



LIBERAL PARTY OF AUSTRALIA
(SA DIVISION)

MEMBER'S HANDBOOK

CONTENTS

A message from The Premier	3
A message from John Olsen AO	3
Our success starts at grass roots level	4
More than just words	5
Membership	6
Branches	6
State Electorate Convention	7
Federal Electorate Convention	7
Office bearers: Who does what?	8 - 9
Management: Holding a successful meeting	10
Fundraising	11
FutureSA	11
State Executive	12
State Council	12
Federal Council	13
Standing Committees	13
Councils	13
Policy Committee	14
Annual General Meeting timetable	15
Pre-selection	16 - 17
FAQs	18
Secretariat	19



Thank you for deciding to become an active member and office bearer within the South Australian Liberal Party.

In recent years we have taken steps to ensure Party members can have a bigger say and greater influence. Your role will certainly allow you to make a greater contribution towards the Party's policy and campaigning work. Now that we are in government in South Australia, it's even more important that our membership is encouraged to contribute to our Party's continuing success.

Once again, thank you for taking up a position as an office bearer and congratulations on your election. I am sure that you will find your new position to be very rewarding.



The Liberal Party is a grassroots political party that relies heavily on our membership who give their valuable time and skills to help the party to win elections.

Local branches and electorate conventions provide an opportunity for local involvement by Party members. They exist to promote Liberal ideas, generate policy discussions and ensure the party is informed about the key issues and concerns within local communities. These insights are vital to successful election campaigns.

The office bearers of electorate conventions and branches are local leaders who are crucial to the strength and vitality of the Party organisation.

This guide is designed to assist office bearers perform their roles by explaining what is expected of them and the tools available to support their efforts.

Congratulations on being elected and thank you for all your hard work for the Party, it is appreciated.

STARTS AT GRASS ROOTS LEVEL

The Liberal Party of Australia (SA Division) is a voluntary organisation. However, each member has a responsibility to represent the Party's aims and philosophies within the community.

The essential aim of the Party is to win elections.

Each member can help with this aim by:

- Being active at a Branch, SEC & FEC level
- Promoting the Liberal Party throughout the community, and
- Talking to 'swinging voters' about issues that concern them, as these are the voters who determine election results.

This Handbook is designed to complement these activities. It sets out in simple form how the Division operates and is a guide to members and Party Unit office bearers.

The strength of our party depends on the enthusiasm, dedication and experience of its members, office bearers in the Party, and on the professional staff who advise and assist those members elected to various Party positions.

The SA Secretariat is available to provide help, further information and assistance to all levels within the Party.

The strength of our party depends on the enthusiasm, dedication and experience of its members, office bearers in the Party, and on the professional staff who advise and assist those members elected to various Party positions.



ACTIONS SPEAK LOUDER THAN WORDS

The Liberal Party was founded on a vision for a better Australia and has been nurtured by the conviction that Australians working together will achieve it.

That vision remains relevant today: that all Australians and their families – regardless of their political beliefs – are entitled to enjoy the rewards of their enterprise and hard work.

Robert Menzies' belief then, and the Liberal Party's ongoing aim, is for government to help Australians achieve their goals in life, while at the same time caring for those who need the wider community's support because of sickness, frailty or disadvantage.

As a Party member you are helping to make these ideals a reality by working for the election of Liberal governments.

Our success really does start at a grassroots level.

A great starting point is to fully understand:

- The scope of your role;
- Your responsibilities according to the Party's Constitution and practice; and,
- Where to find the tools you need

Knowing the 'mechanics' of what you need to do, and how you need to do it, will make it easier for you to focus on what the Party is all about: people.

One of the most important roles as a member is to engage with and encourage new and prospective members.

Our success is dependent on effective engagement with the wider community, local campaigning, adequate fundraising and putting forward policies that are attractive to the electorate. All of this requires an active and growing membership.

As Liberal Party members we have opportunities for:

- Friendship in a common cause;
- Community action in a common spirit; and
- Achieving our common goal of a better, freer and fairer society

Sascha Meldrum
State Director

The Liberal Party was founded on a vision for a better Australia and has been nurtured by the conviction that Australians working together will achieve it.

Most people join the Party because they are asked to.

Take every opportunity to:

1. talk with others
2. discuss your Liberal involvement with friends, acquaintances and work mates
3. encourage them to join.

MEMBERSHIP

Membership of the Liberal Party is open to any person aged 16 years and over, subject to payment of an annual membership fee.

Membership can be to either, or both, the Liberal Party of Australia (SA Division) or the Young Liberal Movement of South Australia.

The Young Liberal Movement is open to people between the ages of 16 and 30 years.

On joining the Liberal Party a person has the option of either becoming a branch member (with voting rights after a one month waiting period), a member at large, or a Friend of the Party.

Members at large have no voting rights unless they change their membership status by notifying the State Secretariat.

Friends of the Party are not members of the Division, but are supporters of the Liberal Party who may be invited to Party meetings (but not vote) in order to ascertain if they want to be involved in the Party further – as a full voting member.

MEMBERSHIP SUBSCRIPTIONS

New members joining the party from January to June of any year will be extended to June 30 of the following year (therefore receiving up to 18 months membership).

If an unfinancial member (ie has not paid the current year's subscription) pays their membership it will only be updated until 30 June of the current membership year.

Membership categories are:

- Joint
- Single
- Concession Joint
- Concession Single
- Member-at-Large
- Friend of the Party
- Young Liberals

BRANCHES

The branch is the 'Grassroots' unit of the Party. People join at Branch level. All branches are run by a committee elected at the branch's Annual General Meeting once every year.

All financial members of the branch are entitled to attend that AGM and nominate for committee positions.

The membership year runs from the beginning of July in each year to the proceeding June in the following year. Membership is for 12 months, running through a financial year i.e. 1/7/2017 – 30/6/2018.

Branch Role

A branch's primary role is to:

- promote the philosophy of the Liberal Party to its local community through its members;
- discuss issues and forward resolutions to the Policy Committee of the Party for debate at State and Federal Electorate Conventions and ultimately State Council;
- recruit new members and ensure that existing members are kept up to date with Party news, concerns and information;
- organise political and social functions;
- support the Liberal Members of Parliament with their ongoing campaigning; and
- raise funds for election campaigns.



CONVENTIONS

STATE ELECTORATE

The State Electorate Convention (SEC) is made up of all Party members who are enrolled to vote within that seat, excluding members at large and Friends of the Party.

The President of an SEC is a delegate to State Council and is that electorate's voice at State Council - the Party's governing body.

Other delegates are elected to State Council from the various SEC's according to the total number of memberships within that electorate.

The role of the SEC is to:

- oversee the day-to-day affairs and general campaigning within the electorate;
- raise funds for campaigning - not only at election times but throughout the life of Parliament to allow the State Member or a candidate to campaign on a continual basis;
- discuss issues and forward resolutions to the Policy Committee of the Party for debate at State Council;
- recruit new members and ensure that existing members are communicated with;
- organise political and social functions; and
- support the Liberal Members of Parliament with their ongoing campaigning;

STATE ELECTORATES

ADELAIDE	KAURNA
BADCOE	KING
BLACK	LEE
BRAGG	LIGHT
CHAFFEY	MACKILLOP
CHELTENHAM	MAWSON
COLTON	MORIALTA
CROYDON	MORPHETT
DAVENPORT	MT GAMBIER
DUNSTAN	NARUNGA
ELDER	NEWLAND
ELIZABETH	PLAYFORD
ENFIELD	PT ADELAIDE
FINNISS	RAMSAY
FLINDERS	REYNELL
FLOREY	SCHUBERT
FROME	STUART
GIBSON	TAYLOR
GILES	TORRENS
HAMMOND	UNLEY
HARTLEY	WAITE
HEYSEN	WEST TORRENS
HURTLE VALE	WRIGHT
KAVEL	

as at JULY 2018

FEDERAL ELECTORATES

ADELAIDE
BARKER
BOOTHBY
GREY
HINDMARSH
KINGSTON
MAKIN
MAYO
STURT
SPENCE

as at JULY 2018

FEDERAL ELECTORATE

The Federal Electorate Convention (FEC) is made up of all Party members who are enrolled to vote within that seat, excluding members at large and Friends of the Party.

The President of an FEC is a delegate to State Council and is that electorate's voice at State Council.

Other delegates are elected to State Council from the various FEC's according to the total number of membership within that electorate.

The role of the FEC is to:

- oversee the day-to-day affairs and general campaigning within the electorate;
- raise funds for campaigning - not only at election times but throughout the life of a Parliament to allow the Federal Member or a candidate to campaign on a continual basis;
- discuss issues and forward resolutions to the Policy Committee of the Party for debate at State Council;
- recruit new members and ensure that existing members are communicated with;
- organise political and social functions; and
- support the Liberal Members of Parliament with their ongoing campaigning.

OFFICE BEARERS

WHO DOES WHAT?

PRESIDENT

The role of the President is one of leadership in the Party Unit. The President should seek to establish realistic, achievable objectives and goals and ensure they are met.

In conjunction with the Secretary, the President must ensure that meetings and functions of the Party Unit are conducted in an efficient and effective manner.

The President has a specific responsibility to see that the expectations, energies, talents and resources of the members are tapped and utilised by showing an interest in the work carried out by the other office bearers.

The President is expected to:

- oversee local campaign preparation in conjunction with the campaign manager
- drive the annual program of activities in consultation with the committee and sitting member or candidate
- drive the fundraising program
- keep contact with local branches
- work with the membership officer to ensure the branches continue to grow and develop
- set the agenda for meetings with the secretary
- chair the meetings (except for election of office bearers).

SECRETARY

The Secretary is the administrative backbone of the Party Unit and must work closely with the other office bearers.

It is the Secretary's responsibility to:-

- ensure that the State Secretariat is notified of the new office bearers and delegates elected at the AGM
- answer correspondence
- initiate correspondence on behalf of the Party Unit or committee
- draw up meeting agendas, in consultation with the President
- arrange for notice of meetings and agendas to be sent within the appropriate time frame
- take minutes of meetings and keep general records - minutes should be brief and focus on recording discussions
- complete and return the AGM return in a timely manner.

VICE PRESIDENT

The role of the Vice President is to deputise/understudy the President and to be first in line when the President delegates tasks or authority.

Vice Presidents should have an effective role in the Party Unit with specific duties and responsibilities.



MEMBERSHIP OFFICER

Membership Officers play a pivotal role in the Party and are frequently the first point of contact for new members.

The Membership Officer's primary role is the recruitment and retention of members.

Liaising with branch office bearers to provide advice on how your meetings and Party events can be used to encourage and retain new and existing members.

They coordinate with their committee and the State Secretariat in membership drives, and most importantly, in contacting unfinancial members regarding renewal of membership and informing the Secretariat of those members who are not renewing.

The membership renewal process usually begins in late May with further renewal letters being sent as required. Existing members are deemed to be financial until 30 September (giving them three months grace to renew) after which time they are listed as unfinancial and then lapsed.

Membership is the responsibility of everyone, and not just the membership officer, so they can expect plenty of support and assistance from the other members of the branch, SEC or FEC.

TREASURER

The Treasurer is responsible for all financial transactions and the accurate recording of the books of account of the Party Unit or committee.

Each year the Treasurer should form a budget of operation for discussion and approval by the Party Unit or committee.

The Treasurer has the responsibility to ensure that the Party Unit or committee works within the approved budget guidelines.

The Treasurer is required under the constitution to present an audited financial statement for the year at the Annual General Meeting of the Party Unit or committee. A copy of the audited statement must be forwarded to the State Secretariat within 14 days of the AGM.

The branch financial year is from January to December. SECs and FECs financial years are from April to March.

In addition it is also necessary for all political parties to furnish an annual return to the Australian Electoral Commission. Failure to do so will result in investigation and possible large fines.

The return must include all donations, other income and all expenditure from all constituent bodies of the South Australian Division in July and January of each year and more frequently during an election year.

Returns and a full explanation on disclosure are sent to all Treasurers. These are to be filled in and returned to the Secretariat so that the Party's annual return can be furnished to the Electoral Commission.

ESSENTIALS FOR TREASURERS

Some important principles to ensure Party finances are thorough, transparent and accountable.

When receiving funds you must record name, address and amount received. It is an offense not to record details of anyone donating or gifting more than \$200 at any one time. NB: \$200 indexed.

When dealing with gifts/ services in kind you must record name, address and estimated value.

All transactions need to be documented and recorded, and where possible reconciled to external banking records

Financial recording ensures systems and procedures are in place to enable completion of your annual financial statement.

EXECUTIVE COMMITTEE

In addition to the office bearer positions, the executive committee may include the sitting MP or candidate and in the case of FECs the relevant SEC President. The committee may also invite other party members to join the executive committee such as the campaign coordinator.

HOLDING A SUCCESSFUL MEETING

Members should be encouraged to attend meetings and contribute and it is therefore important that meetings are friendly and inclusive. Newcomers should be welcomed, introduced and invited to attend future meetings and functions. An interesting meeting format will allow business to be concluded in an atmosphere of increased awareness, participation and attendance.

Party members consistently ask for a range of quality speakers which, in addition to local MPs, could include community leaders from voluntary organisations, small business, professional bodies and policy institutes.

Many electorate conventions are having success attracting new members with different types of activities. Growing numbers of young professionals are coming to 'politics at the pub' nights which provide a forum with both political and non-political aspects. Executive teams are inviting new members to Friday night drinks with their MP, establishing business interest forums and young mothers' groups as well as setting up regular Saturday morning 'coffee and chat' sessions for political discussions over coffee.

KISS

Meetings should address specific agenda items and practical proposals and adopt the 'KISS' method —

Keep It Short and Simple.

Interesting meetings involving a program of worthwhile activities will contribute to the Party's political success.

FREQUENCY & LOCATION OF MEETINGS

The number of meetings is a matter for each electorate convention, and the following is a guide only.

Many city based SECs or FECs plan to meet every two months between February / March and December. That is five meetings each year.

Many rural and regional electorates choose to meet quarterly, due to the distances involved. This means that their members will have the opportunity to attend eight rather than ten (state and federal) meetings throughout the year.

Careful consideration needs to be given to offering a broad geographic spread of meeting venues as well as a mix of meeting times (weekend, day and evening) to accommodate members. It is important to bear in mind that you can hold meetings by phone in many cases.

Electorates with large memberships could expect to have the executive committee meet monthly to plan activities. The executive will deal with as much of the administrative work as possible, as this is an area where many members have indicated that they want less time spent at general meetings.



SOME SUGGESTIONS FOR RAISING FUNDS

- BBQ
- Garden Party
- Champagne Supper
- Cocktail Party
- Fashion Parade
- Progressive Dinner
- Wine & Cheese Night
- Wine Tasting Night
- Film Night
- Car Trial
- Trading Table
- Trash & Treasure Stall
- Raffle
- Silent Auction
- Wine Auction/Wine Wall
- Card Morning or Evening
- Fair
- Bingo or Quiz Night

Fundraising should be an enjoyable activity. It can help bring members together; it can encourage new members into the branch, and importantly can raise money to help finance your candidate's campaign.

However, if a large scale function is being planned, it may be advisable to involve other Party Units in the electorate. Regional cooperation provides a good base for the sharing of ideas and the development of an efficient organisation for election campaigns.

If a function is planned, the Secretariat should be notified so that it can promote your event. This also provides a check that no other branches have chosen the same date.



FUTURESA
Engage, Discuss, Shape

FutureSA is the South Australian Liberal Party's leading business network forum which provides opportunities for business leaders to consult regularly with Senior Liberals via an exciting program of events and activities.

Supporters have the opportunity to participate in lively debate and share ideas on policy that will help to shape good Government at a state and national level.

There are various levels of participation through which members are invited to an exciting program of collaborative events offering a healthy combination of business and politics.

There are many opportunities for SECs and FECs to work in conjunction with FutureSA to meet your fundraising targets as FutureSA members are invited to nominate a sponsor (Member, candidate or SEC/FEC) so that a portion of the membership fee will be directed to your campaign.

Presidents and Treasurers are encouraged to meet with the FutureSA management team, based at the Liberal Party HQ to discuss the many fundraising options available to local branches.

STATE EXECUTIVE

The State Executive manages the day-to-day affairs of the Party, including financial matters on behalf of State Council, to which it must report at each meeting.

A majority of State Executive members are elected by State Council from the membership of the Party.

The composition of the State Executive is:

- The President of the Division
- The Vice Presidents of the Division
- The Rural and Regional Chairman
- The State Parliamentary Leader
- The Senior Federal Minister or Shadow Minister from the SA section of the Federal Parliamentary Party
- The President of the Liberal Women's Council
- The Treasurer of the Division
- The President of the South Australian Division of the Young Liberal Movement
- State Director

STATE COUNCIL

The State Council is the governing body of the SA Division of the Liberal Party.

Its delegates are elected from SECs, FECs, Women's Council, Rural and Regional Council, and the Young Liberal Movement. The State Parliamentary Party elects delegates to the State Council, as does the Federal Parliamentary Party.

Delegates are elected from the members of the SEC and FEC according to the number of members of Branches located within the electorate as at 5 pm on the last business day of the preceding November as follows:

SEC:		FEC:	
0 to 100 members	1 delegate	0 to 200 members	3 delegates
101 to 200	2 delegates	201 to 400	4 delegates
201 to 300	3 delegates	401 to 600	5 delegates
301 to 400	4 delegates	601 to 800	6 delegates
401 to 500	5 delegates	800 to 1000	7 delegates
501 to 700	6 delegates	1001 to 1200	8 delegates
701 to 900	7 delegates	1201 to 1600	9 delegates
and continuing to add one extra delegate for each 200 members or part thereof.		1601 to 2000	10 delegates
		and continuing to add one extra delegate for each 400 member of part thereof.	

The Role of the State Council is to:

- elect the State Executive of the Division which has responsibility for the day-to-day running of the Party;
- consider resolutions on the policies, platform, Constitution and administration of the Party;
- endorse State and Federal candidates selected by Electoral Colleges; and
- select Senate and Legislative Council Candidates.

FEDERAL COUNCIL

The Federal Council meets once a year and elects members of the Federal Executive, which manages the day-to-day affairs of the Liberal Party at a Federal level.

Each State Division sends 14 delegates to Federal Council.

The South Australian delegates to Federal Council are the President, Treasurer, State Parliamentary Leader, Chairman of Women's Council and Rural and Regional Council, President of the Young Liberal Movement, Policy Coordinator and the remaining delegates are elected by State Executive.



STANDING COMMITTEES

The Party has a number of Standing Committees and most of their chairmen are elected democratically by State Council at its Annual General Meeting.

Membership of these Standing Committees is representative of various sections within the Party. There are, in addition, ad hoc committees (i.e. Membership Sub-Committee), which are formed from time to time to carry out any special tasks or directions, which may be given by State Council or State Executive.

COUNCILS

Liberal Women's Council

The Liberal Women's Council comprises women who are current financial members and who have nominated for the Council by May 31 each year.

It exists as a forum which discusses issues relating to women and Liberal Party policies.

The Liberal Women's Council elects delegates to State Council each year and its President is a member of the State Executive.

Rural and Regional Council

The Rural and Regional Council consists of current financial members of the Party who are members of branches outside the metropolitan area and who have nominated for the Council by May 31 each year.

It exists as a forum for the discussion of issues relating to rural areas in South Australia and Party policies.

The Rural and Regional Council elects delegates to State Council and its Chairman is a member of the State Executive.

Young Liberal Movement

The Young Liberal Council elects delegates to the State Council of the Division and the Young Liberal President is a member of the State Executive.

The Young Liberal Movement provides an opportunity for issues relating to young Australians to be discussed and brought forward for Party policies as well as educational and social activities.

The SA Young Liberal Movement elects delegates to the Federal Young Liberal Council.

- Remember first of all that a policy resolution may not always be the best way of proceeding. The idea you are raising may be very specific to your geographic location, profession, or social group. Perhaps a letter from yourself or your Branch to your local council, the relevant Minister, or some other relevant body may be more appropriate. However, if your idea has broader relevance than that, then you probably have the makings of a worthwhile policy resolution.
- Policy resolutions should always strive to be concise and to the point.
- They should never be argumentative. A resolution should state clearly the state of affairs that it wishes to bring about. Argument should be left for the accompanying explanation or the speech given when moving the resolution. "In light of the disgraceful performance of the Labor Government....." or "Because of the huge increase in crime recently....." are better used as part of your argument than made part of the resolution itself.
- Motions should not be too narrow in their scope, eg. "This Branch calls for more traffic signage in Hawthorndene." A better resolution might call for more traffic signage in suburban areas.
- Specify what branch of government your resolution is directed towards, eg. "This Branch calls upon the State Government to increase the amount of traffic signage in suburban areas."
- Research your resolution. What are its good points and what are its bad points? Try to anticipate the objections that others may raise against it. Are these objections answerable, or do they signify that the resolution itself may be flawed?
- How much will the proposal cost? We all have our pet projects that we would like to see fulfilled, but if policy ideas are to be taken seriously they must be realistic. Doubling the education budget sounds like a great idea but where will the money come from?
- Two heads are better than one. Discuss your resolution with another member before bringing it up for formal discussion. If it is a subject dear to your heart, then you may be too close to see the flaws in your idea. Another person can bring a new perspective, and help you to see your idea from a more objective viewpoint.

To summarise, the wording of a resolution should specify the body that the motion is coming from and the course of action being called for, as well as the branch of government from which this action is being sought. It should be precise but not so narrow in its scope as to lose its broad relevance.

For further information on how to frame resolutions, N.E. Renton's Guide for Meetings and Organisations is recommended reading or Joske's Law and Procedures at Meetings in Australia.

GOOD EXAMPLE:

"This Branch calls upon the State Government to increase the resources devoted to physical education in public schools."

BAD EXAMPLES:

"The State Government should increase the resources devoted to physical education in public schools."

Who is calling for this? The Branch has not identified itself.

"This Branch calls for an increase in the resources devoted to physical education in public schools."

No branch of government specified.

"This branch calls for the State Government to increase the resources devoted to physical education."

Not precise enough. Where or through what medium would these resources be channelled?

"This Branch calls for an extra physical education teacher to be placed at Springfield Elementary."

Too narrow in its scope. Has no broad relevance.

BRANCH

AGMs are to be held between February 1 and April 30. Notification of AGM's must be given in writing to the Secretariat. To meet Constitutional requirements the notice must be sent by the Branch Secretary 14 clear days before the meeting date.

STATE ELECTORATE CONVENTION (SEC)

AGMs are to be held between May 1 and June 30. Notification of AGM's must be given in writing to the Secretariat. Members require 14 days clear notice of meeting from the SEC Secretary.

FEDERAL ELECTORATE CONVENTION (FEC)

AGMs are to be held between May 1 and June 30. Notification of AGM's must be given in writing to the Secretariat. Delegates require 14 days clear notice of meeting from the FEC Secretary.

WOMEN'S COUNCIL

Must hold its AGM in July or August but not less than 21 days prior to the State Council AGM.

RURAL AND REGIONAL COUNCIL

Shall hold its AGM as near as practicable prior to the State Council AGM.

YOUNG LIBERAL MOVEMENT

Meeting to be held in July or August not less than 21 days prior to the State Council AGM.

STATE COUNCIL

First meeting on or after August 1.

Branch and Electorate Convention Secretaries should keep within the Constitutional timeframes and set AGM dates to ensure that the Party Unit they have been elected to as Secretary, are able to be represented by their delegates at the AGM of the relevant Party bodies.

See the timeframes here:



It is most important that all returns are forwarded to the Secretariat no later than

14 days

after the meeting and accompanied by the sign-in sheets so that a quorum and elected positions can be verified.



Pre-selection of Candidates for the House of Representatives (Federal) and the House of Assembly (State) is made by the plebiscite system at a pre-selection College composed of eligible members within the particular electorate.

Delegates must be a resident of that electorate (as evidenced by the electoral roll) and have been a financial member for a minimum of 12 continuous months, at the date that nominations close.

Pre-selection of the Senate and Legislative Council Candidates is determined by State Council acting as an Electoral College.

Candidate Review Committee

The Candidate Review Committee is a body that advises State Executive of the suitability of people who have nominated for pre-selection on behalf of the Liberal Party.

The Candidate Review Committee meets after the close of nominations and before the names of candidates for pre-selection are released. Candidates who nominate for the Senate or Legislative Council are interviewed by the Candidate Review Committee comprising the following members of the State Executive - President, four Vice Presidents, Leader of the State Parliamentary Party, the Senior SA Federal Member of Parliament, Chairman of Women's Council, President of the Young Liberal Movement and the Campaign Coordinator (who is either the State Director or someone appointed by him/her).

Candidates who nominate for the House of Representatives are interviewed by the Candidate Review Committee, which is enlarged to include the President of the FEC and the Presidents of the SECs within that Federal Electorate.

Candidates who nominate for the House of Assembly are interviewed by the Candidate Review Committee, which is enlarged to include the President of the SEC and the Presidents of all the branches within that State Electorate. Prior to the full Candidate Review Process, candidates are interviewed by a sub-committee comprising the President, Chair of the Constitution Committee and the State Director.

Electoral College

Once the Candidate Review Committee has accepted candidates as suitable to represent the Liberal Party then an Electoral College can take place.

Electoral Colleges are composed of eligible members who reside in the electorate concerned and the State Executive.

Electoral Colleges pre-select the candidate at a specially called meeting where each candidate may address the Electoral College for a time determined by the College. The Electoral College may also determine a time that candidates are required to answer questions from delegates.

After candidates have addressed the College, delegates cast a secret ballot to determine which candidate will represent the Liberal Party for the particular electorate.

ELECTORAL COLLEGES

Electoral Colleges pre-select the candidate at a specially called meeting where each candidate may address the Electoral College for a time determined by the College.

ELECTORAL COLLEGES

Electoral Colleges are extremely important if the Liberal Party is to have the best possible candidates contesting elections and sitting as Members of Parliament.

ROLE OF DELEGATES TO ELECTORAL COLLEGES

ENDORSEMENT OF CANDIDATES

Candidates selected by House of Representatives and House of Assembly Electoral Colleges are endorsed by the next meeting of State Council, provided there have been no substantive objections.

In special circumstances the State Executive may endorse candidates.

- be prepared to speak with candidates between the time of the close of nominations and the time of the Electoral College;
- consider the quality of candidates and determine who has the best chance to be elected to Parliament and who will make the best representative for the Liberal Party during the campaign;
- be aware of the procedures for conducting an Electoral College. (A copy of the guidelines outlining the procedures of a College and biographical details of all candidates is sent to delegates following the close of nominations).

Electoral Colleges are extremely important to ensure the Liberal Party has the best possible candidates contesting elections and sitting as Members of Parliament.



Can I run for two elected positions with two different Branches?

Yes. The constitution stipulates that a member may join and hold office in up to two branches but, is only eligible to vote in the proceedings of and be counted for a quorum in one Branch after advising the State Director in writing of which Branch that is; and pay the membership fee in respect of both branches to which the member wishes to belong.

What is the eligibility criteria for voting in an Electoral College at an SEC and FEC level?

In order to take part in the preselection of a candidate at an Electoral College (either SEC or FEC) you must be enrolled to vote (on the electoral roll) in the electorate in which you want to vote in and have 12 months of unbroken membership (i.e. You have not been Unfinancial or lapsed outside of the three month grace period each year - July to September with the Party at the date that nominations for the particular seat close). An example of this would be: If the nominations close 8 March 2017 - then counting back 12 months – you must have been financial in its entirety back to 8 March 2016.

Why does my name appear on a Branch list but not the SEC I want to be involved with?

Any Liberal Party Member can belong to any Liberal Party Branch. However, the makeup of SECs and FECs is subject to the Electoral Roll and where your registered address is stipulated. If you live in the seat of Morphett and your Electoral Roll information also reflects that fact – your SEC will be Morphett. The same principle applies for FECs as well.

What is a Single Branch Electorate?

A single Branch Electorate is an SEC (State Electorate Convention) that only has one branch. An SEC is essentially a representation within the party of a State Seat or Division. A single Branch Electorate (some examples are – Unley, Torrens, Mount Gambier, Newland, and Badcoe) is defined as being the only branch within a House of Assembly electorate or a House of Representatives electorate.

If a candidate is not a resident or on the roll in an SEC or FEC, are they entitled to be on the “Convention Committee”?

Yes. The Constitution states that a Parliamentary Member for the Electorate and/or the endorsed candidate for the electorate shall be a member of the Convention Committee, but shall not be entitled to a vote. It should also be noted that constitution suggests that it is those members within the electorate who constitute the convention, and not the parliamentary member or candidate.

If you are a member of a branch but not a resident in the SEC or FEC that relates to the particular branch, can you be elected as an officer or a delegate to the SEC or FEC?

Yes. The constitution allows you to be elected an officer or delegate of the convention, but is subject to the proviso that his/her branch has been deemed by state executive to be within the electorate. A member who is not a resident in the electorate may be a member of a convention (and therefore entitled to vote at the convention ballot) if;

- (a) they are a resident in an electorate immediately adjacent to the convention's electorate and;
- (b) the state executive has selected the electorate in which the member resides as being part of that convention.

Is there a stipulation in the constitution allowing for greater female representation amongst the elected delegates to state council of an Electorate Convention?

Yes. Where two or more delegates are to be elected where possible, at least one shall be a man and one shall be a woman. The president of the convention shall be the first delegate.

Are members of the Young Liberal Movement also entitled to be members of their local SEC and FEC?

Yes, so long as they are enrolled to vote.

Can a Member of Parliament or endorsed candidate be a delegate to State Council?

Only under specific circumstances. The Constitution states that a member of parliament or an endorsed candidate shall “wherever possible” not be a delegate to State Council. Therefore, if there are nominations for positions other than from a candidate or parliamentarian, then the candidate or parliamentary must not be elected. It also states that a member of parliament or an endorsed candidate for a parliamentary seat shall not hold office of either President or Secretary of the Electorate Convention in the electorate for which he/she represents in Parliament.

What is the difference between ‘unfinancial’ and ‘lapsed’ members?

Unfinancial means that the members’ fees are less than 12 months in arrears. Lapsed means that they are over 12 months in arrears.

The State Secretariat and its staff are responsible for servicing the Party’s Councils, conventions, branches and members.

In addition to the day-to-day administration of Party matters, the State Director is responsible for the conduct of the State and Federal campaigns in South Australia.

The Secretariat maintains the membership records of all members, assists in the administration of Party Units and distributes information to branch members, office holders, Members of Parliament and candidates as required.

The SA Division staff provide assistance to branches and electorate conventions with campaigning, membership, fundraising and educational activities – in and outside of election cycles.

The Secretariat also assists the Executive with Party growth and development. The Secretariat is the Party’s resource and its facilities, services and professional advice are available to all members.

ELECTRONIC COMMUNICATION

The Liberal E-News, email newsletter is distributed to all party members (who we have an email address for) on Friday each week and more frequently during campaign times.

If you don’t receive Liberal E News, but would like to, please email secretariat@sa.liberal.org.au to stay informed about Party events and important political information.

In addition you can visit our website or find us on Facebook or Twitter.



LIBERAL PARTY OF AUSTRALIA
(SA DIVISION)

104 Greenhill Rd, Unley SA 5061
GPO Box 20, Adelaide SA 5001
(08) 8205 0255

secretariat@sa.liberal.org.au
www.saliberal.org.au