

Young Liberals Constitution

Young Liberals is a political organisation that exists to campaign on issues affecting young people and students. We have branches across the UK run by young people, for young people.

Young Liberals provides a platform for young people and students to have their voices heard and acts as a radical pressure group within the Liberal Democrats. Our aim is to fight for a society based on fairness, equality, and freedom for all.

Section 1: Name & Objectives

1. The name of the organisation shall be Young Liberals.
2. The Objectives of the organisation shall be:
 - a. To represent the membership of Young Liberals to the Liberal Democrats;
 - b. To promote the Liberal Democrats amongst young people and students;
 - c. To develop members, branches and state and regional organisations to achieve these Objectives; and
 - d. To further the Objectives of the Liberal Democrats as set out in Article 1.2 of the Federal Constitution of the Liberal Democrats.
3. In pursuit of the Objectives, the organisation shall have the power to:
 - a. Raise and spend money;
 - b. Campaign in support of Liberal Democrat candidates or independent candidates supported by the party;
 - c. Campaign in referendums;
 - d. Campaign in support of its own policy or the policy of the Liberal Democrats, or on topical issues of concern to its members; and
 - e. Affiliate to external organisations that are in line with the Objectives.

Section 2: Structure

1. Young Liberals is the Specified Associated Organisation (SAO) of the Liberal Democrats for students and young people.
2. Provided that they adhere to the Objectives of the organisation, Young Liberals will recognise and support:
 - a. State Organisations for England, Scotland and Wales; and
 - b. Regional and local branches of those State Organisation
3. Young Liberals may affiliate to external organisations where this is in line with the Objectives, subject to the Affiliation Regulations.

Section 3: Governance

1. This Constitution may only be amended by a two-thirds majority of members present and voting at Conference.
2. Any provision of this Constitution shall be considered null and void if it conflicts with the Federal Constitution of the Liberal Democrats or any regulations established under its authority governing SAOs.
3. Young Liberals shall be independent from the Liberal Democrats in all other regards.
4. No elected Officer or representative within Young Liberals shall be mandated
5. The Executive and all Committees shall exercise their powers by majority vote, except where explicitly provided for in the appended regulations.
6. There shall be the following regulations appended to this Constitution, which shall be considered to be an integral part of it:

- a. Election and Co-option Regulations;
 - b. Appeals Regulations;
 - c. Conference Standing Orders; and
 - d. Affiliations and Endorsement Annexe.
7. The Executive shall adopt further regulations in relation to:
 - a. The conduct of its business ("Executive Regulations");
 - b. The proper management of the organisation's finances ("Financial Regulations"); and
 - c. Such other matters as the Executive considers appropriate from time to time.
 8. Regulations made by the Executive shall be subject to this Constitution.
 9. Changes to the executive passed at conference should take effect at the next election of the position, unless otherwise specified
 10. The Executive may by two thirds majority vote and with the agreement of the Honorary President, declare that exceptional circumstances exist due to health or security risks, and such declaration stays in effect until the end of that term, and therefore:
 - a. Any requirements for in-person meetings of the Executive, Committees or General Meetings, including those of States or Regional organisations, are suspended and meetings must be held online unless it is safe to do so.
 - b. Events Committee and Policy Committee may make reasonable adaptations to the Conference Standing Orders in order to facilitate online conferences, as long as they are within the scope and original meaning of the Standing Orders."
 - c. If the nature of the exceptional circumstances means that it is not possible to seek the Honorary President's agreement, or that more than one third of Executive Committee members are unable to vote, then a unanimous vote of remaining committee members shall suffice.

Section 4: Legal compliance

1. The accounting period of the organisation shall be the year commencing 1 January and ending 31 December.
2. The organisation shall comply with the requirements of the Political Parties, Elections and Referendums Act 2000 (PPERA) and any successor legislation
3. All members of the Executive have a duty to ensure that the organisation's resources are applied solely towards the Objectives and to ensure that the organisation's financial obligations never exceed its resources.
4. The Executive shall appoint a Registered Treasurer and a Registered Second Officer (Registered Officers) to take on formal legal responsibilities under PERA. Such individuals need not be members of the organisation but shall be members of the Liberal Democrats in good standing and shall serve until removed or until they resign.
 - a. The Registered Officers shall be entitled to receive notice of, attend and speak at all meetings of the Executive, but shall only be entitled to vote if they are voting members of the Executive by other means.
 - b. Either Registered Officer, on resignation, may submit a statement of reasons which shall be presented to the next Conference. A copy of any such statement shall be sent to the Chief Executive of the Liberal Democrats promptly upon receipt of the resignation.
 - c. Both Registered Officers shall be entitled to become signatories on any bank account or similar facility, and to examine any financial paperwork, but shall be bound by the Financial Regulations in respect of the exercise of their powers as signatories.

5. The Registered Officers shall ensure that a copy of the organisation's financial statements for the previous year are laid before the Annual General Meeting.
6. The Executive may resolve to merge the organisation with another accounting unit of the Liberal Democrats, or with the central party, for the purposes of compliance with PPERA. In this case, Articles 4.4, and 4.5 shall not apply and no Registered Officers need be appointed.
7. Unless the State Organisations inform the Registered Officers (if appointed) and the Executive that they have arranged to report under PPERA via another accounting unit, the duties and powers of the Registered Officers (if appointed) shall extend to the State Organisations and the State Organisations shall be bound by the Financial Regulations
8. If any provision of this constitution is found or suspected to be in breach of UK law, it may be amended at any time by the Federal Executive in consultation with the Honorary President, or in the case of elections with both the Honorary President and Returning Officer.

Section 5: Membership

1. There shall be the following classes of membership:
 - a. Full members;
 - b. Associate members; and
 - c. Honorary life members.
2. No individual shall be a member unless their name, email address and (where applicable) Liberal Democrat membership number are held by the organisation
3. Only full members shall be entitled to exercise any governance rights, including the right to propose and vote on motions at Conference and the right to stand or vote in elections.
4. Associate and honorary life members shall be entitled to attend and speak at Conference.
5. Full membership shall be open to:
 - a. Liberal Democrat members aged 25 or younger (youth members);
 - b. Liberal Democrat members who are students (student members); and
 - c. Liberal Democrat members aged more than 25 but no more than 30 (opt-in members).
6. An individual eligible to be a youth member or a student member shall be a member if:
 - a. They are included on a list of members received by the organisation from the Liberal Democrats; and
 - b. They apply directly to the Executive.
7. An individual eligible to be an opt-in member shall be admitted on receipt of an application and a subscription fee, as determined by the Executive.
8. Associate members need not be members of the Liberal Democrats and shall be registered supporters of the Liberal Democrats who otherwise fit within the age and student requirements of the organisation or those admitted at the discretion of the Executive, who shall be subject to payment of a fee determined by the Executive
9. Associate membership shall lapse at the expiration of one year from the end of the month in which the member is admitted, unless renewed. Opt-in membership shall be deemed to renew automatically, unless the executive or the member in question indicate otherwise
10. Honorary life membership may be conferred by a simple majority vote at Conference, under the same procedures as a policy motion, on any individual that Conference believes has significantly contributed towards the organisation or its Objectives, and

shall be revoked automatically if the holder ceases to be a member of the Liberal Democrats

Section 6: Executive

1. The organisation shall have an Executive, which shall be composed of the following Officers:
 - a. Chair;
 - b. Vice-Chair;
 - c. Finance Officer;
 - d. Communications Officer;
 - e. Campaigns Officer;
 - f. Membership and Branch Development Officer;
 - g. Events Officer;
 - h. Policy Officer;
 - i. International Officer;
 - j. Accessibility, Diversity, and Standards Officer;
 - k. BAME Officer;
 - l. A representative from each State Organisation, as determined by that State Organisation;
 - m. Non-Portfolio Officer; and
 - n. LDCRE Representative (non-voting)
2. The duties of each Officer shall be set out in the Executive regulations, which shall govern the conduct of meetings and the standards expected of Officers.
3. Only the Officers specified above, and not specified as non-voting, shall be entitled to vote on a motion before the Executive.
4. Other than the LDCRE Representative, the Executive shall be elected annually by all-member ballot, for a term of office commencing on 1 November and ending on 31 October.
 - a. The LDCRE Representative shall be coopted via the process set out in the Election Regulations
5. Individuals may not hold more than one office on the Executive.
6. Job shares between two people shall be permitted for any of the roles set out in Article 6.1., except the LDCRE Representative
 - a. Individuals elected in a job share shall share one vote on the Executive.
 - b. Individuals elected in a job share enter and leave office together and cannot resign or otherwise be removed separately.
 - c. In the event that only one half of a job share wishes to resign, the remaining half may serve in a temporary capacity until the vacancy is filled.
7. All Officers must be full members of the organisation. In the event that any Officer ceases to be a member they shall be considered to have resigned their post.

Section 7: Committees

1. In addition to the Executive, there shall be the following Committees, who shall conduct their business in accordance with this Constitution and any further regulations made by the Executive:
 - a. Campaigns Committee;
 - b. Events Committee;
 - c. Policy Committee;
 - d. International Congress Delegates Committee;
 - e. Communications Committee; and

- f. Diversity Committee.
2. The members of the Campaigns Committee shall be:
 - a. The Campaigns Officer, as chair of the Committee;
 - b. Two full members, to be assigned portfolio roles by the Committee to support the Campaigns Officer in running Young Liberals' campaigns throughout the year elected by all member ballot;
 - c. One representative of each State Organisation, as determined by that State
 - d. Organisation;
 - e. The Communications Officer (non-voting); and
 - f. One representative of the International Committee (non-voting).
3. The members of the Events Committee shall be:
 - a. The Events Officer, as chair of the Committee;
 - b. Two full members elected by all-member ballot;
 - c. One representative of each State Organisation, as determined by that State Organisation;
 - d. The Policy Officer (non-voting);
 - e. The Membership and Branch Development Officer (non-voting); and
 - f. The Accessibility, Diversity, and Standards Officer (non-voting).
4. The members of the Policy Committee shall be:
 - a. The Policy Officer, as chair of the Committee;
 - b. Two full members elected by all-member ballot; and
 - c. One representative of each State Organisation, as determined by that State Organisation.
5. The Members of the International Congress Delegates Committee shall be:
 - a. The International Officer, as chair of the Committee;
 - b. Three full members elected by all-member ballot; and
 - c. Any Young Liberal or Liberal Democrat member who holds a position on the board of an International Organisation to which the organisation is affiliated (non-voting).
6. Members of the Communications Committee shall be:
 - a. The Communications Officer as chair of the Committee;
 - b. Two members elected by an all-member ballot;
 - c. The communications Officers for the state executives;
 - d. The Campaigns Officer (non-voting); and
 - e. The Vice-Chair (non-voting).
7. The member of the Diversity Committee shall be:
 - a. The Accessibility, Diversity, and Standards Officer as chair
 - b. A member representing the BAME community who shall also work alongside the BAME Officer
 - c. A member representing the disabled community
 - d. A member representing the trans community
 - e. A member representing the Lesbian, Gay, Bisexual, Asexual Plus (LGBA+) community
 - f. A member representing women
 - g. A member representing carers
 - h. A member representing those in care/care leavers
 - i. A member championing social mobility among the Young Liberals, who shall be called the Social Mobility Representative
8. Committees shall hold office for the same terms as the Executive.

9. All Committee members must be full members of the organisation. In the event that any Committee member ceases to be a member they shall be considered to have resigned their post.
10. Job shares shall be permitted for Committees on the same terms as for the Executive.
11. No individual may hold more than one voting position on any one Committee.
12. The role of the Campaigns Committee shall be:
 - a. To promote the organisation and the Liberal Democrats to students and young people;
 - b. To support Liberal Democrat campaigning in recruiting and campaigning for students and young people;
 - c. To organise campaigns as decided by Conference; and
 - d. To organise the annual Freshers campaign.
13. The role of the Events Committee shall be:
 - a. To organise Conference, both in advance and on site; and
 - b. To make recommendations to the Executive regarding activity at Liberal Democrat events, and to organise this if approved.
 - c. To assist the events officer in organising Young Liberals events and ensuring that these events are accessible and inclusive
14. The role of the Communications Committee is to:
 - a. To support the Communications Officer in their role;
 - b. To promote the Young Liberals, our events, and campaigns; and
 - c. To work as a media response team for any pressing news item or agenda.
15. The role of the Policy Committee shall be:
 - a. To draft policy for Conference;
 - b. To draft policy for Liberal Democrats Conferences;
 - c. To ensure policy is consistent;
 - d. To commission working groups to explore policy areas;
 - e. To provide drafting advice to members wishing to submit policy motions and amendments to Conference; and
 - f. To select motions for debate at Conference, within the time constraints set by Events Committee.
16. The role of the International Committee shall be:
 - a. Assist the International Officer in managing the international relations and international activities of Young Liberals, at the discretion of the International Officer;
 - b. Serve as delegates to Young Liberals international affiliate's congresses;
 - c. To promote the international activities of Young Liberals; and
 - d. To make recommendations to the Executive, to be taken to conference, regarding affiliations with International Organisations.
17. The role of the Diversity Committee shall be:
 - a. Assisting the Accessibility, Diversity, and Standards Officer and BAME Officer in matters concerning diversity
 - b. Holding the Executive to account when considering diversity
 - c. Representing their groups at the executive meetings
 - d. Having a voice to ensure fairness and equality to the best of the committee's ability
 - e. To promote diversity amongst both Young Liberals and the wider party
18. All Committees shall arrange for minutes of their meetings to be kept. A copy shall be provided to the Chair of the organisation.

Section 8: Honorary Officers

1. The following Honorary Officers shall be elected by all-member ballot:
 - a. Honorary President; and
 - b. Six Honorary Vice-Presidents.
2. Honorary Officers shall serve for two-year terms commencing on 1 November and finishing on 31 October two years later.
3. Honorary Officers need not be members of the organisation but must be members of the Liberal Democrats. In the event that any Honorary Officer ceases to be a member of the Liberal Democrats they shall be considered to have resigned their post.
4. Honorary Officers shall be entitled to receive notice of, attend and speak at Executive meetings unless the Executive resolves otherwise in a particular case. Honorary Officers shall not be entitled to vote.
5. Honorary Officers shall offer support and advice to the Executive and, if requested, Committees.
6. Honorary Officers who are members may not hold any other office within the organisation

Section 9: Elections

1. All elections shall be conducted in accordance with the Election and Co-option Regulations.
2. The Executive shall appoint a Returning Officer at their first meeting, or when a vacancy arises, who shall not be a member of the organisation but who shall be a member of the Liberal Democrats.
3. If a vacancy arises on the Executive, on a Committee or amongst the Honorary Officers during the term of office, the Executive shall have the power to fill the vacancy by co-option as set out in the Election and Co-option Regulations.
4. Co-options shall not be used if the role of Chair is vacant, or if there is more than one executive position vacant. In this case, a by-election shall be held in accordance with the Election and Co-option Regulations.
5. All elections and co-options will take place by secret ballot using the Single Transferable Vote system.
6. All those wishing to stand for the positions of Chair, Finance Officer, International Officer or Accessibility, Diversity and Standards must be 18 or over on the day their term starts.
7. The BAME Officer and LDCRE Representative must be members of BAME heritage. Therefore, members must identify as having Black, Asian or minority ethnic heritage to be eligible for either roles.
8. The BAME Officer and Diversity Committee Representatives are intended to be elected by their respective groups to represent those groups, and so the Returning Officer should make clear on ballots, and if possible through the voting system, that members should only vote if they identify as being within that group

Section 10: Conference

1. Conference shall be the sovereign body of the organisation and shall have power to determine the policy and direction of the organisation, subject to this Constitution and the Constitution of the Liberal Democrats.
2. Conference shall take place at least once per year
 - a. Further Conferences may be called by the Executive.
 - b. A Special Conference shall be called within two months of the receipt by the Chair of the organisation of a requisition signed by not fewer than 200 full members, including at least 15 members of each State Organisation.

- c. A Special Conference shall debate the business specified in the requisition. At the discretion of the Executive, other business may also be taken.
3. At least one Conference must be held between May and October, which shall be the Annual General Meeting of the organisation.
4. The timing and organisation of Conference shall be managed by Events Committee.
5. Conference shall run according to the Conference Standing Orders.

Section 11: Policy

1. The organisation shall have policies on matters of interest or importance to its members. Such policies shall be independent of those of the Liberal Democrats.
2. Policy powers shall be exercised by the State Organisations unless expressly provided by this Constitution. Each State Organisation shall set policy relating to the corresponding state of the United Kingdom under its own procedures.
3. Policy which necessarily crosses State Organisation boundaries shall be set by Conference under this Constitution unless the constitutions of the relevant State Organisations together provide for a joint policy process.
4. Policy which relates to the UK as a whole, to Northern Ireland or to international affairs shall be set by Conference under this Constitution.
5. Policy which would usually be assigned to a State Organisation shall be set by Conference under this Constitution if no relevant State Organisation is recognised.
6. A State Organisation may, by provision in its constitution, designate some or all of its policy powers to be exercised by Conference under this Constitution.
7. The Executive may adopt interim policy on any matter where Conference is entitled to set policy, subject to ratification by Policy Committee. Interim policy shall lapse at the end of the next Conference at which the matter could be debated.
8. The policy of the Liberal Democrats may be treated as this organisation's policy where it does not contradict established policy.
9. Policies adopted shall lapse after 5 years, unless renewed.
 - a. Policy Committee may extend a policy motion for up to 12 months, by which time it must have been brought to conference in some form for renewal

Section 12: Appeals and Disputes

1. Membership of full members may be revoked by the Executive on one or more of the following grounds:
 - a. Material disagreement, evidenced by conduct, with the fundamental values and objectives of the Liberal Democrats;
 - b. Conduct which has brought, or is likely to bring, the Liberal Democrats into dispute;
 - c. Standing against the candidate of the Liberal Democrats in any Parliamentary or European Parliamentary election;
 - d. Standing against the candidate of the Liberal Democrats in any local authority election;
 - e. Membership of or support for another political party in Great Britain;
 - f. Conduct that amounts to bullying or harassment of another person in connection with the business of the Liberal Democrats, including this organisation; and
 - g. Conduct that amounts to discrimination against another person on the basis of a protected characteristic under the Equality Act 2010.
2. Members must treat others with respect and must not bully, harass or intimidate any member, member of staff, member of parliamentary staff, volunteer or member of the

public. Such behaviour will be considered to be bringing the Liberal Democrats into disrepute.

3. If the organisation has the power to apply sanctions under the membership rules of the Liberal Democrats (or any state party thereof), the relevant Liberal Democrat procedures shall be followed in connection with any such action. In the event of a conflict, these procedures shall take precedence over this Constitution.
4. Membership of associate and honorary life members may be revoked at any time if the Executive believes that not to do so would be prejudicial to the interests of the organisation.
5. No class of membership shall be revoked unless the member has been notified of the grounds on which revocation is to be considered and has been given a reasonable opportunity to reply. In cases of urgency the Executive may suspend membership while revocation is being considered.
6. Any person aggrieved by such a revocation shall have the right of appeal to the Appeals Panel, which shall investigate the original grounds for suspension and the Executive's decision, and which shall have the power to reinstate the member.
7. Any person whose membership of the Liberal Democrats is suspended or revoked by the Liberal Democrats shall be automatically suspended or expelled (respectively) from this organisation unless the Executive shall, in exceptional circumstances, decide otherwise.
8. The Appeals Panel shall adjudicate any dispute over the interpretation of this Constitution or any claim that rights under this Constitution have been infringed.
9. The Appeals Panel shall comprise four ordinary members nominated by the Honorary President, one of whom shall be designed as chair of the Appeals Panel. The Honorary President may self-nominate as a member of the Appeals Panel unless otherwise barred from doing so.
10. Membership of the Appeals Panel shall not be open to any individual holding any other office within the organisation (including State Organisations), except for Honorary Officers.

Revisions

This constitution was last amended following Young Liberals Federal Conference (Online, July 2020) and was reformatted in July 2020.

Election and Co-Option Regulations

Section 1: Elections

1. The Returning Officer shall publish a timetable for the receipt of nominations, dispatch and return of ballot papers and the counting of the votes for each election covered by these regulations.
 - a. The election timetable shall allow a one-week nomination period and a two-week voting period, with a week-long gap in between.
 - b. Campaigning may occur from the opening of nominations until the close of voting.
2. Any eligible individual may nominate themselves to be a candidate. Nominations must include the following details:
 - a. Name;
 - b. Membership number;
 - c. The post to which election is sought;
 - d. Date of Birth;
 - e. Place of education and course end dates, in the case of those whose membership stems from being a student;
 - f. Email address;
 - g. A statement of consent to nomination, which shall constitute specific agreement to abide by these regulations.
3. Candidates shall be entitled to supply an election address to be circulated by the Returning Officer when voting opens. Election addresses must reach the Returning Officer by a date and in a format specified by the Returning Officer.
 - a. Candidates shall be responsible for supplying material to verify, to the satisfaction of the Returning Officer, any statement in their election address that claims endorsement by any individual or organisation. If this supporting material is not provided, the election address shall not be circulated.
4. Candidates shall conduct their campaigns in a manner respectful of other candidates, of members and of the law.
 - a. No candidate may incur, or directly or indirectly authorise or cause to be incurred, any further expenses on campaigning at any time before or after the close of nominations. Candidates may make use of free social media.
 - b. Candidates must not engage in treating.
 - c. Candidates who hold such information must not make use of membership lists and other information covered by the Data Protection Act in order to promote their campaigns.
 - d. No material published or circulated by or on behalf of a candidate may defame explicitly or implicitly any other candidate or member, and no candidate may so defame any other candidate in the course of personal canvassing.
5. All elections shall be conducted under the Single Transferable Vote system
 - a. Ballots shall be sent to all full members of the organisation
 - b. All ballots shall include an option to 'Re-Open Nominations (RON)'. If this option wins then all existing nominations will be discounted and the position will be considered vacant.
 - c. All ballots shall be electronic unless the Returning Officer and Executive agree otherwise.
 - d. In the case of an electronic ballot sent by email, if two members share an email address then the Returning Officer may determine that only one ballot should be

sent. The member whose ballot is not sent may require that a ballot be sent to another email address not shared with another member.

Section 2: Co-options

1. Co-options shall be run via a two round voting process.
 - a. The first round shall be a “blind” election, whereby members of the executive will not be told the identity of the candidates but only shown their election address. The Executive shall vote to select the candidates to progress to the second round.
 - b. The top 25% of the candidates chosen in the first rounds voting shall progress to the second round. At this stage the identity of the candidates shall be given to the Executive.
 - i. If there are four candidates or fewer, then the top two candidates chosen shall progress to the second round
 - ii. When calculating the 25% the number should be rounded up in all cases.
 - c. The Executive shall then deliberate and vote on the remaining candidates, the winner of which shall be declared the winner.
2. The Returning Officer shall publish a timetable for the receipt of nominations, dispatch and return of ballot papers and the counting of the votes for each round of a co-option
 - a. The election timetable shall allow a one-week nomination period and a period of no longer than two-weeks in which both rounds shall take place.
 - b. The voting period for each stage shall be a minimum of three days.
3. Any eligible individual may nominate themselves to be a candidate. Nominations must include the following details:
 - a. Name;
 - b. Membership number;
 - c. Date of Birth;
 - d. Place of education and course end dates, in the case of those whose membership stems from being a student;
 - e. Email address;
 - f. A statement of consent to nomination, which shall constitute specific agreement to abide by these regulations.
4. Candidates shall be entitled to supply an election address to be circulated by the Returning Officer when voting opens. Election addresses must reach the Returning Officer by a date and in a format specified by the Returning Officer.
 - a. Candidates shall be responsible for supplying material to verify, to the satisfaction of the Returning Officer, any statement in their election address that claims endorsement by any individual or organisation. If this supporting material is not provided, the election address shall not be circulated.
5. Candidates and the Executive shall conduct their campaigns in a manner respectful of all candidates, of members and of the law.
 - a. No candidate may incur, or directly or indirectly authorise or cause to be incurred, any further expenses on campaigning at any time before or after the close of nominations.
 - b. Candidates must not engage in treating.
 - c. Candidates should not seek to identify themselves to members of the Executive during the first round.
 - d. Executive members should keep the identity of candidates and of the results of the election secret until the winner is announced.

- e. No material published or circulated by or on behalf of a candidate may defame explicitly or implicitly any other candidate or member, and no candidate may so defame any other candidate in the course of personal canvassing.

Section 3: LDCRE Representative Co-Option

1. For the Selection of the LDCRE Representative
 - a. The party's designated SAO for ethnic minorities, LDCRE, shall select a single member of Young Liberals as their Representative to the Young Liberals Executive, who shall sit as a non-voting member, for the start of each new term of the Executive or whenever the post is vacant
 - b. They should select their candidate via an open co-option and following a similar process to the co-option process set out in these Regulations

Section 4: Complaints, disputes and appeals

1. Any member may lodge, in writing, a formal complaint of infringement of election and co-option regulations upon becoming aware of such infringement.
 - a. The complaint should be addressed to the Returning Officer and should specify the nature of the infringement and must be received before the expiration of 21 days after the declaration.
 - b. The Returning Officer shall decide whether there is sufficient evidence to uphold the complaint but shall not do so without offering any candidate concerned the right to make representations.
 - c. The Returning Officer shall have the power to disqualify before or after the declaration of the result any candidate who is found to be in breach of these regulations.
 - d. Appeals against the decision of the Returning Officer should be directed to the Appeals Panel.

Appeals Regulations

1. The Appeals Panel shall meet (either in person or by electronic means) within 21 days of receiving an appeal.
2. The Appeals Panel shall:
 - a. Have regard to relevant matters only;
 - b. Accept submissions from all interested parties;
 - c. Provide any accused individual with full details of complaints against them and offer a right to reply; and
 - d. Record its decision in full.
3. No person shall sit on the Appeals Panel if that person has a prejudicial interest in the matter.
 - a. If it is alleged that a member has improperly failed to recuse themselves, this shall be raised as a separate appeal.
4. If the Appeals Panel determines that a previous Appeals Panel reached a ruling dubiously, they may make a new ruling on the original matter.
5. Appeals shall in the first instance be directed to Honorary President.

Conference Standing Orders

1. Events committee shall set the dates of Conference, inline with the constitution, and shall arrange for the location, dates, registration procedures, and deadlines to be communicated to members.
2. Conference Agenda
 - 2.1. Events Committee, in consultation with Policy Committee, shall set the agenda for Conference. The agenda for each conference, save a Special Conference, shall include time for:
 - 2.1.1. Policy motions, including policy papers
 - 2.1.2. One or more consultative sessions; save that the Committee may decide that there are not consultations to be had
 - 2.1.3. Emergency motions
 - 2.1.4. An executive scrutiny session
 - 2.1.5. A business session, for the consideration and debate of business motions and constitutional amendments
 - 2.1.6. Training sessions and any other business which the Committee thinks appropriate.
 - 2.2. Motions and amendments shall be submitted as set out by Policy Committee and shall state the proposer and summator.
 - 2.3. Right to Submit Agenda Items
 - 2.3.1. Business motions and constitutional amendments may be submitted by any individual member, in the name of the Federal or State Executive, or a Committee
 - 2.3.2. Policy motions may be submitted by any individual member or by Policy Committee
 - 2.3.3. Emergency motions may be submitted by any individual member
 - 2.3.4. Policy Papers may only be submitted by Policy Committee
 - 2.4. Submission deadlines shall be as follows:

Policy and business motions	30 days prior to the opening of Conference
Constitutional Amendments	30 days prior to the opening of Conference
Policy and business motions amendments	14 days prior to the opening of Conference
Amendments to constitutional amendments	14 days prior to the opening of Conference
Emergency motions	72hrs prior to the opening of Conference
Emergency motion amendments	At Conference, as agreed by Policy Committee
 - 2.5. Late submissions may be considered at the discretion of Policy Committee
 - 2.6. Policy Committee shall offer drafting advice for submissions to conference. The committee should open up submissions for drafting advice 21 days prior to the submission deadline, and may at their discretion set a drafting advice submission deadline
 - 2.7. In the case of motions on officers, the submission may be made directly to Policy Committee or, is announced in advance, to the chair of the motions on officers session.
3. Selection of motions and amendments

- 3.1. Policy committee shall select the motions to be debated and the order of debate from amongst those submitted and within the number of slots and parameters set by Events Committee
 - 3.1.1. When choosing which motions to select or not, Policy Committee should prioritise motions on matters not recently debated by Conference, issues of particular relevance or importance to Young Liberals Campaigns and issues that are most relevant to bring forward to Federal Conference
 - 3.2. Motions may only be outright rejected on the following grounds:
 - 3.2.1. Late submission;
 - 3.2.2. Conflict with the Constitution;
 - 3.2.3. Being incomprehensible, frivolous or ambiguous;
 - 3.2.4. In the case of an emergency motion, the lack of any matter of substance in the motion that arose after the non-emergency submission deadline
 - 3.2.5. The motion is on a matter that is already Young Liberals or Liberal Democrat policy and does not add or deal with any new or substantive matter
 - 3.3. If two conflicting motions on the same topic are received, the Policy Committee may liaise with the proposers to draft a composite motion or may select one motion and reject the other, inviting the proposer of the rejected motion to move an amendment
 - 3.4. Constitutional amendments may be rejected if they would conflict with the Constitution of the Liberal Democrats or the Law.
 - 3.4.1. Members who's amendments have been rejected under these grounds may appeal to the Honorary President under the Appeals and Disputes system in Section 12 of the Constitution
 - 3.5. Policy Committee may approve or make drafting amendments to motions, which will not be required to be passed by conference, in the run up to the debate so as to improve expression, remove inaccuracy or superfluity, take account of new developments or any such other amendment that does not fundamentally change the meaning or substance of a motion. Policy Committee should consult with the author of the motion when doing so, and opportunity should be given to reverse any such drafting amendment if it is contentious.
4. Special Conference
 - 4.1. The Committee shall, as soon as practicable after the requisitioning of a special meeting of the conference, fix a date for the meeting, draw up the agenda and, if appropriate, specify a date for the submission of amendments. The meeting shall deal only with the business stated in the notice of requisition, unless other business is approved by the Executive as set out in the Constitution
 - 4.2. In setting dates for the submission of motions and amendments and giving notice thereof and of the conference itself the Committee shall endeavor to follow the timescales laid down elsewhere in these standing orders but, where this is not practicable, the Committee shall set such dates as it sees fit
 5. Chair and conduct of debate
 - 5.1. Policy Committee shall allocate a Chair and Aide to each session
 - 5.1.1. The Chair shall be responsible for the conduct of the debate
 - 5.1.2. The Aide shall assist the chair and shall be responsible for recording the votes.
 - 5.1.3. The Chair and Aide may vote only if the vote is held by secret ballot or electronic voting
 - 5.2. Debates on motions, except for motions on officers, shall be conducted in the following manner:
 - 5.2.1. The chair shall announce the time limits for speakers as determined by Policy Committee

- 5.2.2. The proposer, or their nominee, shall introduce the motion
 - 5.2.3. Each amendment shall be introduced by its proposer or their nominee
 - 5.2.4. Conference shall debate the motion
 - 5.2.5. The proposer of each amendment, or their nominee shall summate the debate on that amendment. If the amendment has not been opposed, the Chair may decline to call for a summation on the amendment
 - 5.2.6. The proposer of the motion, or their nominee, shall summate the debate on the motion
 - 5.2.7. Conference shall vote on the amendments, and then on the motion as amended
- 6. Voting at conference**
- 6.1. Votes shall be taken by a show of voting cards or hands unless a request for a vote by secret ballot has been approved
 - 6.1.1. Events committee may choose to hold conference votes via a form of electronic voting ("e-voting"). It shall be at the discretion of the Committee and the Chair of a debate which votes are taken by e-voting and which by the ordinary method
 - 6.2. Constitutional amendments shall require a two-thirds majority vote
 - 6.3. Motions of no confidence shall require a two-thirds majority vote
 - 6.4. All other motions shall require a simple majority vote
 - 6.5. Majorities shall be calculated by reference to those present and voting, excluding any abstentions.
 - 6.6. A separate vote may be taken on a part of a motion or amendment:
 - 6.6.1. On the direction of Policy Committee.
 - 6.6.2. At the discretion of the chair.
 - 6.6.3. As a result of a procedural motion under Standing Orders
- 7. Points of Order and Procedural Motions**
- 7.1. Any member may rise on a point of order which shall be taken immediately except that, during a vote, no point of order shall be taken that does not refer to the conduct of the vote. The chair's decision on all points of order shall be final.
 - 7.2. No confidence in the chair;
 - 7.2.1. A voting conference member may, during any conference session, move, in writing, a motion to have no confidence in the Chair of the debate. The mover shall make the request known to the Chair, Policy Officer, and the Events Officer.
 - 7.2.2. The debate on the business at hand shall halt, the Chair shall temporarily hand over to their aide or a member of Policy Committee, who shall conduct the vote on the procedural motion. Henceforth referred to as "Acting Chair"
 - 7.2.3. The Acting Chair shall read the request and shall allow the mover to speak, and the Chair to reply. The chair shall have the discretion to allow other speakers. All speeches on the motion of no confidence will be limited to two minutes.
 - 7.2.4. The motion shall require a two-thirds majority of those voting to be passed. If it is carried the current debate will temporarily adjourn until Policy Committee selects a new Chair and Aide for the debate.
 - 7.3. Overrule a decision of the chair;
 - 7.3.1. A voting conference member may, during any conference session, move, in writing, a motion to overrule a decision or interpretation made by the Chair.
 - 7.3.2. The Chair may recuse themselves, in which case their Aide shall take over Chairing while the procedural motion is dealt with.
 - 7.3.3. The Chair shall read the request and allow the mover to speak, and the Chair may reply to defend their decision.
 - 7.3.4. The motion shall require a simple majority of those voting to be passed. If the motion is carried, then the decision in question shall be reversed.

- 7.4. Suspend standing orders;
 - 7.4.1. A voting conference member may, during any conference session, move, in writing, a motion for the suspension of standing orders.
 - 7.4.2. The Chair may reject a request if it is deemed frivolous, unnecessary, ambiguous or too broad.
 - 7.4.3. The chair shall read the request and, if the suspension is allowable in the terms of this standing order, allow the mover to speak and a representative of the Committee may reply. The chair shall have the discretion to allow other speakers. All speeches on the motion to suspend standing orders will be limited to two minutes.
 - 7.4.4. A motion to suspend standing orders shall only be carried if supported by at least two-thirds of the conference members voting. If the procedural motion is carried all standing orders shall remain in force except only for the purposes set out in the motion.
- 7.5. Move to next business;
 - 7.5.1. A voting member may, during any full conference session, submit, in writing, a request that conference move to next business.
 - 7.5.2. If more than one request is received the chair shall decide which to take. No more than one request may be taken in respect to any motion or report.
 - 7.5.3. When the request is to be taken, the chair shall read the request, and the person who made the request may speak and the mover of the substantive motion, or their nominee, may reply. The chair may allow other speakers. All speeches under this standing order shall be limited to two minutes.
 - 7.5.4. The proposal shall require a two-thirds majority of those voting being to be passed. If it is carried the current agenda item shall be abandoned without any further debate or vote and, at the discretion of the chair, either the next agenda item shall be taken or there shall be an adjournment until the time at which the next agenda item was due to be taken.
- 7.6. Move straight to a vote;
 - 7.6.1. A voting member may, during any full conference session, submit, in writing, a request that conference move straight to a vote on the current agenda item.
 - 7.6.2. If more than one request is received the chair shall decide which to take. No more than one request may be taken in respect to any motion or report.
 - 7.6.3. When the request is to be taken, the chair shall read the request, and the person who made the request may speak and the mover of the substantive motion, or their nominee, may reply. The chair may allow other speakers. All speeches under this standing order shall be limited to two minutes.
 - 7.6.4. The proposal shall require a two-thirds majority of those voting being to be passed. If it is carried then conference shall move to vote on the current agenda item without any further debate or discussion.
- 7.7. Refer back (to the Executive or a committee);
 - 7.7.1. A voting member may submit in writing, a request to refer back the motion under debate. The submission shall state to whom the motion is to be referred.
 - 7.7.2. If more than one request is received, the chair shall decide which to take. No more than one request may be taken with respect to any motion.
 - 7.7.3. When the request is to be taken, the chair shall read the request, and the person who made the request may speak and the mover of the substantive motion, or their nominee, may reply. The chair may allow other speakers. All speeches under this standing order shall be limited to two minutes.

- 7.7.4. The reference back shall require a simple majority of those voting to be passed. If it is carried the current agenda item shall be abandoned without any further debate or vote and, at the discretion of the chair, either the next agenda item shall be taken or there shall be an adjournment until the time at which the next agenda item was due to be taken.
 - 7.7.5. If the substantive motion is referred to the Executive, the Policy Committee or the Events Committee the appropriate Officer for that committee shall, in their report to the next meeting of the conference, state what action it has taken on the reference.
 - 7.7.5.1. If elections take place before the next meeting of conference, the incumbent officer shall endeavour to inform their successor of their responsibilities under this Standing Order
 - 7.8. Request a counted vote;
 - 7.8.1. Any voting member may ask for a counted vote, either immediately before or after a vote. If such a request is made after a vote then the vote shall be retaken with the aide recording the count of the vote.
 - 7.9. Vote separately on a section / vote in parts;
 - 7.9.1. A voting member of conference may request, in writing, that the chair take a separate vote on a part of a motion or amendment. The motion shall be carried if supported by a simple majority of conference members voting.
 - 7.10. Secret ballot.
 - 7.10.1. Any voting member may move for a vote to be taken by secret ballot. The mover shall submit in writing to the Chair the specifics of the request.
 - 7.10.2. The request may be taken for a specific vote, for multiple votes on the current item of business or for the remainder of that session.
 - 7.10.3. Secret votes shall be taken by passing out voting paper, with members indicating yes or no. The Chair and aide shall be responsible for collecting and counting the votes.
 - 7.10.3.1. Votes that are illegible or unclear may be rejected by the Chair as spoilt ballots, the decision of the Chair shall be final.
 - 7.10.4. A motion to vote by secret ballot shall only be carried if supported by a simple majority of conference members voting.
 - 7.11. If no member present wishes to oppose a procedural motion, it shall pass without a vote.
 - 7.12. Valid procedural motions shall be dealt with immediately upon receipt by the Chair, except that a member speaking at the time shall not be interrupted before the end of their time.
 - 7.12.1. The Chair, with the agreement of the Policy Officer, may reject all procedural motions with the exception of No Confidence in the Chair and Overrule the Decision of the Chair, Secret ballot and Counted vote, if they believe that the use of procedural motions is vexatious. Where the Chair is the Policy Officer, then agreement must be sought from Policy Committee.
 - 7.13. No procedural motion can be moved during a vote.
- 8. Executive Scrutiny Session**
- 8.1. There shall be an Executive Scrutiny session, to which members of the Executive shall submit reports, members may ask questions to Officers and during which motions on officers shall be debated.
 - 8.2. The Chair of this session shall not be a member of the Executive or of a committee;
 - 8.3. Any voting member may submit questions to any Officer, taken after they have completed presenting their report

- 8.4. Conference shall vote to accept or reject each Officers report, with a simple majority required to accept the report
- 8.5. The following motions on officers may be debated:
 - 8.5.1. Motion of no confidence (which shall have the effect of removing the subject from office, as set out in the Constitution);
 - 8.5.2. Motion of censure;
 - 8.5.3. Motion of commendation;
- 8.6. Motions on officers shall be moved by the proposer, or their nominee;
- 8.7. The officer or officers to which the motion relates may respond;
- 8.8. Other speakers may be taken at the discretion of the Chair, provided that the officer or officers to which the motion relates are given a fair right of reply to any points raised
- 8.9. Motions on each officer shall be debated in the order set out in 8.5 and if there are multiple submissions of the same type of motion they shall be debated and voted on as one motion
 - 8.9.1. At the discretion of the Chair, motions may be debated separately if it can be demonstrated that there are multiple unrelated reasons for a motion that cannot be reasonably considered in one debate.
- 9.** All motions shall be effective immediately, except that constitutional amendments (including amendments to these Standing Orders) shall take effect from the close of Conference.
- 10.** Ambiguities in these regulations shall be settled by the ruling of the Chair of the session.

Affiliation and Endorsement Annexe

1. The organisation is affiliated to the following organisations:
 - a. LYMEC - European Liberal Youth; and
 - b. IFLRY - International Federation of Liberal Youth.
2. New affiliations must be approved by Conference by amending this annexe, which shall constitute an amendment of the Constitution.
3. Interim affiliations may be approved by the Executive, but these shall lapse at the end of the following Conference unless added to this annexe.
4. Members of the Liberal Democrats seeking election to an internal party position may seek official endorsement by petitioning the Executive.
 - a. If the endorsement is not judged to be contentious, the Executive may vote to approve the endorsement.
 - b. If the endorsement is judged to be contentious, the Executive shall either propose the matter as a business motion at Conference or deny the request.