

Internal Party Elections 2017

The committee positions outlined below are currently up for election, for a term of two years, commencing 1 January 2018. All positions will be elected by single transferable vote.

The timetable for the elections will be as follows:

- Close of nominations – 5pm on Monday 13 November 2017
- Deadline for receipt of candidate statement – Wednesday 15 November 2017
- Ballot papers dispatched – Monday 20 November 2017
- Deadline for receipt of returned ballots – 5pm on Wednesday 13 December 2017
- Count and announcement of the results – from 9am on Thursday 14 December 2017

1. Party Office Bearers

The Office Bearers include the posts below, plus the Leader and Deputy Leader. They are responsible for the appointment and management of Party staff plus the coordination of the political and other work of the party. The committee meets monthly in Edinburgh, normally on a Monday evening at 6pm. All Office Bearers are expected to attend Party conferences.

Nominations for any of the Office Bearer posts shall be by not less than thirty members of the Party of whom not more than five shall be members of the same Local Party.

President – the guardian of the Party Constitution and chairs the Appeals Tribunal. The President shall be entitled to attend and speak at meetings of the Executive but not to vote. The President may preside at the Conference on formal occasions.

Convener - responsible for the day-to-day direction of the Party and chairs meetings of the Executive and Conference. He or she is also a standing member of all sub-committees of the Executive and has a legal responsibility, with the Treasurer under the Political Parties, Elections and Referendums Act 2000 for party finances. He or she is a Vice President of the Federal Party and represents the Scottish Liberal Democrats on the Executive Committee Federal Party which meets 6-8 times per year, normally in London.

Treasurer – chairs the Finance & Membership Committee which meets around 6 times per year to set budgets and monitors party finances. The Treasurer is the registered treasurer of the Party in terms of the Political Parties, Elections and Referendums Act 2000 and is responsible for overseeing the donation reporting and production of the accounts. He or she is also the Scottish representative on the Federal Finance Committee which meets in London.

Vice Convener (Policy) – chairs the Policy Committee, responsible for researching, developing and formulating policy, and managing and overseeing the policy-making process

Vice Convener (Conference) – chairs the Conference Committee, responsible for overseeing the organisation of the Scottish conferences, including setting the agendas

Vice Convener (Campaigns) – chairs the Campaigns & Candidates Committee, responsible for overseeing candidate approval and selections, supporting and coordinating campaigning activity, and organising campaign training for members

2. Members of the Executive Committee

There are 12 places available. The Executive Committee is made up of the Office Bearers and the twelve directly elected members. The committee is responsible for the management and

conduct of the Party. There are normally 6-8 meetings per year, held at 10.30am on Saturday mornings in Edinburgh.

Nominations shall be by not less than 10 members of the Party.

3. Conference Committee

There are 6 places available. The committee is responsible for setting conference agendas and members are expected to take responsibility for specific tasks in the run up to and during conferences. The timetable for meetings is based around key dates for motion deadlines, with normally 6 meetings each year.

Only those who have registered to attend one or both Scottish Conferences in 2017 are eligible to vote.

Nominations shall be by not less than 10 members of the Party.

4. Policy Committee

There are 5 places available. The committee is responsible for researching, developing and formulating policy, and managing and overseeing the policy-making process. The schedule for meetings may depend on specific policies being developed and the expertise of individuals involved. There are normally at least 6 full committee meetings each year.

Nominations shall be by not less than 10 members of the Party.

5. Scottish reps on Federal Party Committees

It is important that the Scottish Party maintains good, regular contact with the activities of the corresponding Federal committees. **There is one place available on each of the following.**

- Executive Committee - meets 6-8 times per year, in Westminster, normally on a weekday evening. Travel and accommodation expenses can be claimed.
- Conference Committee – meets in London to oversee the organisation of the two main events and set the agendas, and then at the conference venues immediately before the conferences
- Policy Committee - meets once a month, usually on Tuesday or Wednesday evening at 6pm in Westminster. Reasonable travel expenses can be claimed. FPC members are also invited to sit on at least one Party Parliamentary Committee, although attendance in London is not required formally.

If you have any questions or would like to find out more information on any of the posts or committees, then please call Jenny Wilson on 0131 337 2314 or email her on jenny.wilson@scotlibdems.org.uk. Linda can provide a more detailed role description for any of the roles and/or put you in touch with a current or former committee member who can provide further information about the role. Reasonable pre-approved expenses can be claimed back.