

Constitution of the **Welsh Liberal Democrats**

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The **Constitution** of the **Welsh Liberal Democrats**

Preamble

The Welsh Liberal Democrats exist to build and safeguard a fair, free and open society, in which we seek to balance the fundamental values of liberty, equality and community and in which no-one shall be enslaved by poverty, ignorance or conformity.

Section A: The Party

1. The name of the Party shall be the Welsh Liberal Democrats / Democratiaid Rhyddfrydol Cymru, hereinafter called the Party.
2. The Party shall be part of a federation consisting of the Party, the Scottish Liberal Democrats, and the English Liberal Democrats, and the provisions of the Federal Constitution shall apply to Wales in the manner therein specified.
3. References in this Constitution to the 'Executive' or 'National Executive', the 'Conference' and the 'Appeals Panel' shall be construed as references to the relevant bodies of the Welsh Liberal Democrats and references to 'Federal' bodies shall be construed as references to the relevant bodies of the Liberal Democrats.
4. Without imposing an obligation to provide all documents in a bilingual form, the Party shall accord equal status to the Welsh and English languages.
5. The Objectives of the Party shall be:
 - a. to promote the values and principles enshrined in the Preamble to the Federal Constitution;
 - b. to develop and promote policies that lead to the realisation of those values and principles; and, in order to achieve such objectives:
 - c. to secure the election of Liberal Democrats as Members of Parliament and Members of the European Parliament for the Wales Region; Members of the National Assembly for Wales; and members of local and other elected public authorities in Wales.

Section B:

The Functions of the Party

The Functions of the Party shall be:

1. To provide the organisational, administrative and campaigning support for Local Party organisations (see Section H) and associated organisations within Wales;
2. To provide support for Welsh Liberal Democrat Members of both Houses of Parliament, of the European Parliament; of the National Assembly for Wales and Welsh Liberal Democrat appointees to public bodies, endorsed either by the Welsh or Federal Leader;
3. To co-operate with the Association of Liberal Democrat Councillors and other relevant bodies in the provision of support for Welsh Liberal Democrat Councillors and Welsh Liberal Democrat Council Groups within Wales;
4. To increase the membership of the Party and maintain a definitive list of members.
5. To operate in compliance with all UK and Welsh Legislation relating to the running of a political party including all financial activity, with particular reference to, but not in exclusivity, the Political Parties, Elections and Referendums Act 2000 (hereinafter referred to as PPERA) and any successor legislation.
6. To encourage members of the Party to make a full contribution to the work of the Party, the Federal Party and other constituent Parties and organisations within the Federation described in Section A.2 of this Constitution;
7. To promote public awareness within Wales of the work and policies of the Party;
8. To co-operate with the Federal Party and other constituent Parties and organisations within the Federation, described in Section A.2 of this Constitution, in the furtherance of shared objectives.
9. To raise the finance required to carry out the functions described in this Constitution and to maintain such an organisation, including staff, so to do;
10. To develop and formulate the policies of the Party on Welsh issues, to place the policies of the Federal Party in a Welsh context and to influence policy development within the Federal Party as is necessary and relevant to Wales and promote such policies; and
11. To provide for the approval of Parliamentary, Assembly, European Parliamentary and directly-elected Mayoral candidates and provide rules for Local Parties on selection procedures and to co-operate with the relevant Welsh or Federal Bodies in the provision of support for such candidates.

Section C:

Membership

1. Membership of the Party is open to all persons who agree with its fundamental values and objectives without discrimination as to age, ethnic origin, religion, disability, gender or sexual orientation.
 - 1.1 Membership shall be acquired through an enrolling body, being:
 - a. a Local Party in the area in which the member lives, works or studies (or, another Local Party with its consent);
 - b. a Specified Associated Organisation representing Youth and/or Students; or
 - c. the Party in accordance with the provisions of its Membership Rules
 - 1.2 Any member of the Welsh Liberal Democrats must treat others with respect and must not bully, harass or intimidate any Party member, member of Party Staff, member of Parliamentary or Assembly Staff, Party volunteer or member of the public. Such behaviour will be considered to be bringing the Party into disrepute.
2. An applicant shall become a member on acceptance by the enrolling body, payment of the requisite subscription, and registration.
3. Responsibility for renewal of membership shall lie with the Party, but it may, by a decision of its Conference, provide for this function to be fulfilled by any other body or bodies within the Federal Party. Membership will be automatically terminated if the renewal subscription is not received within three months following the due date.
4. All other matters relating to the admission or refusal of admission to membership of any person, or for the revocation or cessation of membership of any member, including the basis on which Local Parties may be involved in the recruitment and renewal of members, shall be governed by this Constitution, any Membership Rules made under this Constitution in accordance with Clause C.9, below, and any membership provisions in the Federal Constitution.
5. No person may simultaneously be a member of more than one Local Party. A member may re-register as of right in a different Local Party under the terms of Clause C.1.1a, or may, with the consent of the member's previous Local Party where that Local Party has ceased to be appropriate in terms of Clause C.1.1a, retain membership of that Local Party. A member who is an AM, MP, MEP, prospective National Assembly for Wales, Parliamentary or European Parliamentary candidate or member of a Local Authority may re-register as of right in a relevant Local Party.
6. Membership may be refused by an enrolling body on one or more of the following grounds:
 - a. material disagreement, evidenced by conduct, with the fundamental values and objectives of the Party;
 - b. the admission of the applicant would be likely to bring the Party into disrepute; or
 - c. membership of another political party in Great Britain.
7. Disciplinary action may be undertaken by a Local Party Executive Committee, the Executive Committee of the Specified Associated Organisation (SAO) representing Youth and / or Students (if the member concerned is a member of the Party through

that SAO or the National Executive Committee on one or more of the following grounds:

- a. material disagreement, evidenced by conduct, with the fundamental values and objects of the Party;
- b. conduct which has brought, or is likely to bring, the Party into disrepute;
- c. standing against the candidate of the Party in any National Assembly for Wales, Parliamentary or European Parliamentary election;
- d. standing against the candidate of the Party in any Local Authority or Mayoral election;
- e. membership of, or support for, another political party in Great Britain;
- f. failure to comply with electoral legislation; or
- g. failure to comply with the Political Parties, Elections and Referendums Act (2001), the Electoral Administration Act (2006) and/or the Political Parties Act (2009).

8. In the event that one or more of the grounds for disciplinary action have been established under Clause C.7, above, 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 through that SAO) or the National Executive Committee may, in accordance with the time-frames laid out in Clause F.3 of the Membership Rules of the Welsh Liberal Democrats (Annexe II of this Constitution) impose any one or more of the following sanctions:

- i) Revoke the membership of the individual concerned;
- ii) Bar the individual concerned from holding, or standing for election to, any specified Party office or role either permanently, for a specified period, or until satisfactory training has been undertaken by the individual concerned;
- iii) Bar the individual concerned from holding, or seeking to be elected to or appointed to any specified public office on behalf of the Party either permanently, for a specified period, or until satisfactory training has been undertaken by the individual concerned;
- iv) Bar the individual concerned from having access to data from Membership Services either permanently, for a specified period, or until satisfactory training has been undertaken by the individual concerned;
- v) Reprimand the individual concerned.

The individual concerned, the Chief Executive of the Welsh Party and Membership Services, shall be advised accordingly

9. The disciplinary process shall not be initiated unless the relevant body has either received recent and appropriate training from the Party in this area of party discipline or has sought advice from the Party as to the processes involved. The relevant member must then be notified of the grounds for which disciplinary action is to be considered and be given a reasonable opportunity to reply. Where paragraph (c), (d) or (e) of this Clause (C.6) applies, membership shall be automatically and immediately suspended. In all other case, the body with the authority to initiate the disciplinary process may suspend membership whilst disciplinary action is being considered subject to the time-frames set out in Section F of the Membership Rules of the Welsh Liberal Democrats.
10. The Party's Chief Executive shall be responsible for the maintenance of the Party's Register of Members.
11. Subject to the above, and to the provisions of the Federal Constitution, the Conference shall determine and approve the Membership Rules applicable to the Party.

11. Any person aggrieved by a decision under Clauses C.6 or C.7, above, may appeal to the Appeals Panel, save that any appeal shall be governed by any timetables and rules specified by the Appeals Panel (Section L: Appeals Panel).

Section D:

The Organisation of the Party

1. The organisation of the Party shall consist of:
 - a. The Conference
 - b. The Party Committees:
 - i. The National Executive Committee
 - ii. The Finance and Management Committee
 - iii. The Policy Committee
 - iv. The Conference Committee
 - v. The Campaigns and Candidates Committee
 - c. Local Parties
 - d. Assembly Electoral Regional Committees, (hereinafter referred to as AERCs)
 - e. Specified Associated Organisations
2. For the purposes of internal elections provided for under this section of the Constitution, the Chair of the Welsh Appeals Panel shall be the Returning Officer and the Chief Executive shall be the Acting Returning Officer. The Acting Returning Officer shall be responsible for the administration of any such election(s) and may appoint one or more Deputy Acting Returning Officers to assist them in their work.
3. The Welsh Liberal Democrat Constitutional Review Panel shall be responsible for keeping the Party's Election Rules under review and submit any proposals for amendment to the Conference for approval.
4. All elections of Welsh Party Officers and Committee Members provided for in this Constitution shall take place every two years. Representatives to Federal Bodies shall also take place every two years.
5. Each Committee established by this Constitution shall, unless otherwise provided, elect its own Chair, Vice Chair and Secretary and representatives on other Committees at its first full meeting following the elections to that Committee. The Chair shall become ex-officio a full member of the National Executive and shall attend all meetings of the National Executive or arrange for a non-voting substitute to attend an individual meeting. The Chair of each committee shall have an additional casting vote in the event of tied votes at committee meetings.
6. Each Committee referred to in D.1 of 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.
7. Unless otherwise provided:
 - a. All Officers and Committee members shall be elected by the Conference from the membership of the Party at large;
 - b. Nomination for election by the Conference shall be by 5 members of the Conference and for election by the Party Committees by 2 members of the relevant Committee.
8. All elections (other than those arising from a meeting of the Conference which need to be held at that meeting) to be carried out by the Conference shall be carried out by a postal ballot of all those registered as members of the Conference for the current year (and not their substitutes) immediately after the relevant meeting of the Conference.

Section E:

The Officers of the Party

1. The Officers of the Party shall be:
 - The President
 - The Deputy President
 - The Leader of the Party
 - The Chair of the National Executive Committee
 - The Treasurer
 - The Federal Vice-President for Wales
 - The Deputy Leaders of the Party
 - The Welsh Party's Diversity Officer
2. The President shall be the principal public representative of the Party at large. The President shall report to the Annual Meeting of Conference and may make reports to any other meetings of Conference. S/he shall be assisted by a Deputy President. Both the President and Deputy President shall have special responsibility to represent the interests of the members and the Party. The President and the Deputy President shall be elected by a postal ballot of the membership in accordance with Annexe 1, Appendix 3 of this Constitution for a term of two years. Nomination for both offices shall be by not less than thirty members of the Party, of whom not more than five shall be members of the same Local Party. Members may only sign one nomination paper. Members of Parliament, Assembly Members and Members of the European Parliament shall not be eligible for these posts.
3. The Diversity Officer shall be elected every two years by members of the National Executive Committee at its first meeting of a new cycle. Any member wishing to be put forward for the position of Diversity Officer may be nominated by five voting members of Conference and shall be elected by the members of the National Executive Committee following the publishing of a call for nominations after the Autumn Conference at which the National Executive is up for election. In the event of a casual vacancy for the post, the NEC shall publish a timetable for a by-election to take place as soon as possible after the vacancy occurs.
4. The Chair of the National Executive Committee shall be elected every two years by members of the National Executive from their number and shall take the Chair at meetings of the Executive. In the absence of the Chair, the Vice Chair shall take the Chair at meetings of the Executive. Should either the Chair or the Vice Chair both be absent for part of or an entire meeting of the Executive then the Executive shall elect a Chair from amongst its own number.
5.
 - a. 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 or the National Assembly for Wales; and supported by 100 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 postal ballot of the membership in accordance with Annexe 1, Appendix 3 of this Constitution.
 - b. 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 he/she resigns, ceases 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 10 Local Parties, following a quorate General Meeting of each Local Party.

6.
 - a. If not elected Leader, the Leader of the Parliamentary Group shall be elected from the Welsh Liberal Democrat members of the Parliamentary Group in the House of Commons and shall be known as Deputy Leader of the Party. 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 postal ballot of the membership in accordance with Annexe 1, Appendix 3 of this Constitution.
 - b. 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 he/she resigns, ceases 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.
 - c. 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 6.a above.
7.
 - a. 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 and shall be known as Deputy Leader of the Party. 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 postal ballot of the membership in accordance with Annexe 1, Appendix 3 of this Constitution.
 - b. 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 he/she resigns, ceases 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, by a resolution of no confidence

passed by at least 10 Local Parties or by a resolution of no confidence passed by at least 10 Local Parties, following a quorate General Meeting of each Local Party.

- c. 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.
8.
 - a. 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 and shall be known as Deputy Leader of the Party. 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 postal ballot of the membership in accordance with Annexe 1, Appendix 3 of this Constitution.
 - b. 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 he/she resigns, ceases 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 10 Local Parties, following a quorate General Meeting of each Local Party.
 - c. 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.
9. The Treasurer shall be elected every two years by the Conference from the membership at large.
10. The Federal Vice President for Wales shall be elected every two years by the Conference from the membership at large.
11. The President and Deputy President shall serve a term of two years and take office immediately upon election.
12. All other Officers and all Committees are elected every two years and shall commence office on January 1st of the year following their election save that of President, Deputy President, Leader and Deputy Leaders. The period between the election results and the commencement of office shall serve as the 'hand-over' period.
13. Casual Vacancies for all Officers and Committee Members shall be filled as soon as a by-election can be arranged in accordance with the relevant election rules covered by Appendices 1, 2 and 3 in Annexe I of this Constitution.

Section F:

The Conference

1. The functions of the Conference shall be:
 - 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 Committees;
 - d. the election of Officers and members of all Committees and bodies referred to in this Constitution;
 - 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 and Management Committee;
 - g. the approval of such Rules as may be provided for in this Constitution and consideration of proposals to amend such Rules;
 - h. the consideration of proposals to amend this Constitution; and
 - i. all other functions required by this Constitution or by its status as the supreme decision-making body of the Party.
2. The debates of the Conference shall be based on policy papers submitted by the Policy Committee and motions submitted by any of the Party's Committees as laid down in Section D of this Constitution, 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 supported by at least 20 members of the Conference.
3. The Conference year shall commence on January 1 and run for a full calendar year. The entitlement of each Local Party shall be calculated as laid out below and shall be based on their paid-up membership on December 31 of the preceding year.
 - a. Local Parties and SAOs shall be represented on the following basis:
 - i. Local Parties and SAOs of up to 60 members shall be entitled to six representatives of whom at least one shall be a man and one a woman provided appropriate nominations have been received;
 - ii. Local Parties and SAOs of over 60 members shall be entitled to one additional representative for every 20 members (or part thereof) in excess of 60;
 - b. Recognised local groups of less than 30 members shall be entitled to one representative.
4. The following members shall be ex-officio voting members of the Conference:
 - a. All officers of the Party and all members of Party Committees referred to in Clause E.1 of this Constitution;
 - b. Welsh Liberal Democrat members of the House of Commons, the House of Lords, the European Parliament and the National Assembly for Wales;
 - c. Selected Prospective Parliamentary, Assembly and European candidates;
 - d. The following Local Party Officers (as recognised by PPERA):
 - i. The Chair;
 - ii. The Secretary;

- iii. The Treasurer; and
 - iv. The Membership Secretary;
 - e. All Unitary Councillors in Wales registered with the Welsh Liberal Democrats as sitting Liberal Democrat Councillors. Members eligible under this clause shall serve from election until they resign as a Liberal Democrat Councillor or to the end of the calendar year in which they are defeated or stand down from their council seat.
5. The term of office of the Conference shall be one year and representatives shall be elected at the commencement of the term, by ballot of the members of the Local Party in accordance with Annexe 1 of this Constitution. Casual vacancies shall be filled for the remainder of the term when the membership is next scheduled to be balloted. Substitutes, to replace elected representatives unable to attend, may be appointed by the Executive of the Local Party for individual meetings of the Conference.
 6. The Conference shall meet not less than twice in each year. The timings and agenda of these two meetings shall be decided by the Conference Committee save that the AGM shall be included within the meeting of the Conference held in the Autumn, as required by PPERA.
 7. In exceptional circumstances the National Executive Committee and the Conference Committee may jointly agree to postpone a meeting of Conference to facilitate election campaigning or respond to a specific civil contingency situation.
 8. The President, the Deputy President, or such other persons as the Conference Committee may appoint for the duration of one meeting, shall take the Chair at all meetings of the Conference.
 9. Any member of the Party shall be entitled to attend a meeting of the Conference as a Non-Voting Member of Conference on payment of the published registration fee.

Section G:

The **Party Committees**

1. The National Executive Committee:

1. The National Executive shall consist of:
 - a. The President;
 - b. The Deputy President;
 - c. The Leader of the Party;
 - d. The Deputy Leaders of the Party;
 - e. The Treasurer;
 - f. The Federal Vice-President for Wales;
 - g. 9 members elected by Conference from the membership at large;
 - h. 1 representative of the Welsh Liberal Democrat members of Unitary Authorities elected in accordance with Annexe 1, Appendix 2 of this Constitution;
 - i. 2 representatives of the Youth and/or Student SAO, elected in accordance with their own internal procedures
 - j. The Party's representative on the Federal Executive Committee;
 - k. The Party's representative on the Federal Conference Committee;
 - l. 1 representative of the National Assembly Group elected by and from their number;
 - m. 1 representative of the Welsh Liberal Democrat Westminster Parliamentary Group elected by and from their number;
 - n. 1 representative of the Welsh Liberal Democrat European Parliament Group elected by and from their number;
 - o. The Chairs of the other Party Committees referred to in Section D.1.b of this Constitution; and
 - p. The Welsh Party's Diversity Officer
2. The National Executive shall elect its own Chair, Vice Chair and Secretary from amongst its members.
3. The Executive shall meet at least 6 times annually
4. There shall be a quorum of one quarter (rounded up) of the membership of the Executive.
5. Individuals may be members of the National Executive and Party Committees referred to in Section D.1.b of the Constitution of the Welsh Liberal Democrats in more than one capacity and accordingly no vacancy shall be caused in the event of a member becoming a member of the National Executive in an additional capacity.

2. The Finance and Management Committee:

1. The Finance and Management Committee shall consist of:
 - a. The Chair of the National Executive;
 - b. The Party Leader;
 - c. The Party President;
 - d. The Party Treasurer;
 - e. The Chief Executive;
 - f. The Party Manager; and
 - g. Three members elected by the Conference from the membership at large.

2. The Committee shall elect its own Chair (who shall also serve as the Welsh Party's Representative to the Federal Finance Committee) and Secretary from amongst its own number.
3. The Policy Committee:
 1. The Policy Committee shall consist of:
 - a. The Leader of the Party, or their nominated substitute;
 - b. The Deputy Leaders of the Party or their nominated substitutes;
 - c. The Party's representative on the Federal Policy Committee;
 - d. 6 members elected by Conference from the membership at large;
 - e. 1 representative of the Welsh Liberal Democrat members of Unitary Authorities elected in accordance with Annexe 1, Appendix 2 of this Constitution;
 - f. 1 member of the Conference Committee, who has been elected by Conference, elected from among its own number; and
 - g. 1 representative of the Youth and/or Student SAO elected in accordance with their own internal procedures.
 2. The Committee shall elect its own Chair, Vice Chair and Secretary from among its own number.
4. The Campaigns and Candidates Committee:
 1. The Campaigns and Candidates Committee shall consist of:
 - a. The Leader of the Party, or their nominated substitute;
 - b. The Deputy Leaders of the Party, or their nominated substitutes;
 - c. 9 members elected by Conference from the membership at large;
 - d. 1 representative of the Welsh Liberal Democrat members of Unitary Authorities elected in accordance with Annexe 1, Appendix 2 of this Constitution;
 - e. 1 representative of the Youth and/or Student SAO elected in accordance with their own internal procedures; and
 - f. The Welsh Party's Diversity Officer.
 2. The Committee shall elect its own Chair, Vice Chair (Candidates) and Secretary from among its own number. It may also appoint sub-committees to run election or referendum campaigns. Such sub-committees shall be accountable and responsible to this Committee.
5. The Conference Committee:
 1. The Conference Committee shall consist of:
 - a. a Chair elected by the Conference from the membership at large;
 - b. a Vice-Chair elected by the Conference from the membership at large;
 - c. 6 members elected by the Conference from the membership at large;
 - d. The Party's representative on the Federal Conference Committee;
 - e. 1 representative of the Youth and/or Student SAO elected in accordance with their own internal procedures;
 - f. 1 member of the Policy Committee, who has been elected by Conference, elected from among its own number; and
 - g. A rolling pool of 1 member from each of the Local Parties which cover the locations of the two immediately forthcoming meetings of Conference to advise on and facilitate local arrangements for the Conference. Such members shall not vote on decisions relating to the Conference Agenda. Once the relevant meeting of Conference has taken place the Local Party member for that Conference shall cease to be a member of the Committee and the next Local Party member shall take his/her place.
 2. The Committee shall elect a Secretary from among its own number.

Section H:

Local Parties

1. The National Executive shall promote the establishment of recognised Local Parties based on parliamentary constituencies.
2. Local Parties shall be recognised by the Party and entitled to the rights granted by this Constitution only if they have at least thirty members and have adopted a constitution incorporating the principles contained in the Federal Constitution and in this Constitution.
3. Following consultation with the Executive, the members of two or more adjacent Local Parties may decide to form a joint Local Party, provided that a majority of members voting in a ballot in each component Local Party agrees to such arrangement, and references in this Constitution to a Local Party shall apply to such a joint Local Party as if it were a single Local Party, save insofar as it relates to the selection of candidates and to provisions in the Federal Constitution.
4. A Local Party containing two or more constituencies may divide into new Local Parties, provided that none of them will have fewer than thirty members. A division requires the consent of the Executive Committee of the existing Local Party and of a majority of those voting at separate general meetings of the members resident in the area of each proposed new Local Party. Any dispute concerning such a division, and any necessary provisions consequential upon changes of parliamentary boundaries, shall be determined by the National Executive Committee.
5. For the purpose of elections for a 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.
6. The Conference shall publish, and may from time to time vary, a model constitution for Local Parties.
7. Each Local Party shall have a constitution, and may adopt a constitution which is not in the model form, or is in the model form subject to variations, and may from time to time amend its constitution.
8. Any Local Party constitution not wholly in the model form and any amendment shall be subject to approval by the National Executive Committee. Such approval may be withheld if, in the opinion of the National Executive Committee, the constitution or amendment:
 - a. contravenes the principles set out in Article 4.6 of the Federal Constitution or the Preamble to this Constitution or is otherwise in conflict with any of the provisions of this Constitution; or
 - b. is unworkable or defective, or omits or deletes provisions necessary to the proper functioning of the Local Party.
9. The constitution of a Local Party must comply with the following principles:
 - a. the Local Party must have an executive committee, which has officers and ordinary members and may have ex-officio and co-opted members, and which must report to the Annual General Meeting on its activities;
 - b. the executive committee must comprise both men and women and at least one person under the age of 26;
 - c. the election of officers and ordinary members of the executive committee

- must be by all members of the Local Party, voting either on a single roll or (in the case of voting for ordinary members of the executive committee) in branches;
- d. there must be proper regulations (either in the constitution of the Local Party or in standing orders made thereunder) for the conduct of elections and meetings;
 - e. there must be a democratic process for the selection of candidates for election to local authorities;
 - f. the constitution of the Local Party may be amended only by a properly convened and quorate general meeting by the vote of at least two-thirds of those present and voting, and no amendment shall take effect until it has been approved under Clause H.8 of this Constitution; and
 - g. those rules contained in Article 4.6 of the Federal Constitution.
10. The constitution of a Local Party is subject to this Constitution and, in the event of any conflict between them, this Constitution shall prevail.
 11. The rights of a Local Party under this Constitution may be suspended by the National Executive Committee if it is not adhering to this (or its own) Constitution, if it is not adhering to the Political Parties, Elections and Referendums Act 2000 or if events have taken place which are or may be seriously detrimental to the Local Party or to the Party as a whole.
 12. Before exercising any powers under Clause H.11 of this Constitution, the National Executive shall draw the attention of the Local Party to the grounds on which it is proposed to take this action, and shall give the Local Party a reasonable time to answer any allegations and/or take any necessary corrective action. A Local Party which is suspended under Clause H.11 of this Constitution may appeal that decision as provided by Section L: Appeals Panel, of this Constitution.
 13. During the period of suspension the powers and functions of the Local Party and its organs shall be exercised subject to and in accordance with the directions of the National Executive Committee, and the Local Party shall not be entitled to representation at the Federal Conference or at the Welsh Conference.
 14. Where a Local Party has been suspended, the suspension may be lifted by the Executive if it is satisfied that corrective action has been taken.
 15. A Local Party shall be suspended if its membership has remained below thirty for a continuous period of six months, and shall remain suspended until its membership reaches thirty. A Local Party which has been suspended on this ground shall cease to have the rights conferred upon Local Parties by this Constitution.
 16. Any person who is employed by or provides services to a Local Party for payment shall be appointed only by its executive committee and paid only through the Local Party's funds.
 17. Each recognised Local Party shall appoint a Membership Secretary, who shall be responsible for such membership fees as are collected by the Local Party and shall account to the Finance and Management Committee for such fees.
 18. The Executive of a Local Party may approve the formation of ward or branch parties.
 19. The National Executive Committee shall have the power, in its absolute discretion, to recognise groups of local members of fewer than thirty members who shall have only the right to representation on the Conference pursuant to Clause F.3.b of this Constitution.

Section I:

Assembly Electoral

Regional Committees

In each Assembly Electoral Region there shall be established and maintained an Assembly Electoral Regional Committee, hereinafter referred to as AERCs.

A. Function

1. AERCs shall assume principal responsibility for all aspects of Regional Assembly elections. Specifically, they shall be responsible for:
 - a. Coordinating regional Assembly election campaigns;
 - b. Coordinating and supervising the selection of Assembly list candidates within their electoral region;
 - c. Coordinating and initiating regional campaigns in between Assembly elections;
 - d. Raising money for the conduct of Regional Assembly elections;
 - e. Liaising with Local Parties to organise regional membership recruitment campaigns;
 - f. Coordinating policy on regional issues for the National Assembly Election in line with national policy and local needs;
 - g. Maintaining liaison between Regional Assembly Members and the Party in their region;
 - h. Coordinating local government election campaigns and collate information on local government elections within their Assembly Electoral Region.

B. Composition

1. An AERC shall consist of:
 - a. A Chair, whose function shall be to chair meetings of the AERC and report in writing to the Chair of the Campaigns and Candidates Committee at least twice a year. The Chair shall be nominated and elected by the representatives to the AERC from the regional membership at large.
 - b. A Vice-Chair, who shall carry out the functions of the Chair in his/her absence. The Vice-Chair shall be nominated and elected by the representatives to the AERC from the regional membership at large.
 - c. A Secretary, who shall take minutes of all AERC meetings and shall conduct all correspondence on behalf of the AERC. The Secretary shall be nominated and elected by the representatives to the AERC from the regional membership at large.
 - d. A Treasurer, who shall maintain the accounts of the AERC and shall ensure that the AERC is compliant with PPERA and any subsequent UK and/or Welsh legislation regarding the financial operation of Political Parties. The Treasurer shall be nominated and elected by the representatives to the AERC from the regional membership at large.
 - e. The Chair of each Local Party covered by the Assembly Region. Should the Local Party Chair already hold one of the four Regional Officer positions outlined above (a-d) or be a sitting Assembly Member or a selected Assembly Candidate (g below), the relevant Local Party shall not be additionally represented by this clause.

- f. Representatives of each Assembly Constituency covered by the Assembly Region elected at a Local Party AGM based on the membership in each Constituency at 31 December of the year of the AGM. Constituencies shall be represented on the following basis:
 - i. Constituencies of up to 50 members shall be entitled to two representatives.
 - ii. Constituencies of over 50 members shall be entitled to one additional representative for every 75 members (or part thereof) in excess of 50 members up to a threshold of 500 members. If a constituency is in excess of 500 members they shall be entitled to additional representation of one representative for every 100 members (or part thereof) in excess of 500.
- g. Sitting Assembly Members and selected Assembly Candidates for either the relevant Regional List or Assembly Constituencies within the Region.

C. Meetings

- 1. Each AERC shall meet no less than four times a year. Normally, the Autumn meeting of the AERC shall serve as the Annual Meeting, at which the AERC's officers are elected.
- 2. The Annual Meeting of the AERC shall be responsible for:
 - a. Electing the AERC officers set out in Clause I.B.1, above;
 - b. Receiving the audited accounts from the Treasurer;
 - c. Receiving reports from the Electoral Region's AMs;
 - d. Any other business deemed necessary.

D. Failure to Fulfil Functions and/or Responsibilities

- 1. Should an AERC fail to fulfil its functions or responsibilities as set out in sub-sections I.A to I.C, above, the National Executive Committee, or a nominated sub-group thereof, shall take over the role of the relevant AERC until such a time that the National Executive believes that the AERC is able to resume.

Section J:

Candidates for Public Office

1. There shall be lists of persons approved to stand as official Welsh Party Candidates for the National Assembly for Wales, the House of Commons and the European Parliament.
2. Any member who has a minimum of twelve month's continuous membership of the Party and having renewed said membership, may apply to the Party to be assessed before being added to the list of approved candidates. Any member applying who does not meet this criteria may still apply but they will not be assessed until the membership criteria has been met. The Chair of the Campaigns and Candidates Committee shall be permitted to grant a waiver to this rule in exceptional circumstances following consultation with the Chief Executive and/or the Party Manager.
3. No candidate or prospective candidate shall be entitled to style themselves a Welsh Liberal Democrat Candidate unless that person is an approved candidate under this Section.
4. Any person refused approval or disputing the grade given may appeal to the Chair of the Campaigns and Candidates Committee. In deciding whether to enter an applicant on the list, the Committee shall take into account the matters referred to in Article 11.3 of the Federal Constitution.
5. The Conference shall determine, and may from time to time vary, the regulations governing the approval and selection processes for Prospective Candidates of the European Parliament, Prospective Candidates for the Westminster Parliament, Prospective Candidates for the National Assembly for Wales and for specific elections which have a political implication in Wales such as (but not exclusively) elected Police and Crime Commissioners or Directly Elected Mayors. These regulations shall be drawn up by the Campaigns and Candidates Committee insofar as their adoption is consistent with this Constitution and the Federal Constitution, for submission to the Conference.
6. The Campaigns and Candidates Committee shall ensure that prospective candidates are selected for the Welsh European region, for each Parliamentary Constituency and for each Constituency and Electoral Region for the National Assembly for Wales, and may set selection procedures in motion where individual Local Parties have failed to do so within the six month period in the run up to an election or the imminent prospect of an election.
7. Selection shall nevertheless be in accordance with the provisions of the Federal Constitution and this Constitution but the Campaigns and Candidates Committee shall have authority to vary the operation of the Rules where it considers that such variation is required by unusual local circumstances.
8. If, following the selection of a Prospective Parliamentary/Assembly Candidate, a vacancy occurs in the seat, such selection shall cease to have effect and a new selection process shall take place to select a prospective candidate for the by-election save that the incumbent Prospective Candidate shall be guaranteed an interview for potential inclusion on any shortlist that arises from the new selection process. The rules for the Selection of by-election candidates are made under the provisions of Articles 11.6 and 11.8 of the Federal Constitution and shall form an Annexe to the Welsh Liberal Democrat Constitution.

9. These provisions shall apply to the approval and selection of European candidates and Welsh Assembly List Candidates except that the functions of the Local Party and its Executive Committee shall be carried out by such bodies as the Selection Rules shall provide.
10. The Rules for the Selection and adoption of Candidates for the European Parliament Elections in the European Electoral Region of Wales, the Rules for the Selection of National Assembly for Wales Candidates, Parliamentary Candidates and any other election or body that the Conference deems necessary under Clause J.5 (above) shall form an Annexe to this Constitution.

Section K:

Associated Organisations

1. Any organisation of persons having a common link of interest which satisfies the following criteria:
 - a. its membership is limited to members of the Party or non-members who support the fundamental values and objectives of the Party;
 - b. its objects are consistent with those fundamental values and objectives; and
 - c. its internal procedures conform with the basic democratic principles set forth in Section C of this Constitution may be recognised as an Associated Organisation ("AO") by the Executive.
2.
 - a. Any such organisation which, in addition to satisfying the criteria set forth in Section K.1, above, consists solely (in the case of youth and/or students) of members of the Party and is listed in the Annexe to this Constitution shall be recognised as a Specified Associated Organisation ("SAO") by the National Executive Committee. Other organisations may, subject to any criteria established pursuant to Section K.1, above, qualify for status as a Specified Associated Organisation following a proposal from the National Executive Committee and a two-thirds majority of Conference.
 - b. Once so approved, an SAO shall be subject to the provisions in the same way as those SAOs which are specified herein. A list of such added SAOs shall be appended to the relevant Annexe of this Constitution. The Annexe shall expire at the end of every fourth Autumn Conference from 2008 (although the National Executive Committee shall have the power to delay this each time by a further twelve months on a two-thirds majority) and must be renewed by means of an amendable motion from the National Executive Committee to the Conference.
3. An Associated Organisation (AO) shall have the following rights:
 - a. to be consulted on policy matters of special interest to the AO or on which it has special knowledge or expertise;
 - b. to present evidence to any policy working group covering issues relevant to the organisation; and
 - c. to submit proposals for membership of any relevant policy working group.
4. Specified Associated Organisations shall:
 - a. Have the same recognitions procedure and rights as provided for SAOs at Federal level by the Federal Constitution; and
 - b. Have the additional right to identify with and move motions and amendments at meetings of the Conference through those members of the SAO who are members of the Conference.
5. For the purposes of exercising the rights conferred on SAOs by this Constitution, an SAO representing youth and/or students shall have the same rights as a Local Party.
6. If an AO, or an SAO, is in breach of the criteria set forth in Section K or established pursuant to Clause H.1, above, it may be suspended from the exercise of its rights under this Constitution by the National Executive Committee. Before exercising any powers under this Clause, the body proposing to suspend or recommend the suspension of the rights of the AO or SAO shall draw the attention of the AO or SAO concerned to the grounds on which it is proposed to take this action, and the

AO or SAO shall be given reasonable time to answer any allegations and/or take any necessary corrective action.

7. The suspension of an AO or SAO may be effected by the National Executive Committee and shall be reported to the next meeting of the Conference, which may revoke such suspension or, by a two-thirds majority, remove from an organisation the status of an AO or SAO.
8. Any suspension of an AO or SAO may be lifted by the suspending body if it is satisfied that corrective action has been taken.
9. A member of an SAO shall not be counted as a member for the purposes of Section E of this Constitution or participate in exercising the rights of an SAO under Sections D to H of this Constitution or of Article 10 of the Federal Constitution, if:
 - a. such a member is not a member of the Party;
 - b. in the case of the Youth and/or Student Organisation, such a member has reached the age of 26 and is not a Student;
 - c. such a member, having been originally enrolled by an SAO, has elected to exercise the relevant constitutional rights through a Local Party; or
 - d. Such a member, having been originally enrolled by a Local Party, has not elected to exercise the relevant constitutional rights concurrently as a member of more than one SAO or as a member of both an SAO and a Local Party.
10. The recognition by the Party of Associated Organisations, and the conferring by this Constitution of rights upon Specified Associated Organisations, shall not prejudice the independence of such organisations.

Section L:

The Appeals Panel

1. There shall be an Appeals Panel comprising of a Clerk, who shall be the Party's Chief Executive, the Chair and ten other members nominated by the National Executive or a Local Party and confirmed by the Conference for a term of office of five years commencing on 1 January following confirmation. The Appeals Panel shall elect a Vice-Chair from amongst its members. The list of members of the Appeals Panel along with the date(s) of their appointment and/or expiry of appointment shall form an Annexe to this Constitution.
2. The Chair of the Appeals Panel shall be nominated by the National Executive Committee and confirmed by the Conference for a term of office of five years commencing on 1st January following confirmation. The Chair of the Appeals Panel shall also serve as the Welsh Vice Chair of the Federal Appeals Panel in accordance with Article 14 of the Federal Constitution. Should the Chair of the Appeals Panel be ineligible to be the Welsh Vice Chair under the terms of Article 14 of the Federal Constitution, the Welsh Members of the Federal Appeals Panel shall elect a Vice Chair from amongst their own number.
3. Welsh members of the Federal Appeals Panel shall be nominated and confirmed by the same procedure outlined in L.1 above, and shall be ex-officio members of the Welsh Appeals Panel during the period of their membership of the Federal Appeals Panel.
4. Each member of the Panel shall be eligible for reappointment. No person shall be eligible for appointment if (and any member shall forthwith vacate office upon becoming) an AM, MP, MEP, Prospective Assembly or Parliamentary Candidate, or a member of the National Executive or the Campaigns and Candidates Committee or an employee of the Party. The body making the original appointment may terminate the appointment because the appointee is no longer able to carry out his or her duties as a member of the Panel on account of ill health or for other good cause. Any casual vacancy on the Panel may be filled by the body making the original appointment for the residue of the term of that appointment and/or by a resolution of the Appeal Panel members providing this is subject to ratification by the Conference at the next available opportunity.
5. The Appeals Panel shall adjudicate on:
 - a. any dispute over the interpretation of this Constitution;
 - b. any claim that the rights under this Constitution of a member or of a Party body have been infringed;
 - c. any dispute between the Welsh Liberal Democrats and an AERC or Local Party, or between AERCs or between Local Parties; and
 - d. any matter expressly so provided by these Sections or by rules made hereunder.
6. The members of the Panel to hear a particular case shall be selected by the Chair, subject to the following provisos:
 - a. the Chair alone may determine any dispute over the interpretation of this Constitution;
 - b. at least three members shall hear any other case;
 - c. no member shall be from the same Constituency/Area as the appellant or have any direct involvement in the matters in dispute.

7. The Chair of the Appeals Panel and the Clerk may make and publish rules for its own procedures. The rules so published must be ratified by the Conference at the next available opportunity and shall form an Annexe to this Constitution. These rules shall include:
 - a. the initial processing of an appeal, including:
 - i. a power to the Chair to determine whether or not an appeal is valid;
 - ii. a power to the Chair to order a mediation process;
 - iii. an indicative timetable, and a power to the Chair to impose deadlines (and so that any appeal must, unless the Chair extends this deadline in exceptional circumstances, be concluded within three months of being lodged, and may be dismissed if the appellant does not co-operate with the related timetable) save that any appeal must be submitted to the Clerk of the Appeals Panel no later than two weeks after the incident which is the subject of the appeal, has occurred; and
 - iv. an obligation on the Appeals Panel, so far as is practicable to identify the parties to an appeal hearing, and to notify all of them sufficiently in advance to enable them to submit documentary evidence and provide witnesses; and
 - b. the conduct of an appeal.
8. Any decision of the Panel shall, subject to any right of appeal under the Federal Constitution, be final and binding on all concerned. The Panel may publish any decisions or issue any statement/direction in respect of a decision which, in the opinion of the Chair, are likely to be of value as a precedent. The Panel shall also report annually to the Conference on any adjudication it has made regarding the interpretation of this Constitution and the nature of any other complaints it has had to deal with and any recommendations to avoid the recurrence of similar complaints.

Section M:

Amendments to the Constitution

1. Save as is hereinafter provided, this Constitution may be amended by a two-thirds majority of members of Conference present and voting at a meeting of the Conference. Motions to amend the Constitution may be proposed by the Constitutional Review Panel, the National Executive, Local Parties, Specified Associated Organisations or by 20 members of the Conference. Notice of motions to amend the Constitution shall be sent to all members of Conference at least one month before the meeting of Conference at which those motions are to be debated.
2. Any motion to amend the Constitution shall require a quorum of one half of the registered representatives in respect of the relevant meeting of the Conference,
3. There shall be a standing, Constitutional Review Panel which shall have the power to amend the Constitution subject to ratification by Conference at its next meeting (and if necessary by any all-member ballot if the rights of an individual are reduced (Clause M.6 below)) following any changes. Additionally, the Panel shall:
 - i. ensure that this Constitution is compliant with any UK or Welsh Legislation covering the governance of Political Parties, such as PPERA.
 - ii. review proposed amendments to this Constitution to ensure that they are valid amendments and to ensure that the integrity of the Constitution is retained by proposing additional drafting amendments.
4. The membership of the Constitutional Review Panel shall be:
 - a. The President, who shall be the Chair of the Panel;
 - b. The Chair of the National Executive;
 - c. The Chair of the Conference Committee;
 - d. 1 Representative of the Combined Assembly/Parliamentary Groups;
 - e. 3 members nominated by the President and confirmed by the Conference who shall serve for a two-year term of office and shall be eligible for re-confirmation;
 - f. The Federal Party's Head of Compliance and Constitutional Support, or his/her designated substitute shall be invited to act as a consultant to the Panel and may attend meetings as he/she sees fit.
5. The full list of members, with the dates of appointment and expiry, shall form an Annexe to this Constitution.
6.
 - a. Any proposed motion to amend the Constitution whose effect would be to reduce the rights of individual members (including any reduction in the matters for which a ballot of members is required pursuant to this Constitution) shall not be valid unless ratified by two-thirds of the members voting in a ballot.
 - b. The outcome of any ballot of the Party's Membership shall be notified to the Membership no later than four weeks after any result has been declared.
7. Any amendment to this Constitution shall take effect at the end of the meeting of Conference at which the amendment is adopted or, if Clause M.6 is invoked, once the result of an all-member ballot has been counted and the result declared by the Returning Officer save that any changes to the composition of a Committee shall not take effect until the next set of elections to that Committee.

The **Annexes** to the **Constitution**

Annexe I: Election Rules

Appendix 1:

Election Rules for Annual Elections

by Conference

(April 2013)

A. Introduction

1. As laid down in the Constitution of the Welsh Liberal Democrats, annual elections for all Officers, Committee members and representatives save for those for Leader of the Party, Leader of the Assembly and Leader of the Parliamentary Party shall be held in conjunction with the autumn Meeting of the Conference.
2. Eligibility to stand for these offices or positions is defined by the Constitution.

B. Timetable

1. The Acting Returning Officer shall be responsible for ensuring that any timetable for the relevant elections takes into account the requirements of clause B.2, below.
2. Such timetable shall provide:
 - a. for the invitation of nominations to be circulated to all Conference Members, Local Parties and Specified Associated Organisations;
 - b. that a period of at least three weeks shall be allowed between the opening and closing of nominations;
 - c. for nominations to close no later than the end of the autumn meeting of the Conference;
 - d. that ballot papers for any contested election shall be distributed within two weeks of the closing date for the receipt of nominations; and
 - e. that the final date for the return of ballot papers shall be no less than five weeks after the closing date for the receipt of nominations.

C. Nomination

1. As required by the Party's Constitution, nomination shall be by five member of the Conference.
2. Each nomination shall be on the prescribed nomination form which shall bear the name of each nominator, in clear print, along with the name of their Local Party, their membership number and their signature. This form shall also contain the Candidate's name, Local Party, address, membership number and telephone number and shall be countersigned by the Candidate as a consent to nomination.
3. Each candidate shall send to the Acting Returning Officer with the nomination form a manifesto. The manifesto shall cover no more than one side of an A5 piece of paper (two sides if one is a direct translation into English/Welsh of the other, a photograph may be included and any artwork must be the same in both languages) for distribution with the ballot papers.
4. Directly elected individual membership is limited to two Committees including the National Executive Committee.
5. Any person who is a candidate for direct election to more than two Committees shall indicate to the Acting Returning Officer their order of preference for the purposes of the conduct of the count under Section F of this set of Rules, below.

6. The Acting Returning Officer shall, as soon as practicable, inform a Candidate whether a nomination is valid.

D. Campaigning

1. The Acting Returning Officer shall be responsible for sending out a statement (as defined above) from each candidate for election. Candidates shall be permitted to campaign for election. Such campaigning shall be limited to spoken communication, either via telephony or face to face contact, or via electronic communication including the use of social media, email and the internet.
2. The Acting Returning Officer shall, where available, publish and circulate with the ballot papers and candidate statements, a list of the possible versus actual attendance for meetings of the Welsh Party Committees for which elections are being held.
3. No Constitutional body of the Party shall make or circulate any endorsement or other recommendation relating to any Candidate.
4. The Editor of any official publication of the Welsh Party shall seek to ensure that any coverage of the elections gives equal prominence to all candidates.

E. Ballot

1. When the number of validly nominated candidates for a post is less than or equal to the number of positions advertised for election, the Acting Returning Officer may declare those persons elected.
2. When there are more candidates than offices or positions to be filled, a postal ballot shall be conducted by the Single Transferable Vote in accordance with the currently published rules of the Electoral Reform Society.
3. Those entitled to vote in these elections shall be those registered members of Conference (and not their substitutes) for the Annual Meeting of the current year.
4. The ballot shall take place immediately after the Autumn Meeting of the Conference.
5. There shall be no requirement for any elector to sign the ballot paper, and any ballot paper signed by an elector shall be rejected as invalid.

F. Counting of Votes

1. As soon as practicable after the close of the ballot the Acting Returning Officer shall ensure that the votes are counted according to F.2 of this set of Rules, below.
2. The Acting Returning Officer shall determine the order in which the ballots are to be counted, in such a way as to ensure that:
 - a. any candidate elected to an office carrying ex-officio membership of a particular Committee (including the National Executive Committee) shall be deemed to have withdrawn his/her candidature for that Committee; and
 - b. effect is given to the order of preference expressed by candidates as in C.5 of this set of Rules, above;
3. Candidates or their representatives shall be entitled to be present at the count, the time and place of which shall be notified to them by the Acting Returning Officer.
4. In the event of any dispute as to the validity of the count, the ruling of the Returning Officer shall be final, save only for the right of appeal as in Section H of this set of Rules, below.

G. Declaration of Result

1. At the completion of the count the Acting Returning Officer shall compile a full list of persons elected, and shall send copies to the Officers of the Party.
2. The Acting Returning Officer shall, as soon as practicable, inform each Candidate of the result of the relevant election(s).
3. A summary of results shall be made available to the National Executive Committee, and shall be circulated electronically to all members of the Conference. The results shall also be published in the next issue of any appropriate official publication of the Welsh Party. Candidates shall be entitled to receive, on request, a full report of the count.

H. Appeals

1. Any candidate who has concerns about the conduct of the election or the count may appeal in the first instance to the Acting Returning Officer who shall investigate the allegation(s) and rule accordingly. Any ruling of the Acting Returning Officer may, if a satisfactory outcome is not achieved, be appealed to the Returning Officer save that the accidental failure to deliver any invitation for nomination or ballot papers to any member eligible to vote in the election(s) shall not invalidate the outcome of the election(s) unless the Returning Officer considers the scale of such a failure is capable of materially affecting the declared result.

Appendix 2:

Election Rules for Annual Elections by Other Groups

(October 2008)

A. Unitary Councillors

1. The election of the representatives of Welsh Liberal Democrat of Unitary Authorities (hereinafter referred to as Principal Councillors) to the National Executive Committee, Policy Committee and Campaigns and Candidates Committee shall be held in conjunction with, and under the same timetable as, the Annual Elections by the Conference.
2. The remaining provisions of the Election Rules for Annual Elections by the Conference (Annexe I, Appendix 1, Sections B to H) shall apply, save that the invitation for nominations shall only be circulated to Principal Councillors and that the nominators for these elections shall themselves be Principal Councillors.

Appendix 3:

Rules for Postal Ballots

of the Whole Party

(April 2013)

A. Introduction

These rules cover the elections to the posts of President, Deputy President, Leader and Deputy Leaders of the Welsh Liberal Democrats as laid down in the Constitution. The relevant section of the Constitution of the Welsh Liberal Democrats (Section E: Officers of the Party) defines the eligibility for these posts and the required nominations. These rules shall in no way prevent the Candidates from fulfilling their responsibilities as MPs, AMs, MEPs, Leaders of their respective Groups or Ministers.

B. Timetable

1. The Chief Executive shall, in consultation with the National Executive Committee, draw up a timetable for the elections.
2. Such a timetable shall provide
 - a. for the invitations of nominations to be circulated to all Local Parties, Specified Associated Organisations, AMs, MPs and MEPs;
 - b. that a period of at least three weeks shall be allowed between the opening and closing of nominations;
 - c. that ballot papers for contested elections be circulated within 15 working days of the closing date for the receipt of nominations; and
 - d. that the final date for return of ballot papers shall be not less than five weeks after the closing date for the receipt of nominations.

C. Nomination

1. Nomination shall be as required by the Constitution of the Welsh Liberal Democrats.
2. Each nomination shall be on the prescribed form, shall bear the printed name, Local Party and Signature of every nominator, together with the name of the Candidate and the chamber in which he/she sits. The form shall be countersigned by the candidate as a consent to nomination.
3. The Party's Acting Returning Officer shall, within 24 hours, inform a candidate whether a nomination is valid.

D. Campaigning

1. The Party's Acting Returning Officer shall send out with the ballot paper a manifesto from each Candidate. Artwork for the Manifesto shall be provided by the candidate. The Manifesto shall be printed by the Party at its cost. Each candidate shall be entitled to two sides of an A4 piece of paper in the English language and two sides of an A4 piece of paper in the Welsh language. Each should be a direct translation of the other and any photograph or artwork should be the same in both languages.
2. The editor of any official Party publication shall seek to ensure that any coverage of the elections gives equal prominence to all candidates, save that each candidate may have routine or regular reports on their work as MP, AM, MEP, Group Leader or Minister covered without other candidates having to be given equal status.

3. The Election Expenses shall be limited to £5,000. No Candidate, or their Agent, shall exceed this limit in the production of publicity material and any other expenditures connected with the campaign not including travel and subsistence. All donations to their campaign above £500 must comply with the provisions of Schedule 7 of PPERA.
4. Each Candidate and/or their Agent shall complete and lodge with the Chief Executive an election expenses return form. The form must have attached receipts or invoices for all expenditure and must be lodged with the Chief Executive by midday on the 35th day following the declaration of the election result. The Chief Executive will hold the expenses returns of each Candidate on file and these may be examined by any Party Member. The expenses form shall also contain the necessary information to prove compliance with the provisions of Schedule 7 of PPERA.
5. Each Candidate may use campaign materials in electronic or paper form provided that in doing so they do not exceed the campaign expenditure limits outlined above.
6. Each Candidate may have access to the list of members of the Welsh Liberal Democrats and is free to contact them by letter, electronic means, telephone or in person, save that the costs of such communications must be included in the campaign expenditure of that candidate.
7. The Welsh Party's Acting Returning Officer shall arrange Hustings Meetings for members to hear and question the candidates. There shall be a minimum of three such meetings which shall be located after taking into consideration the dispersed nature of the population of Wales. The Chair of the Campaigns and Candidates Committee will appoint the chair for the Hustings.

E. Ballot

1. If only one nomination is received for any Leadership or Presidential position, the Party's Acting Returning Officer may declare that person elected and inform the Officers of the Party accordingly.
2. When there are more than one candidate for any post there shall, (as stipulated by the Constitution) be a ballot of all members. Such a ballot shall be conducted by STV in accordance with the current published rules of the Electoral Reform Society. The Party's Acting Returning Officer may appoint assistant Returning Officers to help her/him with the conduct of the ballot.
3. The Ballot shall be counted within 48 hours of the close of the Ballot.
4. Candidates and their representatives shall be entitled to be present at the count, the time and place of which shall be notified by the Party's Acting Returning Officer.
5. The Party's Returning Officer shall as soon as possible notify each candidate of the result.
6. In the case of a Presidential Election, the Acting Returning Officer shall declare the result immediately after the completion of the count of ballot papers and inform the relevant Party Officers accordingly. For Leadership Elections, arrangements shall be made for the Returning Officer, or their nominee, to make a public announcement as to the result at an appropriate venue as soon as practicable following the completion of the count of ballot papers.

F. Appeals

1. Any Candidate who has concerns about the conduct of the election or the count may appeal in the first instance to the Acting Returning Officer who shall investigate the allegation(s) and rule accordingly. Any ruling of the Acting Returning Officer

may, if a satisfactory outcome is not achieved, be appealed to the Returning Officer save that the accidental failure to deliver any invitation for nomination or ballot papers to any member eligible to vote in the election(s) shall not invalidate the outcome of the election(s) unless the Returning Officer considers the scale of such a failure is capable of materially affecting the outcome of the declared result.

Annexe II:

Membership Rules

(November 2014)

A. Recruitment, Registration and Acceptance

1. All members of the Party are encouraged to recruit new members. Upon receipt of an individual's subscription of not less than the minimum, for which a receipt shall be issued, the individual's application can be sent by the enrolling body without delay to Membership Services for registration.
2. New membership applications shall be advised that their application is subject to acceptance by their Local Party. All applicants shall be registered and lists of new members shall be sent to Local Parties as regularly as possible, and not less than every two months.
3.
 - a. New membership applicants shall be given an address ("Registered Membership Address") which shall be the address where the applicant lives, works or studies. For this purpose:

"Lives" means the address at which the applicant ordinarily resides;

"Works" shall be defined in the same terms as for qualification for nomination as a candidate for a principal local authority election;

"Studies" means either the Student's term time residential address as defined in Rule A.3.a or the address of the institution where the student studies.
 - b. Subject to registration and approval the applicant shall become a member of the Local Party covering the Registered Membership Address.
4. Local Parties may initiate refusal of membership in accordance with section C.7 of the Constitution of the Welsh Liberal Democrats within 6 weeks of receipt of notification of registration. After that period, if membership is not refused the applicant shall be deemed to have been accepted and shall be deemed to have been accepted and shall be a member of that Local Party.
5. Until membership has been registered the applicant shall not be a member of the Party and able to participate in the functions of membership, including voting in internal Federal and State elections. In internal Local Party elections all registered members must be accepted before they may participate.
6.
 - a. The Finance and Management Committee shall have the power to initiate an investigation into any irregularities in membership recruitment or payments in Local Parties under Section H.17 of the Constitution of the Welsh Liberal Democrats.
 - b. This can be done on one or more of the following grounds:
 - i. failure to pay the correct subscription amounts;
 - ii. failure to pass on the correct subscription amounts to other parts of the Party;
 - iii. fraudulent membership applications; or
 - iv. the National Executive Committee believes that under Section H.11 of the Constitution of the Welsh Liberal Democrats, events may have taken place which are or may be seriously detrimental to the Local Party or the Party as a whole

Members subject to such an investigation may be suspended pending the result of the enquiry. The results of any investigation may be subject to appeal to the Welsh Appeals Panel.

B. Re-Registration of Membership

1. A member may re-register their membership from one Local Party to another in accordance with Section C.5 of the Constitution of the Welsh Liberal Democrats and shall inform Membership Services.
2. A member who changes their Registered Membership Address shall automatically be re-registered as a member of the Local Party covering the new Registered Membership Address, unless the member requests in writing to retain membership of their old Local Party. In which case Rule B.3, below, shall apply.
3. A member who wishes to be a member of a Local Party other than that covering the Registered Membership Address may do so with the consent of the Local Party of which they want to be a member. If that Local Party wishes not to grant consent, the process of refusal must be initiated within 6 weeks of the notification of registration and must be completed within that period, and the procedure set out in Rules F.3.ii to F.3.viii, below, shall be followed. If the process is not initiated or completed within these periods, the Local Party shall be deemed to have consented and the member shall be a member of that Local Party.

C. Issue of Membership Cards

1. Members shall receive a Party Membership Card from Membership Services within 5 weeks of when the appropriate part of their subscription is received by Membership Services and their membership registered.
2.
 - a. Members who are recruited by the Youth and Student SAO shall receive a Party Membership Card and also become members of that SAO. Their names shall also be included as members of the Local Party in whose area they live or study.
 - b. Such members shall not vote in internal Local Party elections for Federal and Welsh Conference Representatives if they vote for these representatives through their SAO.
3. The Youth and Student SAO shall receive a service fee of a percentage of the subscription paid as agreed with the Party on the recruitment and / or renewal of these members. The minimum subscription of the Party shall be the minimum subscription of the SAO.

D. Start Date for Membership and Dates for Renewal

1. Membership shall commence for new members on the date of receipt of the subscription and application by the enrolling body or Membership Services, whichever is earlier, subject to acceptance by their Local Party.
2. Membership will be due for renewal:
 - a. For new members on the quarter day (March 31, June 30, September 30 or December 31) one year after the quarter day immediately following the date of their first joining;
 - b. For renewing members of the Party, annually on their quarter day.
3. Membership for lapsed members who rejoin shall commence on the date of receipt of their subscription and application by the enrolling body or Membership Services, whichever is the earlier.

E. Renewals and Lapsing of Membership

1. Members shall be sent renewal reminders by Membership Services not later than the end of the month before their subscriptions fall due. At least two reminders shall be sent and the Local Party shall be notified of non-renewers.
2. Resignations shall not be acted upon unless received in writing by Membership Services from the member resigning.
3. Members who do not renew their subscriptions shall retain their rights as members for three months beyond their renewal date, after which time, if no subscription has been received, their membership rights shall be deemed to have lapsed.

F. The Refusal of Membership and the Disciplinary Process for Members

1. The grounds for refusal of membership and the grounds for disciplinary action being taken against a member of the Party are set out in the Constitution of the Welsh Liberal Democrats (Section C.6 & Section C.7 respectively). Refusal of membership is just as serious and exceptional a course of action as the initiation of any disciplinary process.
2. Refusal of membership or the undertaking of disciplinary action can be initiated by the Local Party the State Party or the Specified Associated Organisation representing Youth and/or Students (where the individual is a member of the Party through that organisation).
3. The following procedure shall be followed by Local Parties and shall be completed, unless referred to the Appeals Panel, within six weeks from its initiation by the Local Party. The reasons for refusal of membership or any disciplinary action that is to be taken including any sanction that is to be decided upon must be considered appropriate and must only be from those given in the Constitution of the Welsh Liberal Democrats (Sections C.6, C.7 and C.8 respectively).

For new members only:

- i. When the Membership Secretary receives a list of applicants registered for membership, the Local Party shall operate a system approved by the Executive Committee within the timeframe for the approval of membership as set out in Section A of these Membership Rules. If the Local Party, through this procedure, determines to initiate refusal of membership that person shall be informed by in writing by the Secretary. No formal action shall be taken until a meeting of the Executive Committee which shall be held not more than 5 weeks from the date when this process has been initiated. At that Executive Committee meeting this item of business shall appear formally on the Agenda. The timetable and right of appeal shall be the same as outlined for disciplinary action, below.

In all other circumstances:

- ii. Disciplinary action can only be discussed formally at an Executive Committee meeting of the Local Party which must be held not more than 5 weeks from the meeting at which the matter was first raised. No decision can take place at the meeting where the matter is first raised. This is to allow the Executive Committee and the person concerned to be able to make the necessary preparations to put their cases to the meeting. A separate meeting of the Executive Committee must therefore be called within 5 weeks of the matter first being raised, under the same time frames of notification for a meeting of the Executive Committee as specified in the Local Party Constitution or the Model Local Party Constitution of the Welsh Liberal Democrats. At that

Executive Committee, meeting this item of business shall appear formally on the agenda.

- iii. Any member who is facing disciplinary action shall be given, at the same time and under the same notice period as for members of the Executive Committee, the motion which includes the reasons for action being taken, the potential sanction that may be imposed, along with the date, time and place of the Executive Committee meeting at which it is to be discussed, information regarding their right to speak or be represented and details of how any appeal against refusal or the sanction determined as a result of the Executive Committee Meeting can be made. The motion shall not include the sanction that may be imposed under Clause C.8 to allow the Executive Committee to come to a decision as to the appropriate sanction following receipt of all relevant information and debate. Amendments to the motion shall not be allowed.
 - iv. The motion may be still be taken at the Executive Committee meeting notwithstanding the absence of the person concerned provided the procedures outlined above have been followed.
 - v. The Executive Committee shall debate the motion but there shall be no comment which is not relevant to the reasons given in the motion. The person whose membership is being refused or revoked or their representative shall be allowed to speak.
 - vi. When the discussion is completed a vote shall be taken at the meeting on the motion as published in the agenda by secret ballot of those present and have been party to the full discussion and are eligible to vote.
 - vii. The outcome of the motion must be communicated to the person concerned in writing within seven days of the Executive Committee meeting at which the motion was voted on. This communication shall also be copied to Membership Services and the Welsh Party, supported by all relevant documents.
 - viii. The above procedure should be completed within six weeks of initiation (including the time required to notify the member of the outcome) unless the Executive Committee has agreed an extension to any suspension under Section F.5, below, If the procedure remains incomplete after this time, the individual concerned shall become or remain a member of the Party automatically and the Executive Committee shall take restorative action to ensure that any suspension is lifted.
 - ix. Nothing in this procedure shall override or take precedence over the Constitution of the Welsh Liberal Democrats or the rights of any members to the Welsh Appeals Panel including Rule F.4, below.
4. Any person who is refused membership or is subject to sanction following disciplinary action has the right of appeal to the Welsh Appeals Panel. If no such appeal is received in writing by the Clerk to the Welsh Appeals Panel within one calendar month from the date of the Executive Committee meeting when the refusal of membership was agreed or the disciplinary hearing took place, the decision of that Executive Committee meeting shall stand.
5. A member may be suspended by the body undertaking disciplinary action for not more than the full period set out under these rules whilst the process is in progress, and subject to person concerned being notified in writing along with the Chief Executive of the Welsh Party and Membership Services. The date of the decision to suspend shall constitute the initiation of the process of disciplinary action and the Executive Committee shall meet to consider the sanction to be taken within five

weeks of the date of suspension. If no such disciplinary hearing occurs or the process is not completed within the timetable, suspension is automatically ended and the Executive Committee shall take the necessary restorative action to ensure that this happens.

6. A meeting of the Executive Committee may, in exceptional circumstances, extend this suspension where the disciplinary action relates to legal trial or tribunal where such action could be seen as prejudicial or subjudice without a verdict. Where this has happened, the Executive Committee shall specify the length of extension in writing to the member concerned as well as to the Chief Executive of the Welsh Party and Membership Services. A disciplinary hearing must take place not more than three weeks (allowing for due notice to be given) following a verdict being delivered or charges being dropped otherwise the suspension shall be automatically lifted and the Executive Committee shall take the necessary restorative action to ensure that this happens.
7. In matters of urgency the Chair of the Executive Committee may take the decision to suspend a member pending a disciplinary hearing. In such cases the members of the Executive Committee shall be notified immediately and the member concerned shall be notified in writing within seven days. A meeting of the Executive Committee shall take place within 21 days of the decision being taken to determine whether or not the full disciplinary process should be invoked. If the Executive Committee determine that there are grounds for a disciplinary hearing the process shall be deemed to have been initiated and the timetable outlined in Section F.3, above, shall apply. The suspension shall automatically lapse after 21 days if the Executive Committee fails to take any further action.
8. Where a member's suspension has been lifted by virtue of the fact that the process has timed out, the Executive Committee shall not be entitled to initiate a second suspension on the same matter but shall refer the matter to the National Executive Committee for its consideration.
9. In cases where the above procedure is followed by the National Executive Committee or the Executive Committee of the Specified Associated Organisation representing Youth and/or Students, the procedure set out above shall be followed with appropriate changes being made to the organisational bodies concerned.
10. Any person whose membership has either been refused or revoked under these rules or by the Federal or other State Party Constitutions shall not be admitted or readmitted to membership in Wales without the joint consent of the National Executive Committee and the Local Party which that person would become a member of.

G. Rights of Members to Participate in Elections

1.
 - a. For all Local Party elections, including local authority candidate selections and Annual General Meetings, the Executive Committee shall determine and agree the date for the closure of nominations before which members not both registered by the Local Party and accepted shall not be eligible to participate in the elections.
 - b. Local Parties are requested to co-ordinate with Membership Services in advance of the agreed date to ensure that lists and labels of registered members can be provided to meet this election timetable
2. For Candidate selections to the National Assembly, the Westminster Parliament, the European Parliament, Directly Elected Mayors and Police & Crime Commissioners, the cut-off date shall be no later than the closing date for submission of applications as laid down in the Party's Rules for these selections (Annexe IV of the Constitution of the Welsh Liberal Democrats).

3. Any members subject to an investigation under Section 1.6 of these rules may be excluded from the selection concerned by the National Executive, subject to appeal to the Welsh Appeals Panel.

H. Changes to these Rules

1. These Rules have been agreed by Conference under Section C.9 of the Constitution of the Welsh Liberal Democrats. The Conference may amend these rules by a simple majority of those present and voting at the Conference.
2. The operation of the Membership system on an ongoing basis will be subject to the direction of the Finance and Management Committee and the Party's Chief Executive.

Annexe III:

Functions of Party Committees

The National Executive Committee

(October 2010)

The National Executive shall direct the work of the Party. In particular it shall be responsible to the Conference for:

1. receiving reports from Welsh Party and Federal Committees where appropriate;
2. taking such steps as may be necessary to promote the cause of the Party in Wales and to encourage members and Local Parties to campaign vigorously on its behalf;
3. being responsible for the political aspects of the Party's presence within the Federal Party;
4. being responsible for the final approval of the Party's Budget;
5. liaising continually with constituent bodies regarding the maintenance and expansion of the membership list (namely recruitment and retention of members) as outlined in Section B of the Constitution of the Welsh Liberal Democrats and also be responsible for the operation of the Membership System;
6. coordinating fund-raising throughout the Party; and
7. The discharge of such other functions as the Conference or the Constitution of the Welsh Liberal Democrats, shall allocate to it.

The Finance & Management Committee

(October 2010)

The Finance and Management Committee shall be responsible to the Conference for:

1. the regular monitoring of the Party's finances;
2. ensuring the compliance of the Party at all levels with the provisions of the Political Parties, Elections and Referendums Act 2000;
3. the Party Treasurer being responsible for the Party's financial compliance with the Political Parties, Elections and Referendums Act 2000;
4. ensuring that the Party complies with UK and Welsh legislation;
5. drafting the Party's Annual Budget in consultation with the relevant Committee Chairs and presenting the draft budget to the National Executive Committee for final approval;
6. the appointment and employment of staff and the maintenance of such offices and premises as it considers necessary;
7. overseeing the operation of the Party as an equal opportunities employer;
8. overseeing staffing issues and including arranging for the handling of grievances or complaints and ensuring that staff employment procedures, including staff terms and conditions of employment, comply with the relevant employment and equalities legislation;
9. the monitoring of Campaign expenditure;
10. selecting an auditor to audit the accounts of the Party which will then be put to the Conference for approval; and

11. administering the division of membership income between Local Parties, the Party and the Federal Party;
12. having the power to borrow money for the general purposes of the Welsh Party and to secure monies borrowed in such a manner as it thinks fit upon the assets of the Welsh Party; provided always that the total amount of monies borrowed shall not exceed such amount as may from time to time be determined by the Finance and Management Committee and approved by the Conference; and
13. the discharge of such other functions as the Conference, or the Constitution of the Welsh Liberal Democrats, shall allocate to it.

The Policy Committee

(October 2010)

The Policy Committee shall be responsible to the Conference for:

1. The development of the policy of the Party and the appointment of working groups to assist with this work;
2. The co-ordination of the Welsh contribution to the policy work of the Federal Party;
3. Liaison with the Conference Committee and Campaigns and Candidates Committees on the policy content of Conference meetings to facilitate the formulation of Party policy;
4. The preparation and drafting of policy documents and publications and, in particular, the drafting of the Welsh Liberal Democrat manifesto for each General Election and election for the National Assembly for Wales;
5. The provision of policy support for Welsh members of both Houses of Parliament, the European Parliament, the National Assembly for Wales, candidates, Councillors and Directly-Elected Mayors;
6. Presenting the views of the Party to outside bodies in Wales and elsewhere; and
7. The discharge of other such functions as the Conference, or the Constitution of the Welsh Liberal Democrats, shall allocate to it.

The Campaigns and Candidates Committee

(October 2010)

The Campaigns and Candidates Committee shall be responsible to the Conference for:

1. running election campaigns in Wales;
2. appointing a nominating officer for the purpose of the Political Parties, Elections and Referendums Act 2000;
3. making provision for lists of approved candidates for the National Assembly for Wales, Westminster and European Parliamentary elections;
4. the co-ordination and regulation of the procedure for the selection and adoption of candidates;
5. the identification and publication of criteria for the assessment of approved candidates and ensuring, so far as possible, their consistent application;
6. promoting the Party in the media, including the co-ordination of Party Political Broadcasts;

7. providing training for candidates and members;
8. ensuring that there is a Parliamentary Candidates Association in Wales;
9. drawing up proposals on Party campaigns and the communications strategy of the Party;
10. liaising with the Campaign Organisers within the Welsh and Federal Parties;
11. from time to time, making proposals to Conference on varying the rules for the selection and adoption of prospective candidates for the National Assembly for Wales, Westminster and the European Parliament;
12. electing one of its members to be the Welsh Representative on the Joint States Candidates Committee; and
13. the discharge of such other functions as the Conference, or the Constitution of the Welsh Liberal Democrats, shall allocate to it.

The Conference Committee

(October 2010)

The Conference Committee shall be responsible to the Conference for:

1. the practical arrangements for meetings of the Conference;
2. seeking to involve the host Local Parties in individual meetings of the Conference;
3. maintaining an up-to-date list of members of the Conference and substitutes appointed for individual meetings of Conference;
4. liaison with the Policy Committee on the policy content of meetings of Conference;
5. the Agenda for meetings of the Conference;
6. keeping under review the Standing Orders for Conference and making recommendations for the amendment of such Standing Orders;
7. the practical arrangements for the Welsh presence at the Federal Conference; and
8. the discharge of such other functions as the Conference or the Constitution of the Welsh Liberal Democrats, shall allocate to it.

Annexe IV:

Candidate Selection Rules

(November 2013)

Introduction and the Constitutional Position

[2013 Edition]

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

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

The rules contained in this document were originally drawn up in 2012 following a review commissioned and approved by the Campaigns and Candidates' Committee and endorsed by the Welsh Conference for the use of all Local and/or Regional Parties and the Welsh Party as a whole when selecting candidates for their candidates.

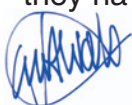
The Welsh Campaigns and Candidates Committee also has an obligation to produce rules for specific elections which have a political implication in Wales such as elected Police and Crime Commissioners or Directly Elected Mayors. At present, rules are in place for candidates for these two offices and are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

The rules for the selection and approval of Local Government Candidates are currently outside the remit of the Welsh Party and the Campaigns and Candidates' Committee. Such rules are the responsibility of individual Local Parties. Under the Model Constitution for Local Parties it is the responsibility of each Local Party to have rules in place for Local Government Selections and Approvals. Further guidance and model rules can be obtained from the Association of Liberal Democrat Councillors (ALDC) - www.aldc.org.uk

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

Further advice and information on the interpretation of these rules can be sought from the Welsh Liberal Democrats, 38 The Parade, Cardiff, CF24 3AD (enquiries@welshlibdems.org.uk or 029 2031 3400).

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



Ian Walton

Party Manager, Welsh Liberal Democrats

NB: In these rules, the words, “**must**”, “**shall**” and “**will**” refer to **mandatory** actions. The words “**may**”, “**could**” and “**should**” refer to optional actions.

Rules for the Selection of Constituency Candidates

(Westminster & National Assembly for Wales) [Nov 2013]

Introduction

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

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

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

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

Following the introduction of fixed term Parliaments at Westminster and the repeal of legislation which prevented Assembly candidates being both a regional and a constituency candidate, the following timetable has been agreed by the CCC and the Welsh Conference for the selection of Westminster and National Assembly for Wales Candidates:

- A.** Three years out from the elections to the National Assembly for Wales, the CCC may start, in consultation with the relevant Local Party/Parties, the process of appointing fully approved candidates to any seat (Westminster or National Assembly for Wales) which has not yet selected its candidate(s) but has at least advertised a vacancy for either a PPC or a PAC or both.
- B.** Two years out from the elections to the National Assembly for Wales, the CCC may start, in consultation with the relevant Local Party/Parties, the process of appointing any candidate (fully approved or otherwise) to any constituency which has not yet selected its candidates (or where a candidate has not been appointed under A (above) - either for the Westminster Parliament or the National Assembly for Wales.

NB. This timetable has been varied by the 2013 Welsh Liberal Democrat Autumn Conference for the selection of candidates in the 2015 Westminster General Election and the 2016 Welsh General Election. For full details of this varied timetable, please contact Welsh Liberal Democrat HQ.

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

These rules replace all arrangements for selection of constituency candidates for Westminster and the National Assembly for Wales that have previously been published by the Welsh Party but nothing in these rules overrides any of the functions of the CCC or the Constitutions of the Welsh Liberal Democrats or the Federal Constitution and the Equalities Act 2010.

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

NEW RULES: In this edition of the Rules, new clauses 81 and 82 have been inserted regarding duality of Westminster and Assembly Candidature and the placing of Constituency Candidates on a Regional List.

Stage One:

From Deciding to Select to the Close of Applications

A. Getting Started

1.
 - a. Where there is an incumbent Member of Parliament the provisions in Article 11.7 of the Federal Constitution shall apply if they wish to stand at the next General Election.
 - b. Members of the National Assembly for Wales must inform their Local Party not later than 18 months before any Welsh General Election whether or not it is their intention to put themselves forward for re-selection. All incumbent Members of the National Assembly of Wales who intend to put themselves forward for re-selection must apply for re-selection under these rules save that they shall be automatically short-listed should they apply.
 - c. The Chair of the Local Party may (but not within two years of there being a Welsh General Election unless there is the serious possibility of an early Welsh General Election) require a Member of the National Assembly for Wales to indicate within one month in writing whether or not they wish to stand at the next Welsh General Election.
2. Following any boundary review by the Parliamentary or Assembly Boundary Commissioners, a Member of Parliament or Member of the National Assembly for Wales whose current seat forms any part of a new seat shall be automatically short-listed for selection should they apply.
3. Any Welsh Local Party wishing to select a Prospective Candidate must apply to the CCC for permission to select a candidate. The CCC in taking a decision on this application must first of all take into consideration whether or not there is an incumbent Member of Parliament or Member of the National Assembly for Wales, the cycle of elections, whether or not the process could be conducted in conjunction with other Local Parties and the timetable outlined in the introduction to these rules.

Returning Officers and Selection Panels

4. One of the criteria for approval to proceed to be granted shall be that the Local Party concerned must have appointed a Selection Panel which shall be responsible for managing the selection process in a fair and unbiased manner. This Panel shall consist of a minimum of 3 and a maximum of 7 members who shall reflect and represent the membership at large and oversee the process. The Selection Panel shall not include the relatives or partners of any applicant nor any member whose position as regard to a particular candidate could be seen as making a difference to the decisions they would make in regard to the selection process.
5. Members of the Selection Panel shall not campaign for or against any applicant. They must also keep the details of the applications, and the assessments of applicants, confidential and shall behave in a fair and unbiased way towards all applicants.
6. The Selection Panel, and not the Local Party Executive, is responsible for managing the selection. If the Local Party is concerned that the Selection Panel is failing in its duties then it should raise the matter with Returning Officer. Decisions of the Selection Panel must not be altered other than by the Returning Officer.

7. Once permission has been granted by the CCC to go ahead with the process, the Chair of the CCC shall appoint a qualified Returning Officer from the list of accredited Returning Officers held by the CCC who shall not be a member in the Local Party or constituency undergoing selection nor shall they have any personal interest in the selection.
8. The Returning Officer will:
 - Support the Selection Panel;
 - Protect the interests of Members;
 - Ensure the fair and equal treatment of applicants; and
 - Ensure that the selection rules are followed
9. The Chair of the CCC may appoint a Replacement, Substitute or Deputy Returning Officer(s) for any part of the selection, if this becomes necessary at any time.
10. Returning Officers may claim reasonable expenses from the Local Party which have been incurred whilst carrying out their duties. Any expenses should be claimed within 30 days of the completion of the selection process.
11. Following their appointment, the Returning Officer shall meet with the Selection Panel to ensure that they are satisfied that the Panel is sufficiently trained in the purposes of short-listing and the Panel's responsibilities with regard to equality of opportunity and fairness to all applicants. Where necessary, and appropriate, the Returning Officer shall arrange for appropriate training to be given before the process can proceed further.

B. Preparing to Advertise

The Kind of Candidate you are Looking for and the Timetable for Selection

12. The Selection Panel, in conjunction with the Returning Officer, shall then meet to draw up a profile of the Constituency and the criteria that they are looking for in their prospective candidate. The profile and criteria shall be included in the application pack sent to prospective applicants following the publication of the advertisement.
13. The Local Party Executive must provide the Selection Panel with details of the priorities for the campaign and what they expect the candidate's role will be in achieving these. They may be supported in this by staff from the Welsh Party, the Federal Party's Department of Elections and Skills and/or the Chair of the CCC. They may also be supported in this by the candidate from the last Election, but s/he must play no further part in the selection process except to help put together the Application Pack if asked by the Selection Panel and as an ordinary member of the Local Party.
14. The Selection Panel will use these priorities to identify criteria for selection. These selection criteria will form the basis of the application form and questions at any short-listing interview, and the Selection Panel shall decide the minimum acceptable standard for each criteria. The selection criteria will also be included in the members' mailing to assist members in making their decision.
15. The Application pack must include:
 - the current political position, number of members and level of activity of the Local Party
 - the name and contact details of at least one impartial member of the Local Party who can provide potential applicants with further information should they require it;
 - a copy of the selection criteria;

- a copy of the timetable for the selection process;
 - a copy of these selection rules; and
 - an application form.
16. Members of the Local Party, the candidate at the last General Election if not seeking re-selection and Local, Regional and/or Welsh Party employees may, at the Selection Panel's request, assist the Selection Panel in putting together the Application Pack, but the Selection Panel shall remain responsible for deciding its final composition. The Returning Officer shall send the final Application Pack to all applicants promptly.
 17. The timetable for the selection process is given below. The Selection Panel, in conjunction with the Returning Officer may extend the length of intervals between elements of the process but they may not be reduced. The final timetable must be agreed by the Selection Panel prior to the advertisement being published.

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

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

(The selection Panel may opt to hold a postal ballot of all members in the Constituency. If so the ballot papers shall either be sent out at **B+21** days (the day of the only members' meeting) with a return date of **B+42** days at noon with the count on the same day or, if there is more than one members' meeting, the mailing ballot papers shall be sent out the day of the final members' meeting with a return date of twenty one days following their dispatch at noon and the count on the same day.)
 18. Campaigning by Candidates, or their supporters, shall not start before the dispatch of the first mailing to members. Evidence of such campaigning shall constitute a breach of these rules and shall render the relevant candidate liable to disqualification or other appropriate action by the Returning Officer.
 19. Once the Returning Officer is satisfied that an appropriate number of Selection Panel members have been trained the advert for a vacancy can be placed by the Returning Officer. This advertisement must be placed in *Liberal Democrat News* and also circulated to all members who have a registered email address via whatever mechanism the Welsh Party has in place for such mass email distribution.
 20. Members of the Selection Panel, or their nominee(s), may contact approved candidates and invite them to apply. This must be done using a list of approved candidates issued for this purpose by the Candidates' Office in London to the Returning Officer, who must ensure that invitations to apply are made without undue bias. All Selection Panels must actively seek applications from as diverse a range of candidates as possible, with the help and guidance of the appropriate diversity bodies within the Party (guidance on who these bodies are is available from the Candidates' Office in London).
 21. The advertisement shall give the name of the Constituency, the name and postal address of the Returning Officer to whom applications shall be submitted and the deadline for receipt of applications - the Returning Officer will then forward applications to the Selection Panel at the close of applications.

22. The Selection Panel may decide to whether or not they wish to consider applicants who are not on the Party's approved list but who have submitted an application for approval to the Candidates' Office. If they do wish to consider unapproved applicants, they may wait for applicants to gain approval, but no applicant can proceed to short-listing unless they are on the approved list.
23. The date of the publication of the advertisement shall form the date of eligibility to be included on the selection register.

Deciding Who Can Vote in the Selection

24. The Returning Officer shall obtain a list of members, which will be available before the date of publication of the shortlist, from the Welsh Party Manager, or, in their absence, Membership Services in London. This Selection Register will contain (where available) each member's name, address, telephone number, email address and date of expiry of membership. The use of data in the Selection Register is subject to the Party's data-protection policies. The Returning Officer will use the data to identify those eligible to vote in the selection. The cut-off date for inclusion on the Selection Register shall be the date of the publication of the advertisement unless there is a delay in selection of more than six months, when the Returning Officer shall determine and publish a new cut off date.
25. Members entitled to vote in a selection shall be over the age of ten years and with a minimum of twelve months continuous membership and have renewed that membership for a further year, at the date the advertisement was published.
26. Members whose subscriptions are not more than three months overdue shall be entitled to attend any members' meeting but shall only be eligible to vote if they pay their overdue subscription before the date at which applications close.
27. In the case of a Local Party containing more than one constituency, then the Local Party Constitution must be consulted to determine whether the whole Local Party or only members in the relevant constituency shall vote in the selection. If the Local Party Constitution is silent then only members in the relevant constituency may vote as long as there are at least 30 members in the constituency. If there are less than 30 members in the constituency then the Local Party as a whole shall vote in the selection.
28. The Returning Officer will provide the Selection Register to the relevant Local Party Membership Secretary to identify any errors omissions in the Selection Register. These should be resolved by the date of the publication of the shortlist, so that the Register can be passed to applicants promptly at this date. Any further changes should be notified promptly to all short-listed applicants and the Selection Panel.
29. The Selection Register must only be used for:
 - Deciding who can vote in the selection;
 - Issuing Ballot Papers;
 - Sending out the mailing to Members; and
 - Any campaigning by short-listed applicants or their supporters, who must not use it for any purpose other than the selection.

Stage Two:

Deciding on a Short-List for the Selection

Deciding if the Selection can go Ahead

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

the shortlist for interview without also including any other non-Leadership Programme applicants who would not otherwise have been placed on the shortlist.

40. If the final shortlist diverges significantly from the diversity of the original applicants, the Selection Panel must demonstrate to the Returning Officer how the unsuccessful applicants did not meet the minimum selection criteria.

Short-Listing Interviews

41. The Selection Panel must, in potential target seats, interview all applicants who meet the minimum selection criteria and shall agree the details of the interviews, including scoring procedure and any tasks, with the Returning Officer in advance.
42. In non-target seats, the Selection Panel do not have to hold short-listing interviews and can publish the list of applicants and proceed to the campaign and members' meeting stages of this process. Such seats may hold short-listing interviews in accordance with the rules for potential target seats if they choose.
43. For potential target seats, and for non-target seats which are holding short-listing interviews, the following rules shall apply:
- a. Questions and tasks shall adhere to the principles underlying these rules and must be agreed in advance with the Returning Officer and be based on the agreed selection criteria.
 - b. Marking schemes must be agreed in advance with the Returning Officer and shared with all applicants.
 - c. Applicants shall not be asked if they will contribute financially to the campaign and must not offer to do so.
 - d. The Selection Panel must not ask applicants for references nor may applicants offer any references or endorsements of their candidature.
 - e. Final short-lists must comply with the positive action requirements in Clause 37, above. If they do not, the Returning Officer shall seek advice from the Chair of the CCC. The Chair of the CCC may require re-advertisement, an extension to the application deadline, or may allow the selection to proceed with a non-standard shortlist.
 - f. Final short-lists for a Westminster Selection must include at least two members of the Leadership Programme where sufficient applications have been received (Clause 38, above). If they do not then the short-list shall be enlarged to meet this requirement by the addition of applicants who are part of the Leadership Programme. In making these additions the Selection Panel shall take into account both their responsibility under Clause 11.5(g) of the Federal Constitution to show due regard to securing adequate representation of groups having protected characteristics within the meaning of the Equalities Act 2010 and the applicants' relative scores.
44. On agreeing the shortlist:
- Applicants will be notified of the outcome by the Returning Officer, if possible within the same 24 hour period.
 - Applicants will be entitled to feedback on their performance from a member of the Selection Panel.
 - Details of short-listing decisions shall be confidential to the Selection Panel, the Returning Officer, the Chair of the CCC and the Candidates' Office in London.

- The composition of the shortlist shall remain confidential until the deadline for appeals has passed. Any appeal must be made within seven days of the despatch of notification to the applicants of the shortlist.
- Short-listed applicants will be told, by the Returning Officer, the location, date and time of all formal members' meetings and at which formal members meeting, if there is more than one such meeting, the voting and count will take place.

Stage Three:

Members' Mailing and the Candidates' Campaign

The Members' Mailing

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

The Candidates' Campaign

53. In addition to the members' mailing, candidates may use any means to communicate with members or publicise the campaign except that they (and their supporters) shall not comment to the press on what is an internal party selection. All such communications should comply with these rules and Candidates shall provide copy or electronic links to the Returning Officer so that all material can be

scrutinised if necessary. Failure to comply with this requirement may result in a candidate's exclusion from the selection process.

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

Postal Votes

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

Stage Four:

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

The Members' Meeting

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

The Vote and Count

69. Where there is more than one members' meeting this element of the process shall take place at the final members' meeting.
70. The vote will be conducted by the Alternative Vote method (ie STV for single candidate elections) in accordance with the currently published rules of the Electoral Reform Society where there are three or more short-listed candidates and by a simple majority where there are two.
71. The Ballot paper will require voting members to rank candidates according to preference and will include the option to re-open nominations (RON) where there are fewer than three candidates.
72. Ballot papers (including all postal ballot papers) will be numbered and the numbers recorded on the selection register.
73. The Returning Officer must be satisfied, when issuing ballot papers, that members are eligible to vote. If there is any doubt, a tendered ballot paper (marked T) shall be issued.
74. Eligible members may request a ballot paper, and vote, at any time during the formal members' meeting(s).
75. The votes will be counted by the Returning Officer at the end of the meeting. A representative of the Local Party, all candidates and a nominated supporter may attend the counting of votes.
76. Tendered ballot papers shall be considered at the end of each stage to determine if their inclusion would alter the result. If this is the case, the count shall be suspended and will not proceed until the Returning Officer has decided whether the tendered papers are eligible.
77. At the end of the count the Returning Officer will notify all candidates of the result and ask them to sign a copy of the result sheet to say that they accept the result.
78. In the event that one or more candidates do not accept the result, the result will not be declared immediately. Candidates will have seven days to submit an appeal to the Chair of the CCC in accordance with the Procedural Rules of the Welsh Appeals Panel. The result will then be declared once the deadline for receipt of appeals has passed or once any appeal has been determined.
79. In the event that all candidates accept the result, the Returning Officer will immediately declare the result.

Special Provisions and Incumbency Period

80. For the purposes of National Assembly for Wales Elections, any selected Constituency Candidate shall be automatically added to the list of names put to the regional membership that the constituency forms a part of for ordering unless s/he has opted out. Opting out must be in writing to the Chair of the CCC, prior to the commencement of the relevant list selection process.
81. There shall be a limited duality of candidature for those candidates who wish to be considered for the same constituency in a Westminster Parliament Election and a National Assembly for Wales Election. This duality shall not be permitted if the Westminster Constituency is part of the Strategic Seats Programme.
82. In the event that a subsequent General Election takes place within six months of a General Election, a Local Party may choose to re-select the same candidate by a simple majority vote of a properly constituted Local Party General Meeting.

83. A selected candidate shall remain as such until the end of the calendar year in which the General Election for which they were selected has taken place subject to the provisions in Rule 80, above, and any provisions laid out in the Welsh Party's Rule for the selection of Parliamentary or National Assembly for Wales By-Election Candidates.

Trouble-Shooting:

Applicant or Candidate Withdrawal and Breaches of the Rules

Applicant or Candidate Withdrawal

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

Breaches of the Rules

88. If applicants/candidates or members of the Local Party believe that a selection rule has been breached, they should:
- Put their concerns in writing to the Returning Officer;
 - Identify the rule they believe has been breached;
 - Provide details of the circumstance(s) of the breach; and
 - Explain the effect of the breach
89. Once they have been notified of any alleged breach(es) of the selection rules, the Returning Officer shall:
- Investigate the situation; and
 - Make a formal ruling, notifying the complainant, all applicants/candidates and the Selection Panel of the details of the ruling.

90. If it is alleged that any candidate has behaved in a way that is contrary to the Candidates' Code of Conduct, the Returning Officer shall inform the Chair of the CCC who shall investigate the allegation.
91. Anyone wishing to appeal a Returning Officer's ruling may do so in writing to the Chair of the CCC within seven days of the publication of the ruling.
92. If an appeal is lodged, the Returning Officer shall immediately suspend the selection and inform the Chair of the CCC, all applicants/candidates, the Selection Panel, the Welsh Party Manager and the Candidates' Office in London.

Rules for the Selection of Constituency By-Election Candidates (Westminster & National Assembly for Wales) [Oct 2012]

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

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

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

Rules for the Selection of List Candidates (National Assembly for Wales and the European Parliament) [Nov 2013]

Introduction

These rules provide the relevant rules and principles related to the selection of Regional List Candidates for the National Assembly for Wales and Wales Regional List Candidates for the European Parliament and as such must be followed when candidates are being selected. The purpose of these rules is to provide a fair and level playing field for anyone who wishes to be considered for selection as a prospective Assembly or European Candidate (hereinafter referred to as a 'Prospective Candidate'). They allow flexibility in that they allow the applicants to demonstrate the skills required of such a candidate but also allow for fairness and equality amongst all applicants and for the avoidance of discrimination at any level or at any stage of the process.

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

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

Furthermore, no member shall be considered for selection if they have not first signed the Candidates' Code of Conduct. These rules replace all arrangements for the selection of List Candidates that have previously been published by the Welsh Party but nothing in these rules overrides any of the functions of the CCC or the Constitutions of the Welsh Liberal Democrats or the Federal Constitution and the Equalities Act 2010.

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

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

NEW RULES: In this edition of the rules, new clauses have been inserted, namely Clause 43 which reflects the changes to the rules regarding the short-listing of Constituency Candidates for the National Assembly of Wales Elections for the relevant Regional List and Clause 87 regarding the placing the incumbent Leader of the Welsh Liberal Democrat Group in the National Assembly for Wales at the top of the relevant Regional List.

Stage One:

From Deciding to Select to the Close of Applications

A. Getting Started

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

Returning Officers and Selection Panels

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

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

B. Preparing to Advertise

The Kind of Candidate you are Looking for and the Timetable for Selection

12. The Selection Panel, in conjunction with the Returning Officer, shall then meet to draw up a profile of the Region, or, in the case of a European Selection, Wales and the Welsh Party, and the criteria that they are looking for in their prospective Candidates. The profile and criteria shall be included in the application pack sent to prospective applicants following the publication of the advertisement.
13. The Local Party Executive must provide the Selection Panel with details of the priorities for the campaign and what they expect the candidate's role will be in achieving these. They may be supported in this by staff from the Welsh Party, the Federal Party's Department of Elections and Skills and/or the Chair of the CCC. They may also be supported in this by candidates from the last Election, but they must play no further part in the selection process except to help put together the Application Pack if asked by the Selection Panel and as an ordinary member of the Region or Welsh Party.
14. The Selection Panel will use these priorities to identify criteria for selection. These selection criteria will form the basis of the application form and questions at any short-listing interview, and the Selection Panel shall decide the minimum acceptable standard for each criteria. The selection criteria will also be included in the members' mailing(s) to assist members in making their decision.
15. The Application pack must include:
 - the current political position, number of members and level of activity of the Regional or Welsh Party;
 - the name and contact details of at least one impartial member of the relevant Regional or Welsh Party, who is not a member of the Selection Panel, who can provide potential applicants with further information should they require it;
 - a copy of the selection criteria;
 - a copy of the timetable for the selection process;
 - a copy of these selection rules; and
 - an application form.
16. In a European Selection, the Application pack must also include:
 - notes on the work of a Member of the European Parliament (MEP);

- an introduction to the Standing orders of the Liberal Democrat European Parliamentary Party;
 - a Biographical information request form (this is to assist the Welsh Party in promoting successful applicants and shall not form any part of the selection process including short-listing); and
 - Details about submitting a pre-paid, addressed, postcard with their application in order for the Office of the Chief Executive of the Welsh Liberal Democrats to confirm receipt of application.
17. Members of the Regional Party, any candidate at the last Election who are not seeking re-selection and Local, Regional and/or Welsh Party employees may, at the Selection Panel's request, assist the Selection Panel in putting together the Application Pack, but the Selection Panel shall remain responsible for deciding its final composition. The Returning Officer shall ensure that the final Application Pack is sent to all applicants promptly.
18. The timetable for the selection process for the **National Assembly for Wales** Election is given below. The Selection Panel, in conjunction with the Returning Officer may extend the length of intervals between elements of the process but they may not be reduced. The final timetable must be agreed by the Selection Panel prior to the advertisement being published.
- Publication of advert = **A**
 Closing Date for applications = **A+14** days
 Publication of shortlist = **A+21** days
 Mailing to members with details of the shortlist, formal members' meetings, ballot arrangements and candidate manifestos = **A+28** days
- Date of Mailing to Members and commencement of campaigning by candidates = **B**
 First formal members' meeting = **B+14** days
 Last formal members' meeting = **B+21** days = **C**
- Members' Mailing with Ballot Papers to all members eligible to vote in the selection and a second manifesto from candidates = **C+1** day
 Close of Ballot = **C+21** days at noon
19. Campaigning by Candidates, or their supporters, shall not start before the dispatch of the first mailing to members. Evidence of such campaigning shall constitute a breach of these rules and shall render the relevant candidate liable to disqualification or other appropriate action by the Returning Officer.
20. The number of formal members' meetings shall be determined by the Selection Panel which shall reflect the distribution of members within the Region and their access to a venue for a members' meeting save that there shall be a minimum of two formal members' meetings for National Assembly for Wales list selections and a minimum of three formal members' meetings for European Parliament list selections.
21. The timetable for the selection process for **European Parliament** Elections is given below. The Selection Panel, in conjunction with the Returning Officer and the Chair of the CCC, may extend the length of intervals between elements of the process but they may not be reduced. The final timetable must be agreed by the Selection Panel prior to the advertisement being published.
- Publication of advert = **A**
 Closing Date for applications = **A+14** days
 Publication of shortlist = **A+21** days

Mailing to members with details of shortlist, members' meetings, candidate manifestos and ballot papers to all members eligible to vote in the selection
= **A**+28days

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

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

Last formal members' meeting = **B**+28 days

Last formal members' meeting = **C**

Close of Ballot = **C**+7 days at noon

22. Campaigning by Candidates, or their supporters, shall not start before the dispatch of the mailing to members. Evidence of such campaigning shall constitute a breach of these rules and shall render the relevant candidate liable to disqualification or other appropriate action by the Returning Officer.
23. The number of formal members' meetings shall be determined by the Selection Panel in consultation with the Chair of the CCC and the Chief Executive of the Welsh Party and shall reflect the distribution of members across Wales and their access to a venue for a members' meeting save that there shall be a minimum of three and a maximum of five formal members' meetings.
24. Once the Returning Officer is satisfied that an appropriate number of Selection Panel members have been trained, the advert calling for applicants can be placed by the Returning Officer. This advertisement must be placed in *Liberal Democrat News* and also circulated to all members who have a registered email address via whatever mechanism the Welsh Party has in place for such mass email distribution.
25. Members of the Selection Panel, or their nominee(s), may contact approved candidates and invite them to apply. This must be done using a list of approved candidates issued for this purpose by the Candidates' Office in London to the Returning Officer, who must ensure that invitations to apply are made without undue bias. All Selection Panels must actively seek applications from as diverse a range of candidates as possible, with the help and guidance of the appropriate diversity bodies within the Party (guidance on who these bodies are is available from the Candidates' Office).
26. For the selection of candidates for the National Assembly for Wales, the advertisement shall give the name of the Region, the name and postal address of the Returning Officer to whom they can request an application pack and to whom applications shall be submitted and the deadline for receipt of applications - the Returning Officer will then forward applications to the Selection Panel at the close of applications. The advertisement may also contain the name and contact details of at least one impartial member of the Regional or Welsh Party, who is not a member of the Selection Panel, who can provide potential applicants with further information should they require it.
27. For the selection of candidates for the European Parliament, the advertisement shall give the name the name and contact of the Returning Officer. The address of the Office of the Chief Executive of the Welsh Liberal Democrats to whom they can request an application pack and to whom applications shall be submitted and the deadline for receipt of applications. The Office of the Chief Executive of the Welsh Party shall be responsible for forwarding all applications to the Returning Officer who will then forward applications to the Selection Panel at the close of applications.
28. Applicants for the European Parliament should submit a pre-paid, addressed, postcard with their application in order for the Office of the Chief Executive of the Welsh Liberal Democrats to confirm receipt of an application.

29. The Selection Panel may decide to whether or not they wish to consider applicants who are not on the Party's approved list but who have submitted an application for approval to the Candidates' Office. If they do wish to consider unapproved applicants, they may wait for applicants to gain approval, but no applicant can proceed to short-listing unless they are on the approved list.
30. The date of the publication of the advertisement shall form the date of eligibility for members to be included on the selection register.

Deciding who can Vote in the Selection

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

Stage Two:

Deciding on a Short-List for the Selection

Deciding if the Selection can go ahead

36. At the close of applications the Returning Officer shall pass all applications to the Selection Panel at the close of applications, with any identifying information redacted in order to allow the Selection Panel to arrive at a decision in a robust and fair manner without any prejudice or bias towards individual applicants. The Selection Panel will then sift applications and reject any that do not meet the selection criteria or reach the minimum standard previously agreed by the Selection Panel. The Returning Officer must be satisfied that the decisions have been arrived at robustly, fairly and on the basis of the evidence contained in the applications before them.
37. If fewer applications than the number of Members which can be returned in the National Assembly for Wales for that Region or European Parliament Elections, the Chair of the Selection Panel may, following consultation with the Returning Officer, apply to the Chair of the CCC to proceed with those applicants.
38. For a selection to proceed with fewer than the number of Members which can be returned in the National Assembly for Wales for that Region or European Parliament Elections, the Chair of the CCC must be satisfied that every effort has been made to allow people to come forward for selection. The Chair of the CCC may then direct either that the seat be re-advertised or that the selection may proceed. If a list selection is re-advertised, the date of the re-advertisement shall form the date for the Selection Register.
39. The Selection Panel shall then consider the diversity of the applicants. In the event that the appropriate criteria are not met, the Selection Panel shall extend the application deadline in order to meet the criteria. This extension must be publicised widely within the Party and may be advertised in *Liberal Democrat News* but any advertisement for extension shall not affect the composition of the Selection Register.
40. For the National Assembly for Wales, subject to there being a sufficient number of women applicants, short-lists of two to four must include at least one woman and short-lists of five or more must include two women. For European Parliament Selections this rule shall not apply.
41. For the National Assembly for Wales, before proceeding to short-listing, the Selection Panel must ensure that there are sufficient applications from eligible candidates to meet the above diversity requirements on the final shortlist. For European Selections, this rule shall not apply.
42. If the final shortlist diverges significantly from the diversity of the original applicants, the Selection Panel must demonstrate to the Returning Officer how the unsuccessful applicants did not meet the minimum selection criteria.
43. In preparing a shortlist for the Selection of National Assembly for Wales Regional Lists, the Selection Panel shall be mindful of the Special Provisions for the selection of Constituency Candidates for the National Assembly for Wales, namely Clause 80 which allows for the short-listing of Constituency Candidates for the relevant Regional List that the constituency forms a part.

Shortlisting Interviews

44. The Selection Panel must interview all applicants who meet the minimum selection criteria and shall agree the details of the interviews, including scoring procedure and any tasks, with the Returning Officer in advance.
45. For shortlisting interviews, the following rules shall apply:
 - a. Questions and tasks shall adhere to the principles underlying these rules and must be agreed in advance with the Returning Officer and be based on the agreed selection criteria.
 - b. Marking schemes must be agreed in advance with the Returning Officer and shared with all applicants.
 - c. Applicants shall not be asked if they will contribute financially to the campaign and must not offer to do so.
 - d. The Selection Panel must not ask applicants for references nor may applicants offer any references or endorsements of their candidature.
 - e. Final short-lists for the National Assembly for Wales must comply with the diversity requirements in Clause 41 (above). If they do not, the Returning Officer shall seek advice from the Chair of the CCC. The Chair of the CCC may require re-advertisement, an extension to the application deadline, or may allow the selection to proceed with a non-standard shortlist. For European Selections, this rule shall not apply.
 - f. In producing a final shortlist, the Selection Panel shall take into account both their responsibility under Clause 11.5(g) of the Federal Constitution to show due regard to securing adequate representation of groups having protected characteristics within the meaning of the Equalities Act 2010 and the applicants' relative scores.
46. On agreeing the shortlist:
 - applicants will be notified of the outcome by the Returning Officer, if possible within the same 24 hour period;
 - applicants will be entitled to feedback on their performance from a member of the Selection Panel;
 - details of short-listing decisions shall be confidential to the Selection Panel, the Returning Officer, the Chair of the CCC and the Candidates' Office in London;
 - the composition of the shortlist shall remain confidential until the deadline for appeals has passed. Any appeal must be made within seven days of the despatch of notification to the applicants of the shortlist; and
 - short-listed applicants will be told, by the Returning Officer, the location, date and time of the formal members' meetings.

Stage Three:

Members' Mailing(s) and the Candidates' Campaign

The Members' Mailing(s)

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

53. Where there is only one members' mailing, the mailing shall include the following:
- a. a copy of the selection criteria and a description of the candidates' role (but not necessarily the priorities for the region if they are politically sensitive);
 - b. details of the dates, times and venues of the formal members' meetings and how to get there;
 - c. details of how members can gain access to a copy of these rules;
 - d. a ballot paper and a FREEPOST reply envelope;
 - e. details of how ballot papers may be returned to the Returning Officer and the final date and time for receipt of ballot papers; and
 - f. copies of each manifesto provided by the candidates.
54. The mailing may also contain other communications from the Regional or Welsh Party, with the permission of the Returning Officer, provided that any reference to the selection shall remain strictly neutral.
55. The mailing shall be produced on behalf of the Selection Panel under their direction.
56. The mailing shall be posted at least fourteen days before the date of the first members' meeting and each member shall have their own mailing posted to them separately.

The Candidates' Campaign

57. In addition to the members' mailing, candidates may use any means to communicate with members or publicise the campaign except that they (and their supporters) shall not comment to the press on what is an internal party selection. All such communications should comply with these rules and Candidates shall provide copy or electronic links to the Returning Officer so that all material can be scrutinised if necessary. Failure to comply with this requirement may result in a candidates exclusion from the selection process.
58. It is not the role of the Returning Officer to approve communications from candidates. The Returning Officer shall, however, use the copies supplied to assist in any adjudication following a complaint about any alleged breach of these rules.
59. The amount of money that candidates shall be permitted to spend on their campaign will be limited by an expenditure cap agreed in advance by the Selection Panel, who will use the suggested limits contained in the guidance issued to Returning Officers to assist them. Candidates must keep records of all expenses and receipts, and submit this to the Returning Officer at the conclusion of the selection process. These records must be available to for inspection by other candidates, who can ask the Returning Officer to investigate if they think the limit has been breached. Failure to comply with this requirement may result in the exclusion of a candidate from the selection process or the result of the selection being overturned.
60. In setting an expenditure cap the Selection Panel shall have due regard to the size and geography of the Region or Wales as whole, in the case of European Candidate Selections.
61. The number of direct communications with members (emails, messages or delivered materials) may be restricted to a manageable and affordable number agreed in advance by the Selection Panel.
62. However, the Selection Panel should agree extensive limits for direct communication with members to allow candidates to demonstrate their campaigning skills.

63. If a Local Party, a Regional Party or the Welsh Party holds any campaign action days, social events or other such activity during the selection period, all candidates shall be invited, and encouraged to attend, but there shall be no obligation for candidates to attend.
64. Candidates, and anyone acting on their behalf:
- a. must comply with data protection legislation, the Party's own data-protection policies and with PPERA legislation at all times (eg candidates must not send group emails which reveal the email addresses of recipients);
 - b. must not use their campaign to denigrate others;
 - c. may use photographs as they wish as long as they comply with these rules and both the copyright holder(s) and the subject(s) have given their written permission. Copies of written permission(s) shall be submitted to the Returning Officer in case of any complaint about any alleged breaches of these rules;
 - d. must not use written endorsements of their candidature;
 - e. may allow any supporters to campaign on their behalf but must ensure that all such people comply with these rules. Employees of the Regional Party must remain neutral in the selection at all times. The neutrality of employees of the Welsh Liberal Democrats, Members of Parliament or Assembly Members shall be at the discretion of their direct line-manager(s) save that employees of the Welsh Liberal Democrats shall remain neutral at all times during a European Candidate Selection;
 - f. must ensure that their actions, and those of their supporters, comply with the Candidates' Code of Conduct;
 - g. may continue with their normal Party activities and campaigning during the selection process; and
 - h. must preserve all campaign material and communication until the selection has been completed and the result formally announced and accepted.

Ballot Papers

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

Stage Four:

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

The Members' Meetings

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

The Vote and Count

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

Special Provisions and Incumbency Period

87. The incumbent Leader of the Welsh Liberal Democrat Group in the National Assembly for Wales shall, if being considered for re-election to the National Assembly for Wales and wishes to be a list candidate, be automatically placed at the top of the relevant list for the Region that they currently represent or the Region to which their Constituency belongs and other candidates shall be placed from second on the list onwards.
88. Once the selections are completed, the CCC shall be permitted to add additional names to a regional list (up to the legal maximum) when the final list is submitted to the relevant Regional Returning Officer. Any person added to the list by the CCC shall not be placed higher than any candidate who has already been placed on the ordered list determined by the membership of that Region.
89. In the event that a subsequent Welsh General Election takes place within six months of a Welsh General Election, the CCC may decide to re-select the same candidates in the same order.

90. After the relevant election, selected candidates shall remain as such, in the order they have been selected, until the end of lifetime of the National Assembly for Wales or the European Parliament for which they were selected as candidates provided that they retain continuous members of the Liberal Democrats for the duration of the period and remain on the Party's list of approved candidates, or inform the Office of the Chief Executive of the Welsh Liberal Democrats in writing that they no longer wish to remain on the list. Save that if no Welsh Liberal Democrats are elected from a particular list, that list will cease to exist save for the provisions of this Rule and Rule 89 (above).
91. If a member indicates that they do not wish to remain on the list, lapse or resign their membership of the Liberal Democrats or ceases to be on the Welsh Party's list of approved candidates then their place shall be taken by the next member on the list. There shall be no provision for adding members to a list once the Election has taken place save for any provisions in the Federal Constitution for the filling of vacancies to the European Parliament.

Trouble-Shooting:

Applicant or Candidate Withdrawal and Breaches of the Rules

Applicant or Candidate Withdrawal

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

Breaches of the Rules

97. If applicants/candidates or member of the Welsh Party believe that a selection rule has been breached, they should:
 - put their concerns in writing to the Returning Officer;
 - identify the rule they believe has been breached;
 - provide details of the circumstance(s) of the breach; and
 - explain the effect of the breach
98. Once they have been notified of any alleged breach(es) of the selection rules, the Returning Officer shall:
 - Investigate the situation; and
 - Make a formal ruling, notifying the complainant, all applicants/candidates and the Selection Panel of the details of the ruling.

99. If it is alleged that any candidate has behaved in a way that is contrary to the Candidates' Code of Conduct, the Returning Officer shall inform the Chair of the CCC who shall investigate the allegation.
100. Anyone wishing to appeal a Returning Officer's ruling may do so in writing to the Chair of the CCC within seven days of the publication of the ruling.
101. If an appeal is lodged, the Returning Officer shall immediately suspend the selection and inform the Chair of the CCC, all applicants/candidates, the Selection Panel, the Welsh Party Manager and the Candidates' Office in London.

Rules for the Selection of Directly-Elected Mayoral Candidates [Oct 2012]

Introduction

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

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

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

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

These rules replace all arrangements for the selection of Directly-Elected Mayoral Candidates that have previously been published by the Welsh Party but nothing in these rules overrides any of the functions of the CCC or the Constitutions of the Welsh Liberal Democrats or the Federal Constitution and the Equalities Act 2010.

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

Stage One:

From Deciding to Select to the Close of Applications

A. Getting Started

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

Returning Officers and Selection Panels

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

B. Preparing to Advertise

The Kind of Candidate you are Looking for and the Timetable for Selection

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

Publication of advert = **A**

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

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

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

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

(First) Members' meeting = **B+21** days

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

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

Deciding who can vote in the selection

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

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

Stage Two:

Deciding on a Short-List for the Selection

Deciding if the Selection can go Ahead

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

Short-Listing Interviews

35. The Selection Panel shall interview all applicants who meet the minimum selection criteria and shall agree the details of the interviews, including scoring procedure and any tasks, with the Returning Officer in advance.
36. The following rules shall apply to all short-listing interviews:
 - a. Questions and tasks shall adhere to the principles underlying these rules and must be agreed in advance with the Returning Officer and be based on the agreed selection criteria;

- b. Marking schemes must be agreed in advance with the Returning Officer and shared with all applicants;
- c. Applicants shall not be asked if they will contribute financially to the campaign and must not offer to do so;
- d. The Selection Panel must not ask applicants for references nor may applicants offer any references or endorsements of their candidature; and
- e. In producing a final shortlist, the Selection Panel shall take into account both their responsibility under Clause 11.5(g) of the Federal Constitution to show due regard to securing adequate representation of groups having protected characteristics within the meaning of the Equalities Act 2010 and the applicants' relative scores.

37. On agreeing the short-list:

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

Stage Three:

The Members' Mailing and the Candidates' Campaign

The Members' Mailing

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

The Candidates' Campaign

46. In addition to the members' mailing, candidates may use any means to communicate with members or publicise the campaign except that they (and their supporters) shall not comment to the press on what is an internal Party selection. All such communications should comply with these rules and Candidates shall

provide copy or electronic links to the Returning Officer so that all material can be scrutinised if necessary. Failure to comply with this requirement may result in a candidates exclusion from the selection process.

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

Postal Votes

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

Stage Four:

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

The Members' Meeting(s)

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

The Vote and Count

62. Where there is more than one members' meeting this element of the process shall take place at the final members' meeting.

63. The vote will be conducted by the Alternative Vote method (ie STV for single candidate elections) in accordance with the the currently published rules of the Electoral Reform Society where there are three or more short-listed candidates and by a simple majority where there are two.
64. The Ballot paper will require voting members to rank candidates according to preference and will include the option to Re-Open Nominations (RON) where there are fewer than three candidates.
65. Ballot papers (including all postal ballot papers) will be numbered and the numbers recorded on the selection register.
66. The Returning Officer must be satisfied, when issuing ballot papers, that members are eligible to vote. If there is any doubt, a tendered ballot paper (marked T) shall be issued.
67. Eligible members may request a ballot paper, and vote, at any time during the members' meeting(s).
68. The votes will be counted by the Returning Officer at the end of the meeting. A representative of the Local Party(ies), all candidates and their nominated supporters may attend the counting of votes.
69. Tendered ballot papers shall be considered at the end of each stage to determine if their inclusion would alter the result. If this is the case, the count shall be suspended and will not proceed until the Returning Officer has decided whether the tendered papers are eligible.
70. At the end of the count the Returning Officer will notify all candidates of the result and ask them to sign a copy of the results sheet to say that they accept the result.
71. In the event that one or more candidates do not accept the result, the result will not be declared immediately. Candidates will have seven days to submit an appeal to the Chair of the CCC in accordance with the Procedural Rules of the Welsh Appeals Panel. The result will then be declared once the deadline for receipt of appeals has passed or once any appeal has been determined.
72. In the event that all candidates accept the result, the Returning Officer will immediately declare the result.

Trouble-Shooting:

Applicant or Candidate Withdrawal and Breaches of the Rules

Applicant or Candidate Withdrawal

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

Breaches of the Rules

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

Rules for the Selection of Elected Police & Crime Commissioners [Oct 2012]

Introduction

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

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

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

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

These rules replace all arrangements for the selection of Police & Crime Commissioner Candidates that have previously been published by the Welsh Party but nothing in these rules overrides any of the functions of the CCC or the Constitutions of the Welsh Liberal Democrats or the Federal Constitution and the Equalities Act 2010.

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

Stage One:

From Deciding to Select to the Close of Applications

A. Getting Started

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

Returning Officers and Selection Panels

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

purposes of short-listing and the Panel's responsibilities with regard to equality of opportunity and fairness to all applicants. Where necessary, and appropriate, the Returning Officer shall arrange for appropriate training to be given before the process can proceed further.

B. Preparing to Advertise

The Kind of Candidate you are Looking for and the Timetable for Selection

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

elements of the process but they may not be reduced. The final timetable must be agreed by the Selection Panel prior to the advertisement being published.

Publication of advert = **A**

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

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

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

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

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

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

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

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

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

24. The date of the publication of the advertisement shall form the date of eligibility to be included on the selection register.

Deciding who can vote in the selection

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

Stage Two:

Deciding on a Short-List for the Selection

Deciding if the Selection can go ahead

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

Short-Listing Interviews

36. The Selection Panel shall interview all applicants who meet the minimum selection criteria and shall agree the details of the interviews, including scoring procedure and any tasks, with the Returning Officer in advance.
37. The following rules shall apply to all short-listing interviews:
 - a. questions and tasks shall adhere to the principles underlying these rules and must be agreed in advance with the Returning Officer and be based on the agreed selection criteria;
 - b. marking schemes must be agreed in advance with the Returning Officer and shared with all applicants;
 - c. applicants shall not be asked if they will contribute financially to the campaign and must not offer to do so;
 - d. the Selection Panel must not ask applicants for references nor may applicants offer any references or endorsements of their candidature;
 - e. in producing a final shortlist, the Selection Panel shall take into account both their responsibility under Clause 11.5(g) of the Federal Constitution to show

due regard to securing adequate representation of groups having protected characteristics within the meaning of the Equalities Act 2010 and the applicants' relative scores.

38. On agreeing the shortlist:

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

Stage Three:

The Members' Mailing(s) and the Candidates' Campaign

The Members' Mailing

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

45. The members' mailings may also contain other communications from Local Parties within the Police Force Area, the relevant Regional Party or the Welsh Party, with the permission of the Returning Officer, provided that any reference to the selection shall remain strictly neutral.
46. The members' mailings shall be produced on behalf of the Selection Panel under their direction.
47. The members' mailings shall be posted at least fourteen days before the date of the first members' meeting and each member shall have their own mailing posted to them separately.

The Candidates' Campaign

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

Returning Officer in case of any complaint about any alleged breaches of these rules;

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

Ballot Papers

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

Stage Four:

The Members' Meetings, the Vote, the Count and the Declaration of a Result

The Members' Meetings

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

The Vote and Count

67. The count shall take place in accordance with the timetable agreed by the Selection Panel and at the Welsh Liberal Democrat HQ or, if agreed with the Returning Officer, another appropriate venue.
68. The vote will be conducted by the alternative vote method (ie STV for single candidate elections) in accordance with the currently published rules of the

Electoral Reform Society where there are three or more short-listed candidates and by a simple majority where there are two.

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

Trouble-Shooting:

Applicant of Candidate Withdrawal and Breaches of the Rules

Applicant or Candidate Withdrawal

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

Breaches of the Rules

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

Annexe V: Specified Associated Organisations

(October 2008)

The Organisations recognised as SAOs in accordance with Section K of the Constitution of the Welsh Liberal Democrats are:

1. Association of Liberal Democrat Councillors (ALDC);
2. Association of Liberal Democrat Engineers & Scientists (ALDES);
3. Democrats for Lesbian and Gay Action (DELGA);
4. Ethnic Minority Liberal Democrats (EMLD);
5. Liberal Democrat Agents & Organisers Association;
6. Liberal Democrat Lawyers;
7. Liberal Youth;
8. Parliamentary Candidates Association (PCA); and
9. Women Liberal Democrats (WLD)

This list shall expire, subject to the provisions of Section K of the Constitution of the Welsh Liberal Democrats, following the Autumn Conference of 2012 unless deferred by the National Executive for a period not exceeding twelve months.

Annexe VI: Welsh Appeals Panel

Appendix 1:

Composition of the Welsh Appeals Panel

(October 2012)

	Name	Nominating Body	Appointment	Expiry
Chair.	Lord German +	National Executive	September 2014	31 Dec 2017
1.	Robin Baker	National Executive	September 2014	31 Dec 2017
2.	Alison Brebner	National Executive	September 2014	31 Dec 2017
3.	Mike Day	National Executive	September 2014	31 Dec 2017
4.	David Mawdsley	National Executive	September 2014	31 Dec 2017
5.	Huw Price	Caerffili, Islwyn & Merthyr LP	March 2012	31 Dec 2017
6.	Stephen Radford	Bridgend LP	March 2012	31 Dec 2017
7.	David Sharman	National Executive	September 2014	31 Dec 2017
8.	Brian Willott	National Executive	September 2014	31 Dec 2017
9.	Vacant			
10.	Vacant			
	Alan Masters ++	Federal Conference	January 2011	31 Dec 2015
	Mark Soady ++	Federal Conference	January 2011	31 Dec 2015
	Keith Davies +	National Executive	January 2011	31 Dec 2015

+ *Welsh Party nominee to the Federal Appeals Panel and therefore a member of the Welsh Appeals Panel until the expiration of their term of office in accordance with Section L of the Welsh Liberal Democrat Constitution.*

++ *Elected in their own right to the Federal Appeals Panel by the Federal Appeals Panel and therefore ex-officio members of the Welsh Appeals Panel until the expiration of their term of office (31 December 2015) in accordance with Section L of the Welsh Liberal Democrat Constitution.*

Appendix 2:

Procedural Rules of the

Welsh Appeals Panel

(March 2002)

Jurisdiction

1. The Appeals Panel deals principally with appeals on constitutional matters only, i.e. on the basis of natural justice, breach of the Constitution and unfairness, an example may be an allegation of vote-rigging. Many disputes are outside the jurisdiction of the Panel. For instance any candidate selection disputes would go at first instance to the appropriate Candidates Appeals Committee - unless the selection involved a breach of the Constitution.
2. The Panel should not hear allegations of a breach or unfairness that has not occurred or where another remedy exists that has not been exhausted. [An example was where a Party member approached the Federal Appeal Panel with an allegation that a selection panel who had not reached its decision had acted unfairly. However until a decision had been reached no appeal could be brought and in that example other remedies would then exist before the matter came before the Federal Panel].

Appeal

3. The procedures adopted must be patently fair open and transparent. If there is any dispute about this, the Welsh Appeals Panel can be appealed to the Federal Appeals Panel but ONLY on a matter of breach of natural justice.

Complaint Procedure

4. The Chief Executive's Department of the Party should receive the complaint. They act as a first filter passing on the appropriate complaints to the appropriate bodies. Any complaint should be marked specifically for the attention of the Welsh Appeals Panel and should be passed onto the Chair of the Panel promptly or, in his/her absence, to the Deputy Chair.

Initial Assessment

5. The Chair of the Appeal Panel will assess the complaint, initially for jurisdiction, ie is it a complaint that the Panel can hear. If necessary she/he will seek assistance of other members to decide jurisdiction. Once jurisdiction has been decided the Chair will select a three person panel to meet and deal with the appeal, one of whom will be appointed as the panel chair; this will necessary involve liaison with the Chief Executive's Department for administrative backup. No member of the Local Party of the parties to the dispute should sit as a member of the Panel.

Pre-hearing Matters

6. The Chair, in consultation with the Panel, will decide on the procedure and timetable in respect of the complaint. In difficult cases a Pre-Hearing Review may be necessary (with or without the complaining parties) to decide format and if any investigations are necessary. In some cases, investigations may be carried out by appointing independent persons to submit reports to the panel and not done by the members themselves. The procedure and timetable must be adhered to.

7. The parties to the complaint will be required to put their complaint and submissions down on paper, which will be circulated to the other parties involved for their reply and vice versa. There may then be (if directed) an oral hearing in which final submissions are made and questions asked, thereafter the Panel will reach a decision. No decision will be announced at such a hearing. The Parties shall be informed that they will receive a decision in due course (once the report had been agreed).
8. In dealing with any complaint the Panel will have regard to Human Rights Act 1998 and in particular to Article 6 of the European Convention of Human Rights.

Report

9. Once the Panel has reached a decision, the Chair of the panel should prepare a report, which must be circulated to the other members of the Panel for amendment/agreement. The final version should then be sent to the parties and circulated to all members of the Welsh Appeal Panel and for information to the Chairperson of the Federal Appeals Panel. The Chief Executive's Department shall be informed of any decision.

Report to Conference

10. The Report will be a matter of record. A sanitised version giving the facts but not identifying the parties* would normally be sufficient to go before Conference (*in the interests of protecting the parties from unnecessary publicity), together with any recommendations that have been made. Another safeguard may be that this is done during a session of Conference where members of the press are excluded.

Annexe VII:

Composition of the Constitutional Review Panel

Name	Capacity	Appointment	Expiry
Prof John Last CBE	President	Nov 2013	Oct 2015
Dr Rodney Berman OBE	Chair, National Executive	Jan 2014	Dec 2016
Jacqui Sullivan	Chair, Conference Committee	Jan 2015	Dec 2016
Vacant	Representative of Parliamentary/Assembly Groups		
Carole O'Toole	President's Appointee	Apr 2009	Apr 2016
Pete Roberts	President's Appointee	Apr 2009	Apr 2016
Ian Walton	President's Appointee	Apr 2009	Apr 2016

Annexe VIII:

Conference Standing Orders

(October 2010)

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 whose members are all Ex-Officio Voting Members of the Conference and can submit motions, amendments and reports to the Conference. These are:

The National Executive Committee

– as defined by Section G1 of the Welsh Party Constitution.

The Finance and Management Committee

– as defined by Section G2 of the Welsh Party Constitution.

The Policy Committee

– as defined by Section G3 of the Welsh Party Constitution.

The Campaigns and Candidates Committee

– as defined by Section G4 of the Welsh Party Constitution.

The Conference Committee

– as defined by Section G5 of the Welsh Party Constitution.

The Conference Review Panel – as defined by Section M of the Welsh Party Constitution is responsible for the Constitution of the Welsh Liberal Democrats. Members of this Panel are not Ex-Officio Voting Members of the Conference but it 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 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 office within the Welsh Party.

Conference Committee Chair – the person elected to Chair the Conference Committee as in section G5.1.a of the Welsh Party Constitution. If that person is not present at the Meeting of Conference the person elected as vice-chair under section G5.1.b of the Welsh Party Constitution 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 – A Member of the Party who falls into a number of categories under the umbrella of either Voting or Non-Voting Members:

Elected Voting Member

– A person elected by a Local Party or an SAO to represent them at Conference. It includes those who have not registered for a particular Meeting of Conference.

Ex-Officio Voting Member

– A person who is a Member of Conference by virtue of a position that they hold within the Party as defined by Section F.4 of the Welsh Party Constitution. It includes those who have not registered for a particular Meeting of Conference

Substitute Voting Member

– A person appointed by a Local Party or an SAO to replace a specific Voting Member (but

not an Ex-Officio Voting Member) who cannot be in attendance for a particular Meeting of Conference.

Non-Voting Member

– Any Welsh Party member who does not fall into any of the voting categories. All members of the Welsh Liberal Democrats are entitled to attend the Conference.

Federal Member

– A member of the Liberal Democrats or it's 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.

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 voting members who have submitted a motion or amendment or 20 voting members who have submitted an emergency 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 Conference

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 Conference;
- 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 will fix the registration fee for Members of Conference.
- 6.2 The Conference Committee will fix the registration fee 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)

7. The Requirements for an Ordinary Meeting of Conference to take Place

- 7.1 Every Member of Conference must be sent at least two letters inviting them to the Meeting of Conference. The first such letter shall be issued by post. The second shall be sent to members of Conference by email where an email address is available and by post where not. These letters shall be issued no later than one month prior to the Conference and two months prior to the Conference.

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 Voting Members of Conference 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 of Conference 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 to all Local Parties, SAOs and Members of the Conference of the new deadline(s).

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 Members of Conference 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 electronically, of the Chair of the Committee, Local Party or SAO or all 20 members of Conference 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 and all Local Parties and Conference Members shall be informed that the Final Agenda has been published there.
 - 1.3 All Members of Conference who have registered for an Ordinary Meeting of Conference up until seven days prior to the start of the Conference shall receive a printed copy of the Final Agenda. Members of Conference who register after that point shall receive their copy of the Final Agenda on arrival at the Meeting of Conference.
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 the Campaigns and Candidates 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 National Executive Committee and the Finance and Management Committee 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 a topic which has 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 Voting Members of Conference 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 Member of Conference 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 Member of Conference 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.

F. Debates at Conference

1. Order and Times for Debates

- 1.1 Sessions of a meeting of Conference may not start before the scheduled time for the session published in the Final Agenda. It is the responsibility of the Session Chair(s) to ensure that Sessions keep to time.
- 1.2 During Policy Debate Sessions and Business Debate Sessions the motions will be considered in the order in which they appear in the Final Agenda. The Session Chair shall have discretion to vary the amount of time for each debate within a Session.
- 1.3 During Topical & Emergency Debate Sessions the motions will be considered in the order in which they appear in the *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 Voting Members present in the Conference Hall at the start of the debate. Debates may continue, however, if the number of Voting Members present in the Conference Hall falls below 20 during the debate with the exception of Motions to Amend the Constitution and Motions to Ratify Changes to the Constitution which require a quorum of one half of the registered Representatives in respect of the relevant meeting of the Conference (Clause M.2 of the Welsh Constitution).
 - 2.2 The procedure for each debate on a Motion shall be
 - a. The moving of the Motion;
 - b. The moving of any Amendments to the motion, in the order in which they appear in *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 Voting Member who has paid the requisite registration fee for that Meeting of the Conference and shall be nominated by the person or body named as having submitted the Motion or Amendment before the start of the Session.

- 3.2 The mover of a motion or an amendment shall either reply to the debate themselves or they may nominate another voting member to do so before the start of the debate.
- 3.3 The Chair shall decide who is called to speak in a general debate. The Chair shall only call Voting Members and non-voting members who have paid the requisite registration fee for that Meeting of the Conference and have completed a Speakers' Card. The Chair may call an Observer to speak in a debate if that person has made a written request to the Conference Committee in advance of the Session demonstrating that they have a particular and relevant expertise in the subject being debated and the Conference Committee have agreed to that request. The Chair shall also ensure that there is a balance to the debate between the different viewpoints at the Conference.
- 3.4 During the general debate the Chair must call, if they have been nominated in writing, before the start of the relevant Session:
- a. a speaker nominated by the Policy Committee to give the Policy Committee's views on any Policy, Topical or Emergency motion;
 - b. A speaker nominated by the relevant Assembly or Parliamentary Group (dependent on whether the legislative competency lies (in terms of Liberal Democrat Policy) with Parliament or the National Assembly for Wales) to give the Group's views on any Policy, Topical or Emergency motion; 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 Voting Members be seated in order for their vote to be counted unless a voting Member is acting as a teller in the counting of votes and that the doors to the Conference Hall be closed. At this point no-one is permitted to enter the Conference Hall until voting is completed and the Chair instructs the doors to be re-opened.

4. Order of Votes

- 4.1 The order of votes shall be:

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

5. Separate Votes

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

6. Method of Voting

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

7. Counting of Votes

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

H. Procedural Motions

1. Types of Procedural Motions

1.1 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 Voting Member who has not yet spoken during the debate at which the procedural motion is taken;
- b. The nominee of a Party Committee given in writing to the Chair in advance of the moving of the motion.

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.

I. Protocol for Candidates in a Candidate Selection 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, selections for Prospective Parliamentary Candidates and selections for Prospective National Assembly Candidates (List and Constituency). 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 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. 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.

Annexe IX: Model Constitution for Local Parties

(November 2014)

These rules have been reviewed and amended following the Welsh Party's Constitutional Review (2008) and the passage of the Electoral Administration Act (2006) and the Political Parties and Elections Act (2009) which served as amendments to the Political Parties, Elections and Referendums Act (2001)

CONSTITUTION OF (...) LIBERAL DEMOCRATS

1. Name and Area

- 1.1 The name of the body governed by this Constitution shall be "The (...) Liberal Democrats".
- 1.2 The area of the Local Party shall be the (...) Parliamentary Constituency / Constituencies

2. Definitions

2.1 In this Constitution:

- "the Local Party" means the (...) Liberal Democrats;
- "the Party Constitution" means the Constitutions of the Federal Party and of the Welsh Liberal Democrats;
- "the Party" means the Liberal Democrats;
- "the Welsh Party" means the Welsh Liberal Democrats;
- "the State Party" means the Welsh Liberal Democrats;
- "the Constituency/(ies)" means the Parliamentary Constituency/(ies) of (...);
- "Conference Representatives" means members of the Local Party elected to be its representatives at Federal and/or Welsh Conferences;
- "Party's Youth and Student Organisation" means the Specified Associated Organisation representing youth and / or students;
- "Majority" at any meeting means majority of those present and voting; and
- "Executive Committee" means the executive committee of the Local Party.

3. Objects

3.1 The objects of the Local Party shall be:

- a. be the successor within its area to the (...) Liberal Association and to the (...) SDP Area Party;
- b. to promote and support the values and objects of the Party in the Constituency and in particular through its members;
- c. to secure the election of Liberal Democrats as Members of Parliament, UK Members of the European Parliament, Members of the National Assembly for Wales, members of local and other elected public authorities and other public office;
- d. to admit and actively recruit new members to the Party, and encourage existing members to renew their membership;
- e. to participate in the formulation of the policy of the Party;

- f. to be recognised as a Local Party; to play a full role in the democratic processes of the Party; and to send representatives, in accordance with the constitutions of the bodies concerned, to Party bodies;
- g. to play a full part in the campaigning activities of the Party at all levels;
- h. to campaign and work with local people to achieve the objectives set out in the Preamble to the Party Constitution;
- i. to help all local people, without regard to party or any other factor, to secure their rights and to protect them against oppression; and
- j. to promote diversity of cultures within the Party and to represent the interests of under-represented groups in the locality.

4. Membership

4.1 The Local Party shall administer membership in accordance with the Membership Rules of the Welsh Liberal Democrats.

4.2 All persons shall be eligible to join the Local Party if they agree with the fundamental values and objectives of the Party; and

- a. they live, work or study within the area of the Local Party, or
- b. if not eligible under Section 4.2 (a) they acquire membership with the consent of the Local Party Executive Committee, or
- c. they are an MP, MEP, AM, prospective Westminster or European Parliamentary Candidate, prospective Assembly Candidate or member of a local authority for a seat wholly or partly within the area of the Local Party.

4.3 Eligible persons shall become members of the Local Party:

- a. on enrolment through the Local Party; or
- b. on enrolment through the Party's Youth and Student Organisation giving an address within the Constituency; or
- c. if already members of the Party, on re-registration as a member of the Local Party.

Members of the Local Party who are also members of the Party's Youth and Student Organisation may be restrained under the Party Constitution from exercising certain rights as members of the Local Party if they exercise equivalent rights as members of the Youth and Student Organisation.

- 4.4
 - a. An applicant shall become a member on acceptance by the enrolling body, payment of the requisite subscription and registration on the register kept by the Party in Wales;
 - b. An application shall be deemed accepted if not rejected in accordance with the Membership Rules;
 - c. Initial membership shall run for one year from the quarter day (last day of March, June, September or December) following commencement.
 - d. Members whose subscriptions are due shall receive notices of meetings and elections for a further 3 months.
 - e. Members who do not renew their subscriptions before the end of the 3 months period must reapply for membership.

4.5 The Executive Committee may refuse membership to, or take disciplinary action against, any person, on the grounds provided by the Party Constitution, using the procedure defined in the Membership Rules of the Welsh Liberal Democrats.

- 4.6 A member of the Local Party who ceases to be eligible under Section 4.2.a may retain membership of the Local Party with the consent of the Executive Committee.

5. Officers and Executive Committee

- 5.1 The Officers of the Local Party shall be the Chair, Vice-Chair, Secretary, Membership Secretary and Treasurer. Their duties shall include:
- a. **The Chair** - to chair all General and Executive Committee Meetings [*in the event of a tied vote the Chair shall have an additional casting vote*]; to be jointly responsible with the Treasurer for the Local Party's compliance with the Political Parties, Elections and Referendums Act (2000) and any subsequent legislation;
 - b. **The Vice-Chair** - to chair General and Executive Committee Meetings if the Chair is unable to do so;
 - c. **The Secretary** - to handle the Local Party's correspondence; to maintain minutes of meetings;
 - d. **The Treasurer** - to handle the Local Party's financial business and present financial reports to General Meetings; to be jointly responsible with the Chair for the Local Party's compliance with the Political Parties, Elections and Referendums Act (2000) and any subsequent legislation;
 - e. **The Membership Secretary** - to:
 - i. receive all notices of application for membership and refer them to the Executive Committee for acceptance;
 - ii. maintain a membership register and provide Branch and Local Party Officers with lists of members as necessary under this Constitution; and
 - iii. ensure compliance with data protection legislation.

The Secretary shall not later than 2 January and within seven days after any subsequent change notify the names and addresses of all Officers to the Chief Executive of the Welsh Party and to the Head of Compliance and Constitutional Support of the Federal Party

- 5.2 There may be an Honorary President to be elected by the Annual General Meeting.
- 5.3 The general and financial business of the Local Party shall be controlled and carried on by the Executive Committee, subject to the decisions of General Meetings and in compliance with the Political Parties, Elections and Referendums Act (2000) and any subsequent legislation. The Executive Committee shall consist of:
- a. The Officers;
 - [b. (...) *Ordinary Members to be elected annually in the same manner as the Officers;*]
 - [c. *Representatives from each Branch within the Constituency, on a scale of (...) per Ward contained within the Branch, and (...) representatives of members in parts of the Constituency without Branches;*]
 - d. The Party's Member(s) of Parliament and/or the Prospective Parliamentary Candidate(s) for each constituency that falls within the whole or part of the Local Party's boundaries;
 - e. The Party's Members(s) of the National Assembly for Wales and/or the Prospective Assembly Candidate(s) for each constituency that falls within the whole or part of the Local Party's Boundaries;

- f. The Party's Regional Member(s) of the National Assembly for Wales and/or prospective Regional Members (including those who remain on the Party's Regional List following the successful election of a Regional Member at the previous Welsh General Election) whose region the Local Party is a member of under the structures of the Welsh Liberal Democrats;
- g. (...) representatives of the Party's members from the (...) Unitary Council(s) representing wards within the Constituency, elected by and from such members;
- h. (...) representatives elected by and from each local Branch of the Party's Youth and Student Organisation;

[i. *The Local Party's Agent or Organiser.*]

- 5.4 The Executive Committee may co-opt up to (...) additional members, for a term expiring not later than the next following AGM. The power of co-option shall be used, inter alia, to ensure if possible that no more than two-thirds of the Executive Committee (other than under Sections 5.3 (d) - (h)), are of the same sex, and that there is fair representation of under represented communities in the locality, taking into account race, religion, age, disability, gender or sexual orientation and that this would create a composition of the Executive that reflects the community the local Party serves.
- 5.5 [*The Honorary President is entitled to attend all meetings of the Executive Committee.*] Conference Representatives who are not members of the Executive Committee shall be entitled to attend any meeting of the Committee at which business relating to the Conferences is discussed. Meetings of the Executive Committee shall be open to members of the Local Party as space permits.
- 5.6 The Executive Committee may fill any vacancy occurring among the Officers or the Ordinary Members. Any vacancy in the Chair shall be filled from amongst the existing Executive Committee members. The Secretary shall within seven days notify any change of Officers to the Chief Executive of the Welsh Party and to the Head of Compliance and Constitutional Support of the Federal Party.
- [5.7 *The Executive Committee may assign special responsibilities to any of its members, including duties which would otherwise pertain to one of the Officers.*]
- 5.8 The Officers shall convene a meeting of the Executive Committee within one month after taking office. The Executive Committee shall meet at least quarterly and not less than four times in a year. The Secretary shall give at least 7 days notice of meetings to all members of the Executive Committee. One-third of its members shall form a quorum. [*A meeting may continue without a quorum if no member present objects.*]
- 5.9 The Executive Committee may appoint sub-committees for any specified purpose. No sub-committee or Executive Committee member may take action on behalf of the Executive Committee beyond their terms of appointment. All sub-committees shall report on their activities to the Executive Committee and may include persons who are not members of the Executive Committee and may delegate authority to take actions on their behalf. [*The Executive Committee may also delegate authority to committees jointly constituted with other local parties for particular purposes.*]
- 5.10 In urgent circumstances the Officers may act on behalf of the Executive Committee. They shall report on such actions to the next meeting of the Executive Committee.

6. Election of Officers, Executive Committee and Conference Representatives
 - 6.1 The Officers, Ordinary Members, Conference Representatives (Welsh and Federal Conferences) and Assembly Electoral Regional Committee (AERC) Representatives shall be elected by and from members of the Local Party at the time of the Annual General Meeting. If an election is contested, there shall be a ballot [*in which all Local Party members are sent ballot papers*].
 - 6.2 The term of office of Officers, Ordinary Members and Conference Representatives shall be from 1 January following their election until the following 31 December. They shall be eligible for re-election, save that the Chair shall not serve for more than three consecutive terms, and shall not be eligible for re-election as Chair for two terms after leaving Office.
 - 6.3 Nominations for election shall be invited in the notice summoning the AGM, and shall close at the AGM, but not before the reception of the Chair's, Treasurer's and Conference Representatives' reports. They must be proposed and seconded, and except in the case of nominations made at the AGM shall be in writing signed by the proposer, seconder and candidate.
 - 6.4 Where elections are contested, ballot papers shall be distributed [*to all members of the Local Party within 7 days*] / [*at the AGM*], and must be returned to the Returning Officer [*within 21 days after*] / [*at*] the AGM.
 - 6.5 No person may be elected to hold more than one Office, or may be elected to be both an Officer and an Ordinary Member. Elections for Officers shall be counted in the order listed in Section 5.1 and for Ordinary Members after Officers. Any votes cast for candidates already elected to Office shall be transferred according to the voters' subsequent preferences.
 - 6.6 The Local Party's Federal and Welsh Conference Representatives shall be elected as provided by the Party's Constitution. A representative shall cease to hold office upon ceasing to be a member of the Local Party or on failing to attend any meeting of the Conference without giving notice (so far as practicable) of inability to attend or without reasonable cause, unless the Executive Committee determines otherwise.
 - 6.7 All contested elections under this constitution shall be by secret ballot by the Single Transferable Vote method in accordance with election rules made under the Party Constitution.
 - 6.8 The Executive Committee shall appoint some disinterested person to act as Returning Officer. The Returning Officer shall be responsible for the receipt of nominations and for the preparation and distribution of ballot papers, their receipt and counting on return, and the declaration of the results.
 - 6.9 Accidental failure to despatch notice of the AGM or a ballot paper in due time or at all to a person entitled to vote shall not invalidate an election or be treated as an irregularity, unless a substantial number of persons entitled to vote have not received notices or ballot papers at all or have received them too late to make it practicable to attend the meeting or return the ballot paper in due time by first-class post.
 - 6.10 An unsuccessful candidate who alleges that there has been or may have been an irregularity in the election may within one calendar month after the declaration of the result ask for an investigation by the Welsh Party in accordance with the Party Constitution. Subject to any order made after such an investigation, no irregularity shall invalidate an election.

- 6.11 The Returning Officer may extend the time for distribution and return of ballot papers where there are special circumstances making it necessary to do so.

7. General Meetings

- 7.1 The Annual General Meeting shall be on a day appointed by the Executive Committee, between 1 October and 30 November. The Executive Committee may postpone the AGM if it would conflict with a Parliamentary or Assembly Election in the Constituency, or for any other urgent reason.
- 7.2 The business of the AGM shall include:
- a. to receive a report from the Chair on the activities of the Local Party and the Executive Committee since the previous AGM;
 - b. to consider and, if thought fit, approve the accounts of the Local Party for the previous financial year together with an independent report on those accounts, and to receive a report from the Treasurer including an outline budget for the following year;
 - c. to appoint for the current Financial Year:
 - i. Auditors if required by the Political Parties, Elections and Referendums Act (2000); or
 - ii. a person(s) to produce an independent report on the accounts for a General Meeting;
 - d. to receive reports from the Conference Representatives on the proceedings of the Federal and Welsh Conferences since the previous AGM;
 - e. to receive reports from each Welsh Liberal Democrat Council group on which Local Party members serve;
 - f. to transact any other business specified by the Constitution, or directed by the Executive Committee;
 - g. to consider any motion which has been submitted by any member of the Local Party to the Secretary in time for circulation with the notice of the AGM;
 - h. *[to receive nominations for the election of]* / *[to elect]* Officers, Ordinary Members of the Executive Committee and Conference Representatives.
- 7.3 The Secretary shall give all members at least 21 days written notice of the time and place of the AGM. Such notice shall specify all business to be conducted at the meeting.
- 7.4 The AGM may by a two-thirds majority agree to consider urgent or important business which has arisen since notice of the AGM was given.
- 7.5 A special General Meeting may be convened by the Officers, or by the Executive Committee; and shall, on receipt of a requisition signed by at least twenty members of the Local Party (or one-fifth of the membership if less), be convened by the Secretary so as to be held within 28 days from the receipt of such requisition. At least 14 days written notice shall be given to all members. The meeting shall only consider business stated in the notice convening it. Failure to convene a validly requisitioned meeting within 14 days shall permit the meeting to be convened on behalf of (and at the expense of) the Local Party by any of the original requisitioners. In an emergency, the Officers may convene a meeting giving such notice as they consider sufficient in the circumstances.
- 7.6 20 members (or one-fifth of the membership if less), shall form a quorum at any General Meeting. A quorum is not required to receive reports and accounts.

[A meeting may continue without a quorum if no member present objects (except as provided for in Sections 4.5 and 11.1).]

- 7.7 Notice and minutes of all Annual and Special General Meetings shall be sent to the Party Manager of the Welsh Party.
- 7.8 Minutes shall be maintained of all proceedings of all General Meetings. Minutes shall also be kept of any meetings of the Executive Committee. In the absence of an Executive Committee member charged with the duty, the Meeting shall appoint a member to take minutes.

[8. Local Branches

- 8.1 *The Executive Committee may authorise the setting up of Branches covering defined areas of the Local Party, provided that no branch shall be formed with less than 10 members. The objects of a Branch shall be to further the objects of the Local Party in the area covered by the Branch. The Branch shall be subject to the ultimate authority of the Local Party.*
- 8.2 *The members of the Branch shall be:*
- a. All members of the Local Party whose Registered Membership Address (as defined in the Membership Rules of the Welsh Liberal Democrats) is within the Branch area, unless they have opted to be a member of another Branch;*
 - b. Any councillor who represents a ward or division falling wholly or partially within the Branch area and who opts to be a member of the Branch;*
 - c. Other members of the Local Party who wish to be members, if the Branch's Committee and the Local Party Executive Committee agree.*

No person who is not a member of the Local Party may be a member of the Branch. No person may be a member of more than one Branch.

- 8.3 *A Branch shall not be entitled to require a subscription from its members, but the Executive Committee of the Local Party may agree to remit part of its subscription income to a Branch. A Branch shall not incur any debts for which the Local Party shall be responsible.*
- 8.4 *Each Branch shall be governed by a constitution which shall provide for:*
- a. a Committee which shall include Officers and Ordinary Members, and may include ex-officio and co-opted members;*
 - b. rules for election of Officers, Ordinary Members of the Branch Committee and representatives to the Local Party Executive Committee;*
 - c. rules for the calling and conduct of an Annual General Meeting and other General Meetings of the members;*
 - d. the names and addresses of the Officers, Ordinary Members and representatives to be notified to, and minutes of General and Committee Meetings to be supplied to the Secretary of the Local Party.*

The Constitution shall be based on this Constitution. A branch may adopt a constitution which is not wholly in this form but any such constitution, or any changes to it, shall not take effect until the Executive Committee of the Local Party accepts its conformity with the Party Constitution and with this Constitution.

- [8.5 The finances of the Branch shall be held by the Treasurer of the Local Party [as part of the funds of the Local Party] and subject to section 10 of the Constitution].*
- [8.6 The Officers of the Branch shall include a Treasurer. The Branch's accounting period shall be the same as that of the Local Party.*

- a. *The Branch Treasurer shall keep, maintain for six years, and pass to his or her successor accounting records which shall be available for inspection in accordance with the Political Parties, Elections and Referendums Act (2000) and any subsequent legislation.*
 - b. *The Branch Treasurer shall ensure that no donation of over £500 is accepted except from a permissible donor and shall keep records and submit donations reports to the Treasurer of the Local Party.*
 - c. *The Branch Treasurer shall annually produce accounts which shall be approved by the Branch Committee and shall be sent to the Treasurer of the Local Party by a date to be specified by the Treasurer of the Local Party.*
 - d. *The Branch Treasurer shall submit the accounts of the Branch together with an independent report to [the Annual General Meeting] / [a General Meeting to be held not later than (...)].*
 - e. *The Branch shall maintain one or more bank or other appropriate accounts in the name of the Branch for which the mandate for withdrawal shall require the signature of at least two Officers who shall not come solely from members of any one family. The Branch may maintain further accounts for the deposit of money not required for the time being, requiring the same signatures.]*
- 8.7 *The Branch may appoint a substitute representative to the Executive Committee to fill a casual vacancy, or if a representative is unable to attend a particular meeting.*
- 8.8 *A Branch may dissolve itself by a two-thirds majority at a General Meeting; or be dissolved or suspended by the Executive Committee on the grounds that:*
- a. *it is no longer functioning or able to hold such a meeting;*
 - b. *there have been serious irregularities in the conduct of the affairs of the Branch;*
 - c. *the affairs of the Branch have not been conducted in compliance with the Political Parties, Elections and Referendums Act (2000) or subsequent legislation and with its Constitution, this Constitution and the Party Constitution ;*
 - d. *the membership of the Branch has fallen below 10; or*
 - e. *the affairs of the Branch are being conducted in a manner contrary to the interests of the Local Party as a whole.*
- If a Branch is dissolved or suspended, any member of the Branch may request the Welsh Party to conduct an investigation. The Local Party shall not dissolve a Branch until the Branch has been given an opportunity to hold its own General Meeting.*
- 8.9 *The funds of a Branch shall, upon dissolution, be applied in paying its debts, and any surplus shall be added to the funds of the Local Party.]*
9. Candidates for, and Elections to, Public Office
- 9.1 *When it is necessary to select a Prospective Parliamentary Candidate or Prospective Assembly Candidate, the procedure shall be as provided by the Party Constitution. The Executive Committee may appoint a sub-committee to carry out its duties under this procedure. [The electoral college shall comprise [members within the relevant constituency only] / [all Local Party members].]*
- 9.2 *The Executive Committee shall seek to ensure that, so far as practicable, all seats within the Constituency on Principal Local Authorities are contested by members of*

the Party, unless the Executive Committee is satisfied that it is in the best interests of the Party in any case not to do so.

- 9.3 When it is necessary to select one or more local government candidates for an electoral area, the *[Local Party] / [Branch or if there is no Branch, the Local Party]* shall hold a *[General Meeting at] / [postal ballot in]* which all members *[who are resident in the electoral area concerned] / [of the Local Party] / [of the Branch]* may vote, and may select any member from a list of approved candidates maintained by the Executive Committee, or may select any other member conditionally upon subsequent approval by the Executive Committee. The timetable and procedure for selection shall be agreed by the Branch Committee and the Executive Committee, or where there is no Branch by the Executive Committee.
- [9.4 In any electoral area, in which the eligible electorate for voting in the selection does not exceed 10, the electorate shall be expanded to constitute the members living in the electoral area plus the Branch Committee or, if there is no Branch, the Executive Committee.]*
- 9.5 In any case in which time does not permit the holding of a *[General Meeting] / [postal ballot]* the *[Branch Committee, or if there is no Branch the Executive Committee] / [the Executive Committee]* may select the candidate.
- 9.6 Where a Principal Local Authority covers more than one constituency the Executive Committees of the Local Parties concerned may agree to form appropriate joint arrangements to co-ordinate candidate approval and selection, campaigning and publicity and be responsible for the formulation of policy on that Authority.
- [9.7 In any parish or town council elections, the committee of the relevant Branch, or if there is no Branch the Executive Committee shall vary the provisions of Sections 9.2 to 9.5 above as appropriate.]*
- 9.8 A Delegated Nominating Officer will be appointed by the Party's Nominating Officer. The Delegated Nominating Officer shall act in accordance with the Rules made by the Party for Delegated Nominating Officers.
- 9.9 When a Parliamentary or Assembly Election takes place, the activities of the Local Party shall be suspended except as necessary to comply with the Political Parties, Elections and Referendums Act (2000) and any subsequent legislation and such power shall be vested in an Agent to act on its behalf as necessary for the conduct of the Election.
- 9.10 The membership of any member of the Local Party who stands at any public election as candidate or agent in opposition to a properly nominated candidate of the Party shall automatically and immediately be suspended and, subject to any appeal, shall be revoked.
- 9.11 Any candidate for election to public office standing as a representative of the Party must be a current member of the Party.
- ## 10. Finance
- 10.1 The Local party's accounting period shall be annual, ending on 31 December each year.
- 10.2 The Treasurer shall keep, maintain for six years, and pass to his or her successor accounting records which shall be available for inspection in accordance with the Political Parties, Elections and Referendums Act (2000) and any subsequent legislation.
- 10.3 The Treasurer shall ensure that no donation of over £500 is accepted except from a permissible donor and shall keep records and submit donations reports to the Chair

of the Welsh Finance and Management Committee and to the Head of Compliance and Constitutional Support at the Federal Party.

- 10.4 The Treasurer shall annually produce accounts which shall be approved by the Executive Committee and if required by the Political Parties, Elections and Referendums Act (2000) or any subsequent legislation shall be audited and submitted to the Electoral Commission via the office of the Head of Compliance and Constitutional Support for the Federal Party.
- 10.5 The Treasurer shall submit the accounts of the Local Party together with an independent report to a General Meeting [*which shall be held not later than (...) in each year*].
- 10.6 A copy of the annual accounts shall be sent to the Chief Executive of the Welsh Party and to the Head of Compliance and Constitutional Support at the Federal Party.
- 10.7 The Local Party shall maintain one or more bank or other appropriate accounts in the name of the Local Party for which the mandate for withdrawal shall require the signature of at least two Officers who shall not come solely from members of any one family. The Local Party may maintain further accounts for the deposit of money not required for the time being, requiring the same signatures.
- 10.8 If the Local Party fails by 15 January to notify the Chief Executive of the Welsh Party of the appointment of a Chair and a Treasurer, the Local Party shall automatically be suspended.

11. Constitution and Interpretation

- 11.1 Amendments may only be made by a two-thirds majority at a quorate General Meeting. No amendment shall be made which conflicts with the Constitution of the Party or of the Welsh Party. Any amendment to this Constitution shall be subject to approval by the Welsh Party.
- 11.2 Details of any proposed amendment shall be sent to all members with the notice of the General Meeting.
- 11.3 If the Model Constitution for Local Parties (Wales) is amended, any provision of this constitution shall be deemed to be correspondingly amended, unless the Local Party resolves in accordance with 11.1 above at a quorate General Meeting held within 6 months of receiving notice of the amendment not to accept it.
- 11.4 One copy of the Constitution shall be deposited with the Chief Executive of the Welsh Party; and one shall be kept with the minute book of the Local Party. Any member shall be provided with a copy of the Constitution on request.
- 11.5 In the event of any question of interpretation arising, or any question on which this Constitution is silent, the Executive Committee shall have power to act according to its interpretation of the Constitution, or at its discretion, subject to Section L of the Constitution of the Welsh Liberal Democrats and Article 14 of the Constitution of the Federal Party.
- 11.6 No word or construction in this Constitution shall be taken to imply any discrimination whatsoever with regard to sex, race, colour, creed, age, disability, sexual orientation or any other ground other than political belief or practice.
- 11.7 In the event of the dissolution or suspension of the Local Party, the assets of the Local Party shall vest in the Welsh Party on trust for the future reconstitution of the Local Party, unless explicitly provided otherwise by a General Meeting in the event of dissolution pursuant upon boundary changes and subject to the agreement of the Welsh Party.

Notes on this Model Constitution

This Model Constitution is recommended to Local Parties in Wales, to be adapted as necessary to suit local circumstances.

The symbol (...) indicates a suitable value to be fixed by the Local Party. Defaults are defined below.

Words and sections in square brackets [...] are optional and Local Parties may choose to include or omit them, subject to the requirements detailed below. By default they are all included (with the first alternatives in Sections 6.4, 7.2.h, 8.5, 8.5.e, 9.1, 9.3 and 9.5) except the words in square brackets in 10.5 are not included).

If amended, the document adopted should be forwarded to the Welsh Party to confirm that it conforms with the Party Constitution. There are some sections, indicated below, where variation is likely to conflict with the Party Constitution.

1./2. Name and Definitions

The name should be taken from the constituency, and may optionally include the word "Constituency" or "Local".

A Local Party covering more than one constituency will wish to choose a suitable form for its name, to define the several constituencies. Changes throughout this constitution are necessary to reflect such a Local Party's multi-constituency structure.

Otherwise the definitions should not be changed.

3. Objects

Should not be subtracted from, but Local Parties might wish to add additional objects, for instance the provision of social facilities for members.

4. Membership

Should not generally be changed. The powers of the Executive Committee might be reduced or transferred to General Meetings.

5. Officers and Executive Committee

Every Local Party must have a Chair and a Treasurer, which is a legal requirement under the Political Parties, Elections and Referendums Act (2000). The same person cannot combine the offices of Chair and Treasurer. Each Local Party must also have a Membership Secretary, in order to operate the Party's membership system satisfactorily.

This Model Constitution does not allow for the same person to be elected to more than one office, but small Local Parties (e.g. with less than 100 members) wishing to combine offices may with the agreement of the Welsh Party amend the Model. If a Local Party finds it impossible to elect five separate people to fill the offices, it may co-opt one of the officers to do a second job, except that the Chair and Treasurer must be separate people at all times

Local Parties might decide to:

- a. elect extra officers, e.g. Social Secretary, Press Officer, Equal Opportunities Officer;
- b. remove the casting vote of the Chair, or to give the Chair a casting vote only;
or
- c. dispense with the Honorary Office of President.

Local Parties should fix the scale of Branch, direct, Councillor and Youth/Student representation on the Executive Committee on an equitable basis and to accord with local

circumstances. Either the number of direct representatives (b), or representatives per Branch (c) must be sufficient to enable fair representation of opinions within the Local Party. A minimum of 6 is recommended in one class. Unless the Local Party has a small number of large wards/branches the larger number would be in class (b).

The default numbers in Section 5.3 are 10 in (b), 1 and 2 in (c), 1 each in (e) and (g) and 3 in (f). The relevant Unitary Council names should be inserted in (e) and (f). If the Local Party area covers more than one Unitary, each Council group may be represented separately or jointly, depending on local circumstances. Section 5.3 (e) may be dispensed with where there is no County Council.

The list of categories of Executive Committee members should not be subtracted from, but may be increased in special circumstances.

If there are Ordinary Members the number of co-opted Members in 5.4 may not be more than the number of Ordinary Members. If there are no Ordinary Members then the Local Party must determine the maximum number of co-opted Members. The default number is ten.

The Executive Committee is required to meet at least quarterly. More frequent (e.g. monthly) meetings may be appropriate. If the Executive Committee only meets quarterly, it might be appropriate to provide for a "Finance and General Purposes Committee", by whatever name is preferred, with specific make-up and powers, to meet more often.

6. Elections

Most changes to the provisions for election and holding office would conflict with the Welsh and/or Federal Constitution. Elections can be by postal ballot of all members or by the members present at the AGM. The same method of election should be used for Officers, Ordinary Members and Conference Representatives.

Local Parties should appoint a person who is a not candidate, a close relative of a candidate or the proposer or seconder of a candidate ("a disinterested person") as Returning Officer. Local Parties anticipating contested elections may wish to ask their State to nominate a person from outside the Local Party to act as Returning Officer.

7. General Meetings

Most changes would conflict with the Welsh and/or Federal Constitution. Provisions could be added, notice periods could be lengthened or a large Local Party might decide to raise the required quorum.

8. Local Branches

It is for the Local Party to decide whether it wishes to have any Branch structure. If it does not then the whole of Section 8 together with the references to Branches in Section 9 should be deleted.

If the Local Party wishes to have a Branch structure then the provisions in 8.1 to 8.8 set out the necessary constitutional provisions. A Model Constitution for Branches is appended and should be followed, but may be varied by Branches with the agreement of the Local Party Executive.

8.5 contains a number of options for the financial arrangements of Branches. Local Parties should decide which they want to adopt. A Local Party could provide for one version to apply to some branches and another version to others. Either the Local Party may provide for Branch funds to be held by the Local Party Treasurer (first option 8.5) or to be held separately (second option 8.5) in which case the Branch must have a Treasurer and produce accounts. Where the Local Party Treasurer holds Branch funds, they may be held as part of the funds of the Local Party (in which case the words in square brackets are retained). The Branch then has no financial autonomy. Alternatively, the Branch

funds may be held by the Local Party Treasurer as a separate account (in which case the words in square brackets in the first version of 8.5 should be deleted). In default the first option applies with the words in square brackets retained.

9. Candidates and Elections

Most changes would conflict with the Welsh and/or Federal Constitution. The Party Constitution and rules made by the Joint States Candidates Committee cover Parliamentary Candidate selection (Section J and Annexe IV, Appendix 3 of the Welsh Constitution). The Welsh Party will make rules for the selection of candidates for the National Assembly (Section J and Annexe IV, Appendix 3 of the Welsh Constitution). The Welsh Party will make rules for the selection of directly elected Unitary Authority Mayoral Candidates (Annexe IV, Appendix 4 of the Welsh Constitution).

The last sentence of 9.1 only applies to a Local Party covering more than one Constituency. Only one of the electoral college options, before or after the “/”, should then be included.

A Local Party should determine which method to use for local election candidate selection - a General Meeting or a postal ballot and whether the selection is to be done by only the members in the relevant electoral area, by all members of the Branch or by all members of the Local Party.

9.3 and 9.4 should then be adapted accordingly. It is automatically provided that the Local Party undertakes the selection where there is no branch. 9.4 provides a minimum number of members for selections by electoral areas. This provision is not needed when selection is by all members of the Local Party or all members of the Branch, when the relevant minimum numbers are specified in other provisions.

9.5 provides for the selection procedure when a selection has to be conducted at short notice, as is often the case for by-elections. The Local Party should decide whether emergency selections are to be by the Branch Committee (where there is one) or by the Local Party Executive.

Section 9.7 should only be deleted if Local Parties find them inappropriate in local circumstances.

10. Finance

Most changes would conflict with the Welsh and/or Federal Constitution and with the Political Parties, Elections and Referendums Act 2000.

In 10.5 the Local Party may wish to provide for a Special General Meeting to be held reasonably soon after the financial year-end on 31 December to consider the annual accounts. In that event at the end of this paragraph a date should be inserted, for example 28 February or 31 March. The reference to the accounts being approved by the AGM in 7.2(b) should then be deleted, but not the references to a Treasurer's report and budget. Where Local Party accounts are required to be submitted to the Electoral Commission and published, where the Local Party's gross income or total expenditure is over £25,000, early approval of the Accounts by a Special General Meeting is recommended.

The officers whose signatures are required to draw money might be specified more precisely in 10.7, especially if extra officers have been created. No bank account should be operated on a single signature or by two members of the same family.

11. Constitution and Interpretation

None of the points in this section should be omitted. Most changes would conflict with the Welsh and/or Federal Constitution and rules made to ensure the Party's compliance with the Political Parties, Elections & Referendums Act (2000) and subsequent legislation.