of the Membership Development Committee, Ordinary Members of the Finance & Resource Committee, Ordinary Members of the Conference Committee and Ordinary Members of the Constitutional Affairs Committee shall:

1. Be elected by the Party Membership. Any member may apply but must have the support of 5 members.
2. Be elected for three-year terms.
3. Commence office on 1 January of the year following their election, with the election taking place alongside the Autumn Conference preceding the start of a three-year term.
4. Not be permitted to stand for re-election if their re-election would mean that they would serve more than three consecutive terms as a member of a committee.

G.12. The Chair of Welsh Young Liberals, and the Representative of the Welsh Young Liberals to the Campaigns and Communications Committee, Membership Development Committee, and Policy Development Committee shall be elected by rules set out by the Welsh Young Liberals.

G.13. The Representatives of the group in the National Assembly, the group in the UK Parliament and the group in the European Parliament shall be elected from members of those groups by rules set out in their standing orders.

G.14. The representative from local government to the Policy Development Committee shall:

1. be elected by Party members from amongst the Party’s elected Unitary Authority councillors, town and community councillors, Police & Crime Commissioners, and directly elected Mayors, who occupy their position as Liberal Democrats. They must be nominated by 5 of their number.
2. Be elected for three-year terms.
3. Commence office on 1 January of the year following their election, with the election taking place alongside the Autumn Conference preceding the start of a three-year term.
4. Not be permitted to stand for re-election if their re-election would mean that they would serve more than three consecutive terms as a member of a committee.

G.15. Representatives to Federal Party Committees shall be elected as follows:

1. The Representative to the Federal Board shall:
	1. Be elected by the Party Membership. Any member may apply but must have the support of 5 members.
	2. Be elected for three-year terms.
	3. Commence office on 1 January of the year following their election, with the election taking place alongside the Autumn Conference preceding the start of a three-year term.
2. The Representative to the Federal Conference Committee and Representative to the Federal International Relations Committee shall:
	1. Be elected by the Board at its first meeting following an election for Ordinary Members of the Board. Any member may apply.
	2. Be elected for three-year terms.
	3. Commence office immediately.
3. The Representative to the Federal Policy Committee shall:
	1. Be elected by the Policy Development Committee from amongst their own number at its first meeting following an election for Ordinary Members of the committee.
	2. Be elected until the next election for Ordinary Members of the Policy Development Committee.
	3. Commence office immediately.
4. The Representatives to the Federal People Development Sub-Committee shall:
	1. Be elected by the Membership Development Committee from amongst their own number at its first meeting following an election for Ordinary Members of the committee.
	2. Be elected until the next election for Ordinary Members of the Membership Development Committee.
	3. Commence office immediately.

G.16. The Board shall create application forms for all Committee positions that require an application. The form shall ask for applicants to set out the skills and experiences they have for the role, and what they commit to delivering if elected.

G.17. Casual vacancies for Ordinary Members of all committees, the representative from Local Government to the Policy Development Committee and representatives to Federal Party Committees shall be filled by a by-election taking place alongside the next Conference, unless a by-election for an officer role takes place beforehand, or the Board decides that there is a need to fill the vacancy quickly.

G.18. Ordinary Members of the Board, Ordinary Members of the Campaigns and Communications Committee, Ordinary Members of the Policy Development Committee, Ordinary Members of the Membership Development Committee, Ordinary Members of the Finance & Resource Committee, Ordinary Members of the Conference Committee, Ordinary Members of the Constitutional Affairs Committee, the Representative from local government to the Policy Development Committee, the Representative to the Federal Board, the Representative to the Federal Conference Committee, the Representative to the Federal International Relations Committee, the Representative to the Federal Policy Committee and the Representatives to the Federal People Development Sub-Committee

 shall be liable to removal from office.

1. The grounds upon which an individual may be removed from office shall be any one or more of the following:
2. The individual has not fulfilled their appropriate constitutional duties;
3. The individual has failed to attend meetings of the Board or the relevant Committee (as the case may be) for a period of at least six months;
4. The individual has been banned from holding office in the Party following disciplinary proceedings; or
5. The individual has otherwise acted contrary to the Party’s best interests.
6. An individual may apply to the Chair of the Appeals Panel for dispensation from the effect of failing to attend meetings of the Board or relevant Committee prior to initiation of the process for their removal from office. If they have not done so they shall not be liable for removal from office on the grounds that they have failed to attend meetings of the Board or the relevant Committee (as the case may be) for a period of at least six months, unless:
	1. There have been at least two meetings of the Board or the relevant Committee (as the case may be) during that period; and
	2. The individual has received at least seven days’ notice of each such meeting; and
	3. The individual has been afforded the ability to attend each such meeting in person, or by telephone or video conferencing.
7. The process for removal of an individual from office shall be initiated by the Board either:
	1. By a duly constituted meeting of the Board resolving that initiating the process for removing an individual from office is in the best interests of the Party and that all other possible avenues of reconciliation and/or mediation have been exhausted; or
	2. By a duly constituted meeting of the Board being informed that a valid petition calling for the removal from office of the individual has been presented to the President (or the Deputy President if the petition calls for the removal of the President from office) and the Board resolving that all other possible avenues of reconciliation and/or mediation have been exhausted. In order for such a petition to be valid it must be signed by at least 10% of the total membership of the Party at the end of the quarter preceding its submission; and:
		1. Be in paper form (scanned copies of the petition will suffice, provided that the originals must remain available for submission on request),
		2. State on each sheet the name of the individual about whom complaint is made, the position they hold, and the grounds upon which it is sought to remove that individual from office,
		3. State on each sheet the date upon which the first signature was appended,
		4. Set out the name, party membership number, local party and hand-written signature of each signatory.
		5. Be presented to the President, or the Deputy President if the petition calls for the removal of the President from office, within 28 days from the date upon which the first signature was appended.
8. Following initiation of the process for the removal from office of any member of the Board or any member of any of the Committees, the President shall notify the individual about whom complaint is made of:
	1. the grounds upon which it is sought to remove him or her from office; and
	2. the date and venue of the meeting of the Board at which the matter will be discussed (of which not less than 14 days’ notice shall be given to the individual concerned).
9. The proposal to remove from office any member of the Board or any member of any of the Committees shall be considered at a physical meeting of the Board, to which each member of the Board and the individual about whom complaint is made has been afforded the ability to attend in person, by telephone or by video conferencing. No vote to remove an individual from office:
	1. shall be valid unless the individual about whom complaint is made has first been afforded the ability to make representations either in person or in writing;
	2. shall be valid unless passed by a two-thirds majority of the total membership of the Board (whether present at the meeting or not); and
	3. shall not take effect until whichever is the later of seven days after the date of the Board meeting in question or the determination by the Welsh Appeals Panel of any appeal brought by the individual about whom complaint is made within the said period of seven days.
10. Upon a decision to remove an individual from office becoming effective, the Returning Officer shall declare the position in question vacant and make provision for an election to fill that vacancy in accordance with Party’s election rules. The notice of the election shall state the reason for the vacancy. The individual who has been removed from office shall (unless banned from holding office in the Party following disciplinary proceedings) be entitled to stand as a candidate in the subsequent election.”

**Delete clause H.1. and replace with:**

“H.1. There shall be Local Parties in all parts of Wales.”

**Delete clause H.3, H.4 and H5 and replace with:**

“H.3. A Local Party’s boundaries shall be determined and may be revised by the Welsh Board. In exercising this power the Board shall:

i. Consult pre-existing Local Parties and members in the area, including in particular those elected to public office at any level;

ii. Give effect, as far as practicable, to any local agreement reached;

iii. Take into account the ability of the Local Party to be able to play its part in pursuing the objects of the Party and the need for it to be an effective campaigning unit; and

iv. Take into account the democratic right of members to participate in the affairs of the Party and the Local Party.

H.4. Except where a local agreement acceptable to the Welsh Board and satisfying the requirements above has been reached, a Local Party shall be formed of the members:

i. In a single Principle Local Authority area; or

ii. In the combined areas of two or more Principle Local Authorities; or

iii. In a subdivision of a Principle Local Authority area, taking into account National Assembly or United Kingdom Parliamentary boundaries.

H.5. When the membership of a Local Party falls below thirty for a continuous period of six months, the, the clauses of 1-3 above shall be applied in redrawing the boundaries of Local Parties in that area.

H.6. The boundaries of Local Parties may be reviewed from time to time, either on the initiative of the Local Parties or the Executive, and in any such review the terms of clauses 1-3 shall apply.

H.7. In the event of a dispute about the boundaries or composition of a Local Party, any affected Local Party or an aggrieved member of it, may appeal to the Appeals Panel.

H.8. For the purpose of elections for a Parliamentary constituency, National Assembly for Wales constituency or Local Authority comprising a plurality of Local Parties, the Local Parties concerned shall form a joint coordinating committee to co- ordinate campaigning and publicity, and to be responsible for the formulation of policy on local issues for that election with such powers and otherwise on such terms as may be thought fit.”

**And renumber subsequent clauses in Section H.**

**In Section I, replace** “In each Assembly Electoral Region there shall be established and maintained an Assembly Electoral Regional Committee, hereinafter referred to as AERCs.” **With** “The Local Parties within each Assembly Electoral Region (“Region”) may by a majority determine to establish and maintain an Assembly Electoral Regional Committee (“AERC”) for that Region. In the event that the Local Parties in a Region determine to establish and maintain an AERC for that Region, the following provisions shall apply. In the event that the Local Parties in a Region do not determine to establish and maintain an AERC for that Region, the Board shall exercise the functions of an AERC.”

**Also in Section I, replace all references to** “Campaigns and Candidates Committee” **with** “Campaigns and Communications Committee”.

**Conference appreciates the challenge of carrying out such a wholesale change to the constitution as proposed in this motion and acknowledges that some discrepancies may appear within the constitution. Conference therefore resolves that:**

1. **All references to the “National Executive Committee” remaining in the constitution be changed to “Board”.**
2. **All references to the “Policy Committee” remaining in the constitution be changed to “Policy Development Committee”.**
3. **All references to “Campaigns and Candidates Committee” remaining in the constitution be changed to “Campaigns and Communications Committee”.**
4. **All references to “the Constitutional Review Panel” remaining in the constitution be changed to “Constitutional Affairs Committee”.**

**Conference therefore calls upon the relevant committee or panel to bring forward further constitutional amendments to resolve any remaining discrepancies within the constitution to the Autumn Conference 2019.**

**Taking account of the above two paragraph, Conference also resolves that elections to committees and positions in the new governance structure should take place alongside Autumn Conference 2019.**

**Conference finally calls on all existing officers and committees to work to facilitate transition to the new governance structure so that it takes full effect on 1 January 2020.**