

**ALLIANCE
FOR CHANGE**



RULE BOOK

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ALLIANCE FOR CHANGE

Rule Book

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Glossary

AFC Alliance for Change

AFC Inc. Alliance for Change Incorporated

EC Executive Committee

GS General Secretary

LGC Local Government Committee

MC Management Committee

MP Member of Parliament

NEC National Executive Committee

NOM National Operations Manager

RMC Regional Management Committee

ROM Regional Operations Manager

SOC Standing Orders Committee

WFC Women for Change

YFC Youth for Change

The national rules of
THE ALLIANCE FOR CHANGE

Chapter 1

Constitutional rules

Introductory Statement

1. *The Alliance For Change (hereinafter called the "AFC") is a political Party committed to the view that each and every person is equal, and dedicates itself to guaranteeing the equality, freedom, dignity and well-being of every citizen of Guyana.*
2. *The AFC is committed to the construction and administering of a just society within the framework of meaningful participation by all persons, the enhancement of our diverse community and the preservation of the Guyanese identity.*
3. *The AFC recognizes that the development of a just society is founded on the supremacy of the rule of law.*
4. *In accordance with these democratic values the AFC subscribes to the protection of fundamental rights and freedoms of persons under the rule of law and commits itself to the protection of these essential values and to advocating for their constant adoption to the changing needs of modern Guyanese society.*
5. *The AFC recognises that the creation of a just society and democratic values require that every citizen shall have the right to participate in the formulation of policies promoting the aforementioned objectives and in all decisions affecting them.*
6. *The AFC, in realising these objectives, will provide an open and democratic platform upon which free dialogue and participatory action, both electoral and non-electoral, shall be facilitated.*

The AFC Constitution sets forth the institutions, systems and procedures by which the Alliance for Change will work to implement these ideas on behalf of its members which are further developed by means of the rules set forth herein.

Name and objects

1. *This organisation shall be known as 'The Alliance for Change (hereinafter referred to as 'the party')'. Its purpose is to organise and maintain in Parliament and in the country a political Party.*
2. *The party shall give effect, as far as may be practicable, to the principles from time to time approved by the party conference.*
3. *The objectives of the Party shall be:*
 - A. *To promote a Guyanese nation which is dedicated to political liberty and the freedom and dignity of every citizen; and in which a free and liberal Guyanese democracy shall be maintained by:-*
 - i. *A Constitution which recognizes and provides for the separation of powers in which the executive is accountable to the National Assembly in a meaningful way; in which the judiciary is independent and the public service is restructured and allowed to operate professionally.*
 - ii. *Freedom of speech, religion and association;*
 - iii. *Freedom of citizens to choose their own way of living and of life, subject to the law and the rights of others;*
 - B. *To protect the people and resources of the state against exploitation;*
 - C. *To encourage individual initiative and enterprise as the dynamic force of progress; and*
 - D. *To develop to the fullest extent a national spirit in Guyana.*
 - i. *In which the ideals of racial harmony and equality are recognized and promoted;*
 - ii. *In which the youth of the nation are given every encouragement to develop their talent to the fullest;*
 - iii. *In which family life is seen as fundamental to the well-being of society;*
 - iv. *In which the protection of our territorial integrity is a matter of patriotic duty, and in which the spirit of nationalism is fostered and all Guyanese are united in a common commitment to serve their country;*
 - v. *In which members of the defence and enforcement services and their dependants shall enjoy honour and security;*
 - vi. *In which primary, secondary and tertiary industries are promoted, new and adequate markets developed, the condition of people from rural areas improved, rural amenities increased, and decentralisation of industries encouraged;*
 - vii. *In which there shall be no nationalisation or privatisation of any Guyanese industry or property without the due process of the law;*
 - viii. *In which constant employment at good wages is available to all willing and able to work;*
 - ix. *In which social provision is made for the aged, the incapacitated, the widowed, the sick, the unemployed and their children the orphaned the abused or those incapacitated by reason of alcohol or other drug addiction.*
 - x. *In which adequate medical services shall be provided and made accessible to all, and*

xi. In which a comprehensive system of child and adult education is designed to develop the spirit of true citizenship, and in which no consideration of wealth or privilege shall be a determining factor.

The AFC shall recognize, promote and protect the resources, culture and way of life of the indigenous people of Guyana and shall implement special programmes to reduce their level of poverty.

The AFC is committed to the view that all of the ten regions in this nation are equal and shall be treated fairly and equitably in the allocation of national and regional resources.

Party structure and affiliated organisations

1. There shall be a National Executive Committee of the party (the 'NEC') which shall, subject to the control and directions of party conference, be the administrative authority of the party.

2. The AFC Shall have as its symbol, the key with the map of Guyana attached.

3. The Party's colours shall be Gold and Green.

4. These party symbols shall only be changed by way of a special resolution of two thirds of the votes at a National Conference.

5. The party shall be organised on the following basis:

A. Where the NEC so determines there shall be established in any of the 10 regions of Guyana a unit of the party which shall be managed by a Regional Management Committee (RMC).

B. Within each Region, members shall be organised in Groups of no less than 10 members, the number and area covered by such Groups to be agreed by the RMC and the NEC

C. A women's forum, Women for Change (WFC) may be established in each region consisting of all individual women members

D. All individual members of the party aged between 16 and 26 years inclusive shall be members of Youth for Change(YFC) and may establish local YFC groups within the 10 regions of Guyana

E. The Alliance For Change Incorporated (AFC Inc.) a not for profit incorporated company shall be maintained for holding party assets, either outright or on trust, for the benefit of the party and for non-profit work associated with the promotion, management, administration and organisation of the party

6. Organisations may, subject to the decision of the NEC, which shall be final and binding, affiliate to the party if they fall within the following categories:

A. co-operative societies

B. other organisations which, in the opinion of the NEC, have interests consistent with those of the AFC.

7. Each affiliated organisation must:

A. accept the programme, policy and principles of the party

B. agree to conform to the constitution and standing orders of the party

C. submit its political rules to the NEC.

8. Other

A. Political organisations not affiliated or associated under a national agreement with the party, having their own programme, principles and policy for distinctive and separate propaganda, or possessing branches in the regions or engaged in the promotion of parliamentary or local government candidates, or having allegiance to any political organisation situated abroad, shall be ineligible for affiliation to the party.

B. The panel of the NEC responsible for assessing applications to affiliate to the party shall have regard to procedural guidelines determined by the NEC.

9. Affiliations Fees

i. After consultation with affiliated organisations, the NEC will determine affiliation fees as and when necessary for Annual Conference to approve.

ii. Of that affiliation fee, a proportion shall be allocated to the party's national election fund as provided in these rules.

iv. Affiliation fees shall be payable on a quarterly basis on the first days of January, April, July and October each year and must have been paid in full not later than 31 December of the relevant year.

10. Membership fees

Membership fees for each individual member shall be collected by, or on behalf of, the party's head office and shall be divided between head office, the relevant regional office, as laid down in the membership rules.

The party's financial scheme

1. The party shall maintain a financial scheme approved by the NEC and shall consist of a central organisation with accounting units all under the management of AFC Inc..

2. The Regional Management Committees (RMCs) may, subject to the approval of the NEC, be registered as accounting units under the party's financial scheme and such other party units as shall from time to time be agreed by the NEC to be eligible for registration.

3. All accounting units will comply with their legal obligations to provide the NEC with all relevant information as requested. Failure to supply such information may lead to the NEC taking disciplinary action against individual members, the suspension of the appropriate party unit or both.

Aims and values

1. The AFC is a democratic party. It believes that by the strength of our common endeavour we achieve more than we achieve alone, so as to create for each of us the means to realise our true potential and for all of us a community in which power, wealth and opportunity are in the hands of the many not the few; where the rights we enjoy reflect the duties we owe and where we live together freely, in a spirit of solidarity, tolerance and respect.

2. To these ends we work for:

A. A DYNAMIC ECONOMY, serving the public interest, in which the enterprise of the market and the rigour of competition are joined with the forces of partnership and co-operation to produce the wealth the nation needs and the opportunity for all to work and prosper with a thriving private sector and high-quality public services where those undertakings essential to the common good are either owned by the public or accountable to them

B. A JUST SOCIETY, which judges its strength by the condition of the weak as much as the strong, provides security against fear, and justice at work; which nurtures families, promotes equality of opportunity, and delivers people from the tyranny of poverty, prejudice and the abuse of power

C. AN OPEN DEMOCRACY, in which government is held to account by the people, decisions are taken as far as practicable by the communities they affect and where fundamental human rights are guaranteed

D. A HEALTHY ENVIRONMENT, which we protect, enhance and hold in trust for future generations.

3. The AFC is committed to the defence and security of the Guyanese people and to co-operating in the United Nations, the Caribbean Community, Commonwealth and other regional and international bodies to secure peace, freedom, democracy, economic security and environmental protection for all.

4. The AFC shall work in pursuit of these aims with co-operative societies and also with voluntary organisations, consumer groups and other representative bodies.

5. On the basis of these principles, The AFC seeks the trust of the people to govern.

Party programme

1. At all levels the party will ensure that members, elected representatives, affiliated organisations and, where practicable, the wider community are able to participate in the process of policy consideration and formulation.

2. The Party's National Conference shall decide from time to time what specific proposals of legislative, financial or administrative reform shall be included in the party programme. This shall be subject to approval by a ballot of the eligible membership once in each Parliament. No proposal shall be included in the final party programme unless it has been adopted by the conference by a majority of not less than two-thirds of the votes recorded on a card vote.

3. NEC, shall decide which items from the party programme shall be included in the manifesto which shall be issued by the NEC prior to every general election. The NEC shall also define the attitude of the party to the principal issues raised by the election which are not covered by the manifesto.

National Conference

1. The work of the party shall be under the direction and control of the party conference, which shall itself be subject to the constitution and standing orders of the party. The National Conference shall be held biennially and also at such other times as it may be convened by the NEC.

2. The rules for the convening and operation of the National Conference are contained in chapter 3 of these rules which may be amended by decision of the NEC, subject to ratification by the National Conference. The National Conference and special sessions of the party conference in these rules are referred to as 'party conference' and these rules (except where the context otherwise requires) shall apply thereto.

Party officers and statutory officers

1. Party officers

A. Leader

i. There shall be a leader of the party who shall be a member of the National Executive Committee and enjoy full voting rights and shall, in addition, be an ex-officio, a member of all party committees, sub-committees and working groups sanctioned by the NEC .

ii. The leader of the party shall be elected or re-elected in accordance with procedural rule Chapter 4 B.2 below, at a party conference convened in accordance with clause VII of these rules.

II.. The Leader shall be vested with the authority of the NEC to be responsible for the affairs of the Party in the periods between the meetings of the National Executive.

B. Chair

i. There shall be a chair of the party, who shall be considered the Deputy Leader of the party, and who shall be an elected member of the NEC accordance with the provisions set out in procedural rule Chapter 4 B.3 below, and who shall be an ex-officio member of all party sub-committees and working groups sanctioned by the NEC.

ii. The Chairman shall be vested with the authority of the National Executive to be responsible for the formulation and execution of the party's policies.

C. Deputy Chair

I. There shall be a Deputy chair of the party, who shall be an elected member of the NEC in accordance with the provisions set out in procedural rule Chapter 4 B.3 below, and who shall be an ex-officio member of all party sub-committees and working groups sanctioned by the NEC.

II. Chair all meetings of the National Executive Committee in the absence of the Leader or Chairman.

III. Ensure that there is an active and properly constituted group of the Party in every Region, financially able to support local government and Parliamentary election campaigns; provide support to members; and establish economically viable projects for the benefit of the membership.

D. General Secretary

i. There shall be a General Secretary of the party who shall be an elected member of the NEC in accordance with the provisions set out in procedural rule Chapter 4 B.4 below. The General Secretary shall act as secretary to the NEC.

ii. For the avoidance of doubt, wherever in this rule book or upon instruction or delegation by the NEC, or a committee or sub-committee thereof, the General Secretary has a function to discharge, she or he may delegate the discharge of such function to such appropriate officer or designated representative of the party as she or he shall see fit. Further, the General Secretary shall be deemed always to have had the power so to delegate.

III. The General Secretary shall be responsible for ensuring that the administrative and other arrangements of the Party comply with all legal requirements; for maintaining an up to date record of the Party's members; for the administration of leadership elections and elections to the National Executive (except when he or she is a candidate, when the National Executive shall nominate another of its members to carry out this task); and for the general organisation of the National Conference.

iv. The General Secretary shall chair the Disciplinary Committee and the Committee for Standing Orders and shall sit on the Conference Steering Committee and Elections Planning Committees.

C. Party Treasurer

i. There shall be a treasurer of the party who shall be appointed by the National Executive Committee from amongst the members of the Executive, or from the larger membership of the Party, if a suitable candidate cannot be found from among the Executive.

II. The Treasurer shall be responsible for managing the Party's finances, for preparing annual accounts and presenting same for reception at an annual meeting of the National Executive to be held within three months of the end of the financial year. The Treasurer shall chair the Finance Committee. And submit a Financial Plan of Action for the maintenance of the Party's offices, budgets for the AFC and prepare preliminary Budgets for local government and Parliamentary elections and Annual fundraising plan commencing within one month after the National Conference.

III. The Treasurer shall be the chair of the Board of Directors of AFC Inc. which is appointed by the NEC

E. Auditors

i. Two conference delegates shall be elected in accordance with rule Chapter 4 B.6 below to act as auditors of the party accounts to be submitted to the annual session of party conference in the year following that in which they were elected.

F. The offices of Leader, Chair, Deputy Chair, General Secretary or Treasurer shall be held by separate and different persons.

2. Statutory officers

A. In order to comply with statutory requirements:

i. The party shall notify the Elections Commission of:

- a. a person to be registered as the party's leader
- b. a person to be registered as the party's nominating officer
- c. a person to be registered as the party's treasurer.

B. In the case of 2.A.i.b and 2.A.i.c, the registration of a person or persons as statutory officers shall be subject to the approval of the NEC.

The National Executive Committee

The National Executive Committee shall have general responsibility for the affairs of the Party between the National Conferences, subject to the provisions of this Constitution and to the resolutions or other actions of the National Conference. This responsibility shall include all actions necessary or appropriate in order to carry out the provisions of this Constitution and the objectives of the Party. The following rules specifically apply:

1. The NEC shall comprise of 27 members elected in such proportion and under such conditions as may be set out in rules Chapter 3 C below and Chapter 4 C below, as follows.

A. the Leader of the party

B. the Chair of the party.

C. the Deputy Chair of the party

D. the General Secretary of the party

E. the Treasurer of the party.

F. one representative of the Youth for Change the youth arm of the party

G. one representative of the Women for Change the women's arm of the party

H. ten members each representing the ten regions of Guyana at the National Conference

I. five persons co-opted by the National Executive from among the members to ensure gender, age, ethnic and regional representation.

J. four members representing the Diaspora in the USA, Canada, Europe and the Caribbean.

2. The primary purpose of the NEC shall be to provide a strategic direction for the party as a whole and to maintain and develop an active party in the country, working in partnership with the party's representatives in Parliament, and local government to secure the party's objectives. The key functions of the NEC are to:

A. contribute to policy development

B. win elections and maintain the support of voters

C. maintain a healthy party at all levels, engaged in the community upholding the highest standards in public life

D. ensure a high quality of service through contract with party members

E. fulfil its operational and constitutional responsibilities as defined in this clause

F. maintain a balanced partnership between all party stakeholders

G. ensure the party meets its legal and financial responsibilities

3. In furtherance of its primary purpose and key functions, the duties and powers of the NEC shall include:

A. to uphold and enforce the constitution, rules and standing orders of the party and to take any action it deems necessary for such purpose, including disaffiliation, disbanding, suspending or otherwise disciplining any affiliated organisation or party unit; in furtherance of such duties it shall have the power to suspend or take other administrative action against individual members of the party subject to the provisions of the disciplinary rules set out in chapter Chapter 6 below of these rules

B. subject to the preceding sub-clause (a) and through its national and regional officers, where the NEC so determines, to ensure the establishment of and to keep in active operation in accordance with the rules laid down by party conference:

i. a Regional Management Committee in each region designated by the NEC

iii. a Local Government Committee (LGC) for each elected level of local authority.

C. to establish and promote the Young in each community by encouraging the formation of local Youth for Change (YFC) groups and holding regular Youth Conferences in accordance with the rules laid down by the party conference.

D. to establish and promote Women for Change (WFC) organisations throughout the country by encouraging the formation of women's forums and by holding a regular national women's conferences in accordance with the rules laid down by the National Conference.

E. to ensure that party meetings and events shall be conducted in a friendly and orderly manner and organised in such a way as to maximize participation from members and that no member shall be precluded from attendance because they cannot gain access to the meeting place for any reason. Harassment or intimidation of any member is unacceptable as is any form of discrimination on the basis of gender, sexual orientation and gender identity, disability or race. The NEC shall from time to time, issue guidance and instructions on the conduct of meetings and guidance and instructions on the implementation of quotas for women's representation.

F. to present to the regular biennial National Conference a report covering the work and progress of the party during its period of office, together with a report on the work of the NEC committees, a financial statement and duly audited accounts. This report, financial statement and accounts shall be sent to RMCs and affiliated organisations at least two clear weeks before the opening of the National Conference

G. to propose to party conference such amendments to the constitution, rules and standing orders as may be deemed desirable; also, in accordance with the rules, to submit to the party conference such resolutions and declarations affecting the programme, principles and policies of the party as in its view may be necessitated by political circumstances

H. to establish a Joint Policy Committee to oversee the National Policy Forum and the Policy Commissions in producing a rolling programme for submission to the National Conference and which will be subject to a ballot of the eligible membership .

I. to organise and maintain such fund or funds as may be thought necessary for any or all of the objects for which the party exists, including a fund to provide solely for the preparation, organisation and campaigning necessary in national and regional elections, this fund to be known as the AFC national election fund.

J. to secure advances from time to time, or to raise loans either by mortgage or otherwise and on such terms as it may deem expedient; to employ any part of the funds at its disposal in the purchase of any freehold or leasehold building or site and/ or in the building, leasing, holding or rental of any premises, and in the fitting up and maintenance thereof; and to invest any moneys not immediately required in such securities as it may deem proper and to realise or to vary such investments from time to time and to appoint trustees and/ or form a society, association, company or companies in accordance with the provisions of the Friendly Societies Acts or the Companies Acts for any or all of the above purposes and to define the powers of such trustees, society, association, company or companies and the manner in which such powers shall be exercised.

K. to issue guidance, give rulings and bring forward rule changes to the National Conference to ensure continued compliance with the party's legal and financial responsibilities, and to take action on the advice of the General Secretary to protect the party from actions by organisations and individuals who fail to comply with, or fail to co-operate with the party in meeting, such legislative requirements.

L. to ensure an equal opportunities procedure is in place which covers the rights of members during all party activities. The NEC will work to deliver a Party that reflects the communities it serves and will therefore ensure policy, practices and procedures enshrine principles of equalities, inclusion and diversity. The NEC confirms the policy of promoting equality, tackling under representation and not unfairly discriminating against anyone including on the basis of gender, race, sexual orientation and gender identity, disability or religious beliefs. The NEC shall provide guidance for all aspects of the Party Directly Elected Mayors, and Councillors for Principal Authorities. The NEC is responsible for monitoring and developing equalities policy.

4. The NEC shall have the power to adjudicate in disputes that may arise at any level of the party, including between affiliated organisations and other party units, and other party units and individuals in those units and in disputes which occur between individual members or within the party organisation. Where the rules do not meet the particular circumstances, the NEC may have regard to national or local custom and practice as the case may require. The NEC's decisions shall be final and binding on all organisations, units and individuals concerned.

5. All powers of the NEC may be exercised as the NEC deems appropriate through its elected officers, committees, sub-committees, the General Secretary and other national and regional officials and designated representatives appointed by the NEC or the General Secretary. For the avoidance of doubt, it is hereby declared

that the NEC shall have the power to delegate its powers to such officers and committees and subcommittees of the NEC and upon such terms as from time to time it shall see fit. Further, it shall be deemed always to have had such power.

6. The NEC shall meet at least quarterly and at such other times as the Management Committee decides.

7. No meeting of the National Executive Committee shall commence unless an opening quorum of seven voting members is present.

8. The National Executive Committee may make rules for the conduct of its meetings, subject to ratification by a resolution of the members in a general meeting.

9. The National Executive Committee shall have the following specific powers and duties:-

I. to provide, maintain and manage, carry on Headquarters, Clubs, Social Centres and places of meeting or recreation or instruction within Guyana as may be required, and to furnish, equip and provide supplies therefor;

II. to purchase, take on, lease or in exchange, hire or otherwise acquire any real and personal estate which may be deemed necessary or convenient for any of the purposes of the AFC;

III. to construct, maintain and alter any houses, building or works necessary or convenient for the purposes of the AFC;

IV. to take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of the AFC in the shape of donations, annual subscriptions or otherwise;

v. to invest any moneys of the AFC, not immediately required for any of its objects, in such a manner as may from time to time be determined;

vi. to enter into any arrangement for amalgamation, joint working or cooperation with any Party, association, society or body of persons whether incorporated or not carrying on work or having objects similar to the work and objects of the AFC

vii. to produce and publish and to distribute gratuitously or otherwise such books, newspapers, pamphlets, periodicals and other literature as may seem calculated to promote the objects of the AFC;

viii. to receive and accept donations, subscriptions and endowments or money or of any form of property;

ix. to improve, manage, develop, sell, exchange, lease, mortgage or otherwise deal with or turn to account (but subject to any such consent or approval as may by law be required) all or any of the property of the AFC;

x. to engage and dismiss all paid officers and servants of the AFC and fix their remuneration and terms of employment;

xi. to grant and pay such pensions, salaries, gratuities or other sums in recognition of service to any person as may from time to time be approved by the National Executive Committee of the AFC;

xii. to appoint a trustee or trustees personal or corporate to receive and hold any property on behalf of the AFC and to allow any such property to remain outstanding in such trustee or trustees;

xiii. to do all such acts and things as are or may be incidental or conducive to the attainment or furtherance of any of the objects or the exercise of any of the powers of the AFC.

Management Committee

1. There shall be a Management Committee of the AFC, which will meet weekly/monthly or at any other times decided on by the Chairman. The Management Committee will comprise not more than 6 persons, namely, the Leader, Chairman, the Deputy Chairman, the General Secretary, and two other members of the National Executive who shall be nominated to serve on the Management Committee by the other members of the National Executive.

2. The Chairman shall have a casting vote in the event of a deadlock.

3. The Party's Parliamentary representatives would be invited members of the Management Committee

4. It shall be the duty of the Management Committee to carry out the directives of the National Executive on a daily basis.

5. The Committee may co-opt other members of the AFC to attend management committee meetings to assist in its deliberations as required.

Standing and Temporary Committees

The standing committees set up by the National Executive shall include a Finance Committee, a Disciplinary Committee, a Committee on Standing Orders, Youth Arm, Women's arm and a National Conference Steering Committee.

1. The Finance Committee shall have at least four members and shall be chaired by the Treasurer. Its responsibility will be to oversee the management of the Party's finances and to appoint external auditors.

i. No member of the AFC who has gained a seat in the National Assembly shall be a member of the Finance Committee.

ii. The functions of the Finance Committee shall be:

(a) to provide for the financing of the National Executive and any matter arising which is incidental to the AFC's objectives;

(b) to receive from each Committee a budget and financial statement at the beginning of each financial year and as and when required thereafter.

iii. At all meetings of the Finance Committee, the Treasurer or his nominee shall preside and the person so presiding shall have a casting as well as a deliberative vote.

2. The Disciplinary Committee shall comprise the General Secretary and the delegates elected for this purpose at the AFC's National Conference and shall be chaired by the General Secretary. This is further addressed in Chapter 6.

3. The Committee on Standing Orders shall be chaired by the Deputy Chair and will be responsible for maintaining and updating the AFC's Rule Book and for reviewing proposals for amendments to the Party constitution.

4. The Youth Arm Committee shall be chaired by the Youth for Change representative on the NEC and shall be responsible for fastening and building the Youth Arm of the Party.

5. The Women's Arm Committee shall be chaired by the Women for Change representative on the NEC and shall be responsible for fastening and building the Women's Arm of the Party.

6. The Conference Steering Committee will have the responsibility for all matters relating to the agenda of the AFC's National Conference, including the selection of motions and resolutions for debate.

The National Executive Committee shall designate such other Standing Committees which from time to time, shall be deemed desirous for the functioning of the Party. Such Standing Committees shall be ratified by the next National Conference of the Party.

Use of Party Funds

The AFC is a non-profit Party and accordingly the following provisions shall apply:

i. The income and property of the AFC howsoever and whensoever derived or acquired shall be applied solely towards the promotion of the objects and policy objectives of the Party as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise to the members of the Party Provided that:

(a) nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Party or to any member of the Party in return for any services actually rendered to the Party or for goods supplied in the ordinary and usual way of business nor prevent the payment of interest at a rate not exceeding the rate of interest paid for the time being by the Party's bankers in respect of term deposits having a maturity of 180 days on money borrowed from any member of the Party.

(b) any member who is a member of the National Executive Committee of the Party and who is appointed to any salaried office of the Party or any office of the Party paid by fees shall upon such appointment be deemed to have vacated the office to which such member was elected.

(c) no remuneration or other benefit in money or money's worth shall be paid or given by the Party to any voting member of the National Executive except repayment of out-of-pocket expenses and interest at the rate afore-said on money lent or reasonable and proper rent for premises demised let or sublet to the Party.

ii. If upon the winding-up or dissolution of the Party there remains after satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Party but shall be given or transferred to some other institution or institutions selected by the general membership.

Scope of rules

1. The general provisions of these rules shall apply to all units of the party

2. The NEC shall have the authority to sanction, where the NEC considers local circumstances render it necessary, modifications in the rules laid down by party conference for the various party units. Such modifications shall comply with the spirit and intention of the rules adopted by party conference and may not alter the party objects, the basis or conditions of affiliated and individual membership, or vary the procedure for the selection of parliamentary or local government candidates (except as provided for in the rules) .

3. Party units may adopt additional rules which shall not contravene the provisions contained in the rules adopted by party conference and must be submitted to the NEC for endorsement prior to final adoption and implementation; pending such endorsement or rejection no such additional rule may be invoked.

4. The existing constitution and rules, or any part thereof, may be amended, altered or additions made thereto by resolutions carried on a card vote at party conference in the manner provided for in the procedural rules for party conference . Notice of resolution embodying any such proposal must be sent to the General Secretary at the head office of the party also in the manner provided for in the procedural rules.

5. For the avoidance of any doubt, any dispute as to the meaning, interpretation or general application of the constitution, standing orders and rules of the party or any unit of the party shall be referred to the NEC for

determination, and the decision of the NEC thereupon shall be final and conclusive for all purposes. The decision of the NEC subject to any modification by party conference as to the meaning and effect of any rule or any part of this constitution and rules shall be final.

Chapter 2

Membership rules

The importance of membership

The AFC is a democratic party which believes that social change comes from a combination of progressive government at the centre and community action. We do not believe that social change can be delivered solely by a top-down approach. That means that we value the role of our members and our affiliated members as progressive campaigners, community activists and social entrepreneurs who forge positive change in their own neighbourhoods as well as shaping and promoting national policy. It is our members who can inspire and engage local people and communities. Together our members and affiliates can create a party that is truly reflective of the communities we serve; a party able to turn outwards and find innovative and flexible ways to encourage contact and support from local communities, drawing in those who share our values, and therefore bringing a range of skills and experience into its work. Our members and our affiliated members are invaluable as activists in building our electoral support, arguing our case, in ensuring a local AFC presence in every constituency, and in being an agent for change locally, nationally, and internationally.

Members enjoy the formal democratic rights of party membership as stated within the rules. Party members have the right to participate in the formal process of the party, vote at party meetings, stand for party office and elected office as stated within the rules. Many AFC supporters are also progressive campaigners, community activists and social entrepreneurs who forge positive change in their own neighbourhoods. We value this contribution and should embrace their activism. We need dialogue and to work in partnership with our supporters. The party's organisation needs to match the way people live and reach out beyond its membership to our other supporters. Staying permanently in touch with our supporters, our local communities and the voters we seek to serve will mean we are always a contender for government. Our members will therefore ensure we have strong local Groups which will:

- reach out into our communities beyond our existing membership base*
- engage with local community groups to reach out to supporters and potential new members*
- empower local leadership as the key to leading change*
- be seen as the engines of change in our communities*
- work in a way that is open and welcoming for members and supporters*
- work in a way that better reflects the priorities of the communities in which we are based*
- ensure that the AFC is a focal point for local campaigns and community activism*
- ensure there is an AFC presence in every locality*
- embrace the community activism that exists across the country*
- inform and encourage support for progressive politics and policies*
- actively engage with those who share our values and who are working for improvements*
- be seen by local people as somewhere that local concerns can be addressed, and where people can go to help them achieve change.*

AFC supporters will enjoy informal involvement and participation: the ability to be informed, to join with us at election times to promote our candidates, to be invited to local and national events, to hear speakers and question government ministers, to engage at appropriate points with our policy-making processes. AFC's Supporters will be encouraged to join the Party as full members.

A. Conditions of memberships

1. There shall be individual members of the Alliance for Change who shall pay a subscription in accordance with these rules, subject to a minimum as laid down in rule C below.

2. The term 'individual members of the party' shall encompass all grades of membership laid down in rule C below; all such members shall have equivalent rights within all units of the party except as prescribed in these rules.

3. Membership of the Alliance For Change shall be open to all who subscribe and agree to be bound by this Constitution and Rules of the Party. To this end, all individuals aged 16 and over shall be eligible for membership in the Party without discrimination based on race, nationality or ethnic origin, colour, religion, sex, age or disability, provided:

- A. They are Guyanese citizens or entitled to Guyanese citizenship or are Guyanese nationals domiciled abroad:*
 - i. or are ordinarily resident in Guyana; or are resident abroad pursuing employment, or education, or medical attention or such other approved reason that the National Conference may determine;*
 - ii. they are not members of any other political party within Guyana or affiliates outside of Guyana.*

iii. Associate membership is open to persons not entitled to full membership but who may be entitled to enjoy all rights and benefits of membership except voting rights.

iv. The National Executive Committee may accept affiliation from other organizations such affiliated bodies shall not enjoy voting rights.

B. (a) Any eligible person who wishes to become a member of the AFC may do so by applying for membership, such person may be admitted as a member upon complying with all the membership requirements.

(b) Each member shall be issued a membership card provided by the Party.

C. Rules relating to qualifications and applications for membership and their acceptance, expulsion of members, annual membership fee and rights and obligations of members shall be provided for by the National Executive in the AFC Rule Book

D. The National Executive Committee shall decide the mode of publicizing the Rules as they deem necessary, the conditions attached to their distribution and so on, including a prescribed fee, if any for obtaining a copy of the abovementioned rules.

E. Where If any member ceases to be a member of the Party he/she shall automatically cease to be a member of any Committee organization or representative Body associated with the Party.

F. The National Executive shall decide and fix the annual membership fees to be paid by Party members.

(a) Any person applying to be enrolled as a member, shall be required to pay a membership fee;

(b) There shall be an annual membership fee, which shall be referred to as an annual renewal membership fee:

(c) Any person making application for associate member shall be required to pay an associate membership fee.

G. The National Executive may expel from the Party any person who while being a member, retains or accepts membership in another political party or movement, provided that in every such case any such person shall first be given one month within which to resign either from the AFC Party or from the other party or movement.

H A person who is expelled from the party or whose application for membership is rejected by the National Executive or who has resigned from the party may reapply for membership the acceptance or rejection of such reapplication to be determined by the NEC.

I. Persons expelled from membership of the Party may appeal to the National Conference against such expulsion, and such person shall be readmitted upon a simple majority vote.

J. Where a member has been convicted of a serious criminal offence and has received a prison sentence, the NEC shall have the right to impose the appropriate disciplinary action from the following options:

i. Suspension from membership or from holding office and representation of the party for the duration of the prison sentence.

ii. Referral of disciplinary case to the Disciplinary Committee

iii. Where the NEC determines it is appropriate and based on a conviction for a serious offence, shall automatically be ineligible to be or remain a party member, shall automatically be ineligible to be or remain a party member, subject to the provisions of part Chapter 6 A.2 below of the disciplinary rules.

B. Membership procedures

1. Individual members of the party shall be recruited into membership in accordance with these rules and any applicable NEC guidelines which shall be issued to party units and affiliated organisations from time to time. Members of affiliated organisations not already members who have paid the subscriptions to the affiliated organisation for a period of at least 12 months may be recruited into membership of the party via that affiliated organisation as registered members.

2. Without prejudice to any other provision of these rules, and without prejudice to its powers under Clause VIII of the constitutional rules, the NEC shall be empowered to determine any dispute or question which may arise in respect of membership of the party, either by considering the matter itself or by referring the matter to a Disputes Panel for a decision. In such cases the NEC's decision, or the decision of the Disputes Panel as approved by the NEC, shall be final and binding.

3. For the avoidance of doubt and without prejudice to any other provision in this rule book, any breach of any of these procedures, NEC guidelines or the NEC code of conduct shall be liable to be dealt with by the NEC as a disciplinary offence.

4. The NEC shall issue procedural guidelines on issues relating to membership from time to time, including a code of conduct on membership recruitment. In particular, the NEC wishes to highlight the following areas of potential abuse of membership rules:

A. It is an abuse of party rules for one individual or faction to 'buy' party membership for other individuals or groups of individuals who would otherwise be unwilling to pay their own subscriptions.

B. It is an abuse of party rules for an individual or people they know to be ineligible for that faction to offer reduced-rate membership to category of membership.

C. It is an abuse of party rules for individuals or factions to recruit members who do not live at the claimed addresses in an attempt to manipulate local party meetings or the outcome of party ballots.

D. It is a requirement of party rules for members, where eligible, to register to vote at the address for which they claim membership. It is an abuse of this rule to allow those who are not willing to register to vote for the party to become members of it.

E. It shall be regarded as an act grossly detrimental to the party to withhold membership payments collected locally. Party officers and members should be aware that involvement in such abuses shall be considered as behaviour likely to bring the prima facie evidence of such behaviour may lead to disciplinary action leading to expulsion under the constitutional rules of the party.

C. Membership subscriptions

1. Each individual member of the party shall pay a minimum annual membership subscription. The level of subscription shall be set in accordance with the formula shown below.

A. Unwaged persons, pensioners who have retired from work, persons working less than 16 hours a week and persons on government training schemes, shall be allowed individual 'reduced' membership of the party at a reduced minimum annual subscription.

B. New members under the age of 19 or Students can join for a reduced annual subscription as decided by the NEC and can continue on this rate whilst they are in full time education, thereafter reverting to the standard rate.

2. Generally, the reduced and registered rate membership fees will be set at 50% of the full rate commencing at the start of the party's financial year each year.

3. Eligibility and arrears

A. Members may only participate and vote in party meetings if they are endorsed and have paid the appropriate subscription. Any dispute as to eligibility shall be resolved by the General Secretary with reference to the records of the national membership system. It is the responsibility of the individual member to produce a valid membership card when required.

B. To participate in the selection of candidates at any level, a member must be fully paid up by the notified relevant date. A member shall be deemed to be 'fully paid up' if they are not in arrears, either in whole or in part, with their membership payments.

C. A member shall be deemed to be in arrears from the expiry date of their membership until they renew their subscription.

D. A member shall be deemed to have lapsed from membership if s/he has been in arrears for six months and has not responded to a request to pay the arrears.

5. NEC guidelines shall be published to deal with the payment of membership arrears and the granting in exceptional circumstances of continuous membership to lapsed members who have paid any outstanding subscriptions owed.

D. Procedural guidelines on membership recruitment and retention

A. General

1. Individual members of the party shall be recruited into membership in accordance with these guidelines either by the appropriate RMC group, or by personal application.

2. All recruitment to the party shall be in accordance with these guidelines on membership recruitment which shall be issued to party and affiliated organisations from time to time.

3. The party is anxious to encourage the recruitment of new members and to ensure that new members are properly welcomed into the party and opportunities offered to enable their full participation in all aspects of party life.

4. The party is, however, concerned that no individual or faction should recruit members improperly in order to seek to manipulate our democratic procedures.

5. The health and democracy of the party depends on the efforts and genuine participation of individuals who support the aims of the Party, wish to join the party and get involved with our activities. The recruitment of large

numbers of 'paper members', who have no wish to participate except at the behest of others in an attempt to manipulate party processes, undermines our internal democracy and is unacceptable to the party as a whole.

B. Enrolment procedures

The following enrolment procedures shall apply to applications for membership:

1. An application to become an individual member:

A. may be submitted on a membership application form by the individual, by the appropriate RMC group, or by (in the case of an application for registered membership) an affiliated organisation.

2. Membership application forms must be signed where required by the applicant and sent to the General Secretary together with the membership fee.

3. The payment must be submitted in a form acceptable to the NEC. The general secretary shall arrange for the applicant's details to be recorded on the national membership list as a provisional member.

4. Applications for registered membership may be checked with the affiliated organisation

5. If an application is received without a membership fee, or the payment is in a form unacceptable to the NEC, the applicant shall be immediately informed of the requirement to pay a fee before the application can be processed.

6. An applicant shall be issued with an acknowledgement of provisional membership and the details of the region in which s/he resides and any available information about the local party secretaries.

7. Provisional membership rights commence from the date of production of the acknowledgement following the receipt of the application and the appropriate membership subscription. A provisional member shall only have the right to attend branch meetings in a non-voting capacity.

8. The RMC concerned shall be informed by the general secretary of the application for membership. Any objection to any application for membership may be made by the RMC to the general secretary within eight weeks of this notification. Such objection may only be made by the General Committee/All Member Meeting or Executive Committee of the RMC concerned, though such objection may initially be made on a provisional basis by a party officer, pending further enquiries. Where there is a provisional objection within eight weeks of notification, a further four weeks may be allowed for an objection to be made, and in such circumstances the applicant will be written to by the national party informing them of the extension to the period of objection.

9. Subject to sub paragraph (h) below, if no objection is received by the general secretary within eight weeks of the notification in (f) above, and the membership fee has been received by the general secretary the applicant shall be deemed to be a full party member.

10. At any time before the individual is accepted as a full member of the party, the general secretary may rule that the individual application for membership be rejected for any reason which s/he sees fit.

11. In the absence of any notice of objection from the constituency party as in (f) above, and/or any ruling by the general secretary as in (h) above, the applicant shall, on the expiry of eight weeks from the notification in (f) above, become a full member. The provisional member shall then be transferred to the national membership list as a full member as soon as is practicable.

12. The reasons for the rejection of an application for membership by the general secretary or the objection by the constituency party to the application for membership must be sent to the individual applicant at the address given. S/he shall have the right of individual written appeal to the NEC. Such appeal shall be considered and dealt with by the NEC in any manner in which it shall see fit and the decision of the NEC shall be final and binding on the constituency party, the general secretary and the individual concerned.

C. Move of residence

1. In the event of a member moving residence to another constituency that member shall immediately inform head office who shall transfer the member to the relevant constituency and inform that RMC. If a transferring member makes contact with their new RMC with proof of membership, the appropriate RMC officer shall inform head office.

2. Membership rights within the new constituency shall commence from the date on which the transfer is recorded by head office unless an objection to the acceptance of the transfer is raised within eight weeks of the transfer date. Where there is a provisional objection within eight weeks of notification, a further four weeks may be allowed for an objection to be made, and in such circumstances the applicant will be written to by the national party informing them of the extension to the period of objection.

3. In the case of an objection the member concerned has the right of individual appeal to the NEC, whose decision shall be final.

4. In the event of a member moving to another area in the same constituency that member shall inform the new area (Group) secretary and provide evidence of membership. Head office shall be informed of the change of address.

D. Method of Payment

1. Members may pay their subscriptions directly to head office, or payments may be made by local collection. Members may opt to pay subscriptions by means of regular contributions throughout the year or a number of years in advance by arrangement with head office. All membership fees shall be divided between the Head Office and the RMC in the ratio prescribed by the NEC.

2. It shall be regarded as an act grossly detrimental to the party to withhold membership payments collected locally.

E. Membership year

1. A membership year shall be defined as 12 months from the date of joining the party.

F. Arrears and lapsed members

1. An individual member shall be deemed to be in arrears from the expiry date until they renew their subscription.
2. An individual member shall be deemed to have lapsed from membership if s/he has been in arrears for six months and has not responded to a request to pay the arrears.
3. Once lapsed, previous members may reactivate their membership by paying the current minimum annual subscription, subject to the endorsement procedure in 2 above.
4. Following such endorsement the general secretary may agree to grant continuous membership to cover the lapsed period on the payment of any outstanding subscriptions for that period by the member concerned. In coming to a decision on granting continuity the general secretary may refer the matter to the NEC whose decision shall be final in all cases.
5. Where it is clear there has been an administrative processing error, continuity of membership will be granted to lapsed members on payment of arrears and current subscription.
6. Where there is agreement between the RMC and the NEC national party that there were special circumstances which led to a member being inadvertently lapsed, continuity of membership will be granted on payment of arrears
7. No person deemed to have lapsed from membership shall have any rights to participate in party decision-making until membership has been fully reactivated. Members in arrears may only participate on the basis that they intend to renew their membership within the given period.

G. Procedural code for RMCs

1. Applications could be regarded as falling into the following broad categories:

A. Those who volunteer to pay the full subscription rate.

- i. Providing any questions can be resolved and there are no local objections, members in this category should be 'inducted' as soon as possible.

B. Those who claim 'reduced-rate' status. For these applications a more rigorous check may be considered necessary:

- i. electoral registration in the constituency is a requirement of party rules, except in special circumstances. A check of the register that reveals non-registration should be followed up with an enquiry to seek an explanation* and to obtain a claim for registration where appropriate. If no satisfactory explanation is received then membership should be withheld.

- ii. If the applicant is on the electoral register then the following may also be pursued:

a. 'reduced-rate' applicants – is the category for which membership is claimed clear, and does this require any further verification? If so, an explanation should be sought and an assurance of good faith from applicant obtained where appropriate.

2. If the above conditions are met then the application shall be accepted subject to any other local objection. RMCs must note that it is their responsibility to make any local checks deemed necessary. If branches are to be involved in the process this must be done within the eight week auto-endorsement period, unless an extension of four weeks has been granted as in 2(f) or 3(b) above, as referral to a branch shall not on its own be accepted as a reason to delay auto endorsement.

[NB: Checks may be made through a combination of visits and standard letters. The NEC strongly recommends that applicants should be visited so that any problems can be talked through and to ensure the better involvement of new members (however carefully worded a letter, some confusion is bound to arise).]

H. Access to membership lists

1. The following members shall have access to membership lists:

A. For RMC's: Vice Chair/Membership and the RMC Secretary, or other designated RMC officers

B. For Groups: Secretary or other designated officer

C. For LGC's: Secretary or other designated LGC officer, where required for selection purposes MP's, elected mayors, councillors, for the area they represent and Party staff appointed by the NEC

2. Misuse of information contained within the membership lists could be a breach of NEC procedural guidelines.

Chapter 3

National Conference

General

There shall be a National Conference or Convention which shall be the highest decision making forum of the Party.

A National Convention shall be held every two years at a place and time decided by the National Executive Committee. Only members who qualify and who are in good financial standing for a minimum of two months immediately preceding the Conference shall have the right to participate and vote and to be elected to any office.

A special National Conference may be called at the request of 40 percentage of the members of the National Executive, or on a petition signed by not less than 30 percentage of the financial membership, and shall be organized by the National Executive Committee as soon as possible after receipt of that request.

A. Delegations

1. Party conference shall be constituted as follows:

A. Delegates must be in good financial standing for a minimum of two months immediately preceding the conference shall have a right to participate and vote and to be elected to any office.

B. Ex-officio members of party conference are as follows:

- i. members of the NEC*
- ii. Members of Parliament*
- iv. Delegates and observers and other invitees of the NEC*

E. Any special sessions of party conference shall be called on the same basis of representation as that upon which the preceding annual session of party conference was convened.

2. An affiliated organisation may appoint a delegate in addition to its entitlement under 3A.1 of this clause if one of its duly appointed delegates is the treasurer, a member of the NEC, or a member of the Conference arrangements Committee due for re-election that year.

3. The procedural rules of party conference appended to these rules shall be considered for all purposes as if they form part of the constitution and shall have effect accordingly.

4. All delegates must qualify for appointment as follows:

A. Every delegate must be an individual member of the party as described in the membership rules

B. Delegates must be bona fide members or paid permanent officials of the organisation appointing them or have been appointed to represent.

C. No person shall act as a delegate for more than one organisation.

D. All delegates must have been individual members of the party for at least 12 months at the closing date set for the receipt of names of delegates.

B. Conference Steering Committee (CSC)

1. There shall be elected in accordance with the procedural rules Chapter 4 C.1.B below a Conference Steering Committee of seven members for the party conference in the second year succeeding its election or for any special session of conference called during the intervening period.

2. The duties of the Conference Steering Committee shall be:

A. to arrange the order of the agenda of party conference

B. to secure a conference venue and to put all facilities in place for its success including transport and accommodation for hinterland delegates and meals for conferees.

C. to select scrutineers and tellers as may be required from among the delegates whose names have been received at the head office of the party by the closing date for the appointment of delegates to any conference and submit them for approval to that conference.

C. Procedural rules for Party Conference

1. Conference rule 1 – Annual Party Conference

A. The NEC shall (whenever practicable) convene a party conference biennially in July/August, in accordance with the constitution and these rules. It may also convene special sessions of party conference when it deems necessary in accordance with the conditions laid down at the commencement of this chapter.

B. When a party conference is called at short notice, the secretaries of party groups, RMCs, YFCs, WFCs, and affiliates shall, on receiving the summons, instantly take steps to secure representation of their organisation in accordance with the constitution and these rules.

C. The timetable for the receipt of names and addresses of delegates appointed by affiliated organisations shall be determined by the NEC and submitted to the respective units with the notice convening the conference. In the case of a special conference session, the NEC shall also determine a date by which such names and addresses shall be submitted.

2. Conference rule 2 – Agenda

A. The Business of the National Conference shall be:

i. The address by the Chairman of the party

ii. To receive the report of the General Secretary

iii. To receive the Report of the Treasurer;

iv. To elect the Leader, Chairman, the Vice- Chairman, the General Secretary and the twelve Committee members of the National Executive;

v. To elect members of the Disciplinary, and other Committees.

vi. To receive and deliberate on motions and questions submitted or raised and supported by duly accredited representatives.

vii. The Charge by the Leader of the party

viii. Any other pressing and urgent business of the Party.

B. The NEC shall present to conference the report of the NEC, including: a summary of its work during the previous year; the work of the NEC committees and proposed programme for the forthcoming year. All such documentation shall be circulated to all units RMCs and affiliated organisations by a date to be determined by the NEC.

C. All affiliated organisations may submit one contemporary issue which is not substantially addressed by reports of the NEC to Conference. Contemporary issues and constitutional amendments must be received by the General Secretary at the offices of the party by the closing date determined by the NEC.

D. All affiliated organisations may submit motions to the NEC on campaigning and organisational issues and on policy issues throughout the year. The NEC shall consider such motions and report on action taken in their annual report to conference.

E. Nominations for leader, the Chairman, (who shall be considered the Deputy Leader of the party), Deputy Chairman, General Secretary, and NEC members shall be sent in writing on the form provided to the General Secretary at the offices of the party by the closing date agreed by the NEC. Each affiliated organisation shall be entitled to make nominations as provided for in these rules and such nominations shall be included in the final agenda.

F. Constitutional amendments, contemporary issues, emergency resolutions and nominations shall be accepted only from those affiliated organisations who have met their financial obligations to the party, including affiliation fees, and any levies due for the preceding year.

G. Conference shall consider policy reports and draft reports as part of the rolling programme, the NEC annual report, NEC statements and development strategy, constitutional amendments and contemporary issues or emergency resolutions submitted and accepted. It shall not consider any business unless recommended by the NEC or the CAC. At any special session of party conference, the NEC shall determine the business to be conducted.

3. Conference rule 3 – Voting

A. Voting at party conference on resolutions, reports, amendments, proposals and references back shall be by show of hands or, when the conditions laid down by the CSC require it, by secret ballot.

B. Voting at any special conference session shall be on the same basis as that upon which voting took place at the preceding biennial party conference.

Chapter 4

Elections of national officers of the party and national committees

A. General principles

1. Internal party elections for officer posts and the membership of national committees shall be conducted in a fair, open and transparent manner, in accordance with the constitutional rules of the party and any appropriate NEC guidelines.

B. Procedural rules for elections for national officers of the party

1. General

The following procedures provide a rules framework which, unless varied by the consent of the NEC, shall be followed when conducting elections for party officers. The NEC will also issue procedural guidelines on nominations, timetable, codes of conduct for candidates and other matters relating to the conduct of these elections.

2. Election of leader, chair, deputy chair and General Secretary

A. These positions shall be elected separately in accordance with rule C below, unless rule E below applies.

B. Nomination

i. Nominations for these positions must be made at least on month prior to the date of the party conference.

ii. Nominees shall inform the General Secretary in writing of the acceptance or otherwise of their nomination at least two clear weeks before the party conference. Unless written consent to nomination is received, nominations shall be rendered null and void.

iii. Valid nominations shall be printed in the final agenda for party conference together with their proposers and seconders.

iv. Nominees who do not attend the relevant party conference shall be deemed to have withdrawn their nominations, unless they send to the General Secretary – on or before the day on which the conference opens – an explanation in writing of their absence satisfactory to the CAC.

C. Voting

Voting shall take place so that the results are declared at the party conference.

C. Procedural rules for elections for national committees

1. The following procedures provide a rules framework to be followed when conducting elections for places on the party's national and regional decision-making committees. The NEC will also issue procedural guidelines on nominations, timetable, codes of conduct for candidates and other matters relating to the conduct of these elections.

A. Election of the National Executive Committee

i. Nominations for the NEC shall be made in accordance with the following conditions:

a. Nominees must be bona fide paying members of the party and/or affiliated organisations.

b. Persons nominated shall inform the General Secretary in writing of the acceptance or otherwise of that nomination in accordance with the timetable determined by the NEC. If written consent to nomination is not received by the date specified in the NEC timetable the nomination shall be rendered null and void.

c. Each affiliated organisation may make one nomination from among its duly appointed delegates for its appropriate division of the NEC.

ii. Any vacancy which occurs among members of the NEC between party conferences shall be filled by the NEC co-opting the highest unsuccessful nominee in the division concerned (subject to the rules on maintaining the required representation for women) as shown in the results of the election for the NEC declared at the party conference immediately preceding the vacancy.

iii. The term of office of the NEC shall be shall be two years.

B. Conference Steering Committee

i. The CSC shall consist of seven members

ii. The CSC shall be appointed by the NEC from among the delegates who attended the National Conference taking into consideration as far as possible geographic representation.

- iii. Any vacancy which occurs between party conferences among members of the CSC shall be filled by the CSC co-opting a suitable replacement from among the delegates who attended the conference.*
- iv. The term of office for CSC members shall be two years.*

C. Disciplinary Committee

- i. The Disciplinary Committee shall comprise seven members elected for this purposes at the National Conference*
- ii. The Committee shall be chaired by the General Secretary*
- iii. Members shall be proposed and seconded by delegates in open forum.*
- iv. Election shall be by show of hands.*

D. Committee on Standing Orders

- i. The Committee on Standing Orders shall be responsible for updating the AFC's Rule Book and for reviewing proposals for amendments to the party constitution.*
- ii. The committee shall comprise five members elected for this purpose at the National Conference.*
- iii. The committee shall be chaired by the Deputy Chairman of the party.*
- iv. Members shall be proposed and seconded by delegates in open forum.*
- v. Election shall be by show of hands.*

E. Finance Committee

- i. The NEC shall appoint a Treasurer for the party from among its members.*
- ii. The NEC shall appoint a finance committee of 4 members from among the delegates at the National Conference.*
- iii. The Finance Committee shall be chaired by the Treasurer.*

Chapter 5

Selections for elected public office

A right of Alliance for Change party membership includes the opportunity to select candidates for public office at the local, regional and national levels. Core principles shall apply to these selections that will enable members to select party candidates representative of our society who can uphold the highest standards of probity and integrity in public life.

A. General rules for selections for public office

1. The following rules shall be observed in the selections of all prospective elected representatives:

A. Rights of members participating in the selection process

All individual eligible members of the AFC Party with continuous membership of at least six months within the relevant party body (who reside in the electoral area concerned) are entitled to participate in selections meetings. Any exceptions to this must be approved by the NEC.

B. Nominating criteria of members standing for public office

i. In addition to fulfilling any statutory requirements for the relevant public office, persons wishing to stand as an AFC candidate must have continuous membership of the party for at least 12 months.

C. Rights of nominees in the selection process

i. Nominees will be given a code of conduct which will indicate the rights a potential candidate has in a selection, based on the principle that all eligible members shall have a fair and equal opportunity to seek selection.

D. Accountability of candidates to party and standing orders.

i. All nominees shall undertake in writing, in a form stipulated by the NEC, if selected, to abide by AFC party rules and standing orders.

E. Candidates representative of our society

i. The party will take action in all selections to encourage a greater level of representation and participation of groups of people in our society who are underrepresented in our democratic institutions. In particular, the party will take positive action to ensure that considerably more women are selected.

F. High quality candidates

i. All AFC candidates must meet minimum standards as determined from time to time by the NEC. Support will be made available to candidates to ensure these standards are achieved and sustained.

G. Inclusive processes

i. Selection processes must enable the inclusion and involvement of all members on an equal basis and take into account the barriers to participation which underrepresented groups may face. One member one vote (OMOV) shall be adopted in all selections where reasonably practicable.

H. Transparency in procedures

i. Procedural rules and guidelines for these selections shall endeavour to be clear, simple and easy to administer by party units. Support shall be provided to those administering the selections process.

2. Party units shall act in accordance with guidance that shall be issued by the NEC in the application of these rules. The NEC has the authority to modify these rules and any procedural rules and guidelines as required to meet particular circumstances or to further the stated objectives and principles of these rules. Further the NEC has the power to impose candidates where it deems this is required by the circumstances.

B. Selection of local government candidates

1. The NEC shall issue procedural rules for the selection of local government candidates. Local government committees shall be responsible for implementing these guidelines in line with the rules detailed in A above and below. Local

Government Committees shall agree their procedures with the appropriate RMC or other designated officer approved by the NEC.

2. All nominees must fulfil the criteria to stand as a prospective local government candidate detailed in A.1.B above. In addition, no person who is disqualified as a parliamentary candidate under the constitutional rules of the party, or under the decision of party conference, shall be nominated or selected as a candidate for any local government election.

3. All nominees shall undertake, in writing, in a form stipulated by the NEC, if elected, to accept and comply with the standing orders of the AFC.

4. The Local Government Committee shall determine and endorse a panel of prospective local government candidates in accordance with the procedural guidelines approved by the NEC. The Local Government Committee shall make the panel details available to the branches covering electoral areas where selections are due to take place.

5. Individual paid-up members of the AFC resident in the electoral area where the selection is taking place and a member for at least six months at a date determined by the Local Government Committee, will be invited to participate in the process of shortlisting and selection of their local government candidate(s).

6. The shortlisting and selection of candidates shall consist of a vote, by eliminating ballot, of all eligible individual members of the electoral ward/division on the basis of one member one vote.

7. Any disputes arising out of the non-endorsement of nominees onto the panel of prospective local government candidates shall be referred to the appropriate regional appeals board. Disputes arising over the shortlisting or selection meeting shall be submitted to the appropriate Local Government Committee. The NEC shall issue guidelines to the relevant party units and any appellant for dealing with any disputed matter.

8. Any exceptions to rules 1-7 above can only be made with the approval of the NEC or an officer exercising the powers given to them by the NEC.

C. Selection of candidates for the Legislative Assembly

1. The NEC shall issue procedural rules and guidelines and the timetable for the selection of candidates for parliamentary elections.

2. All nominees must fulfil the criteria to stand as a parliamentary candidate detailed in A.1.B above. In addition, no person who has been disqualified as a local government candidate under the rules of the party or by the decision of party conference shall be eligible for nomination or selection as a parliamentary candidate.

3. All nominees shall undertake, if elected, to accept and comply with the standing orders of the AFC..

4. The NEC shall establish a national parliamentary panel of candidates. Training will be made available to interested nominees and targeted action will be taken to increase the representation of women and young people and those from manual and clerical backgrounds on the national panel. Those members who achieve the minimum standards for accreditation as determined by the NEC through an assessment process will be included on the parliamentary panel. Candidates recommended by nationally affiliated organisations through their own processes shall automatically be included on the parliamentary panel subject to agreement between the NEC and the affiliate that their process sets similar criteria for accreditation. Nominees do not have to be members of the national parliamentary panel to seek selection.

5. In all circumstances a short list of candidates shall be prepared by a temporary Shortlisting Committee appointed by the NEC.

6. The selection of candidates shall consist of a vote by members of the NEC, members of the constituency on the basis of one member one vote.

7. NEC Endorsement

A. The selection of a parliamentary candidate shall not be regarded as completed until the name of the member selected has been placed before a meeting of the NEC and her or his selection has been endorsed. Until such endorsement has been received the member shall not be introduced to the public as a prospective candidate.

B. If the NEC is satisfied that there is prima facie evidence of a breach of rules by an individual, the NEC shall have the right after such investigations and interviews with the individual as the NEC shall consider reasonably practicable and appropriate to decline to endorse or, where already endorsed, rescind endorsement of such individual as a prospective parliamentary candidate.

8. The normal procedure may be dispensed with by the NEC where no valid nominations are received, or when an emergency arises, or when the NEC are of the opinion that the interests of the party would be best served by the suspension of the procedures issued by the NEC.

9. Disputes arising out of the selection procedure shall be considered by an officer appointed by the NEC who shall report to them. The NEC's decision on that report shall be final and binding on all parties for all purposes.

10. Any exceptions to rules 1-9 above can only be made with the approval of the NEC or an officer exercising the powers given to them by the NEC.

Chapter 6

Disciplinary rules

A. General Statement on Discipline/Conduct of Members

i. Any member of the Party who disagrees with a policy or decision of the Party, shall remain wholly free to express and advocate his own views, except on occasions when he is communicating in a public capacity as a representative of the Party, in which event he may express his own views, but make it clear that they do not reflect those of the general membership of the Party.

However, if it is determined that any member of the Party brings the Party or its Leaders into disrepute by his communication with the media such member shall be expelled from the Party.

ii. Disciplinary proceedings shall be confined to violations of the basic principles and norms of the AFC, and not be used as a means of stifling debate or denying members their basic democratic rights.

iii. Proceedings shall normally be conducted firstly at the level where the alleged violation took place, namely, the Group, or Region or National, and appeals therefrom shall be heard by the Disciplinary Committee with a right of Appeal to the National Executive Committee,

iv. Any person faced with disciplinary proceedings shall receive due written notice of any hearing and of the basic allegations against him or her and be afforded a reasonable opportunity to make his or her defence.

v. Any person adversely affected by the outcome of any hearing of the Disciplinary Committee shall have the right to have the matter reviewed by the National Executive Committee of the AFC for determination;

vi. Where any member has been proven to have committed violations of the Party's constitution, principles, policies, norms and decisions, such member shall be liable: (i) to be reprimanded; (ii) to be suspended; (iii) to be expelled, from the Party.

vii. Members complaints and grievances shall be attended to expeditiously.

viii. In addition to misconduct which directly violates the norms of the AFC, any proven abuse in any office, corruption, sexual harassment or misappropriation of funds or other criminal behaviour shall give rise to proceedings.

ix. Proceedings may also be brought against members who behave in such a manner that brings the Party or is likely to bring the Party into disrepute or manifests a flagrant violation of the moral integrity expected of members.

x. Disciplinary proceedings shall not be brought as a means of solving private problems or as a means of interfering in the private lives of members where the norms of the Party are not directly affected.

xi. Members who become involved in a dispute with each other must take all practicable steps to resolve it between themselves, if necessary with the help of a mutually acceptable conciliator/ mediator.

B. National action by the party

1. The NEC shall take such disciplinary measures as it feels necessary to ensure that all party members and officers conform to the constitution, rules and standing orders of the party. Such powers shall include:

A. In relation to any alleged breach of the party by an individual member or members of the party, the NEC may, pending the final outcome of any investigation and charges (if any) by the Disciplinary Committee, suspend that individual or individuals from office or representation of the party notwithstanding the fact that the individual concerned has been or may be eligible to be selected as a candidate in any election. The Disciplinary Committee, Chaired by the General Secretary or other national officer, shall investigate and report to the NEC on such investigation. Upon such report being submitted, the NEC may instruct the General Secretary or other national officer to formulate charges against the individual or individuals concerned and present such charges to the NEC including such disciplinary action to be taken in accordance with their rules.

B. In relation to any alleged breach of AFC rules and standing orders by a group member or members, the NEC may, pending the final outcome of any investigation and charges (if any), suspend that individual or individuals from the group in question. The Disciplinary Committee, Chaired by the General Secretary or other national officer, shall investigate and report to the NEC on such investigation. Upon such report being submitted, the NEC may instruct the General Secretary or other national officer to formulate charges against the individual or individuals concerned and present such charges to the NEC including such disciplinary action to be taken in accordance with their rules.

C. Where in the opinion of the NEC there are circumstances which might warrant the use of its powers under sub-clauses A above and B above, the NEC may issue written warnings to any individual member of the party drawing attention to the conduct which in the opinion of the NEC is either incompatible with continued membership of the party or may be in, or may lead to, a breach of the constitution, rules or standing orders of the party. The issue of any written warning under this sub clause shall not prevent the conduct that is the subject of such warning being called into question following any subsequent exercise by the NEC of its powers under sub-clauses A

2. When a person applies for re-admission to the party following an expulsion on whatever basis or by automatic exclusion under Chapter 2 A.4 above of the membership rules, the application shall be submitted to the NEC for consideration and decision. Such applications shall not normally be considered by the NEC until a minimum of five years has elapsed. The decision of the NEC shall be binding on the individual concerned

3. A 'suspension' of a member by the NEC in pursuance of 1 above or in imposing a disciplinary penalty, unless otherwise defined by that decision, shall require the membership rights of the individual member concerned to be confined to participation in their own branch meetings and activities as an ordinary member only and in ballots of all individual members where applicable. A suspended member shall not be eligible to seek any office in the party, nor shall s/he be eligible for nomination to any panel of prospective candidates nor to represent the party in any position at any level.

C. Procedural guidelines in disciplinary cases brought before the NEC

A. Timetable for dealing with cases

1. Stage 1 – Receipt of case

A. On receipt of a case from the NEC or a MMC, the general secretary shall confirm certain details about the case from the designated 'presenter'.

B. If there is urgency, the NEC shall appoint a panel (three members of the NEC) to deal with the case.

C. The chair of the panel shall be the General Secretary who shall be responsible for ensuring that the procedural matters in advance of any hearing are dealt with in accordance with the guidelines.

D. In the event the panel considers the case submitted to it should proceed to a full hearing a date for a hearing shall be fixed at this stage. The panel may decide to vary or alter said date.

2. Stage 2 – Run-up to hearing

A. Letters shall normally be sent to each individual (respondent) charged, and panel members, giving about six weeks' notice of the hearing. These should enclose the charge or charges together with particulars of each and a summary of the facts supporting each charge, together with a separate bundle of the documents to be relied upon, and names of witnesses to support each charge.

B. The respondent shall be written to at the last notified address and required to advise the general secretary two weeks after date of posting of the letter enclosing the charge whether she/ he intends to contest the charge or not. Should that person fail to respond, within two weeks, thereafter a letter shall be sent advising that failure to respond without reasonable cause shall be deemed an admission entitling the NEC to proceed with the case and to impose any appropriate sanction. Where the respondent intends to contest the charge a written answer to the charge must be sent to the general secretary within four weeks of the date of posting of the letter enclosing the charge. Said written answer must identify what, if any, parts of the charge are admitted, what parts of the charge are contested and the basis on which they are contested.

C. Witnesses

i. The respondent shall apply to the general secretary in writing regarding any witnesses she/ he wishes to give oral evidence at least two weeks prior to the proposed hearing date.

ii. The panel will consider the requests for witnesses to give oral evidence having considered that fairness requires such application to be acceded to whether in whole or part, having regard to the following:

a. the reason given in support of the application

b. the issue or issues or otherwise to which the witness or witnesses are said to have relevant evidence to give availed herself/ himself of the opportunity to submit to the panel thereof, in support of her/ his application, a witness statement containing the evidence of the witness whom the respondent is now applying to the panel to hear orally

e. the content of any such witness statement

f. any other considerations that appear to the panel to be relevant to determining whether fairness to the respondent requires that any witness the subject of such an application be heard by the panel orally.

iii. The criteria stated above for witnesses to be heard, will equally relate to the presenter.

iv. The NEC is concerned with the content

c. the materials provided by the respondent making the application

d. whether the respondent has

of the charges presented and panels are not therefore generally concerned to hear 'character' witnesses on either side. As a general rule, a panel of the NEC will not take oral evidence from more than six witnesses from the presenter/respondent, unless additional witnesses are material to specific elements of the charges and their evidence is not able to be confirmed by other witnesses.

v. The NEC has no means of compulsion to ensure witnesses attend a hearing, and it is a matter for the presenter/ respondent to arrange for their witnesses to attend.

vi. Acceptance of witnesses for the presenter / respondent should be confirmed by the panel chair one week prior to the hearing, and will be duly notified to both sides. The presenter may call additional witnesses and lodge additional witness statements in the rebuttal of the respondent's reply to charges.

D. Legal representation

i. An application by the respondent for legal representation at the hearing shall be made in writing no later than four weeks prior to the hearing. The panel shall determine whether such an application is appropriate, and the respondent shall be notified of the decision not later than three weeks prior to the hearing.

ii. Where the respondent has been granted legal representation, the presenter will be offered the same facility.

iii. Where legal representation is permitted a pre-hearing meeting of the panel, along with the legal representative and presenter, may be convened to consider procedural matters relating to the conduct of the hearing. This must be requested at least two weeks prior to the hearing, unless the panel in their discretion decide otherwise.

E. The presenter/ respondent shall be entitled to an accompanying friend at the hearing, who must be a member of the party, and may not address the hearing or be a witness for either side in the course of the proceedings. The identity of the accompanying friend shall be notified to the secretary of the panel not later than one week prior to the hearing. Where legal representation is agreed an accompanying friend will not also be permitted.

F. The final arrangements shall as far as reasonably practical be confirmed at least four days prior to the hearing.

G. Written evidence

i. A panel of the NEC does not seek out documentation or evidence prior to the hearing on its own initiative. It is not the responsibility of the panel to insist that specific documentation be released by the presenter for the use of the respondent, though any such request will be forwarded to the presenter.

ii. The presenter's written case summary and documents shall be forwarded to the NEC in a form that is easily copied. Any bundle of documents in excess of 30 sheets shall be numbered consecutively and copied six times for each case and these forwarded to the General Secretary.

iii. Written submissions and documents from the respondent shall be forwarded to the General Secretary in a form that is easily copied. Any bundle of documents in excess of 30 sheets shall be numbered consecutively and copied six times and these forwarded to the General Secretary.

H. All communications and correspondence must go through the general secretary, and both sides must not contact each other or the other side's witnesses direct.

3. Stage 3 – The full hearing

A. Hearings before panels of the NEC are intended to be non-adversarial, and the chair will attempt to maintain an informal atmosphere. The panel itself will ask questions of witnesses where it considers it is necessary to establish or clarify the facts.

B. Where a case involves more than one respondent the chair shall establish before the commencement of any hearing whether the cases are to be heard together or separately. The respondents and presenter will be consulted, though the final decision shall be at the discretion of the panel.

C. The presenter and respondent, along with any accompanying friend and legal representative, shall remain in the room throughout the hearing except where the panel adjourns to consider procedural or other matters.

D. Witnesses shall be brought into the room one by one during the course of the presenter's and respondent's cases. No one else shall be permitted to attend the hearing without the consent of the Panel Chair which shall proceed as follows:

i. The hearing procedure is:

a. Chair introduces panel and outlines procedure, panel deals with any procedural points or questions. Where the presenter / respondent is permitted a legal representative, the presenter's / respondent's case will be conducted by the legal representative alone. However, in such circumstances the other side and the panel will be given the opportunity to directly question the presenter / respondent.

b. Presenter makes statement of the case and calls witnesses in turn. As each witness is introduced s/he may be asked questions by:

_ the presenter

_ the respondent/representative

_ members of the panel.

c. At the conclusion of the statement of case, the respondent/ representative may put questions to the presenter on the overall case as presented. The members of the panel may put any questions they have to the presenter on the overall case as presented. Where a representative has put the case for the presenter, the respondent / representative and the panel will be given the opportunity to ask questions directly of the presenter.

d. At this stage the hearing will adjourn. Having heard the presenter's evidence the panel will have to decide whether there is sufficient evidence for the full case to be heard, or if there is no case for the respondent to answer. If it decides there is no case to answer the panel shall so rule and dismiss the case, otherwise the case will proceed as follows:

e. Respondent or the representative presents her/ his case and calls witnesses in turn. As each witness is introduced they may be asked questions by:

_ the respondent/

representative

- _ the presenter
- _ members of the panel.

- f. At the conclusion of the respondent's case, the presenter may put questions to the respondent/representative on the overall case as presented. The members of the panel may put any questions they have to the respondent/ representative on the overall case as presented. Where a representative has put the case for the respondent, the presenter / representative and the panel will be given the opportunity to ask questions directly of the respondent.
- g. The presenter may then make a closing statement dealing with the charges and evidence. No new evidence or documents may then be introduced by the presenter or on their behalf.
- h. The respondent may then make a closing statement dealing with the charges and evidence. No new evidence or documents may then be introduced by the respondent or on their behalf.
- i. The presenter may respond on matters of a procedural nature raised in the respondent's closing statement.
- j. If the charge is one of membership of an organisation proscribed by the rules of the party, the respondent shall be asked by the panel chair whether s/he is prepared to give an undertaking as to future involvement in the form required by the NEC.
- k. The panel adjourns to consider whether in its opinion the charges are proved or not proved.
- l. The panel shall identify which charge(s) or part thereof in its opinion is held proved. This is determined, if need be, by a simple majority.
- m. If the panel considers that none of the charges are proved then the case shall be dismissed, and shall not form part of any future proceedings before the NEC against that individual.
- n. If a panel finds any of the charges or parts thereof proved then the hearing resumes to inform the respondent and to provide an opportunity for a statement to be made to the panel with regard to any mitigating circumstances which the respondent wishes to bring to the panel's attention. Before addressing the panel the respondent should be informed by the chair that one of the disciplinary measures to be considered may be that of expulsion from the party. At the conclusion of the address in mitigation, members of the panel may ask questions of the respondent on that issue.
- o. The panel then adjourn to consider any plea in mitigation and any disciplinary measure it may decide to impose. Such decision shall be final.
- p. No member of the panel may vote on the charge against the respondent on any disciplinary action to be taken unless s/he has been present for the whole of the hearing.
- q. Where a panel has found a charge under Chapter 2 A.4.A, Chapter 2 A.4.B or Chapter 2 A.4.C the conditions of membership proved, expulsion is required by the terms of that rule.
- r. Where a panel has found a charge of being a proscribed organisation under Chapter 2 A.3.C of the conditions of membership proved, expulsion is required by the terms of the rule unless the panel is satisfied that an unqualified undertaking in the form required by the NEC has been given, in which case a disciplinary measure short of expulsion may be imposed.
- s. The decision will be confirmed in writing following the closing of the hearing.

B. Other matters

1. Disposal of case other than by hearing:

A. A panel may decide to dismiss a case at any stage up to A.3.D.i.d above on the grounds that no case to answer has been established. Where a case is contested by the respondent a hearing as above will usually proceed unless agreement is reached on an alternative method of determining the case (eg on the basis of written submissions only).

2. Party membership of individuals charged

A. An individual charged must have been a member of the party at the time of the alleged breach of rule (and of the constituency concerned where the case is brought by a RMC). An RMC is entitled to pursue a case against a former member who has subsequently transferred membership to another RMC.

B. Where an individual ceases to be a party member, the NEC has determined that it shall not hear cases in respect of individuals who cease to be party members but shall treat the case as 'suspended'. In such cases the General Secretary of the party shall be informed that an NEC case was outstanding at the time that membership lapsed or otherwise ceased. It will therefore be for the NEC to consider any outstanding matter in relation to a suspended disciplinary case should the individual concerned reapply for party membership. The evidence from a suspended case may, however, be used in future for any purpose.

3. Procedural matters at NEC or CLP level

A. The rules under which the NCC operates make it clear that the NEC and its panels are concerned only with the charge(s). The procedures adopted on behalf of the party or an RMC in advance of a referral to the NEC are not matters for the NEC dealing with a particular case. The NEC is entitled to (and will) act on the basis that the charges are properly brought before them and cannot become embroiled in dealing with complaints about the administration of any investigation leading to the will therefore not be entertained by the NEC or panel thereof unless it is material or relevant to the consideration charges. Any such complaint of the evidence to be used by the presenter in support of the charges.

B. Complaints about the conduct of an investigation at RMC level should be addressed to the party's General Secretary in the case of national investigations, and not to the NEC.

Chapter 7

Rules for Regional Management Committees

(branches of the AFC)

Name: *The REGION { } Regional Management Committee (hereinafter referred to as the Branch of the Alliance for Change (AFC))*

Objects

- 1. The objects of this branch shall be to provide an opportunity for members to participate in the activities of the AFC within its area; to maintain the necessary machinery for elections; to undertake propaganda and other activities with the approval of the Executive Committee of the party and in line with its agreed development action plan.*
- 2. This branch shall cover such area as may be decided by the NEC*

Membership

- 1. Membership shall consist only of those individual members of the Party who are registered as electors in the area covered by this branch with exceptionally those individual members who are not eligible to be registered to vote but who reside in the area.*
- 2. The conditions of membership for, method of enrolment of, and level of subscription payable by individual members in this branch shall be as laid down in the membership rules of the Party (Chapter 2).*
- 3. A proportion of members' subscriptions may be allocated to this branch as determined by the NEC if given such delegated authority by the National Conference.*

Officers

- 1. The officers of this branch shall be chair, vice chair, secretary and treasurer. The branch shall appoint other functional officers as required.*
- 2. The branch executive shall consist of the officers and, if required, not more than four other members.*
- 3. Elections for these posts shall be held at the annual meeting of the branch.*

Meetings

- 1. The annual meeting of this branch shall be held in (February) of each year. In the event of the annual meeting not being held in that month for any reason it shall be held as soon thereafter as possible.*
- 2. Fourteen days' notice of the annual meeting shall be given to all individual members in the branch.*
- 3. The branch shall raise and hold funds to support activities within the objects of this branch. The financial year of this branch shall end on the last day of February of each year. A copy of the annual report of the branch shall be forwarded to the NEC prior to its annual meeting.*
- 4. Delegates to the National Conference of the AFC shall be elected at the annual meeting in the year in which the biennial conference is being held. Unless otherwise decided, the term of a National Conference delegate elected at the annual meeting shall commence at the annual general.*
- 5. Ordinary meetings shall be held at such intervals and on such notice as may be laid down in the standing orders, or as determined by this branch from time to time. Special meetings may be called at the discretion of the branch executive or at the written request of 20 per cent of the members.*
- 6. Notice of ordinary and special meetings shall be sent to all members a minimum of seven days in advance.*

Local Government Candidates

Local government candidates shall be selected in accordance with the rules for selection of local government candidates laid down in the national rules of the party and in the selection guidelines appended thereto along with any other regulations approved by the NEC (Chapter 5).

Miscellaneous

- 1. The general provisions of the constitution and rules of the Labour Party shall apply to this branch.*
- 2. This branch shall not enter into affiliation or give support financially or otherwise to any political party or organisation ancillary or subsidiary thereto declared ineligible for affiliation to the party by the party conference or by the National Executive Committee*
- 3. It shall be the duty of this branch to take all necessary steps to safeguard the constitution, programme and principles of the AFC within its area. Any decision taken under this clause proposing the expulsion or exclusion of any individual from membership shall be in the form of a recommendation to the NEC which shall determine the matter in accordance with the disciplinary procedures laid out in the national rules of the AFC (see Chapter 6).*
- 4. For the avoidance of doubt, the Party Financial Scheme recognises the assets of this branch as the assets of REGION { } Regional Management Committee , of which they are a constituent part. It shall be the duty of this branch to co-operate with the NEC regarding its obligations under Party's constitution, rules and any Acts of Parliament relating to Elections and Representation of the People. Should this branch fail to co-operate, the NEC will not hesitate to take appropriate disciplinary action against individual members &/or suspend this branch.*
- 5. This branch shall not have the power to enter into property-related transactions or to employ staff without the approval of the NEC being first obtained.*
- 6. Should this branch be dissolved or cease to exist for any reason its assets, after the payment of any outstanding liabilities, shall be transferred to the NEC.*
- 7. This branch shall adopt standing orders and may make such changes in the procedural rules and these rules as may be agreed by the NEC. Such changes shall not contravene the spirit or intention of the model rules as accepted by party conference or the NEC.*

Chapter 8

Rules for the AFC's Women for Change (WFC) organisation

Name Women for Change

Aims and values

1. National

A. The aims and values of the AFC as outlined in Chapter 1 Clause IV above of the national constitutional rules shall apply to this women's forum.

2. Constituency

A. The aims of this women's forum, also referred herein as the WFC, shall be:

i. to encourage and support women members to play a full and active part in all the party's activities, particularly through facilitating training, networking and mentoring, and encouraging women to run for elected office

ii. to build links with women in the community, through contact with community organisations and individual women, consultation, campaigning and joint working.

iii. to encourage women to join the party and to ensure that new women members are welcomed

iv. to ensure that women's voices are heard in the party, through monitoring women's involvement in activities, and feeding women's concerns to the party and to policy makers

Membership

1. The membership of the WFC shall consist of all individual women members in Party.

2. The NEC shall appoint a women's officer from among its members who should be provided with contact details for women members in the regions by the secretary to the respective RMC. All women members shall be contacted at least annually to inform them about the activity of the women's officer and/ or forums

3. Individual RMCs may also appoint women's officers who would report to the national women's officer appointed by the NEC.

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Management

1. The women's officer shall be responsible for coordinating a women's forum in the constituency to aid her in delivering the aims of the organisation. She will be, ex-officio, the chair/ coordinator of this group.

2. The women's officer and forum shall draw up an annual plan and a programme of activities. This plan shall be agreed by the RMC. The plan shall be prepared bearing in mind:

A. the aims of the local women's organisation

B. the particular interests and needs of local women, as identified through surveying women members

C. the guidelines and priorities circulated from time to time by party head office.

3. The women's forum may appoint other officers to help carry out its work.

4. The women's officer shall build targets for the year into her plans, which can then be monitored and reviewed to help planning for future years.

Meetings

1. A meeting of the women's forum shall only have formal status if all women members in the region have been given 14 days notice of the meeting, and the business to be discussed, and at least ten eligible women members attend.

2. At a formal meeting the women's forum may, if it wishes, make nominations for posts open to nomination from branches (ie NEC officers, parliamentary and regional representatives, members of the NEC. A formal meeting may also agree motions to be sent to the National Conference.

3. The women's forum may hold whatever informal meetings or gatherings it sees fit to work towards meeting its aims.

Activities

1. The women's forum shall prioritise work which aims to support women members of the party to play an active part in all the party's activities – in particular, training, mentoring and networking among women to encourage women to:

A. hold elected office within the party (eg as branch or constituency chair, political education officer, etc)

B. stand as councillors, MPs and other forms of elected representative for the party

C. become involved in the community, for example, as school governors/ board members, on committees of local organisations, members of community health councils, etc

D. take part in all forms of party activities – in particular campaigns, recruitment activity, party committees, meetings and policy forums.

2. The women's forum shall also seek to build links with women in the community through, for example:

A. building relationships with organisations, such as women's voluntary organisations, and other organisations in which women are active, through information exchange, personal contact, joint meetings, events and campaigns.

B. working with the party councillors and MPs to consult women in the community about their views and concerns, using consultation meetings, policy forums, surveys, and other techniques

C. targeted campaigning and recruitment activity with women, including campaigns on issues of particular interest to women such as women's health, childcare and violence against women.

3. The women's forum shall seek to ensure that women's voices are properly heard in the party, through the above activities and through, for example:

A. feeding women's views on policy into local and national policy forums and to the RMCs and NEC meetings

B. encouraging women to play an active role in these and other bodies, monitoring women's involvement and working with the rest of the party to develop arrangements which maximise this involvement

C. bringing any problems regarding women's involvement, including through the filling of quotas, to the attention of the RMC's secretary, other officers or the regional party office

D. holding local policy forums for women.

Finances

1. The funds of the women's forum shall consist of donations, collections, profits from sales, and receipts from activities undertaken by the forum. In the event of the dissolution of the women's forum its assets shall belong to the RMC or the NEC whichever is applicable in the circumstances.

2. The Constituency Labour Party shall, by agreement, make resources available to the women's forum (if operating successfully), to enable it to function successfully. The Party's financial scheme recognises the assets and financial transactions of this women's forum as the assets and financial transactions of respective RMC, of which it is a constituent part. It shall be the duty of this women's forum to co-operate with the RMC, and in particular the RMC's treasurer, in respect of its obligations. Should this women's forum fail to co-operate with the RMC, the NEC will take appropriate disciplinary action against individual members, suspend this women's forum or both.

General

1. The general provisions of the constitution and rules of the AFC shall apply to the women's forum.

2. The women's forum shall not enter into affiliation or give support financially or otherwise to any political party or organisation ancillary or subsidiary thereto declared ineligible for affiliation to the party by the party conference or by the National Executive Committee.

3. The women's forum shall not have the power to enter into property-related transactions or to employ staff.

Alteration to rules

Any alteration or addition to these rules may only be made at the annual general meeting of the RMCs women's forum but must be submitted for approval before being put into operation. Such changes shall not contravene the spirit or intention of the model rules as accepted by party conference or the NEC.

Chapter 9

Rules for the Youth for Change (YFC)

A. General

Name Youth for Change

Aims and values

1. To help young Party members play a full and active part within the AFC
2. To train and politically educate YFC members.
3. To help young Party members organize social activities.
4. To change the culture, particularly the meeting culture, of the AFC at branch level and to organise more social activities.
5. To advise the Party on issues that particularly concern young people in Guyana in general, and issues that concern young members of the party in particular .
6. To recruit and retain many more young people into AFC membership.
7. To campaign against all forms of discrimination and prejudice, especially those based upon race, colour, religion, disability, gender, gender identity or sexual orientation.
8. To persuade more young people to vote AFC at all elections.
9. To reverse the declining numbers of young people who are registered to vote.
10. To maintain good relations with the youth organisations of sister parties.

Membership

All individual members of the AFC aged between 16 and 26 years inclusive shall automatically be members of the YFC.

Structure

1. There shall be a National Committee to ensure the effective administration and organisation of the YFC.
2. YFC members shall be able to establish local groups throughout the regions of Guyana.
3. The YFC shall ensure close cooperation and liaison with Students and other youth groups throughout the country.
4. The YFC shall be represented on the NEC and RMCs where applicable and shall provide written quarterly and annual reports to the NEC and RMCs on its activities.

B. YFC Groups

Establishing a group

1. Young Labour Party members may set up a YFC group by applying to the RMC giving details as to the geographical boundaries that the group will cover. The member(s) shall also contact group secretary(ies) covered by the proposed YFC group, informing them of the intention to set up a local group. The member(s) shall also notify the YFC representative on the NEC of the intention to set up a local group.
2. The appropriate RMC or the General Secretary of the AFC may then agree that a group be set up and registered. A YFC group is considered to be a bona fide group when the appropriate RMC (or General Secretary) informs the NEC (through the Management Committee) that a local group has been registered.

Geographical boundaries

1. The geographical boundaries of YFC groups shall be decided by the RMC (or the General Secretary) who shall have the authority to effect such changes as required.

Meetings

1. YFC groups should avoid bureaucracy at their meetings. Only the activities planned, the division of duties and responsibilities between members of the group, or a programme of action need be officially recorded.

2. Political education discussions, speakers, campaigns and elections, social activities should be the main items on the agenda of meetings with any other of the objectives and aims of the YFC.

3. Guidelines on running Young Labour group meetings may be issued by the national committee of the YFC from time to time.

4. All individual members of the YFC between the ages of 15 and 26 inclusive (identified as such on the national membership database) and that live in the area covered by the YFC group should be invited to meetings of the group.

5. The NEC through the office of the General Secretary shall be given at least seven days written notice of any meeting at which it is intended to elect officers of the YFC group.

Officers

1. An annual meeting of the YFC group shall be held which shall elect a chair, a secretary, a membership and campaigns officer, and a women's officer. These shall form the formal officer group. Other 'functional' officers may be appointed at the annual meeting. The names and addresses of the officers of the YFC group and any subsequent changes shall be office of the General Secretary.

Group Finance

1. The Young Labour group may raise and spend its own funds if the expenditure is to further the objectives of YFC as determined in these rules and by the National Executive Committee. The secretary of the YFC group shall be responsible for the finances of the group.

2. The Young Labour group shall submit its accounts to the appropriate RMC or on request to the office of the General Secretary.

4. An arrangement may be made between the Young Labour group and appropriate RMs for a proportion of YFC members' subscriptions to be paid to the group.

5. In the event of the dissolution of a YFC group all funds and properties shall belong to the National Committee of Young Labour.

6. The Labour Party's financial scheme recognises the assets and financial transactions of each YFC group as the assets and financial transactions of the RMC in which it is organised.

Relationship with the RMCs

1. YFC groups shall maintain good relations with RMCs within their geographical boundary. In particular, the group shall inform the RMC of any campaigns, activities or events they are running, organising or assisting with.

Young Labour groups shall also receive the cooperation, encouragement and assistance of the RMCs and their officers.

General relations

1. The YFC group shall set up links with local groups whose aims and objectives are compatible with those of the AFC as decided by the National Executive Committee. The NEC's decision in such matters shall be final and binding.

2. Young Labour groups shall give reports at least quarterly on their activities and any problems and difficulties they are experiencing to the National Committee of Young Labour through the Young Labour representative on the NEC or the office of the General Secretary.

Dissolution

1. The General Secretary shall have the authority to dissolve, reconstitute or change the geographical boundary of YFC groups.

2. A YFC member whose group is to be dissolved or reconstituted may appeal against the decision to the National Executive Youth Committee. The NEC's decision shall be final and binding.

C. Youth for Change National Committee

Aims and values

1. To advise the NEC on the administration and organisation of the YFC; advise on all matters affecting young people; advise on any matters at the request of the NEC.
2. To establish relations with youth organisations whose purpose and activities are not incompatible with membership of the AFC.
3. To present an annual report on its work to the National Conference.
5. To receive reports from YFC groups and give guidance to groups so that they are run effectively and efficiently.
6. To organise regional teams of people who shall help, assist and provide information for local YFC groups.
7. To organise teams of young members to help fight and other campaigns and help organise regional recruitment teams of young members.

Membership

1. The National Committee of shall Comprise:
 - A. ONE representative from each of the Regional YFCs
 - B. the YFC representatives on the NEC shall be secretary and ex-officio member of the National Committee.

Chair

1. YFC delegates at Youth Conference shall elect a Chair who must be a woman every other term.
2. To be eligible for Chair, candidates must be a member of the YFC National Committee.

Executive

1. The National Committee shall elect other members of the executive (at least one of whom shall be a woman) which shall comprise:
 - A. vice-chair campaigns
 - B. vice-chair policy
 - C. assistant secretary.
2. The secretary and young members representative on the NEC shall also be members of the executive. In addition, the National Committee shall, if it so wishes, appoint two others to the executive. All members of the executive shall also be members of the National Committee unless this requirement is waived by the NEC.

Meetings

1. The National Committee of Young Labour shall meet at least quarterly. The executive of Young Labour shall meet as often as necessary. The secretary shall convene all meetings of the National and Executive Committees. An annual meeting of the National Committee shall be held to elect the officers and executive of the YFC National Committee.

National Committee Finance

1. The National Committee may raise and spend its own funds, as long as expenditure is to achieve the objectives of the YFC as determined in these rules and, from time to time, by the NEC. The secretary of the National Committee shall act as treasurer of the National Committee. The National Committee shall submit its accounts to the NEC annually.

Conference

1. The YFC conference shall be held from time to time as determined by the NEC under rules approved by party conference.

Chapter 10

Rules for AFC Party local government committees

Name

The / district/Region AFC Local Government Committee (LGC).

Objects

- 1. To co-ordinate the activities of RMCs within the area for the purpose of securing the election of AFC representatives to the /District/Region/ Democratic Council ('the council').*
- 2. To undertake, in co-operation with RMCs within the area, propaganda, educational and other activities related to local government.*
- 3. To formulate an electoral programme and to compile a panel of candidates in accordance with the provisions of chapter 5 of the national rules of the party.*
- 4. To ensure the establishment of an AFC group on the council in accordance with the rules for such groups contained in Chapter 13 of the party rules.*

Management

- 1. The management of this LGC shall be in the hands of a Management Committee consisting of delegates appointed by the RMC. Delegates shall be registered as electors in the local government area concerned and a 50 per cent quota for women's representation shall apply. The basis of representation as approved by the NEC shall be as that delegates must be individual members of the AFC.*
- 2. The leader and secretary of the AFC group on the council shall be ex-officio members of the Management Committee with voting power.*
- 3. Accredited party organisers within the area shall be ex-officio members of the Management Committee without voting power unless appointed as accredited delegates.*

Officers and Executive Committee

- 1. The officers and Executive Committee shall be elected at the annual meeting of the Management Committee.*
- 2. The officers shall consist of a chair, vice-chair, secretary and treasurer.*
- 3. The Executive Committee shall consist of the officers, the leader and secretary of the AFC group on the council and { } members elected on a basis to be approved by the NEC. Accredited party organisers within the area may attend Executive Committee meetings without voting power.*
- 4. Officers and members of the Executive Committee must be duly appointed delegates to the Management Committee.*

Meetings

- 1. The annual meeting shall be held in {month} each year, or if such a meeting is not held, as soon as possible afterwards.*
- 2. The Management Committee shall hold at least { } and no more than { } meetings in any year.*
- 3. The Executive Committee shall meet as required.*
- 4. Meetings should be conducted in a comradely fashion, in such a way as to maximize participation from delegates and councillors, who should be encouraged to attend. {Other observers are not permitted at business sessions of this LGC.} No one entitled to attend shall be precluded because they cannot gain access to the meeting room for any reason.*

Finance

- 1. The administrative expenses of this LGC shall be met from contributions subscribed by the RMC Concerned.*
- 2. The RMC shall be responsible for the expenses incurred in contesting elections within their area.*

General

- 1. The electoral policy and programme for the appropriate elections shall be decided by this LGC in consultation with the NEC*
- 2. The Executive Committee of this LGC shall seek to contest all seats in each electoral area in consultation with the RMC concerned.*

Candidates

1. Candidates for the appropriate elections shall be selected in accordance with the rules for the selection of local government candidates laid down in Chapter 5 of the national rules of the party and in the selection guidelines appended thereto along with any other regulations approved by the NEC.

Miscellaneous

1. The general provisions of the constitution and rules of the party shall apply to this Local Government Committee.

2. Any insertions or proposed changes to these rules for local government committees are subject to the approval of the NEC.

4. The NEC shall have the authority to determine how these rules shall be applied in particular circumstances and make any adaptations necessary to suit different or new levels of local government as they arise.

Chapter 11

Rules for local AFC government groups

General rules and provisions for AFC groups on local authorities

These rules apply to all local government AFC groups throughout Guyana including regional, neighbourhood, and municipal groups.

Aims and Values

1. AFC Groups

A. To work constructively in their local authority for real and sustainable improvements in the economic, social and environmental well-being of the communities and local people they represent.

i. AFC Groups shall campaign for measures that will secure stronger and safer communities for local people, a high quality of life and effective and responsive delivery of services, and that will provide community leadership.

B. To operate at all times as a Group in an effective and comradely fashion

i. Groups shall conduct their business in a comradely fashion, in such a way as to maximise participation from all members and to facilitate debate on key policy and political matters. Attendance at group meetings by all members is important to ensure all points of view are heard and a full internal discussion is possible. The content of internal discussion is not for communication outside the party, and internal disputes that are aired in the public domain will be subject to disciplinary action.

C. To ensure every Group member is enabled fully to contribute.

i. All members and liaison members shall be able to gain access to the room and attend all group meetings (unless suspended from the whip). Harassment or intimidation of members for any reason, or on the basis of gender, sexual orientation and gender identity, race, religion or disability is unacceptable conduct and subject to disciplinary action.

D. To engage with the local party groups and wider community.

i. AFC groups shall engage in and encourage active and constructive debate and policy development with local party members on local government matters. AFC groups should be outward-looking and active in their local communities, working in partnership with community groups, tenants' and residents' associations, business groups, trades unions and all other relevant interests, and support consultative mechanisms in their local authority.

2. Individual members of AFC groups and group observers undertake:

A. To uphold the highest standards of probity and integrity.

i. The Party requires its representatives to uphold the highest standards of probity and integrity and they shall be guided in those standards by advice from the NEC.

ii. The onus of responsibility for upholding those standards rests with the individual councillor and group observer.

Specifically, it shall be the responsibility of the group whip to establish a register of interests in the form prescribed by the NEC, detailing for each member of the group and group observer his/her employment, financial interests in companies, and other societies or organisations.

iii. AFC councillors and members must at all times avoid not only wrong-doing but also the perception of wrong-doing.

Therefore if there is any uncertainty regarding whether a declaration of interest is appropriate, AFC councillors and members must take the most open course of action and declare an interest or disclose all relevant circumstances, taking advice if necessary.

iv. The statutory provisions relating to the declaration of personal and prejudicial interests shall apply to full group meetings and other meetings of all or part of the AFC group (eg pre meetings). Councillors and group observers are required to take the appropriate actions in all those meetings in respect of any interest (eg an individual with a prejudicial interest in the item under discussion must declare that interest and leave the meeting while that item is under consideration).

B. To comply fully with the statutory ethical framework.

i. Members of the AFC group must sign and abide by any codes of conduct as may be agreed by the local authority from time to time. Members of the group must sign any other legal requirements relating to acceptance of office. Members must refer any wrongdoing by other members to the Group Whip and the Group Whip should immediately consider appropriate action.

C. To accept the rules and standing orders of the AFC group.

i. Members of the Labour group shall agree in writing to abide by the rules and standing orders of the Labour group, as agreed at the annual meeting of the group. The general provisions of the constitution and rules of the party shall apply to this group.

D. To seek to the best of their ability to be effective and influential councillors.

i. The AFC expects its councillors to have at least minimum competencies in carrying out their public duties, and will intervene where political management leads to a failure in public service and performance of the authority, and where there is a lack of commitment displayed by leading members in the improvement agenda.

ii. Members of the group also shall commit themselves to certain minimum duties and activities as councillors, as set out in guidance that shall be issued from time to time by the NEC. This shall include attendance at council meetings and other meetings of which you are a member, attendance at consultative meetings in the ward, and regular communications with local residents.

iii. Members of the group shall have a responsibility to take up such opportunities of training and development that may be provided by the council or the group or party, in order better to carry out their activities as effective and influential councillors. Through their council duties and activities in the community, members of the group should seek to promote Labour Party policies and to represent and empower local people and communities, and act in a way that does not bring the party into disrepute.

Membership of the group

1. Members of the Labour group must be individual members of the AFC Party with the subscriptions paid and must have been elected to and be eligible for membership of the local authority.
2. Members of the group who fail to maintain their memberships under 1 above according to the rules of the party shall automatically be suspended from membership of the group and from office or representation of the group until their membership of the party is reinstated.
4. Accredited party organisers within the area shall be ex-officio members of the group without voting power unless eligible under 1 above.
7. Attendance at group meetings shall be restricted to members of the party referred to in these rules except at the special invitation of the group.
8. All those attending group meetings shall abide by the ethical behaviour requirements as set out in Clause II.1.B above.

Group meetings

1. Ordinary meetings of the AFC group shall be held at an agreed time between the publication of the council agenda and the full meeting of the council, and on such other dates as may be agreed at the annual meeting.
2. The annual meeting of the group for the election of officers and other appointments shall be held, on date/s to be determined, prior to the statutory annual meeting of the council.
3. Groups of more than ten members shall hold their annual meetings in two parts, the first part to elect group officers and the second part to make nominations to civic office, council leadership, executive and scrutiny positions, chair and vice chair of committees and to allocate members to committees. All groups shall follow NEC guidance on good practice in running annual group meetings (see the AGM Toolkit).

Group officers

1. The group shall appoint group officers at the annual meeting in accordance with the group standing orders, and in a manner that ensures equality of opportunity and encourages underrepresented groups to come forward.

Group executive

1. Where the group chooses to appoint a group executive, the group shall do so at its annual meeting in accordance with the group standing orders, and in a manner that ensures equality of opportunity and encourages underrepresented groups to come forward.

Casual vacancies

1. Casual vacancies among the group officers or in the executive shall be filled at an ordinary or other meeting of the group. Appropriate notice of an election shall be given.

Determination of group policy and action

1. The local government election campaign strategy shall be determined by the local party, normally the local government committee, in accordance with the terms of its constitution as approved by the NEC. The group shall co-operate with, and participate in, the formulation of election policy (including strategy and manifesto) in the manner prescribed in the rules of the appropriate party local government committee.
2. Group standing orders shall specify the matters on which it shall be the responsibility of the group to take decisions. The group and the local party shall arrange a rolling programme of policy discussion and development during the year, where progress with the implementation of policy or any new developments that have arisen since the election manifesto was produced shall be discussed. The form of such a programme shall be jointly agreed by the group and the local party in accordance with their rules and standing orders.
3. The policy of the group shall be determined by the group meeting on the recommendation of the executive or otherwise. In cases of emergency, where action is required by motion or otherwise, such action may be taken by the executive that shall report its action for approval to the next group meeting. In cases of still greater urgency, which do not admit of delay, the leader of the group (or in the absence of the leader, a deputy), in consultation wherever possible with other officers, shall have power to act; such action to be reported to the next meeting of the group or group executive for approval.

Selection of nominations for civic offices, council leadership and other council appointments

1. The selection of nominations for civic offices, council leadership, chair and vice-chair of any committees should reflect the diversity of the area represented by the local authority as far as possible. Where a vote for a nomination is necessary it shall be by secret ballot. The appropriate local government committee of the party 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.

Arrangements with other parties

1. Where no one party has an overall majority on the council, the group shall operate under guidance issued from time to time by the NEC. Groups must not enter into any arrangements with other parties, to determine the political control and management of the local authority, which do not comply with the NEC's approved options, and without the specific prior approval of the NEC. Groups and members must stand down from multi-party arrangements on the instruction of the regional office, after discussion with the NEC.

Action by individual members

1. Action by individual members of the Labour group shall conform to the group standing orders. The AFC recognises that individual members, to fulfil their representative duties, may without consultation speak and ask questions in meetings of the council on behalf of their constituents or other community interests. Where the tendency of such interventions is likely to be in conflict with the policy of the group, it is the responsibility of the individual member to ensure that the relevant lead member of the group is consulted.

2. Individual members of the group are bound by Party policy and values, and should be committed to comradely behaviour. They should not issue publications, or maintain web sites, or speak to the press in a way which opposes party policy or attacks other members of their group or members of groups in neighbouring or other tier authorities.

3. Where matters of conscience arise (eg religion, temperance) individual members of the group may abstain from voting provided they first raise the matter at a group meeting in order to ascertain the feeling of the group.

4. In matters where the council or its committees or sub-committees are acting in a quasi-judicial capacity (eg licensing of pubs, theatres and cinemas or the consideration of planning applications) or in the scrutiny process each member shall form his or her own judgement according to the evidence, and not be bound by a group whip. However, the member should have regard to their membership of the AFC and seek to act within its policy and values.

5. The demands of modern local government requires the party to have regard to competency in considering the performance of its councillors, especially those in a leadership position, and may take action through the NEC's Local Governance Advisory Panel to intervene to ensure effective political management and leadership, and a commitment to the improvement agenda.

Groups on committees

1. The group standing orders shall specify how these rules may be applicable to AFC groups on, and members of, committees and subcommittees of the council including any co-opted members.

Breach of rules

1. Acceptance of these rules (as approved by the NEC) is a condition of membership of the AFC group on the council.

2. Where allegations of a breach of rule by an AFC councillor are made, action shall be taken in accordance with guidance provided from time to time by the NEC.

3. If, following any initial investigation, the group leader finds a serious breach of rule, it shall:

A. report to the officers of the group and the appropriate party local government committee 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 group and the executive of the appropriate party local government committee at which upon due notice the matter shall be determined with the chair from the Group and evidence taken in writing, from the defendant, and from witnesses as necessary).

4. Where the NEC determines that there are exceptional circumstances, the NEC shall be undertake procedures relating to a breach of these rules, thus in such instant relieving the group and local government committee executive of such powers.

Reporting to and consulting with the party

1. Members of the group are entitled and encouraged to attend meetings of the appropriate party Local Government Committee. The group standing orders shall specify how the group and council leadership shall report to and consult with the appropriate local party on a regular basis; the leader and secretary of the Group are ex officio members of the LGC and its Executive Committee for reporting and liaison respectively. The party expects the group leadership to give a minimum of reports and hold a number of policy consultations within the year, to keep the party informed of budgetary and service delivery issues, and other policy areas.

2. The provisions for consultation between party and group set out in these rules and the model standing orders are the minimum arrangements required. Parties and groups are encouraged to secure the greatest possible degree of cooperation and consultation on all matters concerning local governance in their area.

Group standing orders

- 1. Groups, in consultation with the Party's Local Government Unit, shall adopt and follow the relevant model rules and standing orders issued from time to time by the NEC, according to the political management arrangements in operation in their local authority. These standing orders may be varied from time to time by the NEC.*
- 2. Any insertions or proposed changes to group rules or standing orders are subject to the prior approval of the NEC.*

Chapter 12

Model procedural rules

A. Model Standing Orders for Party Units

1. These model procedural rules are designed to provide a framework for well-ordered party meetings. Party units will want to adopt local standing orders to reflect their specific method of operation; however, local arrangements must not conflict with the provisions of these model rules which have the full authority of the NEC and form part of the rule book.
2. Throughout these rules alternative 'A' is for party units which have a delegate structure (RMCs); alternative 'B' is for meetings of individual members (e.g. Women for Change, Young for Change).

B. Annual General Meetings

1. The Annual General Meeting of {this body} shall be held each year in the month of {February?}.
2. A formal notice of the annual meeting shall be sent by the secretary to all party units and organisations entitled to be represented at least 28 days prior to the meeting. A notice detailing the business of the annual meeting shall be sent to all duly appointed delegates at least seven days prior to the meeting.
[Alt B:] A formal notice of the annual meeting shall be sent by the secretary to all party members entitled to attend at least 14 days prior to the meeting.

C. Ordinary meetings

1. Ordinary meetings shall be held on the following regular basis { }. There shall be no meetings to transact ordinary business during the period of a national election campaign.
2. Formal notice of all meetings shall be sent out by the secretary to all those entitled to attend at least seven days prior to the meeting. Such notice shall as far as possible include an indication of the business to be transacted at the meeting.
3. A record of attendance at meetings shall be kept and those attending may be required to show a credential and/or proof of membership card to gain entry to the meeting room.

D. Meeting times

1. Meetings shall commence at { }. Business meetings shall not be held if a quorum is not present within 30 minutes of the appointed time; always provided that in special circumstances members present may agree to transact pressing business subject to the ratification of the proceedings by the next quorate meeting.
Meetings shall close two hours from the notified starting time, except that a particular meeting may be temporarily extended for a specified period with the support of two-thirds of the members present.

E. Quorum

1. The quorum for business meetings of (this body) shall be 25 per cent of those members entitled to vote in attendance {or a fixed number to be agreed with the regional office of the party}.
2. The proceedings and resolutions of any quorate meeting shall not be held to be invalid simply through the accidental failure to give notice of the meeting to, or the non-receipt of such notice by, any person entitled to attend.

F. Entitlement to attend

1. [Alt A:] All delegates must be current endorsed individual members of the Party residing or registered as electors within the area covered by this party unit. Delegates whose details have been duly notified by their organisations to the secretary of this party unit shall be entitled to attend meetings and to vote. Only those duly appointed delegates who have been elected to it may attend and vote at meetings of the Executive Committee.
[Alt B:] All members must be fully paid up individual members of the Party residing or registered as electors within the area covered by this party unit. Only those members who have been notified to the secretary as having been endorsed by the RMC shall be entitled to attend meetings and to vote. Other members, including provisional members, may attend but shall not vote. Only those members who have been elected to it may attend and vote at meetings of the Executive Committee.
[Both:] When an annual or special meeting is not held for any reason or is abandoned without completing the business on the agenda, such meeting must be reconvened in order for any necessary outstanding business to be transacted. Only those eligible to participate in the meeting as first convened, whether or not held, shall be entitled to participate in any further reconvened meeting.

G. Chair

1. The elected chair of this body shall preside at all meetings, except where otherwise provided for in the rules of the party unit.

2. In the absence of the chair the vice-chair shall preside and in the absence of both the secretary or other officer shall call on those present to elect a member to take the chair of the meeting. Should the office holder arrive once a member has been elected to preside in her or his place then she or he may claim, if they wish, the right to preside at the meeting once the current item of business has been disposed of.

3. At the annual meeting the chair shall preside until a successor is elected, except where the chair is not a duly appointed delegate to the meeting; in which case the election of chair shall be taken as the first item on the agenda. The new chair shall take over the conduct of the meeting forthwith and proceed to the election of other officers and further business.

H. Party business

1. The prime function of party meetings is to provide delegates and members with the opportunity to participate in party activities through social contact, political debate and policy discussion; and to establish objectives for the party in the area for campaigning, the development of party organisation and the promotion of links with sympathetic individuals and bodies within the wider community.

2. The agenda of all party meetings shall be drawn up to give due priority to the endorsement and introduction of new members and/ or delegates, the discussion of resolutions, party policy items and other matters of interest to party members and the receipt of reports from public representatives.

3. Nominations for delegates and representatives to other bodies should be sought as widely from among party members as possible. Wherever practicable, any vacancies to be filled shall be advertised to all members as they arise and any party member who has indicated willingness to accept nomination shall be considered for any post, unless otherwise stated in the rules.

4. Party business shall in general have precedence at all business meetings of this body. As far as possible the officers and/ or Executive Committees should deal with routine items of correspondence, finance and reports from other party bodies or functional officers, provided that the general meeting shall have the opportunity to question, amend and/ or ratify any recommendations put to them.

I. Notice of motion

1. [Alt A:] Original motions for the general meeting of this body shall be accepted only from party units and organisations entitled to appoint delegates to it and must be received by the secretary in writing not less than 14 days prior to the meeting for which they are intended.

[Alt B:] Original motions for the general meeting of this body shall be accepted only from members entitled to attend and participate in the meeting and must be received by the secretary in writing not less than 14 days prior to the meeting for which they are intended.

[Both:] Motions for discussion shall be made available to those entitled to attend with the notice and agenda of the relevant meeting, except for emergency motions which must be sent in writing to the secretary as soon as the nature of the emergency allows before the commencement of the meeting. Emergency business may be accepted by the majority of the meeting on the recommendation of the chair who shall interpret the term 'emergency' in a bona fide manner.

J. Discussion of motion

1. No motion shall be discussed at a meeting until it has been moved and seconded. Where a motion has been submitted by a party unit or organisation it must be moved by a delegate from that party unit or organisation.

2. Speakers shall address the chair and shall only speak once on any motion except by permission of the chair, providing that the mover of a motion or an amendment may reply to the discussion without introducing new matter for debate; such reply shall close the discussion. No speaker shall be allowed more than five minutes, unless agreed by the meeting to be 'further heard' for a specified period.

3. Amendments to any motion may be moved and seconded from the floor of the meeting but shall be handed to the secretary in writing. Amendments shall be taken in order with one amendment being disposed of before another is moved. If an amendment is carried, the amended resolution becomes a motion to which further amendments may be moved.

K. Procedural motions

1. A motion of 'next business' shall not be taken until the mover and seconder of a motion have been heard. Any motion 'of next business', 'that the vote be taken', 'to adjourn', 'of no-confidence in the chair' shall be moved, seconded and put to the vote without discussion; after such a vote the chair need not accept a further procedural motion for a period of 20 minutes.

L. Motion to rescind resolution

1. No motion to rescind a resolution of this body shall be valid within three months from the date on which the resolution was carried. Notice of rescinding motion must be given in writing and made available to those entitled to attend the relevant meeting in line with rule H above above.

M. Voting on motions

1. Voting shall be by show of hands except where the constitution of the party provides for a ballot vote or where this body decides otherwise. In the event of there being an equality of votes on any matter decided by a show of hands, the chair may give a casting vote provided that s/he has not used an ordinary vote. If the chair does not wish to give a casting vote, the motion is not carried.

N. Ballot votes

1. The election of officers and/ or representatives of this body shall be by secret paper eliminating ballot in rounds or by preferential vote. The election of Executive Committee members or large delegations may be by secret paper ballot using a multiple vote where members may not cast more votes than the number of positions to be filled. Any quotas for women laid down in the party constitution which apply to this body shall be incorporated in the arrangements for the secret ballot.
2. Ballot votes shall be held at meetings to select candidates and where otherwise provided for in the party constitution; and where requested by any member supported by at least two others.
3. In the event of a tie on a secret paper ballot the chair shall not have a casting vote. Where appropriate, the ballot shall be retaken and in the event of a continual tie lots may be drawn. In a preferential ballot the tie shall be broken by establishing which candidate had the highest number of first preference votes or took the earliest lead on transfers.

O. Chair's ruling

1. Any breach of or question to the rules or standing orders may be raised by a member rising to a point of order. The chair's ruling on any point arising from the rules or standing orders is final unless challenged by not less than four members; such a challenge shall be put to the meeting without discussion and shall only be carried with the support of two-thirds of the members present.

P. Miscellaneous

1. Party meetings and events shall be conducted in a friendly and orderly manner and organised in such a way as to maximise participation from members. No member shall be precluded from attendance because they cannot gain access to the meeting place for any reason. Harassment or intimidation of any member is unacceptable as is any form of discrimination on the basis of gender, sexual orientation and gender identity, disability or race.
2. Any member acting in an unruly or disruptive manner, in contravention of the standing orders, may be removed from the meeting by action of the chair. The chair shall put such a motion to the meeting, which to be carried shall require the support of two-thirds of those present and voting. Any member who has been removed from two meetings during a 12-month period shall, with the approval of the appropriate RMC, be ineligible to attend meetings of this body for the next 12 months.
3. This party unit accepts the principle of minimum quotas for women at all levels of representation within the party
4. The general provisions of the constitution and rules of the Party shall apply to this body. No alterations shall be made to the rules and standing orders of this organisation except at an annual or special meeting called for this purpose and carried with the support of two-thirds of the members present. No alteration shall be effective until it has received the approval of the appropriate officer of the National Executive Committee of the Party.

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September 2012

APPENDIX

Alliance for Change Inc. (AFC Inc.)

A. General

The AFC Inc. is a registered non-profit company with no share capital [Registration no. 5453: September 29, 2005] the main purpose of which is non-profit work associated with the promotion, management, administration and organisation of the political party known as the Alliance for Change. The AFC Inc. shall be responsible for the recruitment, employment of required personnel in pursuit of its mandate to manage inter alia the assets of the AFC and effectively implement the relevant decisions of the NEC and Management Committee and to ensure adherence the all legal requirements nationally.

In the wake of the November 2011 National and Regional Elections, the Alliance for Change (AFC) held a strategy session in February 2012 to regroup, realign and streamline its activities. It was acknowledged that there was a dire need for administrative support at both the party's national and regional levels to implement decisions and be responsible for the day-to-day operations of the party. A decision was, therefore, taken to appoint a National Operations Manager and Regional Operations Managers with the primary objective being to ensure organizational effectiveness at the national and regional levels. As paid positions, these individuals could not, by statute, be incorporated within the AFC party structure and they would, therefore, be employees of AFC.

B. Structure

AFC Inc. shall be structured shall be as follows:

1. Board of Directors

The Board of Directors shall be appointed by the National Executive Committee and shall be chaired by the party Treasurer. The Board shall report to the NEC via the MC

2. National Operations Manager

i. The National Operations Manager (NOM) will effectively be the Chief Executive Officer of AFC Inc. responsible for:-

- Overseeing the implementation of relevant decisions and policies of the party.*
- Creating organisational and programme budgets in collaboration with the Management Committee (MC).*

- *Managing the day-to-day affairs of the party.*
- *Managing the party's Human Resources,*

And other miscellaneous tasks as assigned by the MC.

ii. The NOM will report to the Board of the AFC Inc. and, by extension, the MC and the National Executive Committee (NEC).

iii. The NOM may also be assisted by an Administrative Assistant, an accountant and other ancillary staff as approved by the Board.

iv. The (NOM) would:-

- *Be separate and apart from the political decision making process.*
- *Not interfere in the affairs of the Regional Administrations*
- *Be responsible for the supervision of the Regional Operations Managers.*

v. Relationship with Regional Management Committees

In consultation with the Regional Management Committees, the NOM;-

- *Will assist in the recruitment and supervision of Regional Operations Managers (ROMs) and ancillary staff.*
- *Provide operational support for approved projects and programmes, and*
- *Ensure the effective flow of information between the MC and the RMCs.*

3. The Regional Operations Managers (ROMs)

i. The ROMs would be:-

- *Separate and apart from the political decision making process.*
- *Not interfere in the affairs of the Regional Administrations*
- *Report to the party's Regional Management Committees (RMCs)*

ii. Objectives: This position's primary objective is ensuring organizational effectiveness at the Regional level by performing the organization's administrative (non-political) functions at the Regional level.

iii. Responsibilities: The Regional Operations Manager will be responsible for implementing the decisions and policies of the Regional Executive Committee, creating organizational and programme budgets in collaboration with the Regional Management Committee, administratively managing the regional unit's day-to-day affairs and other miscellaneous tasks, as assigned. Specifically, the ROMs would, inter alia:

- *Develop a comprehensive database of the organisation's Regional membership and ensure membership fees are paid in a timely manner.*
- *Monitor the operations of party Groups.*
- *Ensure an effective and efficient flow of information to and from Party Groups and the Regional Management Committee*

- *Develop plans for the implementation of decisions and policies of the Regional Management Committee and submit these to the Regional Management Committee for approval*
- *Oversee the implementation of plans approved by the Regional Management Committee, and ensure the effective flow of critical information between the Regional Management Committee and the National Executive Committee.*
- *Develop, maintain and monitor fundraising systems and procedures to ensure that all pledges are captured, and that all revenue transactions are properly conducted. ,*

iv. Reporting: This position reports to the Regional Management Committee and is also accountable, on non-political administrative matters, to the National Operations Manager.

C. Funding

The AFC Inc. is funded by contributions from:-

- *party members and other individuals*
- *organizations which share its political ideas or which stand to benefit from its activities.*
- *Fund raising activities*
- *Donations*

The funds obtained by these means are divided between the RMCs and the Head Office in proportions decided by the NEC.

D. Use of Funds

1. AFC Inc. shall utilise these funds for the funding of national programmes, campaign financing, the funding of national conferences and NEC meetings and associated costs, and administrative costs in general for the effective maintenance of the Alliance for Change as a viable and relevant political organisation.

2. The funds retained by the Regions will be utilized for the maintenance of regional offices and associated costs including computers and internet access to enhance communication, regional programmes, etc.

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September 2012