

ALBA Party

CONSTITUTION

 **ALBA** 2021

Table of Contents

[ALBA PARTY OBJECTIVES](#)
[POLICY](#)
[CONDITIONS OF MEMBERSHIP](#)
[PARTY CAMPAIGN STRUCTURE](#)
[NATIONAL CONFERENCE](#)
[NATIONAL COUNCIL](#)
[NATIONAL EXECUTIVE COMMITTEE](#)
[NATIONAL OFFICE BEARERS](#)
[AFFILIATED ORGANISATIONS](#)
[ELECTION CANDIDATES](#)
[CODE OF CONDUCT](#)
[RULES AND STANDING ORDERS](#)
[FINANCE](#)
[MEMBERSHIP SUBSCRIPTIONS](#)
[INTERIM ARRANGEMENTS](#)

[ANNEX A](#) - National Conference Standing Orders and Rules on the Conduct and Procedure of National Conference

[ANNEX B](#) - National Council Standing Orders and Rules on the Conduct and Procedure of National Council

[ANNEX C](#) - Standing Orders of the National Executive Committee

[ANNEX D](#) - National Office Bearers' Role Descriptions

[ANNEX E](#) - Member Code of Conduct

[ANNEX F](#) - Membership Rules

[ANNEX G](#) - ALBA Local Authority Campaign Unit Specimen Constitution

1. ALBA PARTY OBJECTIVES

The Party shall be named the ALBA PARTY and the objectives of the ALBA Party shall be to campaign to secure;

(a) National Independence for Scotland as an immediate necessity and overwhelming priority achieved by democratic means through a vote of people resident in Scotland.

(b) The acceptance by the Scottish people of a written constitution for the newly independent country defending the rights, liberties and equality of all citizens before the law.

(c) The promotion of all Scottish interests and building of an economically successful, environmentally responsible and socially just independent country through the pursuit of a social democratic programme.

2. POLICY

The national policies of the Party shall be set by the National Conference, National Council, National Executive Committee (NEC) and the party's Parliamentary Groups.

3. CONDITIONS OF MEMBERSHIP

Any person of the age of sixteen years or older may apply for membership of the Party. A person aged under sixteen years may apply to be an Associate Member of the Party.

The following principles shall govern the Membership Rules:

(a) Members shall support the objectives of the Party.

(b) Members shall abide by the rules of the Party, including the Code of Conduct for Members.

(c) A member may not contest or be a member of any party contesting elections in opposition to the Party, or be a member of any organisation deemed to be a rival Political Party by the NEC.

(d) A member shall pay a subscription to the Party in accordance with a level set by the NEC.

(e) Membership shall cease when the member intimates his or her resignation either to his or her Local Authority Campaign Unit or to the General Secretary, or publicly; ceases to pay the membership subscription; or is suspended or expelled.

4. PARTY CAMPAIGN STRUCTURE

The Party will have a Campaign Unit (CU) for each Scottish Local Authority. These shall be known as ALBA Local Authority Campaign Units (LACU) eg ALBA Inverclyde LACU, ALBA North Lanarkshire LACU etc. This shall be the base level of organisation for the Party, each being responsible for political activity within their Local Authority area of operation.

In addition LACUs can, if they so choose, authorise more localised campaign units in specific geographical areas within their Local Authority Area. Eg ALBA Fife LACU may choose to authorise an ALBA Dunfermline CU, ALBA West Dunbartonshire LACU may choose to authorise an ALBA Clydebank CU. These will be informally based grassroots units of operation which account to the LACU in which they geographically reside and shall not be classed as accountable units of the ALBA Party.

The LACUs in each of the eight electoral regions of Scotland will where appropriate jointly form regional campaign committees to organise the local campaign for the list vote in the Scottish Parliament elections.

4.1 Each LACU will elect a Convener, Membership Secretary, Treasurer and whatever other office bearers the AGM chooses to identify. Together these office bearers with any local CU representatives will constitute the LACU Executive and be subject to annual election i.e. each local unit an ALBA LACU authorises shall be entitled to a representative on the Executive committee of the ALBA LACU that their local campaign unit geographically resides in.

In addition there shall be established a virtual CU for members furth of Scotland, named ALBA International, and those who wish direct membership of the party from HQ. The virtual association shall conduct all its meetings online and be entitled to four representatives at National Council and welcome members from all over the world. The virtual CU may decide to form branches or chapters based on international geography.

4.2 All Party members will be entitled to attend and vote at LACU meetings covering their geographical area.

4.3 To be recognised each LACU will –

- (a) have paid any levies required by National Council or National Conference decisions;
- (b) have the necessary arrangements in place to conform with political party registration and the accounting requirements of current legislation;
- (c) have a constitution that conforms with the Party's adopted constitution for LACUs and RCUs (Regional Campaign Unit) (Annex G)
- (d) be ratified by National Conference, including those established on an interim basis before the inaugural National Conference.

4.4 The LACUs shall elect two representatives at their AGM to be delegates at National Council. All party members shall be entitled to attend National Conference on a one member one vote basis. In the event that there is an oversubscription of registered delegates to National Conference on a first come first served basis, the General Secretary will put in place appropriate mechanisms to ensure there is a balance of representation from each Local Authority area and Region of Scotland.

4.5 Meetings and conduct of LACUs shall be governed by the LACU Rules set out in Annex G. LACUs Must meet annually for a General Meeting to elect office-bearers.

4.6 Eight Regional Organisers covering each Scottish Parliamentary Region will be appointed by the NEC on the recommendation of the General Secretary.

4.7 Each LACU and RCU shall pay to the Party such affiliation fees and levies as may be required by National Council or National Conference. The NEC may, with valid reasons, dissolve any CU.

5. NATIONAL CONFERENCE

5.1 National Conference shall be the supreme governing body of the Party, and shall be responsible for:

- (a) determining ALBA Party policy;
- (b) annually electing 8 ordinary members of the National Executive Committee (NEC) from two sex-based lists (4 from each).
- (c) announcing the result of direct elections from the party membership of the national office bearers of: Leader; Depute Leader; Women's Convener; Equalities Convener; Local Government Convener; Member Support Convener; Organisation Convener.

5.2 National Conference of the Party shall consist of:

All members being entitled to attend on a one member one vote status, subject to the provisions stipulated in 4.4.

5.3 National Conference shall meet at least once a year. National Conference, National Council or the NEC can call a Special National Conference upon the submission of a resolution setting out the exact business to be enacted at the special conference.

5.4 The quorum for National Conference shall be one third of registered delegates.

5.5 The conduct of National Conference shall be governed by National Conference Standing Orders and by the Rules on the Conduct and Procedure of National Conference. (Annex A)

5.6 All elections for office or committee places conducted at National Conference shall be by the transferable voting system.

6. NATIONAL COUNCIL

National Council shall be the governing body of the ALBA Party between National Conferences, and its decisions shall be binding on the Party. It shall meet twice a year.

6.1 National Council shall be composed of:

- (a) Two delegates from each LACU;
- (b) Party Office bearers and ordinary members of the NEC;
- (c) Two delegates from each Affiliated Organisation;
- (d) All ALBA Members of Parliament;

(e) One ALBA Party councillor member of each Scottish local authority

6.2 National Council shall meet at least twice a year.

6.3 The conduct of National Council shall be governed by National Council Standing Orders and by the Rules on the Conduct and Procedure of National Council. (Annex B)

6.4 The National Council shall have a quorum of one third of registered delegates

6.5 National Council shall have responsibility for the elections of the following:

(a) Six Members of the Party's Conferences committee*

(b) Six Members of the Party's Disciplinary Committee*

(c) Six Members of the Party's Appeals Committee*

(d) Four Members of the Party's Finance and Audit Committee (FAC)

*To facilitate the party's inaugural Conference in 2021 an interim conference committee has been established. The NEC – which shall be fully elected and established after the inaugural conference - shall have responsibility for Conferences, Disciplinary, Appeals, and FAC Committee Functions until memberships are elected at National Council.

7. NATIONAL EXECUTIVE COMMITTEE

7.1 The National Executive Committee (NEC) will be responsible for –

(a) the management and political direction of the ALBA Party;

(b) ensuring the decisions of National Conference and National Council are implemented;

- (c) oversight of the work of all Office Bearers
- (d) organising and directing national campaigns;
- (e) ownership of the Party's assets and management of the Party's financial affairs;
- (f) Approving the Party Leaders Appointment of Party General Secretary;
- (g) Approving the Party Leaders nomination of Party Chair at the First Meeting of the NEC after National Conference each year;
- (h) Appointing a Chartered Accountant to fulfil the role of Party Treasurer.
- (i) any other matters expressly delegated to it by National Council or National Conference.

7.2 The NEC shall be composed of:

- (a) the National Office Bearers including the Party Chair;
- (b) Eight ordinary members elected by Annual Conference;
- (c) two members of each of the Party's groups in the Scottish Parliament, and Parliament of the United Kingdom, selected by each Parliamentary group in accordance with its Standing Orders.

7.3 The conduct of the NEC shall be governed by NEC Standing Orders. (Annex C)

7.4 The NEC shall ensure that the Party Treasurer presents audited annual accounts and an annual financial report to the Annual Conference and complies with all Electoral Commission financial and donor reporting requirements. The NEC shall appoint two members of the NEC onto the Finance and Audit Committee, which shall meet on a quarterly basis.

7.5 Members seeking nomination as an Ordinary Member of the NEC must be nominated by an ALBA LACU at a duly constituted meeting, or by the nomination of 10 members of the party.

8. NATIONAL OFFICE BEARERS

8.1 The following shall be National Office Bearers:

- (a) Chair*;
- (b) Leader;
- (c) Depute Leader;
- (d) Party Treasurer*;
- (e) Women's Convener;
- (f) Equalities Convener;
- (g) Local Government Convener;
- (h) Member Support Convener.
- (i) Organisation Convener.

8.2 The National Office Bearers shall be elected directly by the party membership on an annual basis and announced at National Conference.

*with the exception as set out in 7.1(g) and 7.1(h)

8.3 The National Office Bearers shall perform functions as set out in the National Office Bearers' Job Descriptions (Annex D). The Party Chair elected at the first meeting of each new NEC will chair all national meetings of the Alba Party in person or by nominating another National Office Bearer or NEC member.

8.4 The following specific provisions shall apply

(a) Should the office of Leader for any reason fall vacant, the Depute Leader shall act as Leader until such time as a new Leader can be elected;

(b) If the Leader is a Member of the Scottish Parliament, he or she shall be the leader of the Parliamentary Group. If the Leader is not a member of the Parliament then the Depute Leader shall be leader of the group.

8.5 The following provisions shall apply to all office bearers

(a) They shall be elected annually in a vote of all members of the Party conducted in accordance with the Election Rules;

(b) A candidate for National office bearer must be nominated by an ALBA LACU at a duly constituted meeting or by twenty members, except in the case of Leader and Depute Leader which shall require the nominations of 100 members, 20 of which must come from different Local Authority Areas across Scotland.

(c) Subject to their agreement, the incumbent Leader and Depute shall automatically be deemed nominated for re-election;

(d) Where only one candidate is nominated it shall not be necessary to hold an election.

8.6 If a National Office Bearer's post falls vacant before its term, the vacancy shall be filled by National Council in accordance with National Council Standing Orders. For the Party's Inaugural Conference, as an interim measure to reflect that ALBA LACUs are still being set up across Scotland, members seeking election as a National Office Bearer shall only require the nomination of ten members or one LACU, and the posts of Leader and Depute Leader shall require the nomination of 50 party members. After the Inaugural Conference has concluded 8.5(b) shall be adhered to.

9.0 AFFILIATED ORGANISATIONS

9.1 Any organisation that agrees with the aims of the ALBA Party and wishing to associate itself with the Party, may apply to National Conference for recognition as an Affiliated Organisation of the ALBA Party.

9.2 An Affiliated Organisation must have a constitution and rules that conform to the Affiliated Organisation Rules.

9.3 National Conference or National Council, on the motion of the NEC, may resolve to disaffiliate any Affiliated Organisation.

9.4 Affiliated Organisations shall be entitled to two delegates to National Council.

10. ELECTION CANDIDATES

10.1 Election Rules for Scottish Parliamentary Regional Candidates will be put in place by the NEC in advance of Scottish Parliamentary Elections.

10.2 If constituency candidates are decided upon in future elections by the NEC then the membership resident in each Constituency will select Parliamentary candidates from a shortlist agreed from the national approved candidates list supplied by the NEC.

10.3 Local government contests will be contested in the Wards agreed by the LACU and approved by the NEC. The membership for each local council ward will select local council candidates from a shortlist of three or less of approved candidates drawn up by the LACU executive and approved by the General Secretary.

10.4 Candidates for elections to the Scottish Parliament, shall be chosen, and ranked, by election amongst all the members resident within the electoral area, from the list of approved candidates and in accordance with the Vetting and Selection Rules.

10.5 The Vetting and Selection Rules will specify processes for ensuring a balanced list of candidates, particularly in regard to sex. Proposals in this regard will be the responsibility of the National Women's Officer and National Equalities Officer.

10.6 The decision of the NEC on contesting any election or by-election and on the selection of any candidate, shall be final.

11. CODE OF CONDUCT

11.1 The NEC shall draw up and maintain a Code of Conduct for members, which shall set out minimum standards of behaviour expected from members towards each other and in representing the Party externally. (Appendix E)

11.2 The Code of Conduct shall be submitted to the National Council or Conference for amendment and/or adoption;

11.3 A Disciplinary Committee of 6 members elected by National Council and 2 members appointed by the NEC shall be established in order to hear complaints and take disciplinary action, where it considers necessary, against members of the Party. The NEC appointments, including Convener, to the Disciplinary Committee shall be approved after the First Meeting of the NEC after National Conference on the recommendation of the General Secretary;

11.4 An Appeals Committee shall be elected annually by National Council, and an Appeals Committee Convener shall be appointed by the NEC. No member of the NEC may be a member of the Appeals Committee;

11.5 The General Secretary, in conjunction with the Party Chair, shall have the power to suspend a member he or she believes has contravened the requirements of the Constitution

and the Member Code of Conduct. This suspension will be for a temporary or specified period, and the case will be referred immediately to the Disciplinary Committee.

11.6 The Disciplinary Committee may, on the proposal of the General Secretary, take disciplinary measures against a member of the Party on the grounds that the member no longer complies with this Constitution, that the member has contravened the Constitution or Rules or has breached the Party's Code of Conduct.

11.7 The Disciplinary Committee shall be delegated authority to admonish, suspend for a specified period or expel a member from the Party.

11.8 Any member disciplined shall have a right of appeal to an Appeals Committee who will report to National Council for final decision.

12. RULES AND STANDING ORDERS

12.1 The NEC shall draw up and maintain Rules and Standing Orders covering the following:

- (a) the conduct of all bodies referred to in this Constitution;
- (b) selection of candidates to stand at any election in the name of the Party;
- (c) conduct of the Party's elected members and groups at all levels of government;
- (d) conduct required of members, and party discipline;
- (e) job descriptions for Party Office Bearers and any other roles it may consider necessary;.

12.2 All such Rules and Standing Orders shall be based on the principles laid down in this Constitution.

12.3 All such Rules and Standing Orders shall be submitted to the National Council or Conference for amendment and/or adoption.

12.4 All Rules and Standing Orders referred to above shall have the same status as if they were incorporated in this Constitution, and will be binding on the structures and procedures of the party to which they refer.

12.5 This Constitution may not be changed, except by a vote of at least two-thirds of the delegates present and voting at National Conference, or by National Council in relation to a specific matter that National Conference has delegated to National Council.

12.6 Should any question arise regarding the interpretation of the Constitution, Rules or Standing Orders of the Party, the convener of the meeting shall adjudicate on the question and his or her adjudication shall be final, unless a motion is passed requiring the person to vacate the Chair.

12.7 Where such a question arises between meetings, the General Secretary shall have the final say on the interpretation of the Constitution, Rules and Standing Orders. All such adjudications shall be reported to the NEC, which may propose action to clarify the matter.

13.0 FINANCE

General Financial Provisions

13.1 The NEC has full control over all monies, funds, property, investments and securities of any kind belonging to the Party.

13.2 The Financial Scheme sets out how the Party will regulate its financial affairs for the purpose of compliance with legislation.

13.3 The activities of all bodies of the Party must comply with the Financial Scheme.

13.4 The Party Treasurer may take appropriate remedial measures, including financial measures, against any body of the Party which has failed to comply with the Financial Scheme or a direction issued by the Party Treasurer.

13.5 Funding for the reasonable costs required by disabled members to remove the barriers to equal participation in the activities of the Party shall be provided upon approval of the Party Treasurer after consultation with the General Secretary.

13.6 The NEC may charge members and delegates to attend national events.

13.7 If any body within the Party ceases to exist, all assets, at the option of the Party Treasurer, become property of the Party.

Borrowing and Debt

13.8 The NEC has power to borrow money on behalf of the Party where necessary to finance the Party's activities.

13.9 No body within the Party may enter into borrowing unless prior agreement has been reached with the National Treasurer.

13.10 The General Secretary may deny any body mentioned in the Constitution which has a debt to the Party its entitlement to send delegates to National Conference or National Council until the debt is cleared.

Membership Subscriptions

13.11 National Conference determines the level of minimum membership subscription, the concessionary rate, and the rate for associate membership for individuals under sixteen years, on a resolution submitted in the name of the NEC.

Levies

13.12 Each LACU must pay to the Party such levies as may be required by the NEC.

13.13 Rules of the Party may provide for Party bodies to levy other Party bodies for the purpose of campaign-related activities.

14. INTERIM ARRANGEMENTS

14.1 The Party Membership opened on St Andrew's Day 2020 and adopted an interim constitution and nominated office bearers to meet the requirements of Electoral Commission registration.

14.2 The Party's inaugural Conference shall be held on the Weekend of 11th and 12th September 2021. All National Office Bearers shall be duly elected by this point by all party members. Ordinary members of the NEC shall be elected at the conference.

14.3 As an interim arrangement the Party Leader will make interim appointments in consultation with the party's candidates in the 2021 Scottish Parliament elections.

14.4 The interim General Secretary shall oversee the election of National Office Bearers to be announced at the inaugural party conference.

14.5 An interim group consisting of the interim Conference Chair, Party Leader, and interim General Secretary, shall put in place arrangements to ensure the inaugural party conference

has a process in place to allow member-led debate on policy motions, and shall appoint individuals to assist in the management of the inaugural conference.

Annex A - National Conference Standing Orders and Rules on the Conduct and Procedure of National Conference

1.0 QUORUM

1.1 The quorum shall be one-third of all registered delegates. A quorum count may be called for at any time during National Conference. Two minutes warning must be given before a count is taken. After this period no delegates shall be admitted until the quorum count is completed.

2.0 PREPARATION OF AGENDA

2.1 Conferences Committee is responsible for the preparation of the Agenda for National Conference and has power to (see note 1):

(a) decide whether resolutions, amendments, nominations and other matters pertaining to the Conference are in accordance with the Constitution and Rules and Standing Orders of the Party;

(b) revise and amend resolutions and amendments or to incorporate in one resolution a number of similar resolutions from several notifiable bodies, and to rewrite the resolutions received, provided always that the principles underlying the resolution or amendment must not be infringed;

(c) categorise all resolutions received under the following headings— (i) put forward unamended, (ii) put forward amended for presentation purposes, (iii) put forward composited, (iv) rejected as existing policy, (v) rejected in favour of other resolutions, and (vi) rejected for other reasons. This information will be held at Headquarters and supplied to notifiable bodies on request after publication of the final agenda;

(d) place resolutions and amendments on the agenda; and

(e) decide the order of business to be transacted, the placing of items on the agenda, and the approximate time to be allocated to items.

Note (1)

In order to facilitate the inaugural conference of the Party an interim conference committee has been formed. The interim Chair of the conference was approved by the 32 candidates that stood for the Party in the 2021 Scottish Parliament elections. All interim appointments shall cease on the completion of the inaugural conference.

3.0 UNDISCHARGED BUSINESS

3.1 The Convener of the Session should endeavour to leave five minutes free of business prior to conclusion of each Session to allow all motions for which no amendments have been submitted and have not been discussed to be put formally to Conference.

3.2 However, business undischarged at the end of a Session may be put to a subsequent Session if time permits for discussion.

4.0 ORDER OF BUSINESS

4.1 At the beginning of Conference, the motion to approve the report of Conferences Committee must be passed by a simple majority.

4.2 The order of any item on the agenda may be altered on a motion from the Chair, or the floor, passed by a simple majority of those voting.

4.3 The Convener of the Session is the sole judge of the order in which motions and amendments are put.

5.0 EMERGENCY BUSINESS

5.1 Business not on the written agenda, other than topical and emergency motions defined in 5.2 and 5.3 below, may be discussed only by consent of a majority of two-thirds of those voting, except as provided for in 5.4 below.

5.2 Topical Motions must relate to matters currently topical during Conference, which could not have been foreseen at the time the Agenda was compiled. They must not relate to internal, disciplinary or party constitutional matters. Topical motions are debated in the ordinary manner provided for in these Standing Orders.

5.3 Emergency Motions must relate to matters currently topical during Conference, which could not have been foreseen at the time the Agenda was compiled. Emergency motions,

which are not subject to debate in the normal manner, must be of a non-contentious nature which are likely to achieve overwhelming acceptance by Conference.

5.4 Any member wishing to bring before Conference emergency business not on the written agenda must inform the General Secretary before 6pm on the day preceding the day in which the member wishes to move the emergency motion in order that the daily meeting of Conferences Committee can make appropriate arrangements.

6.0 CONVENER

6.1 The Chair of the Party, in person or by delegation to another member of the NEC, convenes proceedings except as provided for in 6.10 below. The Party Leader retains the right to convene the meeting.

6.2 The Convener of the Session is in charge of the proceedings and conducts them in accordance with recognised procedure as amplified by Standing Orders.

6.3 All motions, amendments, speeches, points of order and other business is addressed to the Chair.

6.4 The decision of the Convener of the Session on procedure, on all points of order and on choice of speaker is final and conclusive, subject only to the challenge of a motion of No Confidence in the Chair as provided for in 6.10 below.

6.5 Only one speaker may speak or be on their feet at any one time, save that any member may interrupt a speaker on a point of order. The Convener of the Session rules on who has the floor and the other member must immediately resume their seat.

6.6 When the Convener of the Session addresses the Conference, all members standing must resume their seats and maintain silence until the Convener has concluded their address.

6.7 Any member who, after being requested by the Convener of the Session to resume their seat and maintain silence, persistently refuses to do so, will forthwith be named by the Chair and without further discussion will be suspended from that Session and be requested to leave the Conference Chamber for the remainder of that Session. No motion, discussion, point of order, or interruption is permitted until the offending member has left the Conference Chamber.

6.8 If the member concerned persists in defying the Chair by refusing to leave the Conference Chamber or by contriving to speak or interrupt proceedings after the procedure in 6.7 has been invoked, they will be automatically suspended from that Session and from attending the rest of that National Conference, the NEC and of National Council for the next succeeding three calendar months. If they, subsequent to the National Conference at which the incident occurred, submit in writing to the Chair an unqualified apology and a specific assurance that they will in future obey the rulings of the Chair, the National Executive Committee, may, if it thinks fit, raise the suspension.

6.9 If any member is suspended from meetings of National Conference, the NEC or National Council more than once during any one year, the General Secretary must, at the next succeeding meeting of the National Executive Committee to that meeting at which the member was last suspended, formally name them for suspension from all meetings of National Conference, the NEC and National Council up to the next following National Conference.

6.10 Any member, not being the aggrieved member, may, on the Convener of the Session refusing to alter a ruling, move a motion of No Confidence in the Chair. If this is seconded by another member, other than the aggrieved member, a temporary Convener – the next in order respectively of the Depute Leader, whom failing the General Secretary, whom failing, another available member of the NEC – must take the Chair and without discussion put the motion to the meeting.

6.11 If the motion is supported by a simple majority of those voting, the temporary Convener continues in the Chair for that session. If the motion is not carried, the original Convener of the Session resumes the Chair.

6.12 Any member who has moved or seconded a motion of No Confidence in the Chair is not permitted to move or second another such motion during the same session.

7.0 CONDUCT OF DEBATE

7.1 It is expected that members remain in the Conference Chamber throughout a Session. A member requiring to leave must do so between speeches, and with as little disturbance as possible.

7.2 The ruling of the Convener of the Session on the competency of any motion or amendment is final.

7.3 Each delegate who wishes to speak must complete a card – obtainable from the ALBA Conference Stewards – in respect of each item on the Conference Agenda on which they wish to speak. This should be returned to the Stewards well in advance of the calling of the motion.

7.4 Movers of motions or Reports are allowed five minutes to speak and other speakers, including movers of amendments, are allowed three minutes. The mover's reply is allowed time as provided for in 7.6 below. Additional time is given at the discretion of the Convener of the Session to movers of major policy resolutions or Reports and movers of amendments thereto.

7.5 It is open to any member to move that a speaker be further heard. The motion, if seconded, is put to the meeting without discussion and is carried if passed by a majority of

those voting. When an extension of time is allowed, it must be for not more than three minutes.

7.6 No member is entitled to speak more than once on any one motion unless on a point of order, except that movers of motions and amendments may reply and be allowed two minutes for this, the movers of motions having the opportunity of closing the debate. In replying, members must strictly confine themselves to answering previous speakers and must not introduce new matters.

7.7 Motions or amendments, other than a member moving against the acceptance of a motion, not seconded will not be discussed.

7.8 Points of order must deal with the conduct or procedure of the debate.

7.9 Any mover of a motion or amendment to the Constitution or the Rules and Standing Orders may accept an amendment or amendments to this with the consent of a seconder and with the agreement of the Conference.

7.10 Any mover may withdraw a motion or amendment with the consent of a seconder and with the agreement of the Conference.

8.0 COMPETENT AMENDMENTS

8.1 Competent amendments and procedural motions are as detailed below.

8.2 Competent amendments to motions other than amendments to the Constitution or Rules are—

(a) to amend a motion by substitution, deletion or addition;

(b) to move the motion is not accepted; or

(c) to remit the whole motion back to the proposer of the motion. This specific mechanism should be used if members present are neither for or against a motion and believe that further work should be carried out to the motion in order that the policy is improved upon.

8.3 Competent amendments to amendments to the Constitution or Rules are—

(a) to amend a Constitutional Amendment or amendment to the Rules by substitution, deletion or addition; or

(b) to move that the amendment is rejected.

8.4 Competent amendments to reports of National Office Bearers and others presented to Conference for approval are—

(a) to note the Report;

(b) to amend the report by deletion of a part, providing notice of the amendment has been given to the Convener of the Session before the debate on that report has commenced. Such amendments will only be accepted at the discretion of the Convener of the Session; or

(c) to move to reject the report and request that the NEC Commission a further report is brought to National Council.

8.5 Procedural motions are—

(a) to adjourn the debate;

(b) to put the question; or

(c) to move "Next Business".

8.6 Procedural motions under 8.5 may not be moved or seconded by a delegate who has previously spoken in the debate and must be put to Conference without further discussion, except that under 8.5(b) the Convener of the Session may submit the motion to Conference only if satisfied that due balance has been observed in the debate and must allow the proposer of the original substantive motion to exercise their right of reply (under Standing Order 7.6) on making a claim to do so.

8.7 Amendments under 8.2, 8.3, and 8.4, and procedural motions under 8.5(a) and 8.5(b) are carried if passed by a majority of those voting and procedural motions under 8.5(c) are carried by a two-thirds majority.

8.8 The Convener of the Session may at their discretion permit a vote without discussion on an oral amendment to any motion, provided that the amendment does not alter the spirit of the motion.

9.0 VOTING

9.1 All members of National Conference specified under the Constitution are entitled to vote on any matter before National Conferences.

9.2 All members of National Conference have an equal entitlement to vote, except that the Convener of the Session has a casting vote.

9.3 Each member entitled to vote at National Conference is issued with a credential card bearing their name and indicating their status, or by the issuing of a delegate lanyard which must be worn for their vote to be counted in a show of hands.

9.4 The Chief Steward or Depute Chief Steward, appointed by the NEC, is responsible for the counting of the votes for and against motions and amendments and report to the Convener of the Session, who announces the result to the Conference.

9.5 The Convener of the Session may instruct a recount to be taken or, on a motion for a recount being passed, a recount must be taken. On a recount being called the doors to the hall are sealed and no individuals admitted until the recount has been completed.

9.6 If no recount is demanded, or when a final count has been taken, the Convener of the Session declares that the motion has or has not been carried, and no further discussions is permitted.

9.7 Voting by proxy is not permitted.

10.0 DISSENT

10.1 It is open to any member to have their dissent recorded from any decision or ruling.

11.0 SUSPENSION OF STANDING ORDERS ETC.

11.1 Any motion to suspend Standing Orders is carried if seconded and if supported by two-thirds of those voting. A suspension of Standing Orders is for a fixed period of time or for one item of business only.

11.2 The Conference has the right, by majority vote, to ask any member to withdraw from the meeting.

11.3 When the Convener of the Session formally leaves the Chair, no further business can be discharged during that Session unless a Deputy takes their place.

Annex B - National Council Standing Orders and Rules on the Conduct and Procedure of National Council

1.0 QUORUM

1.1 The quorum shall be one third of all registered delegates. A quorum count may be called for at

any time during National Conference. Two minutes warning must be given before a count is taken.

After this period no delegates shall be admitted until the quorum count is completed.

2 PREPARATION OF AGENDA

2.1 Conferences Committee is responsible for the preparation of the Agenda for National Council and has power to (see note 1):

(a) decide whether resolutions, amendments, nominations and other matters pertaining to the Council are in accordance with the Constitution and Rules and Standing Orders of the Party;

(b) revise and amend resolutions and amendments or to incorporate in one resolution a number of similar resolutions from several notifiable bodies, and to rewrite the resolutions received, provided always that the principles underlying the resolution or amendment must not be infringed;

(c) categorise all resolutions received under the following headings— (i) put forward unamended, (ii) put forward amended for presentation purposes, (iii) put forward composited, (iv) rejected as existing policy, (v) rejected in favour of other resolutions, and (vi) rejected for other reasons. This information will be held at Headquarters and supplied to notifiable bodies on request after publication of the final agenda;

(d) place resolutions and amendments on the agenda; and

(e) decide the order of business to be transacted, the placing of items on the agenda, and the approximate time to be allocated to items.

(f) Conferences committee should not accept any motion that substantially changes party policy on a matter that the NEC prescribe as being a matter that should be referred to a meeting of National Conference to decide on.

(g) The Party's constitution cannot be amended by National Council unless National Conference has delegated authority to do so on a specific matter.

Note (1)

The First National Council shall be held after the inaugural Party Conference.

3.0 UNDISCHARGED BUSINESS

3.1 The Convener of the Session should endeavour to leave five minutes free of business prior to conclusion of each Session to allow all motions for which no amendments have been submitted and have not been discussed to be put formally to Council.

3.2 However, business undischarged at the end of a Session may be put to a subsequent Session if time permits for discussion.

4.0 ORDER OF BUSINESS

4.1 At the beginning of Council, the motion to approve the report of Conferences Committee must be passed by a simple majority.

4.2 The order of any item on the agenda may be altered on a motion from the Chair, or the floor, passed by a simple majority of those voting.

4.3 The Convener of the Session is the sole judge of the order in which motions and amendments are put.

5.0 EMERGENCY BUSINESS

5.1 Business not on the written agenda, other than topical and emergency motions defined in 5.2 and 5.3 below, may be discussed only by consent of a majority of two-thirds of those voting, except as provided for in 5.4 below.

5.2 Topical Motions must relate to matters currently topical during Council, which could not have been foreseen at the time the Agenda was compiled. They must not relate to internal, disciplinary or party constitutional matters. Topical motions are debated in the ordinary manner provided for in these Standing Orders.

5.3 Emergency Motions must relate to matters currently topical during Council, which could not have been foreseen at the time the Agenda was compiled. Emergency motions, which are not subject to debate in the normal manner, must be of a non-contentious nature which are likely to achieve overwhelming acceptance by Council.

5.4 Any member wishing to bring before Council emergency business not on the written agenda must inform the General Secretary at least 7 days before the date of National Council.

6.0 CONVENER

6.1 The Chair of the Party, in person or by delegation to another member of the NEC, convenes proceedings except as provided for in 6.10 below. The Party Leader retains the right to convene the meeting.

6.2 The Convener of the Session is in charge of the proceedings and conducts them in accordance with recognised procedure as amplified by Standing Orders.

6.3 All motions, amendments, speeches, points of order and other business is addressed to the Chair.

6.4 The decision of the Convener of the Session on procedure, on all points of order and on choice of speaker is final and conclusive, subject only to the challenge of a motion of No Confidence in the Chair as provided for in 6.10 below.

6.5 Only one speaker may speak or be on their feet at any one time, save that any member may interrupt a speaker on a point of order. The Convener of the Session rules on who has the floor and the other member must immediately resume their seat.

6.6 When the Convener of the Session addresses the Council, all members standing must resume their seats and maintain silence until the Convener has concluded their address.

6.7 Any member who, after being requested by the Convener of the Session to resume their seat and maintain silence, persistently refuses to do so, will forthwith be named by the Chair and without further discussion will be suspended from that Session and be requested to leave the National Council meeting hall for the remainder of that Session. No motion, discussion, point of order, or interruption is permitted until the offending member has left the Council meeting.

6.8 If the member concerned persists in defying the Chair by refusing to leave the Council meeting or by contriving to speak or interrupt proceedings after the procedure in 6.7 has been invoked, they will be automatically suspended from that Session and from attending the rest of that National Council, the NEC and of National Conference for the next succeeding three calendar months. If they, subsequent to the National Council at which the incident occurred, submit in writing to the Chair an unqualified apology and a specific assurance that they will in future obey the rulings of the Chair, the NEC, may, if it thinks fit, raise the suspension.

6.9 If any member is suspended from meetings of National Conference, the NEC or National Council more than once during any one year, the General Secretary must, at the next succeeding meeting of the NEC to that meeting at which the member was last suspended, formally name them for suspension from all meetings of National Conference, the NEC and National Council up to the next following National Conference.

6.10 Any member, not being the aggrieved member, may, on the Convener of the Session refusing to alter a ruling, move a motion of No Confidence in the Chair. If this is seconded by another member, other than the aggrieved member, a temporary Convener – the next in order respectively of the Depute Leader, whom failing the General Secretary, whom failing, another available member of the NEC – must take the Chair and without discussion put the motion to the meeting.

6.11 If the motion is supported by a simple majority of those voting, the temporary Convener continues in the Chair for that session. If the motion is not carried, the original Convener of the Session resumes the Chair.

6.12 Any member who has moved or seconded a motion of No Confidence in the Chair is not permitted to move or second another such motion during the same session.

7.0 CONDUCT OF DEBATE

7.1 It is expected that members remain in the Council meeting throughout a Session. A member requiring to leave must do so between speeches, and with as little disturbance as possible.

7.2 The ruling of the Convener of the Session on the competency of any motion or amendment is final.

7.3 Each delegate who wishes to speak must complete a card – obtainable from the ALBA Council Stewards – in respect of each item on the Council Agenda on which they wish to speak. This should be returned to the Stewards well in advance of the calling of the motion.

7.4 Movers of motions or Reports are allowed five minutes to speak and other speakers, including movers of amendments, are allowed three minutes. The mover's reply is allowed time as provided for in 7.6 below. Additional time is given at the discretion of the Convener of the Session to movers of major policy resolutions or Reports and movers of amendments thereto.

7.5 It is open to any member to move that a speaker be further heard. The motion, if seconded, is put to the meeting without discussion and is carried if passed by a majority of those voting. When an extension of time is allowed, it must be for not more than three minutes.

7.6 No member is entitled to speak more than once on any one motion unless on a point of order, except that movers of motions and amendments may reply and be allowed two minutes for this, the movers of motions having the opportunity of closing the debate. In replying, members must strictly confine themselves to answering previous speakers and must not introduce new matters.

7.7 Motions or amendments, other than a member moving against the acceptance of a motion, not seconded will not be discussed.

7.8 Points of order must deal with the conduct or procedure of the debate.

7.9 Any mover of a motion or amendment to the Constitution or the Rules and Standing Orders may accept an amendment or amendments to this with the consent of a seconder and with the agreement of the Council.

7.10 Any mover may withdraw a motion or amendment with the consent of a seconder and with the agreement of the Council.

8.0 COMPETENT AMENDMENTS

8.1 Competent amendments and procedural motions are as detailed below.

8.2 Competent amendments to motions other than amendments to the Constitution or Rules are—

(a) to amend a motion by substitution, deletion or addition;

(b) to move the motion is not accepted; or

(c) to remit the whole motion back to the proposer of the motion. This specific mechanism should be used if members present are neither for or against a motion and believe that further work should be carried out to the motion in order that the policy is improved upon.

8.3 Competent amendments to amendments to the Constitution or Rules are—

(a) to amend a Constitutional Amendment or amendment to the Rules by substitution, deletion or addition if authority has been delegated by National Conference; or

(b) to move that the amendment is rejected.

8.4 Competent amendments to reports of National Office Bearers and others presented to Council

for approval are—

[a] to note the Report;

[b] to amend the report by deletion of a part, providing notice of the amendment has been given to the Convener of the Session before the debate on that report has commenced. Such amendments will only be accepted at the discretion of the Convener of the Session; or

[c] to move to reject the report.

8.5 Procedural motions are—

(a) to adjourn the debate;

(b) to put the question; or

(c) to move "Next Business".

8.6 Procedural motions under 8.5 may not be moved or seconded by a delegate who has previously spoken in the debate and must be put to Council without further discussion, except that under

8.5(b) the Convener of the Session may submit the motion to Council only if satisfied that due balance has been observed in the debate and must allow the proposer of the original substantive motion to exercise their right of reply (under Standing Order 7.6) on making a claim to do so.

8.7 Amendments under 8.2, 8.3, and 8.4, and procedural motions under 8.5(a) and 8.5(b) are carried if passed by a majority of those voting and procedural motions under 8.5(c) are carried by a two-thirds majority.

8.8 The Convener of the Session may at their discretion permit a vote without discussion on an oral amendment to any motion, provided that the amendment does not alter the spirit of the motion.

9.0 VOTING

9.1 All members of National Council specified under the Constitution are entitled to vote on any matter before National Council.

9.2 All members of National Council have an equal entitlement to vote, except that the Convener of the Session has a casting vote.

9.3 Each member entitled to vote at National Council is issued with a credential card bearing their name and indicating their status, or by the issuing of a delegate lanyard which must be worn for their vote to be counted in a show of hands.

9.4 The Chief Steward or Depute Chief Steward, appointed by the NEC, is responsible for the counting of the votes for and against motions and amendments and report to the Convener of the Session, who announces the result to the Council.

9.5 The Convener of the Session may instruct a recount to be taken or, on a motion for a recount being passed, a recount must be taken. On a recount being called the doors to the hall are sealed and no individuals admitted until the recount has been completed.

9.6 If no recount is demanded, or when a final count has been taken, the Convener of the Session declares that the motion has or has not been carried, and no further discussion is permitted.

9.7 Voting by proxy is not permitted.

10.0 DISSENT

10.1 It is open to any member to have their dissent recorded from any decision or ruling.

11.0 SUSPENSION OF STANDING ORDERS, ETC.

11.1 Any motion to suspend Standing Orders is carried if seconded and if supported by two-thirds of those voting. A suspension of Standing Orders is for a fixed period of time or for one item of business only.

11.2 The Council has the right, by majority vote, to ask any member to withdraw from the meeting.

11.3 When the Convener of the Session formally leaves the Chair, no further business can be discharged during that Session unless a Deputy takes their place.

Annex C - Standing Orders of the National Executive Committee

1.0 MEETINGS

1.1 Ordinary meetings of the Committee are held on dates advised at the first meeting of the Committee after Annual National Conference.

1.2 A quorum is one third of the members.

1.3 The following may attend meetings of the Committee in whole or for specified items—
(a) employees and members of the Party invited by the General Secretary; (b) other

individuals, who are not members of the Party, but whose presence is agreed in advance by the Committee under any conditions agreed by the Committee.

1.4 The Party Chair shall decide whether a meeting is to be held in person or virtually.

2.0 AGENDA PREPARATION

2.1 The General Secretary, in consultation with the Party Chair, is responsible for drawing up Agendas for meetings. The Core Agenda is set out in the schedule.

2.2 Not less than one week before a meeting, the General Secretary circulates— (a) the Agenda; (b) minutes of the previous meeting, if not previously circulated; and (c) papers relevant to the meeting.

2.3 Additional papers may not be distributed to the Committee following issue of the Agenda unless special circumstances apply, and the prior agreement of the Chair and General Secretary is obtained.

2.4 Members wishing to submit amendments to any proposal in the papers should submit the amendment to the General Secretary not less than 48 hours in advance of the meeting to allow for circulation to other members if the Chair deems the amendment competent.

3.0 BUSINESS OF THE MEETING

3.1 Any member wishing to bring before the meeting emergency business not on the Agenda must inform the General Secretary before the commencement of the meeting.

3.2 Business not on the Agenda may be discussed only with the consent of two-thirds of those eligible to vote at the meeting.

3.3 The order of any item on the Agenda may be altered on a motion from the Chair by a simple majority of those voting or, on a motion from another Committee member, by a two-thirds majority.

3.4 The Party Leader or Chair may introduce to the Agenda items relating to current political issues which may require the Committee to use its constitutional powers to interpret and oversee policy between meetings of National Conference, and National Council, under the Constitution.

4.0 PAPERS AND DECISIONS

4.1 Minutes and other papers submitted to the Committee must be treated in confidence.

4.2 Members of the NEC must not use minutes of papers of the NEC to injure the interests of the party, or the reputation of a Member of the Committee, by—

(a) sharing the contents of papers,

(b) copying papers, or

(c) wilfully misrepresenting the discussions of the Committee to the public, the media or another political party.

5.0 DECISIONS BY EMAIL

5.1 The Chair or General Secretary may ask members to vote on an item through email or other electronic means between meetings of the Committee if they consider that the circumstances require a decision before the next scheduled meeting of the Committee, and that a mandate is required from the NEC to carry out a specific action that delegated authority is not in place for.

5.2 A motion by email is agreed if one half of the eligible members of the Committee plus one indicate their agreement to the proposed motion to the General Secretary by electronic means.

5.3 If a request is made by a National Office Bearer, if the decision is in relation to the remit of their office, or by four ordinary members of the NEC to have a meeting about the matter then a meeting must be convened to approve the decision. If any two members of the NEC propose an amendment to the item proposed then a meeting must be held for the item to be discussed.

5.4 All decisions taken by email are recorded in the minutes of the subsequent meeting of the Committee.

6.0 CHAIR

6.1 The Chair of the Party, in person or by depute, convenes the Committee. The Party Leader retains a right to convene.

6.2 All motions, amendments speeches, points of order, points of information and other business, are addressed to the Chair.

6.3 The decision of the Chair on—

(a) procedure;

- (b) the competence of any motion or amendment;
- (c) the order in which motions and amendments are put;
- (d) points of order;
- (e) choice of speaker; and
- (f) time allocated to each speaker, is final subject to any motion of no confidence in the Convener, as chair of the meeting.

6.4 For any item that requires a method of voting other than a simple majority or two-thirds majority e.g. the voting on the selection of an appointment of NEC to an external body, the method of voting should be agreed by the members of the committee by a simple majority.

7.0 CONDUCT OF BUSINESS

7.1 The business of the Committee is normally conducted on the basis of consensus.

7.2 Only one speaker may speak at any one time. Any member may interrupt a speaker on a point of order or on a point of information with the consent of the speaker.

7.3 The Chair may intervene at any point during a debate, in which event all members must cease debate until the Chair consents for a speaker to continue the debate.

7.4 When a motion comes before the Committee, members have the right to question the proposer, who shall address the points raised when summing up.

7.5 A motion may be to—

- (a) submit a resolution to National Conference;
- (b) approve Rules or Standing Orders of the Party;
- (c) adopt a policy;
- (d) note a report;
- (e) approve recommendations or endorse options in a report;
- (f) establish a group to make recommendations to the Committee;
- (g) make a submission to an external organisation;
- (h) carry out any other function of the Committee; or
- (i) take no action on a specified issue;

7.6 All questions will be taken before amendments are formally proposed and seconded. After amendments have been debated, no further questions on the matter under consideration will be taken.

7.7 All members of the Committee have a single vote, except that the Convener has a casting vote.

8.0 AMENDMENTS AND PROCEDURAL MOTIONS

8.1 Substantive Amendments are to—

- (a) amend the motion by substitution, deletion or addition,
- (b) move the direct negative,

(c) move the remit back.

8.2 Procedural Motions are to—

(a) adjourn the meeting,

(b) put the question,

(c) move 'Next Business'.

8.3 Procedural Motions—

(a) may not be moved or seconded by a member who has previously spoken in the discussion on that item of business; and

(b) must be put without further discussion, except in the case of a motion to move 'Next Business', where the proposer of the original substantive motion may be permitted to exercise a right of reply.

8.4 Motions or amendments, other than moving against a proposal being accepted, are not discussed unless seconded.

8.5 Any mover of a motion may accept an amendment or amendments to the Agenda, subject to the agreement of the meeting.

8.6 Any mover may withdraw a motion or amendment with the consent of the meeting.

9.0 POINTS OF ORDER

9.1 Points of order must deal with the conduct or procedure of the Committee.

9.2 Members making a point of order must prove either that the speaker is—

(a) travelling outside the scope of the question;

(b) infringing Standing Orders

10.0 MOTIONS OF NO CONFIDENCE IN THE CHAIR

10.1 Any member, not being the aggrieved member, may, on the Chair refusing to alter a ruling, move a motion of No Confidence in the Convener, as chair of the meeting.

10.2 If this is seconded by another member, other than the aggrieved member, a temporary Convener will take the chair.

10.3 The temporary Convener is the next in order respectively of the Leader and the Depute Leader. In the event that neither the Leader or Depute Leader are present then a member of the NEC shall take the chair.

10.4 The Temporary Convener takes the Chair and, without discussion, puts the motion to the meeting. If the motion is supported by a simple majority of those voting, the temporary Convener continues as the Convener for that meeting. If the motion is not carried, the original Convener resumes as Convener.

10.5 Any member who has moved or seconded a motion of No Confidence in the Convener is not permitted to move or second another such motion during the same meeting.

11.0 VIRTUAL MEETINGS

11.1 When the Committee meets virtually—

(a) if the Convener is unable to consistently connect with the meeting for a period of five minutes, then the person who would be the temporary Convener in a motion of no confidence in the Convener takes the chair until the Convener can again connect with the meeting;

(b) any requirement for a Member to leave the room, is a requirement that they are electronically placed into a 'waiting room' until they are permitted by the Convener to re-enter the meeting; and

(c) the Convener may allow competent motions and points of order to be made through the 'Chat' function.

(d) the chat function should be used only to facilitate the business of the meeting and not for separate discussion during the meeting.

12.0 APPOINTMENTS

12.1 At its first meeting after Annual National Conference, the Committee elects the Leader's proposal as Party Chair from the membership of the NEC and appoints—

(a) two members of Conferences Committee;

(b) the Convener of the Member Conduct Committee;

(c) the Convener of the Conduct Appeals Committee. The General Secretary or their designate shall act as clerk to the committees.

12.2 The Committee has power to fill vacancies in any position elected at Annual National Conference.

12.3 Should a vacancy arise for any elected position on the NEC then the vacancy shall be filled in the first instance by the candidate that finished next in the respective ballot.

13.0 GENERAL CONDUCT OF MEMBERS

13.1 Members of the Committee are required —

- (a) to uphold the Core Principles for Members set out in the Schedule, as further explained in these Standing Orders and in the decisions and practices of the Committee;
- (b) attend induction and other training as arranged by the General Secretary; and
- (c) treat members of staff and others involved in the work of the Committee with dignity and respect.

13.2 If concerns are expressed about the conduct of a Member of the Committee, the General Secretary and the Chair will attempt to resolve the issue in a collegiate manner.

14.0 DECLARATION OF INTERESTS

14.1 Members of the committee that have an interest in a matter should declare the interest at the start of the meeting. If the member deems that the interest does not impinge their ability to take part in debate and/or vote then the member may take part in proceedings.

14.2 If a member believes that they have a conflict of interest in a matter that is to be discussed by the committee which would impinge their ability to take part in a non-biased manner, or if they have a direct financial interest in the matter, then that member should not take part in debate or any votes in regards to the item which there is an interest in.

14.3 It is for a member to determine if they have a conflict of interest in the first instance, as is common in Scottish public bodies and elected bodies. Guidance should be sought from the General Secretary when there is uncertainty over whether an interest should preclude inclusion in debate. The standard test of whether or not there is a conflict of interest is whether a fair-minded member of the Party, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice the decision making of the Member of the Committee.

14.4 In the event that the General Secretary receives a complaint that a member has taken part in proceedings without declaring a Conflict of interest, the General Secretary in conjunction with the Chair will discuss with the member concerned to establish facts and determine if any remedial action is required.

SCHEDULE FOR NEC MEETINGS

Core Agenda for Meetings

1. Apologies
2. Declarations of Interest
3. Current Political Business • Report from the Party Leader • Report from Parliamentary Groups • Report from Local Government Convener
4. Minutes of the Last Meeting
5. Business Arising
6. General Secretary's Business
7. National Treasurer's Business

8. Reports of National Office Bearers

9. Any Other Notified Business

10. Date, time and place of next meeting

Annex D - National Office Bearers' Role Descriptions

1.0 PARTY CHAIR

The Party Chair shall convene the NEC, National Conference, and National Council. The Party Chair has day to day responsibility of liaising with Party HQ to ensure that Party staff are following the instructions of the NEC, National Conference and National Council.

2.0 LEADER

The Party Leader has strategic responsibility for setting the political direction of the Party. The Party Leader is elected by all members of the Party. The Party Leader shall determine the Party's position on political matters during meetings of the NEC, National Conference and National Council when it is necessary to articulate the party's political position.

3.0 DEPUTE LEADER

The Depute Leader shall support the Party Leader. The Depute Leader shall be next in line in seniority in assuming the position of Acting Leader in the event that the Party Leader role becomes vacant. The Depute Leader has strategic responsibility for preparing the party's election manifesto and for convening regular meetings of the party's elected representatives.

4.0 PARTY TREASURER

To ensure that the party's finances are controlled robustly the party will ensure that the Party Treasurer is a 'Suitably Qualified and Experienced Person' (SQEP). The Party Treasurer should be a Chartered Accountant and will be appointed by the NEC which is elected from party members. The Party Treasurer has specific responsibilities as set out by the Electoral Commission and will ensure that the Party's Financial Scheme is adhered to at all times.

5.0 WOMEN'S CONVENER

The Women's Convener has strategic responsibility for ensuring that the Party promotes and advocates equality of opportunity for women at all levels of the party's operation. The Women's Convener will advise the NEC on mechanisms that the NEC may wish to implement to boost female participation in elections and events organised by the party. The Women's Convener shall convene an ALBA Women's Forum.

6.0 EQUALITIES CONVENER

The Equalities Convener has strategic responsibility for ensuring that the Party promotes and advocates equality of opportunity for all under-represented groups at all levels of the party's operation. The Equalities Convener will advise the NEC on mechanisms that the NEC may wish to implement to boost participation in elections and events organised by the party. The Equalities Convener shall convene an ALBA Equalities Forum.

7.0 LOCAL GOVERNMENT CONVENER

The Local Government Convener has strategic responsibility for organising the Party's Local Government operation across Scotland. They will work with the Depute Leader in formulating the party's national position on matters that are pertinent to local service delivery. They will convene regular meetings of all Local Authority Representatives.

8.0 MEMBER SUPPORT CONVENER

The Member Support Convener shall ensure engagement between members of the party takes place regularly. They shall regularly engage with Party HQ staff to ensure that issues that are being identified by party members are being appraised and addressed if necessary. The Membership Support Convener shall attend meetings of ALBA LACUs when necessary.

9.0 NATIONAL ORGANISATION CONVENER

The National Organisation Convener shall take strategic lead on coordination of the party's campaign organisation, convening regular meetings of the party's LACU organisers and working with Regional organisers.

Annex E – Member Code of Conduct

1.0 APPLICATION

1.1 The member code of conduct is applicable to all members of ALBA Party, including prospective candidates seeking election to public office representing ALBA Party, and Elected Representatives of ALBA Party. Elected Representatives are further expected to maintain the standards of conduct expected of them in regards to the ethical standards of individuals in public life relevant to the body they are elected to.

2.0 PURPOSE

2.1 The purpose of the member code of conduct is to ensure that all members and elected representatives conduct themselves in line with the Constitution of ALBA Party, and at all times treat other members and members of the public, whilst purporting to conduct business on behalf of ALBA Party or representing ALBA Party, in a dignified and respectful manner. ALBA Party members should endeavour to conduct all party business guided by the principles and standards of Fairness, Decency, and Inclusiveness.

2.1 Fairness: ALBA Party members should endeavour to conduct themselves in a manner that treats everyone with fairness, respect, and courtesy.

2.2 Decency: ALBA Party members should strive to conduct themselves to high standards of decency in the manner they interact with others, both in person and via interactions on social media.

2.3 Inclusiveness: ALBA Party is an inclusive party with membership open to all that agree with the constitution and aims of the party. All members should strive to support equity of opportunity for others within the party. All members must not discriminate in their conduct on the ground of age, disability, gender reassignment, race, religion or belief (or lack of), sex, sexual orientation, marriage and civil partnership and pregnancy and maternity status.

3.0 REQUIREMENTS

3.1 All members must abide by the constitutional requirements of membership of ALBA party.

3.2 All members that are elected as representatives of the party must sign and adhere to the Party's Standing Orders for the Group they are part of.

3.3 Members must not act in a manner which is deemed to injure the party, or other members of the party, in the eyes of the public.

3.4 Members are expected to conduct themselves appropriately at all times and must not commit acts of misconduct whilst purporting to be acting on behalf of or representing the party.

3.5 Any member that breaches the member's code of conduct may be subject to disciplinary proceedings. ALBA Party accepts that there will be occasions when members inadvertently breach the members code of conduct and a record of conversation may be a suitable remedy, to document remedy in a timely manner in the event that a complaint is made against a member. However, the General Secretary of the party will refer breaches of the code of conduct, as deemed appropriate, to the Disciplinary Committee if required.

Annex F - Membership Rules

1.0 JOINING THE PARTY

1.1 Any individual eligible for membership of the Party can join online or complete an application form and have it sent to Party Headquarters.

1.2 Membership of the Party commences once a subscription is paid or a Direct Debit is established.

2.0 GENERAL MEMBERSHIP

2.1 General Membership is open to all that support the aims of the Party, with exceptions set out in 5.0 and 6.0. The Membership subscription rate is set by the NEC.

3.0 CONCESSIONARY RATE

3.1 The concessionary rate for membership of the Party is available for unwaged members and members over the age of 60. All Party members who are in a financial position to do so, are asked to consider giving as generously as they can and becoming general members.

4.0 ASSOCIATE MEMBERSHIP

4.1 Associate members will be issued with an associate membership card.

4.2 The details of any associate members under 14 will not appear on branch membership lists.

5.0 LIFE MEMBERSHIP

5.1 Life members of the Party do not require to pay a subscription.

5.2 The rates for individual life membership are fixed by the Party Treasurer. There may be different rates depending on the age of the member.

5.3 The NEC may approve an honorary life member of the Party in recognition of the member's long commitment to the cause of Scottish independence. If a LACU requests that a member is granted Life Membership then the sum payable by the LACU on the nomination being accepted is fixed by the Party Treasurer.

5.4 The Leader may confer life membership of the Party on individuals who have given exceptional commitment to the cause of independence.

6.0 MEMBERSHIP OF OTHER PARTIES AND ORGANISATIONS

6.1 A member who is a member of another party registered as a political party with the Electoral Commission in the Great Britain register and intending to contest elections in Scotland is regarded as being a member of a political party expected to contest elections in opposition to the Party. A member in this situation ceases to be a member.

6.2 The NEC decides—

(a) in any case of any difficulty, whether a political party is a party expected to contest elections in opposition to the Party; and

(b) which organisations are inconsistent with Party membership.

7.0 MEMBERSHIP INVALIDITY

7.1 For a period of 3 months after membership commences, the NEC may, in exceptional circumstances, declare any membership invalid. The General Secretary will advise the individual concerned that their membership is invalid. Any subscriptions which have been paid will be refunded.

7.2 If a person who has been entered as a member is found to have been ineligible at the time of application to join the Party, the membership is invalid.

8.0 MEMBERSHIP OUTWITH SCOTLAND

8.1 Members living outwith Scotland may join ALBA international.

9.0 HEADQUARTERS MEMBERSHIP

8.1 Any member who does not desire to become a member of an ALBA LACU may become a member registered at Headquarters.

10.0 MEMBERSHIP

10.1 Membership runs for one year from the commencement of membership.

10.2 Members will be invited to renew their membership prior to the date for renewal if automatic renewal is not in place. If membership is not renewed by this date, members will be notified that their membership subscription is overdue and be invited to renew.

10.3 Following this date, the member's LACU will also be notified that the membership is overdue for renewal and will be asked to contact the member.

10.4 If a member renews their membership within three calendar months of the due date of renewal, then the period—

(a) is not regarded as a "lapse in membership"; and

(b) does not preclude the member from being the subject of a complaint to the Disciplinary Committee for their conduct during the period.

11.0 PUBLIC RESIGNATION

11.1 A member "publicly resigns" when they seek to make their resignation a public matter, with the intention of harming the Party or individual members of the Party by their actions.

11.2 The General Secretary must report the circumstances of any action considered to be a public resignation to the NEC and seek their confirmation that the actions constituted a public resignation.

12.0 RE-ADMISSION

12.1 This paragraph applies to individuals who—

- (a) have been expelled;
- (b) publicly resigned from membership of the Party; or
- (c) contested any parliamentary or local government election in Scotland except as an authorised Party candidate;

12.2 An individual falling within this paragraph may not become a member again without the consent of the NEC.

12.3 The NEC will only consider an application from such an individual, which is submitted to the General Secretary. Membership will be ineligible if not approved by the NEC in these circumstances.

12.4 The NEC in considering an application for readmission may—

- (a) refuse the application;
- (b) grant the application; or
- (c) grant the application subject to such reasonable pre-conditions as appear appropriate.

12.5 In refusing an application for re-admission, the NEC may state what further steps the individual requires to take, or what time requires to elapse before another application for re-admission can be submitted

Annex G – ALBA Local Authority Campaign Unit Specimen Constitution

ALBA <INSERT NAME HERE> LOCAL AUTHORITY CAMPAIGN UNIT DRAFT CONSTITUTION

1.0 TITLE AND STATUS

1.1 The name of the unit shall be ALBA <INSERT NAME HERE> LOCAL AUTHORITY CAMPAIGN UNIT (hereinafter referred to as <INSERT NAME HERE> -LACU).

1.2 <INSERT NAME HERE> -LACU is a constituent part of The ALBA Party and is subject to its rules, standing orders and constitution.

1.3 The geographical area of < INSERT NAME HERE> -LACU is that covered by the <INSERT LOCALAUTHORITY NAME HERE> Council.

2.0 AIMS

2.1 The object of <INSERT NAME HERE> -LACU is to promote the aims of the ALBA Party as stated in its Constitution:

a) to organise and campaign to secure the election of ALBA Party Candidates at all levels of government in <INSERT LOCAL AUTHORITY NAME HERE>.

b) to promote local membership of the ALBA Party, and to ensure that members are regularly informed regarding local activities

c) to organise any appropriate activity which will publicise and further these aims.

3.0 MEMBERS

3.1 The membership consists of all ALBA Party members resident within the geographical area of <INSERT LOCAL AUTHORITY NAME HERE> -LACU.

4.0 OFFICERS AND MANAGEMENT OF THE LACU

4.1 The LACU shall elect its Officers at its inaugural meeting and thereafter at each AGM.

These shall include a:

- Convener

- Secretary

- Treasurer

- Organiser

- Other positions are electable as deemed appropriate.

4.2 Nominations shall be proposed and seconded and won by a simple majority vote.

4.3 The AGM has the discretion not to fill posts if no seconded nominations are forthcoming, or to propose the merging of posts, or the creation of other posts with the agreement of a simple majority.

4.4 The Officers shall form the local Campaign Unit Executive and shall manage the routine business of the LACU. Additional members may be co-opted as deemed necessary.

4.5 The Campaign Unit Executive shall meet on a monthly basis, and meetings shall be conducted in person or using Zoom, or a similar media facility.

4.6 An Executive meeting shall be in quorum if 3 Officers are in attendance.

4.7 Attendance and business conducted shall be recorded in minutes to be approved by the next meeting.

4.8 In the event of a decision needing to be made before an Executive Meeting, an emergency decision may be made by agreement of a simple majority of Officers of the LACU. This decision must be ratified by the next LACU meeting.

4.9 Should any Officer fail to attend three consecutive meetings without good reason or apology, the LACU may co-opt another person to act in their place.

4.10 In the event of a vacancy an Officer may be co-opted at the next ordinary CU meeting.

5.0 CAMPAIGN UNIT MEETINGS

5.1 Campaign Unit (CU) meetings shall be held at least on a quarterly basis and be open to all LACU members: one such meeting being the CU Annual General Meeting. Such meetings shall be conducted in person or using Zoom or a similar media facility. Potential new

members and or supporters may attend by invitation, but except at the discretion of the meeting chair, shall have no right to speak.

5.2 Notice of such meetings shall be issued, generally by email or a similar electronic medium, 1 week in advance.

5.3 The business of such meetings shall ordinarily be determined by the Executive, but motions, duly proposed and seconded, may be submitted 2 weeks in advance of the date of the next meeting. Members should be specifically notified of any motions relating to policy at least 1 week before the meeting.

5.4 A draft agenda will be circulated in advance of each CU meeting, together with the minutes of the previous meeting. Anyone can suggest additional items for the agenda in advance of or at the start of the meeting.

5.5 Motions and any other matters for decision shall be carried by a simple majority vote of members present.

5.6 Only members of <INSERT NAME OF LOCAL AUTHORITY HERE> -LACU will be entitled to vote. Those unable to attend may make their views known to the meeting, either in writing or through representation by another member, but only those in attendance will be entitled to vote.

5.7 A CU meeting will be deemed to be in quorum if there are two Officers and 5%, or more, of eligible members in attendance.

5.8 Attendance and business conducted at meetings shall be recorded in minutes to be approved by the next meeting.

5.9 Working groups may be set up to discuss specific issues, but any recommendations shall be considered by the following Executive meeting

6.0 ANNUAL GENERAL MEETING (AGM)

6.1 Every year, by the end of February, an AGM shall be held for the purposes of:

- (a) Presentation of Officer reports of work which has been carried out over the year;
- (b) Presentation of a financial statement for the year;
- (c) Election of the Officers;
- (d) Reviewing strategy and setting goals for the following year and beyond;
- (e) Any other business on the agenda;

6.2 For the purpose of electing Office Bearers the Chair shall be taken by a nominated person as prior to the AGM.

6.3 All members of the LACU who are present have one vote each, and resolutions must have the support of a simple majority.

6.4 Notice of the AGM shall be given at least 4 weeks prior to the meeting and any motions for consideration shall be submitted in writing to the Secretary at least 2 weeks prior to the meeting.

6.5 The Agenda will be circulated in advance at least 10 days prior to the meeting.

6.6 The Chair has the right to rule on the admissibility of any emergency motions put forward.

6.7 The quorum of an AGM shall be 5% of members of LACU.

6.8 An Extraordinary General Meeting (EGM) on a particular agenda item may be called on the request of a quarterly CU meeting or at least 5% of the members of LACU. The same general rules apply to EGM's as to AGM's.

7 FINANCE:

7.1 The Treasurer shall open an account with a bank (or similar with another banking organisation) in the name of <INSERT NAME HERE> -LACU, and there shall be a minimum of 3 signatories to the account.

7.2 The Treasurer shall receive all monies due to the LACU and shall receive all donations to the LACU and shall be the custodian thereof.

7.3 The Treasurer will arrange payment of any bills incurred by the LACU.

7.4 All monies drawn from the LACU bank account shall be approved by 2 authorised persons from a list of 3, to be agreed at the Inaugural Executive Meeting or AGM. Provision for electronic payments will be implemented and meaningful controls applied.

7.5 Members, Ward and/or Working Groups may incur expenditure on behalf of LACU provided prior approval is obtained from an ordinary Executive Meeting, CU Meeting, EGM or AGM.

7.6 Any affiliation fees to another organisation or donations to another group must have the approval of the Executive Meeting.

8.0 SELECTION OF ELECTION CANDIDATES

8.1 For selection of parliamentary candidates national rules set by the NEC must be followed.

8.2 For selection of local authority candidates the LACU will set a Vote Management Strategy and once approved by the NEC, members in the Wards being contested shall select candidates from a shortlist of approved candidates.

9.0 AMENDING THE CONSTITUTION

9.1 This constitution can only be altered by an AGM or EGM of the LACU.

9.2 Amendments to this constitution require advance notice.

DRAFT Officer Roles

Chairperson/Convener: TBA

Treasurer:

Responsible for opening and maintaining a bank account, holding the cheque book, and paying in any receipts. Should keep Group meetings apprised of the financial position and present an annual account to the AGM.

Has certain specific PPERA responsibilities (to be confirmed), including keeping a record of all donations and reporting on ones over the appropriate threshold.

Secretary:

Act as the liaison with the National Party and the point of contact for local enquirers.

Responsible for ensuring that AGMs and Unit meetings are called. Will receive updates on membership from the National Party. Be responsible for taking and issuing minutes of

meetings and for informing members of meetings. Needs to work closely with the Unit
Organiser and if appropriate these roles can be combined.