

Standing Orders for Party Conference

1) Conference timetable

- a) The timetable for Annual Conference shall be drawn up by the Conference Arrangements Committee in line with the procedures outlined in Chapter 3, Clause III.2 of the Labour Party Rule Book.
- b) The NEC may submit any items of business to Annual Conference in line with its responsibilities laid out in Chapter 1, Clause VIII of the Labour Party Rule Book.

2) Motions

- a) Notice of motions - Motions may be submitted by affiliated organisations, the ALC, Young Labour, CLPs, Women's Conference and any other bodies which may be empowered by the NEC in the course of the implementation of the recommendations of the Democracy Review, in line with the procedures outlined in Chapter 3, Clause III.2 of the Labour Party Rule Book.
- b) Emergency motions
 - i) The Conference Arrangements Committee shall set a deadline for the receipt of emergency motions. Emergency motions must be submitted in writing by the deadline specified by the Conference Arrangements Committee.
 - ii) The Conference Arrangements Committee shall only timetable an emergency motion for debate if it meets the following conditions:
 - (1) has arisen after the closing date for motions; and
 - (2) be a matter of urgent and immediate importance to the discussion by the whole Labour Party at Annual Conference.
 - iii) The Conference Arrangements Committee shall inform organisations whose emergency motions do not meet the criteria above as soon as practicable, and will provide an opportunity for such organisations to appeal their decision.

c) Compositing

- i) Delegates from organisations whose motion's topic has been successful in the priorities ballot shall be invited to a compositing meeting. No more than two delegates from any one organisation may attend a compositing meeting. Members of the Conference Arrangements Committee or their staff, the Leader or their staff, Frontbenchers who are responsible for the policy area, and members of the Labour Party Policy Team shall also be eligible to attend. Such meetings shall be chaired by a member of the Conference Arrangements Committee.
- ii) Only words from the motions may be used to form a composite. No new words can be introduced although some text may be omitted.
- iii) The wording from motions from organisations who do not have delegates in attendance cannot be used unless specific arrangements have been made with the Conference Arrangements Committee prior to the meeting, and the Chair made aware of them.
- iv) Delegates in attendance who agree the final wording, shall agree a mover and a seconder who will speak to conference during the relevant debate. All composite motions must be signed by the mover, seconder, and Chair of the meeting, and submitted to the Conference Arrangements Committee.
- v) The Conference Arrangements Committee shall timetable the composited motions, where practicable this shall be within the most relevant policy debate.

d) Motions to reference back

- i) Motions to reference back part of a document should be raised in advance in accordance with any deadline and procedure notified by the Conference Arrangements Committee. The Conference Arrangements Committee will also consider references back that arise during the course of Conference.

3) Chair

a) Appointment of Chair

- i) The NEC shall appoint a panel of chairs from among its membership for each session of Annual Conference.

b) Chair's ruling

- i) Any breach of or question to the rules or standing orders may be raised by a delegate with a point of order. The Chair's ruling on any point arising from the rules or standing orders is final unless challenged by not less than four delegates; such a challenge shall be put to Conference without discussion and shall only be carried with the support of two thirds of Annual Conference.

4) Procedure in debate

a) Time limits for speakers

- i) Movers of reports, motions and rule changes will be allowed three minutes, with other speakers from the floor allowed two minutes. Those who wish to move a reference back will be allowed to speak for one minute. The Conference Arrangements Committee will determine appropriate time limits for other speakers and will allow as many other delegates to speak as possible.
- ii) Time limits shall be strictly enforced, and the Chair shall have the right to end any delegate's speech should the time limit have been exceeded.

b) Discussion on motion

- i) Any relevant composite motion(s) will be moved and seconded by the delegates agreed at the compositing meeting.
- ii) If there is a related emergency motion then it will be moved and seconded.
- iii) Only fully accredited delegates appointed in accordance with the party rules are entitled to move motions on behalf of their organisations.

iv) The mover of a motion may exercise their right to withdraw a motion or remit it to the appropriate Labour Party committee at any time prior to the commencement of a vote.

c) Point of order

i) Any delegate may raise a legitimate point of order during a debate. Any such point of order shall be heard at the conclusion of the current speech.

ii) The Chair shall retain the power to rule what is and is not a legitimate point of order, and to instruct a delegate to end an illegitimate point of order.

iii) A point of order will be ruled illegitimate if it does not immediately and directly identify which of these standing orders is in question.

d) Ending debate

i) Debates shall be ended by the Chair in line with the timetable published by the Conference Arrangements Committee.

ii) The Chair shall indicate when the last speaker is to be called.

e) E. General

i) All speakers shall be accredited delegates or ex officio members of Party conference except where the Conference Arrangements Committee determines otherwise.

ii) The Chair shall take all steps within their power to ensure that speakers are a fair representation of Annual Conference, and that there shall be no discrimination on the grounds of protected personal characteristics.

iii) Each delegate or ex officio member of Party conference may speak only once in any given session of Party conference subject to Chair's discretion.

5) Voting and ballots

a) A. General

- i) Voting at Annual Conference shall take place in line with the procedures outlined in Chapter 3, Clause III.3 of the Labour Party Rule Book.

b) Voting on resolutions

- i) Voting on resolutions, reports, proposals and references back shall be by show of hands. Where a show of hands is unclear a card vote can be called at the discretion of the Chair. A card vote is intended to resolve a position where a show of hands is not decisive, to establish the exact breakdown of votes when the majority is of procedural significance (eg two-thirds required) or on a challenge to the Chair.

c) Voting on constitutional amendments

- i) Voting on constitutional amendments shall be by card vote.

6) The Conference Arrangements Committee

a) The role of the Conference Arrangements Committee

- i) The Conference Arrangements Committee shall have the responsibilities outlined in Chapter 3, Clause II.2 of the Labour Party Rule Book.

b) B. The Conference Arrangements Committee Report

- i) The Conference Arrangements Committee Report shall set out the timetable for Annual Conference. Delegates may speak from the floor for up to one minute on the Conference Arrangements Committee Report, prior to a vote being taken.
- ii) Should conference vote not to accept the Conference Arrangements Committee Report, the Chair of the Conference Arrangements Committee shall report back to the Conference Arrangements Committee, and a new Report will be prepared. In such circumstances, the Chair of Annual Conference shall move that Conference continues on the timetable published, up until a revised Report is produced.

- iii) Should the motion on continuing with the timetable published fall, Conference will be suspended up until a revised report is published.

7) Suspension of standing orders

a) Procedural motion to suspend a standing order

- i) Any motion to suspend standing orders may only be moved on behalf of the NEC. Any such motion to suspend standing orders must specify which standing order is proposed to be suspended.

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This version of the standing orders was cut and paste from a .pdf copy of CAC5, and then reformatted. I have used a list structure similar to that used by the Labour Party and the numeric references should be correct.