

LONDON LIBERAL DEMOCRATS

STANDING ORDERS FOR THE REGIONAL CONFERENCE

1. The Timetable and Agenda - Normal Meetings

1.1. The Regional Conference Committee will give not less than 21 days' notice of the time, date and place of each Conference to all members and local parties in the Region.

1.2 The Conference Committee shall, before each meeting of the Conference, specify:

- (a) the closing date for receipt of motions (other than emergency motions) which shall not normally be less than 14 days before the meeting;
- (b) the closing date for receipt of amendments which shall not normally be less than 8 days before the meeting.

The Conference Committee may in special circumstances specify dates later than the normal dates under this Standing Order. It shall report to the Conference its reasons for so doing.

1.3 The dates specified under Standing Order 1.2 shall be notified to members of the Regional Party.

1.4 The Conference Committee shall draw up an agenda and shall decide (subject to Standing Order 2.4) which of the motions and amendments submitted shall be included in it for debate.

1.5 The agenda shall be circulated to members. Copies of motions not selected shall be available for inspection and will be supplied to any Regional member on request .

1.6 The Conference Committee shall as soon as practicable after the closing date for the receipt of amendments select the amendments to be debated and draw up a final agenda.

The Conference Committee may, if the circumstances require, propose to the Conference a variation in the order of business as set out in the final agenda. Such variation shall be put to the vote and shall take effect if approved by a majority of those voting.

1.7 In selecting motions and amendments for the agenda the Conference Committee shall seek to reflect the range of views in the Party as indicated by the motions and amendments submitted.

2. Submission of Motions and Amendments

2.1 Motions shall consist of:

- (a) policy motions;
- (b) business motions;
- (c) motions to amend the Constitution;
- (d) motions to amend Standing Orders; and
- (e) emergency motions.

2.2 Motions may be submitted by anyone specified under Para 2.6 of the Regional Constitution.

2.3 Motions and amendments must be submitted together with the contact address and telephone number of a person authorised to agree to the compositing or re-drafting of the motion or amendment

2.4 The Conference Committee have discretion to decide which motions will be put on the agenda for Conference apart from motions to amend the Constitution. Notwithstanding this they will generally prioritise motions relating to London.

2.5 The Conference Committee may:

- (a) treat any severable part of a motion or amendment as a separate motion or amendment;
- (b) redraft a motion or amendment so as to improve expression, remove inaccuracy or superfluity or take account of new developments and or
- (c) composite similar motions or amendments.

The powers in this Standing Order shall be exercised in consultation with the person authorised under Standing Order 3.3

2.6 No amendment shall be selected if in the opinion of the Conference Committee it is insubstantial, outside the legitimate scope of the motion, or tantamount to a direct negative of the motion.

2.7 The movers of any motion or amendment which has not been selected shall be notified as soon as practicable and may appeal to the Conference Committee in accordance with directions given by the Committee. If an appeal is allowed, the motion or amendment shall be treated as an

emergency motion or amendment notwithstanding that it does not comply with Standing Order 7.

2.8 This Standing Order does not apply to procedural motions under S.O 9

3. The Agenda - Special Meetings

3.1 Special meetings of the Conference shall deal only with the business stated in the notice of requisition under Section 2.8 of the Constitution

3.2 The Conference Committee shall, as soon as practicable after the requisition, fix a date for the meeting, draw up a preliminary agenda and specify a date (if appropriate) for submission of amendments.

4. Registration

4.1 All persons wishing to take part in a Conference meeting must register in such manner as the Conference Committee may require, and must comply with such directions as to entry and security as the Conference Committee may give.

5. Emergency Motions and Amendments

5.1 An emergency motion must relate to significant developments which have occurred since the closing date for receipt of motions under S.O. 2. or so shortly before that date as to make it impracticable to submit a motion in due time. It must be brief and specific

5.2 An emergency amendment must be an amendment to a policy motion and related to significant developments which have occurred since the closing date for receipt of amendments under S. O. 2.2 or so shortly before that date as to make it impracticable to submit an amendment in due time

5.3

An emergency motion or amendment may be submitted by anyone authorised to submit a motion under Para 2.6 of the Regional Constitution.

5.4 An emergency motion under SO5.1 and an emergency amendment under S.O. 5.2 must be submitted to the Conference Committee by such time as the Conference Committee may direct before the start of the relevant Conference meeting.

5.5 The Conference Committee will decide which emergency motions or amendment to take

5.6 The Conference Committee shall decide how many motions can be debated in the time available and

(a) allocate times,

(b) decide which amendments to the successful motions shall be accepted.

6. The Chair

6.1 The Chair of Conference sessions will be determined by the Conference Committee subject to the provisions of Paragraph 3.3 of the Constitution

6.2 The Conference Committee may appoint an aide or aides to assist the Chair of each session.

7. Conduct of Debate

7.1 Subject to S.O. 9.2, the motion will be moved and immediately thereafter the selected amendments will be moved in the order directed by the Conference Committee. There will then be a general debate. The movers of the amendments (or their nominees) shall have a right of reply in the same order, after which the mover of the motion (or the mover's nominee) shall reply. Votes shall then be taken on the amendments in the order in which they have been moved, and finally on the substantive motion.

7.2 The Conference Committee may direct that the order of debate may be varied. In particular, the Conference Committee may

direct that parts of the motion and/or any amendment or group of amendments may be the subject of a separate debate and/or vote.

7.3 Members of the Policy Committee shall be eligible to speak in debates on policy issues as representatives of the Policy Committee. Members of the Conference Committee and the Regional Executive shall have corresponding rights in debates on Standing Orders and the proceedings of the Conference and on other business matters respectively.

7.4 The Conference Committee may authorise other members of the Party who are not Conference members to speak at the Conference and shall notify the Chair of the session that such authority has been given. The Committee may invite any person to address the Conference as a guest. Save as provided in Standing Orders, only a Conference member may speak at a meeting of Conference.

7.5 On any policy motion, or emergency motion not moved on behalf of the Policy Committee, the Policy Committee shall have the right to nominate a representative to report to the Conference its views on the motion and amendments under debate. Such representatives shall be called to speak at any time up to the conclusion of the general debate and before the replies and shall be entitled to speak for the same length of time as the mover of the motion is entitled to speak in reply. The Regional Executive shall have similar rights on business motions or motions to amend the constitution and the Conference Committee shall have similar rights in relation to motions to amend Standing Orders or otherwise relating to the proceedings of the Conference.

7.6 Save as provided in Standing Orders, no person may speak more than once in any debate.

7.7 Members wishing to speak in any debate shall submit a speaker's card, which shall state whether they wish to speak for or against the motion or an amendment. The Chair shall be responsible for the choice of speakers. The Chair shall attempt to provide a balanced debate between the different viewpoints in the Conference especially in relation to controversial motions or amendments, but may announce a departure from this rule if there is a preponderance of members wishing to speak on the same side.

7.8 The Conference Committee shall set time limits for speeches, which shall be set out in the final agenda. The Conference Committee or the Chair may propose a reduction in these limits if of the opinion that the timetable demands it. Any such proposal shall be put to a vote of the Conference and shall take effect if approved by a

majority of those voting. No count shall be taken on such a vote and the decision of the Chair as to whether it has been carried shall be final.

8. Voting

8.1 Voting cards shall be issued at each meeting to Conference members. The Conference Committee may direct that voting on any issue be taken by ballot. Subject thereto and to S.O. 6.3, all votes shall be taken by show of voting cards.

8.2 A vote by show of voting cards shall (except as otherwise provided in Standing Orders) be counted by tellers if:-

- (a) The Chair directs a count to resolve uncertainty as to the outcome and or
- (b) the Conference Committee has directed before the start of the session that there should be a count and or
- (c) a request for a count is supported by 20 members rising in their places and showing their voting cards.

8.3 A recount will only be held if the Chair is not satisfied that the first count was accurate.

8.4 The Chair may (without prejudice to S.O. 9.2) direct that a separate vote be taken on part of a motion or amendment.

9. Points of Order and Procedural Motions

9.1 Any Conference member may rise on a point of order. A point of order shall be taken immediately, except that during a vote no point of order shall be taken that does not refer to the vote itself. The Chair's decision on all points of order shall be final.

9.2 A conference member may during any Conference session before the beginning of speeches in reply submit to the Chair a motion in writing to refer back the motion under debate. Such a submission shall be accompanied by a short written statement of reasons.

9.3 The Chair may decide either to take the motion immediately or to defer it until the end of the debate (other than speeches in reply). The Chair shall, upon taking the motion, read it and the statement of reasons and shall ask the Conference whether it wishes to debate the motion to refer back.

9.4 If the Conference decides (by a majority of those voting) to debate the reference back, the mover of the motion to refer may speak and the mover of the substantive motion (or the nominee of the mover) may reply. The Chair shall have the discretion whether to allow other speakers on the motion.

9.5 If the substantive motion is referred to the Regional Executive, the Policy Committee or the Conference Committee that body shall in its report to the next meeting of the Conference state what action it has taken on the reference.

9.6 A Conference member may during any Conference session move “the Conference move to next business”. The mover of the motion to move to next business may speak for two minutes. The Chair may then, if he or she wishes, allow other speakers after which the motion to move to next business shall be voted upon forthwith, a two-thirds majority of those present and voting being necessary to carry it. If such a motion be carried the current item of business shall be abandoned forthwith without further debate or vote and the next item of business shall be taken. If such a motion be not carried, no similar motion may be taken on that item of business.

9.7 A Conference member may during any plenary Conference session move a motion for the suspension of Standing Orders. The mover of the motion shall submit the motion and a brief written statement of the purpose of the proposed suspension to the Chair, who shall read them to the meeting. The Chair shall then (if the motion is in order) invite Conference members wishing the motion to be considered to stand in their places and show their voting cards. If less than 20 members do so the motion shall not proceed.

9.8 If the motion proceeds, the mover may speak and a representative of the Conference Committee may reply. The Chair shall have discretion whether to allow other speakers on the motion.

9.9 A motion to suspend Standing Orders shall be carried only if supported by at least two thirds of the Conference members voting. If the voting is carried, all Standing Orders shall be deemed to be still in force, except only for the purpose set out in the motion.

9.10 No motion to suspend Standing Orders may suspend any requirement of the Constitution, any part of Standing Orders 1, 2, 5 or 6, or Standing Orders 9.6 to 9.10. No Motion to suspend Standing Orders to introduce a motion or amendment onto the Agenda shall be

taken unless the motion or amendment has been submitted to the Conference Committee in accordance with S.O. 2 or 5 and, where a right of appeal exists under S.O. 2.7, that right has been exercised.

9.19 These Standing Orders may be amended by a two-thirds majority of members of the Conference voting on a motion duly submitted and selected under Standing Order 3. Subject to any amendment they shall remain in force from meeting to meeting.

10. Stewarding

12.2 The Chair of conference Committee reserves the right , to carry out such security procedures as they see necessary. They also reserve the right to remove anyone from the building should their behaviour warrant such action.