



shared economy, shared power

**the co-operative party
annual conference 2016**

delegate handbook

Welcome

Whether you have attended as a delegate before, or are attending for the first time, let me take the opportunity to welcome you to this year's Co-operative Party Conference.

This Delegate Handbook contains information supporting you in your role as a delegate. It contains details of this year's nominees for Conference Arrangements Committee, standing orders of Conference, as well as a submitted organisational motions and amendments.

The Handbook supplements your purple **Guide to Conference**, which is provided to both visitors and delegates. It contains more general information about the proposed Conference agenda, fringe listings and other practical and logistical information. You will also have received copies of our **three policy documents** entitled *Secure and Confidence Communities*, *Building a Shared Economy* and *Creating a More Equal Society*. Information about them and the policy debates that will take place at this year's Conference can be found on page 4.

Yours in co-operation,



Shane Brogan

Secretary, Conference Arrangements Committee (CAC)

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2016 Policy process

Nominees for Conference Arrangements Committee (CAC)

Elections to the Conference Arrangements Committee (CAC) will be held at this year's Conference, with one place for a 3 year term, and one place for a 1 year term. The following candidates have been nominated by their Party Council or society:

Sabina Shahzad London Region

I have over 20 years experience of organising and fund raising events both national and regional level. I enjoy talking to people and always try to engage with members to plan the event. I have been on the conference arrangement committee.

I am asking for your support once again.

Theresa Vaughan Yorkshire Region

I have been an active member of the Co-operative Party since 2010; I have held the position of Hull and East Yorkshire Branch Secretary since 2011 and regularly attend the Co-operative Party Yorkshire Regional Council where I'm a Vice Chair. Being part of the CAC during the past 3 years have been a very interesting and exciting time with policy debates and motions. I have had the privilege of assisting in setting up and re-activating several branches within the Yorkshire and Humberside area along with standing in the local council elections as a Labour & Co-operative Party candidate.

Co-operative Party Ltd AGM

Co-operative Party Annual Conference incorporates the Annual General Meeting (AGM) of the Co-operative Party Ltd.

Notice is hereby given that the AGM of Co-operative Party Ltd will take place on Sunday 20th September 2015 at 10:00am in the Holiday Inn Regent's Park, London.

The business of the Annual Meeting will be to:

1. Receive the revenue account and balance sheet for 2014 (at the back of your Annual Report)
2. Receive a report on the Party's performance in the previous year
3. Receive forward plans for the current year and the next two years
4. Appoint financial auditors

The AGM is open to delegates of all corporate members (societies) and party councils.



! Where's my Annual Report?

Lead delegates and society secretaries will have received a printed copy of the Co-operative Party 2015 Annual Report by post, as part of their Conference Pack.

Additional printed copies will be available for delegates and visitors to collect from the registration desk upon arrival at Conference.

The Report may also be downloaded in PDF format from www.party.coop/publication/annual-report-2015

Organisational Motions

The Conference Arrangements Committee accepted three organisational motions as valid at its meeting in April 2016.

These motions were circulated to societies and party councils for discussion. No amendments were received by the deadline of 1 August so the following motions will appear on the Conference Agenda.

Motion 1 Submitted by Bath & West Co-operative Party

This Conference acknowledges the significant contribution made to our movement by the late Tim Pearce.

Many delegates in this hall and many hundreds of co-operators across the country will have been introduced to our movement by Tim, or encouraged to get more involved by his dynamism and passion for co-operative values and the change that such values can deliver in our communities.

Conference believes that it is important to celebrate and commemorate such lifelong commitment by encouraging future generations to grow their knowledge and understanding of co-operation.

Conference therefore instructs the national executive to work with local parties to develop a trust to nurture and support co-operative activists in developing their understanding of our movement.

Motion 2 Submitted by North East & North Cumbria Co-operative Party

Conference recognises that many branches, especially those in urban areas, are campaigning and electioneering for a significant part of the year and that it clashes with and limits time for discussing issues and policies.

Therefore, to alleviate the problem, Conference requests that the initial papers should be issued much earlier than March, so that some discussions can take place before campaigning start.

Motion 3 Submitted by South West Peninsula Co-operative Party

That the NEC review the current regional structure which no longer fits with current regional devolution with a view to:

- a.** Making sure any Party structures fit with new forms of regional devolutions;
- b.** Reducing demands on Party Councils which are not sustainable;
- c.** Developing new methods via ITC for linking Party Councils for joint activities;
- d.** Providing opportunities to link productively with our retail partners, unions, cooperatives and the Labour Party.

Rule Changes 2016

Rules of Co-operative Party Ltd (Section A of the Rule Book)

Following the change to national membership in 2015, local parties are no longer required to pay an annual subscription to the national Party. The NEC is therefore recommending that the following paragraph is no longer required and should be deleted:

7.7. Local and Regional Parties shall contribute to national funds an amount approved annually by the National Executive Committee and the Party Conference in respect of each local party member and subject to a minimum of 20 local Party members.

Subsequent paragraphs to be renumbered accordingly.

This rule change will be taken in the AGM and requires two-thirds of votes cast to be passed.

Rules of the Co-operative Party

Following consultation with local parties, the NEC is recommending a number of changes to bring the rules into line with current practice and recent changes to the structure of the Party. These rules will be proposed and debated together, but with a separate vote for each. They require a simple majority. The full text of the amended rules can be found here ([insert link](#))

Annual Conference (Section C)

1. New rule - to encourage conference delegations to reflect the gender balance and diversity of the membership
2. New rule - to permit visitors to address Conference, at the Chair's discretion
3. Amended text - to clarify when an issue may return to a future conference following a resolution.

4. Amended rule - to extend the deadline for Emergency Motions (to account for Annual Conference being shorter than it was when these rules were first drafted).

Membership Rules (Section E)

5. New rule - to facilitate members joining (and agreeing to the membership declaration) on line or by phone.
6. New rule - to facilitate members joining by direct debit
7. Amended rule – to clarify the period after which a new member will be accepted into full membership, if they have met all of the membership conditions and there have been no objections.
8. Amended rule – (following the introduction of national membership) to clarify that national, rather than local, records will be used as proof of membership.

Model Rules (Sections M-P)

9. Amended rule - to take account the changing structure of societies
10. New rule – to include official Labour and Co-operative MPs, AMs and candidates as ex-officio members of Party Council
11. New rule – to facilitate payment of reasonable expenses, and honoraria if approved by the NEC
12. New rule - officers or delegates will be deemed to have vacated their position if absent for three or more meetings of the Party Council or relevant body.
13. Removal of the rule explicitly permitting the appointment of staff and new rule limiting contracts (this is to bring us in to line with advice on the legal status of party councils and branches)
14. New rule - To require parties to submit an annual report and accounts.

Standing Orders (Section Q)

15. Amended rule - to clarify that 7 days' notice should be given of meetings and that this may be by post or email.
16. Amended rule - to clarify that meetings may also be held by phone or online
17. 17. New rule - permitting voting by STV rather than exhaustive ballot where there are several representatives to be elected to a position or body.

Membership Subscriptions

Annual Conference 2015 resolved that, in future, individual membership subscriptions should rise by the rate of inflation each year. As the rate of inflation during 2016 has been very low, the NEC is proposing that there be no increase in 2017 and that this be reviewed again next year.

The NEC is recommending however that eligibility for the 'youth' band be increased from 17 to 19 years of age. The membership subscription rates proposed for 2017 are as follows:

Standard membership rate	£3/£5/£10/other per month* £33 per annum if paid in full before 31 March
Reduced membership rate	Minimum £2 per month £20 per annum if paid in full before 31 March
Youth 20-22	£1 per month £10 per annum if paid in full before 31 March
Youth 14-19	£1 per annum

Standing orders & conference rules

Extract from The Rule Book – Section C – Party Conference

The Rule Book - Section C

1. These Rules do not replace the registered Rules of Co-operative Party Ltd and shall at all times be consistent with the registered Rules. In the event of any inconsistency, the registered Rules of the Co-operative Party Ltd. shall apply.

Party Conference – status

2. There shall be an Annual Party Conference, which shall itself be subject to the National Rules and Constitution.

Procedural Rules for Party Conference

3. The Annual Conference of the Co-operative Party shall be convened in accordance with the Constitution.
4. A Special Conference may be called in accordance with the Constitution
5. All delegates shall be individual members of local Parties.
6. A delegation fee for each delegate shall be payable by the organisation sending delegates to Party Conference. Such fees must be paid to the Secretary of the Party before credentials are issued. The amount of the delegation fee payable for each conference shall be fixed by the NEC and notified to all subscribing Societies and registered Parties. For the Annual session of Party Conference this shall be fixed by 31 December of the preceding year.
7. Ex-officio members of the Party Conference are as follows:-
 - Members of the NEC
 - Official members of Parliament
 - Official members of the Scottish Parliament
 - Official members of the National Assembly for Wales

- Official members of English regional assemblies
 - Official Co-operative Party Councillors
 - Elected members of the National Youth Committee
 - Members of the Parliamentary, Scottish and National Assembly for Wales Parliamentary Panels and English Regional Panels
 - The Party General Secretary
 - Members of the Conference Arrangements Committee
8. Ex-officio members may speak but have no voting powers unless appointed as a delegate. Staff members may also speak, where appointed by the NEC, but they may not be selected as delegates.
 9. Notices of motions for the Annual Party Conference shall be forwarded in writing to the head office at such times as the NEC shall determine, but at least eight weeks shall be given for their inclusion in the first Agenda issued to organisations entitled to representation. Amendments to the motions for inclusion in the Final Agenda shall be forwarded to head office before the closing date determined by the Conference Arrangements Committee (CAC).
 10. No other business than that upon the Agenda shall be considered unless recommended by the NEC or by the CAC.
 11. When the Annual Conference has by resolution made a declaration of a general policy or principle, no motion concerning such policy or principle shall appear upon the Agenda for a period of two years from the time such declaration was made, excepting such motion which, in the opinion of the NEC, is of vital importance and urgency.

No motion or speeches dealing with staff terms and conditions or the appointment or behaviour of any member of staff shall be in order. Such matters must be referred in writing to the NEC.

12. No more than three motions and three amendments shall be submitted by any one organisation.
13. Submitted motions and amendments shall not exceed 300 words.
14. The CAC shall have the power to composite motions dealing with the same issues. Where in the opinion of the CAC any organisation

submitting a motion refuses to have its motion composited, the CAC shall reserve the right to recommend that the motion be not debated.

- 15.** Notices of motions of an emergency nature must be recommended to the CAC by the NEC or supported by not less than ten organisations represented at Conference. Such motions must be handed to the CAC duly signed not later than 9.30 am on the day of the Conference excepting the last. No emergency motion shall be accepted unless its submission has been expressly authorised by the delegates of promoting organisations present at Conference. Subject to the approval of Conference, the CAC shall decide the admissibility or otherwise of any emergency motion submitted to it. The acceptance of such motion or motions by the CAC does not guarantee that the motions will be brought before the Conference for debate.
- 16.** The CAC shall be composed of five persons: four elected by ballot to be held at Annual Conference; and member of the NEC who shall be elected at the Annual Meeting of the NEC and represent that body. Notwithstanding casual vacancies, no more than two persons shall be elected at any one Annual Conference.
- 17.** Nominees for the CAC should be delegates to the Conference
- 18.** Voting for the CAC will be on the same basis as the NEC.
- 19.** No more than one representative shall be elected from any one Region.
- 20.** The successful nominee receiving the highest number of votes shall serve for three years and the successful nominee with the next highest vote shall serve for one year.
- 21.** The CAC shall call together not later than the day preceding the first day of Conference a representative or representatives of all organisations whom it deems necessary to cater for in connection with motions or amendments submitted for the Agenda. The CAC shall, immediately after the Chair's address, submit to the Conference for confirmation or otherwise a printed Conference timetable. It shall group the motions according to subject, indicate the order of precedence, and set down a maximum time limit for each motion or group of motions. It shall issue to delegates copies of all composite motions agreed upon and any new motions properly submitted in accordance with Procedural Rule 13.

- 22.** The CAC, subject to the Procedural Rules for Party Conference, shall govern the procedure of the business of the Conference and make the necessary arrangements for the success of the Conference.
- 23.** The CAC shall appoint its own Chair by simple majority, who will be responsible to the Conference for its work and guidance. The Secretary to the CAC shall be appointed by the General Secretary acting on behalf of the NEC. The business of the Annual Conference shall include the following:
- Civic Welcome (if any)
 - Fraternal Greetings
 - Chair's Address
 - Report of the CAC
 - Parliamentary Reports
 - Policy Debates, the topics for which shall be notified by the NEC in advance
 - Motions and amendments on Party Organisation accepted for inclusion in the Final Agenda and emergency motions accepted in accordance with these Rules.
- 24.** Except where a special time limit recommended by the CAC has been accepted by the Conference, the mover of every motion shall be allowed five minutes and three for reply, and the NEC shall be allowed up to seven minutes for reply to the whole debate. When an amendment is made to any motion and no further amendment is carried, then it shall become the substantive motion.
- 25.** No delegate shall be permitted to speak more than once on the same proposition, except the proposer, who shall have the right to reply before the vote is taken.

26. Voting
27. Any debate may be closed by a resolution “That the question be now put” having been moved, seconded and carried. Such a resolution must be put to the meeting without debate, but no speech shall be interrupted for the purpose of proposing such a motion.
28. If carried, the debate will move immediately to the right of reply and then to the vote.
29. All votes shall be taken, in the first instance, by a show of hands.
30. A card vote shall be taken on any motion if it is either recommended by the CAC or requested by the delegates of ten organisations rising in their places and showing their book of voting cards.
31. All changes to these Rules must be taken by Card Vote.
32. Any Procedural Rule may be suspended by a majority vote of the delegates assembled.
33. On a card vote, each Local Party and society shall have ten votes, plus one additional vote for every £25 or part of that amount paid to the Party during the previous financial year.

politics for people

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