

# Rules for the Liverpool Labour Party Local Campaign Forum

21<sup>st</sup> July 2013

## Clause I.

### Name

The Liverpool Labour Party Local Campaign Forum ('the LCF').

## Clause II.

### Objects

1. To co-ordinate the activities of the CLPs and branches using the same boundaries as with the wards of Liverpool City Council, for the purpose of securing the return of Labour representatives to the council.
2. To work with the Labour Group to organise opportunities for individual members, branches, trade unions, affiliated organisations and community organisations to enter into dialogue with the Labour Group on current local government policy issues and ideas for the Party's future programme and manifesto.
3. To compile a panel of candidates in accordance with the provisions of chapter 5 of the national rules of the Party.
4. To undertake activities within the area for the purpose of new candidate recruitment.
5. The LCF shall seek to contest all seats in each electoral area in consultation with the CLPs concerned.

## Clause III.

### General Principles

1. The Campaign Forum will be structured to deliver the best organisation and campaigns in pursuit of the objects above and to secure the best possible representation for Labour in the authority.
2. The NEC provides guidance on model LCF structures. The structure and membership of the LCF is determined by the CLPs, with approval from the Regional Director on behalf on the NEC, following the principles laid out by the Labour Party.

## Clause IV.

### Membership

1. The membership of the LCF shall be focussed around campaign delivery, the recruitment and selection of candidates and the development of opportunities for wider engagement with council issues. This will include the arrangement of All-member meetings to debate issues relevant to local government within Liverpool.
2. Delegates to the LCF will be as described in Appendix 1
3. The local Party should work to ensure that the membership of the LCF is representative of the communities in which it will work.

## Clause V.

### Officers and Executive Committee

1. The officers and Executive Committee shall be elected at the first meeting of the LCF and annually thereafter.
2. The officers shall consist of a chair, vice-chair, treasurer and secretary. At least one of the officers shall be a woman. (Appendix 2)
3. The Chair shall also be the deputy treasurer to be notified to the Electoral Commission. (In exceptional circumstances, and with the prior approval of the General Secretary, a different person may be appointed)
4. A co-ordinator for All-member meetings shall be appointed.
5. The Executive Committee shall consist of the officers, the leader and deputy leaders of the Labour Group, the panel coordinator and one delegate from each CLP. Accredited Party organisers within the area may attend Executive Committee meetings without voting power. Where the co-ordinator for All-member meetings does not already hold a post represented on the Executive committee, s/he will be co-opted on to the executive. (Appendix 3)

## Clause VI.

### Meetings

1. The annual meeting shall be held in October each year, or if such a meeting is not held, as soon as possible afterwards.
2. The LCF shall meet whenever necessary to deliver the best organisation and campaigns to secure the best possible representation for Labour in the authority. As a minimum, the LCF shall have at least one meeting a year for each of: the creation of a campaign strategy, the creation of a recruitment strategy, the creation of a selection strategy and to convene a selection panel.
3. The General Management Committee quorum shall be 25% of the delegate membership.
4. The Executive Committee shall meet as required.
5. The Executive Committee quorum shall be 25% of the executive membership.
6. Meetings should be conducted in a comradely fashion. No one entitled to attend shall be precluded because they cannot gain access to the meeting room for any reason. Harassment or intimidation of members on the basis of gender, age, sexual orientation and gender identity, disability or race is unacceptable.
7. In addition to the delegate forum, it is proposed that all member local government meetings are arranged by the LCF a minimum of twice over the year, where party members would be able to discuss policy with the Labour Group Leader and Cabinet members.

## Clause VII.

### Finance

1. The administrative expenses of this LCF shall be met from contributions subscribed by the CLPs concerned in agreed proportions.
2. The CLPs shall be responsible for the expenses incurred in contesting elections and by-elections within their area. They shall also meet a proportionate share of any expenses that the CLPs agree shall be incurred by this LCF in contesting such elections.
3. 'Expenses' refers to legitimate and authorised expenses.

## Clause VIII.

### General

1. The electoral policy and programme for the appropriate elections shall be decided by the council Labour Group. The LCF shall work to organise opportunities for wider consultation to assist the development of policy.
2. The Executive Committee of this LCF shall seek to contest all seats in each electoral area in consultation with the CLP concerned.

## Clause IX.

### Candidates

1. The LCF shall select and convene an interview panel for the selection of candidates. This shall include a member of the LCF, and respective CLPs and Labour groups may nominate a member to sit on this panel. The LCF may co-opt additional members, including members from other Labour parties, when it is deemed necessary, in line with the selection guidelines approved by the NEC.
2. Candidates for the appropriate elections shall be selected in accordance with the rules for the selection of local government candidates laid down in the Labour Party rules and in the selection guidelines appended thereto along with any other regulations approved by the NEC.
3. In the event of a by-election arising, the Executive Committee shall consult with the executive committees of the CLP and branches concerned to ensure that a candidate is selected as far as possible following the procedure referred to above. In the case of an emergency, it shall take whatever action that may be necessary to meet the situation and to ensure that the vacancy is contested by the Party.

## Clause X.

### Relations with the Labour group

1. For the purpose of maintaining contact between the group and the local Party, representatives of the LCF and CLPs ('group observers') may attend group meetings with the right to speak on all matters coming before the group (subject to Chapter 13 Clause IX below\* and Chapter 13 Clause XIII below\*\* of the national Party group rules) but not to propose or second motions or amendments or to vote. The number of group observers shall be determined by the LCF but shall not exceed one third of the membership of the group up to a maximum of six observers.

*\* The LCF shall have the right and opportunity to submit names for consideration, but formal nomination and selection shall be as specified in the group standing orders.*

*\*\*If, following any initial investigation, the group whip finds a serious breach of rule, it shall be competent for the group whip to be withdrawn for a specified period up to a maximum of six months or for an indefinite period, from any member who is in breach of these rules, such action to be initiated by the group whip who shall:*

- A. report to the officers of the group and the LCF who shall ensure that there is no Party discussion on the proposed action outside the procedure provided for in this rule until this procedure has been completed.*
- B. convene a joint meeting of the Labour group and the executive of the LCF at which upon due notice the matter shall be determined with the chair from the Labour Group and evidence taken in writing, from the defendant, and from witnesses as necessary.*

## Clause XI.

### Miscellaneous

1. The general provisions of the constitution and rules of the Party shall apply to this Local Campaign Forum.
2. As an accounting unit of the Party with regard to the Political Parties, Elections and Referendums Act 2000, the LCF shall co-operate fully with regard to its legal and financial obligations.
  - A. All accounting units must comply with their legal obligations under PPERA 2000 including using 1 January to 31 December as the financial year, maintaining adequate financial records, identifying and reporting donations and loans, producing an annual statement of accounts and providing all relevant information as requested to the Party. Failure to meet these obligations may lead to the NEC taking disciplinary action against individual members, the suspension of the LCF or both.
  - B. Following each annual meeting of this LCF the secretary shall forward to General Secretary a copy of the LCF annual report, including the annual statement of accounts and such other information as may be requested by the NEC in the format required and in compliance with the CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.
  - C. The annual statement of accounts must be presented to and approved by a general meeting in the first quarter of the year following the year in question. Where required by PPERA 2000, the annual statement of accounts must be forwarded to the Electoral Commission by 30 April of the year following the year in question.
3. Any insertions or proposed changes to these rules are subject to the approval of the Regional Director.

## Appendix 1

Liverpool Local Campaign Forum Membership			
Labour Group Leadership	Leader (or representative)		
	Deputy Leaders (or representatives)		
Panel	Panel co-ordinator		
CLPs	Secretary	One per CLP	Each CLP delegation should be gender balanced over the seven
	Campaign co-ordinator	One per CLP	
	Non-mandated members	Five per CLP (inclusion of the Chair, Treasurer and TULO is strongly encouraged)	
Co-operative Party	Nominated by the Co-operative Party	One per CLP	
Liverpool Young Labour	Nominated by Liverpool Young Labour	One per CLP	
European and Westminster Representatives	MPs		
	MEPs		

## Appendix 2

LCF Officers (4)

- Chair
- Vice-chair
- Secretary
- Treasurer

## Appendix 3

LCF Executive Committee (14)

- Chair
- Vice-chair
- Secretary
- Treasurer
- Labour Group Leader
- Labour Group Deputy Leaders
- Panel Co-ordinator
- One delegate from each CLP
- All-member meeting organiser (co-opted)