



IDEAS

TO CHANGE BRITAIN

co-operative party centenary conference

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 to support you in your role as a delegate. It has details of this year's nominees for Conference Arrangements Committee, Standing Orders of Conference, proposed rule changes, and organisational motions.

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. Copies of our **two policy documents** are also available online at www.party.coop/conference, and hard copies will be available on your arrival.

Yours in co-operation,

Joe Fortune

Secretary, Conference Arrangements Committee (CAC)

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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 Friday 13th October 2017 at 14:00 at Central Hall, Westminster.

The business of the Annual Meeting will be to:

8. Receive the revenue account and balance sheet for 2016
9. Receive a report on the Party's performance in the previous year
10. Receive forward plans for the current year and the next two years
11. Appoint financial auditors
12. To consider rule changes (enclosed)

Where's my annual report?

Hard copies the Annual Report and policy documents have been sent to lead delegates, and can be downloaded and viewed online at

party.coop/conference/docs

Printed copies will also be available at the welcome desk when you arrive at Conference.



POLICY PROCESS

The Co-operative Party's policy process this year focused on education and housing. This was driven by the views of Conference in 2016 and agreed by the NEC policy sub-committee.

The Party consulted members, local and regional parties, and co-operative organisations on new policy based on our lived experiences of education and housing across the UK, and to gather ideas on how we can apply our co-operative values to improving these sectors.

Following the launch of the consultation documents, a range of activity by hundreds of members led to the generation of policy contributions, including:

- Nationally organised policy phone conference
- Wide range of regional and branch meetings
- Nationally organised local consultation meetings
- Meetings of self-organising networks within the Party such as the Women's Network
- Nationally driven email and social media support and promotions
- Meetings with subject area experts, organisations and charities

The policy subcommittee of the NEC has issued a response document to all those who contributed through the policy consultation process.

The resulting policy papers are based on these submissions and form the Party's proposed new housing and education policy platforms. These policy papers are 'living documents', which can be amended and expanded to take account of changing circumstances and environment.

Policy debates at this year's Conference

The new policy documents will be discussed at Conference in two panel debates, comprised of experts and practitioners in their respective fields.

Conference delegates will be able to contribute points, ask questions and participate in these debates. The Conference will conclude with a sum up of the policy platforms and any issues raised during the debates, led by our NEC policy sub-committee. Conference will then have the opportunity to endorse these documents at the end of the weekend.

🕒 Saturday 13:50

Policy paper 1 **Instilling co-operation into learning**

📍 Main Hall

This has been updated in response to the submissions received and provides the focus for the education policy debate.



🕒 Sunday 09:45

Policy paper 2 **Bricks, mortar and co-operation**

📍 Main Hall

This has been updated in response to the submissions received and provides the focus for the housing policy debate.



ORGANISATIONAL MOTIONS

The following organisational motions and amendments have been accepted by Conference Arrangements Committee for inclusion on the agenda for Annual Conference 2017. These will be taken at the AGM on Friday 13th September

Motion 1 **Increasing Co-operative Representation**

* Submitted by NE & North Cumbria Party

Conference welcomes the election of a record number of Co-operative MPs in the general election and the increase in Co-operative councillors in the local elections this year. However, we believe that the number of both could be further increased by the removal of certain restrictions on candidates being able to stand as Labour & Co-operative on the ballot paper.

Specifically, we ask that:

- Candidates in multi member council seats should be able to stand under Labour & Co-operative even if not all Labour candidates are doing so.
- Candidates in parish and town councils should be able to stand as Labour & Co-operative.
- Sitting Labour MPs should be able to become Labour & Co-operative candidates at the following general election.

Motion 2 **Topics for the policy process in 2018**

* Submitted by NE & North Cumbria Party

Conference recognises that the issues around Health and Social Care are urgent and therefore asks the NEC to include this topic in the policy process for the following year.

Conference also notes that equality issues need to be specifically addressed in the party's manifesto. We therefore ask the NEC to consider whether to include these as a separate topic or to append sections on equality aspects to each of the different topics.

Motion 3 **Recognition of LGBT+ Co-operators**

* Submitted by South West Peninsula Party

BACKGROUND

- During the 2016 Co-operative Party Policy process on diversity we in the far South West identified that the Party had no structure in place to bring together our LGBT+ members.
- Since that time members have begun to self-organise as LGBT+ Co-operators. We have been to some Pride events; hosted a fringe event at last year's Conference; held initial discussions with LGBT Labour; and established a presence on social media.
- LGBT+ Co-operators would like to thank the South West Peninsula Party Council for giving us the space to develop our thinking; Party staff for being supportive and helping us design our logo; the City of Plymouth Branch Party for funding our flag; and everyone who has encouraged us to continue our activity.

THEREFORE

- As we celebrate our centenary, Conference recognises that the co-operative movement has always fought for equality at the same time Conference acknowledges that the Co-operative Party can do more to advance diversity
- Conference notes the work that has happened over previous years to support Co-operative Party Youth, the Co-operative Party Women's Network and the BAME Members' Network.
- Conference supports the process of member-led self-organising networks as a healthy expression of co-operation in action; conference also recognises that such networks also require different levels of support.

- Conference thanks members who have given time to supporting our existing diversity networks.

CONFERENCE RESOLVES

- That the Co-operative Party adds LGBT+ Co-operators as our fourth diversity network.
- That the NEC review how the Party should best support our diversity networks and report back to Conference 2018 with their proposals.

ANNUAL MEMBERSHIP SUBSCRIPTION 2018

At Annual Conference 2015, it was resolved that the future increases to the individual membership subscriptions would be based on inflation only. No increase was applied for 2017 as inflation had been low, so for 2018 the NEC proposes the following:

	2017	2018
Youth 14-19	£1 per year	£1 per year
Youth 20-22	£10 per year/£1 per month	£10 per year/£1 per month
Reduced	£20 per year/£2 per month	£20 per year/£2 per month
Standard	£33 per year/£3 per month	£34 per year/£3 per month

RULE CHANGES

There has been one rule change submitted by a local Party and one submitted by the NEC that relate to the rules of the Society (Section A of the Rule Book). These will be taken in the Annual Meeting and will require 2/3 of votes cast to be passed.

Changes to the remaining rules are made by the NEC, subject to endorsement by Annual Conference. The NEC is proposing seven rule amendments, as set out below. These require a simple majority and will be taken in the Annual Meeting.

ⓘ Please note: these have been renumbered, and Rule Change 7 was not included in the preliminary agenda.

Rule Change 1 **Proposed amendment to Co-operative Party Rules**

* Submitted by Oxfordshire Party Council

Co-operative Party Rulebook (2016) – Section A

“11. National Executive Committee Composition

11.1. National Executive Committee Members shall comprise the following:

11.1.1. eleven National Executive Committee Members elected by and from individual members on the basis of one member one vote. The National Executive Committee will approve the election procedures to be used. One Member shall be elected by and from Scotland; one by and from Wales; and one each by and from the nine Government Regions of England.”

Proposed change to clause 11.1.1:

“11.1.1 twenty-two National Executive Committee Members elected by and from individual members on the basis of one member one vote. The National Executive Committee will approve the election procedures to be used. Two Members shall be elected by and from Scotland; two by and from Wales; and two each by and from the nine Government Regions of England.”

Co-operative Party Rules (2016)

“11.11. At least nine Members of the National Executive Committee will form a quorum.”

Proposed change to clause 11.11:

“11.11. At least fifteen Members of the National Executive Committee will form a quorum.”

Amendment to Rule Change 1

* Submitted by Central England Eastern & Southern Party

Proposed change to clause 11.1.1.

Add at the end the following words:

At least one of the two members from each of the English Regions and from Scotland and Wales shall be female .

Rule Change 2

Section A – Rules of Co-operative Party Ltd.

* Proposed by the NEC

Background

The Rules of the Society state that the AGM must take place within nine months of the end of the financial year (31 December) normally at the same time as Annual Conference. In recent years, it has become increasingly difficult for the Conference

to take place in (or before) September. Annual Conference has been shown to work well in October, after the holiday period and the other Party Conferences. The NEC is therefore proposing that the 'nine months' requirement be removed. This is not a requirement of the Co-operative & Community Benefits Societies Act and we understand that the FCA would not therefore object.

Rule 10.1

Delete:

The Party is to hold a general meeting (called the annual general meeting) within nine months of the end of each financial year, normally at the same venue and on the same occasion as the Annual Party Conference. The annual general meeting is to be convened by the Board Secretary by order of the National Executive Committee.

Insert:

The Party is to hold a general meeting (called the annual general meeting) each year, normally at the same venue and on the same occasion as the Annual Party Conference. The annual general meeting is to be convened by the Board Secretary by order of the National Executive Committee.

Rule Change 3

Section C – Annual Conference

Delete:

20. *Nominees for the CAC should be delegates to the Conference*

21. *Voting for the CAC will be on the same basis as card votes at Annual Conference.*

Insert (and renumber accordingly):

20. Voting for the CAC will be by one member, one vote by those delegates present and voting.

Rule Change 4

Section D – Co-operative Party Disciplinary Committee

Background

This rules change increases the number of members on the Disciplinary Committee and allows for co-option by the NEC if required to secure the necessary skills, diversity and experience.

The change will delete Section D and replace with a new Rules (circulated).

Rule Change 5

Section E – Membership Rules

Background

The Party has received a number of queries from potential members who are resident abroad. These members would not be allocated to a local Party or able to take part in selections unless on the electoral register in that constituency at the time.

Insert new rule 9 (and renumber accordingly):

British and Irish Citizens resident overseas may apply to join the Party as an International Member, subject to payment of the applicable International Members' fee and all other membership conditions.

Rule Change 6

Section E – Membership Rules Rule 12

Background

The membership rules relating to exactly when a new member becomes eligible to be elected as an officer, candidate or delegate are difficult to interpret. In future, this will be nine months from the date of their application, provided (as is implicit) that they have and continue to meet the membership requirements.

Delete:

No member may become an officer of the Party, or a representative on any public body or organisation to which the Party is affiliated, until he/she has been a member for six months since the date of their membership qualification as outlined in these Rules. The NEC shall have the power to waive this restriction temporarily in the case of a newly formed Branch, Society or Voluntary Party.

Insert:

No member may become an officer of the Party, or a representative on any public body or organisation to which the Party is affiliated, until he/she has been a member for nine months since the date of their valid application. The NEC shall have the power to waive this restriction temporarily in the case of a newly formed Branch, Society or Voluntary Party.

Rule Change 7

Section H – Rules of the Parliamentary Panel

Background

In consultation with the Scottish Party, the NEC has agreed the following changes to the Rules of the Parliamentary Panel.

Delete:

1. *Candidates will be self-nominating by way of written application to the Co-operative Party Head Office.*

Insert:

1. ***Candidates will be self-nominating by way of written application to the Co-operative Party Head Office. Applicants in Scotland or with an interest primarily in constituencies in Scotland will be considered by the Scottish Co-operative Party in line with criteria agreed between the NEC and the Scottish Co-operative Party.***

Delete:

7. *Nominees will be empanelled only after interview by the NEC or an NEC Sub-Committee.*
8. *The NEC may turn down applications with or without interview.*

Insert:

7. *Nominees will be empanelled only after interview by the NEC or an NEC Sub-Committee or the Scottish Party.*
8. *The NEC or Scottish Party may turn down applications with or without interview.*

Rule Change 8

Statements on Party Conduct & Social Media

Background

The statements below were agreed by the NEC in March and have been circulated to local Parties. The NEC proposes that these be included in the Rules:

Statement on Party Conduct

As a Party, our co-operative values should be reflected in our actions as well as our policies.

All members should feel welcome and encouraged to participate, in meetings, events and on social media. There is no place in the Co-operative Party for intolerance or abuse.

To enable this, we will:

- Make meeting and events accessible and welcoming, encouraging maximum attendance and participation
- Conduct all meetings in a friendly and co-operative way, in accordance with the rules & standing orders and in a manner that enables all views to be heard
- Not tolerate harassment or discrimination based on age, gender, sexual orientation, marital status, disability, colour, race, ethnic origins or religion, or any form of personal abuse in meetings or on-line.

Statement on Social Media Conduct

1. The Co-operative Party recognises that social media and other forms of digital communications are a vital part of modern campaigning and communications.
2. We have an important part to play in political and public debates and a vital contribution to make in discussions about how to create a more co-operative United Kingdom. We should be loudly and proudly making the case for co-operation using all appropriate channels.
3. We are absolutely clear that the rules of the Co-operative Party apply just as much to activity that takes place on-line as it does to more traditional political activities like Party meetings.
4. Our co-operative values dictate that we will treat others with respect and not make personal attacks or abusive or intimidating remarks. Individual members not meeting these high standards in their conduct online may be subject to disciplinary action under the Party's Rule Book.
5. High-profile members of the Party and those holding official positions within the Party including Party Officers, NEC members and elected representatives should be particularly mindful that their conduct online has the potential to reflect on the Party. Views expressed could be interpreted as reflecting the view of the Party even where this is not the intention.
6. We increasingly encourage local Co-operative Parties and networks to use digital and social media to build support for the Party and our ideas. However, Party Officers responsible for placing such content online must ensure that content is relevant to the work of the Co-operative Party; and that no content is placed on an official Co-operative Party communications channel which could bring the Party into disrepute or that is not consistent with the policy of the Party.
7. Content on official Co-operative Party social media channels in particular during both internal and external elections and selections must comply with the rules of those elections and selections. Communications using these channels must not be used to promote candidates in internal Co-operative Party elections or to promote Co-operative Party candidates in Labour Party selections unless the individual has been formally nominated as the Co-operative Party's candidate.

CONFERENCE ARRANGEMENTS COMMITTEE

The following candidates have been nominated for election to the Conference Arrangements Committee. Ballot papers will be circulated to lead delegates. The ballot will close at 11am on Sunday.

Two candidates will be elected. The first placed candidate will serve for 3 years, the second placed candidate will serve for one year.

Jeremy Sutcliffe – North West Region

* Nominated by the Greater Manchester Party

Current Vice Chair Greater Manchester Party Council, Chair Oldham Branch, Co-op Party Member 40+ years. Experienced holder of management organisation positions (chair, secretary, treasurer etc.) in Co-op Party, Labour Party and Trade Union throughout that time. Familiar with conference formats for Co-op Party, Labour Party and Trade Union. Organiser of participatory seminars. I believe a CAC should organise the conference programme to allow the opportunity for the floor of conference to maximise its participation in response to necessary presentations and tabled resolutions: a conference where we talk with delegates and not talk at them.

Lis Telcs – South East Region

* Nominated by the Sussex Party

- Member for 18 years
- 11 years a officer - secretary to Sussex Party Council, currently Chair
- delegate to the South East Regional Party Council, secretary for 2 years some years ago
- 2014 to 2017 rep for SE on NEC
- Rep from NEC on CAC
- Have attended numerous party conferences, spoken to motions and had input on policy debates
- Supported delegates attending conference for first time

Teresa Vaughan – Yorkshire & Humber Region

* Nominated by the Yorkshire & Humber Party

It has been an honour to serve on the CAC for the past 4 years. I'm standing for another term to ensure the conference continues to mean something to every member. Important decisions are made and discussions take place that many members are not aware of and this needs to change. I have been an active member of the Co-operative Party since 2010 and have been elected as the Women's officer and a Vice Chair of the Yorkshire Regional Party Council in addition to being the Hull and East Yorkshire branch secretary.

INFORMATION FOR DELEGATES

Delegates

Only delegates can take part in votes. Any person appointed as a delegate must be an individual member of the Co-operative Party and must not be a member of any party political organisation with which the Co-operative Party does not have an electoral agreement.

Delegates representing Co-operative Societies, Regional Boards or Committees of Societies must be members of the Board or Committee they are representing. This must also be the case when a delegate is to represent both the party and the society.

Conference Arrangements Committee

The Conference Arrangements Committee (CAC) determines the order that debates are taken at Conference. The CAC is elected annually by delegates at Conference. The CAC tries to ensure that as many motions as possible are discussed and all necessary business is undertaken in the most efficient way.

The CAC prepares a Programme of Business, which forms part of your purple Guide to Conference. The CAC operates within the Standing Orders, which can be found on pages 12-18 of this Handbook. If you have any questions about Conference Procedure, you can meet with the CAC by arrangement with the CAC Secretary Shane Brogan. Please visit the welcome desk for further information.

Conference Arrangements Committee Elections

Each delegation will have a ballot paper to elect members of the CAC. Candidates will be introduced to conference during the first session. The ballot box will be at the welcome desk – check with the desk or listen out for the closing date and time for voting. The results will be announced at the close of conference.

Emergency Motions

Emergency motions may be recommended to the CAC by the National Executive Committee or signed by 10 organisations.

The deadline for submitting an emergency will be confirmed by CAC.

Contact the Secretary to the CAC Joe Fortune for more information if you are considering submitting an emergency motion.

Tellers

Tellers collect and count the votes. They are appointed at the start of conference from the delegates and will be briefed by the Chief Teller.

Sufficient tellers must always be in the conference hall for when a card vote is called, so if you have been nominated as a teller and think you won't be able to be present for most of the sessions, please contact the Chief Teller or a member of staff as soon as possible so that a replacement can be found.

Voting Cards and Ballot Papers

Most votes are by show of hands, but constitutional amendments, rule changes and financial matters must be voted on by card votes.

Delegates may also request a card vote on a particular motion or composite. This goes ahead if delegates representing ten or more organisations rise in their places and show their book of voting cards. Card votes may also be recommended by the NEC.

There is one set of voting cards and CAC ballot paper per delegation. These are posted to one of the representatives of each delegation, as named on the delegation form, or to Society Secretaries/Party Council Secretaries for those organisations not sending delegates, not less than one week before Conference.

Organisations not sending delegates may pass the voting cards and ballot paper to a delegate attending. The name of this delegate must be indicated on the acknowledgement slip sent with the voting card and ballot paper.

The voting strength of each delegation is recorded on the cards and ballot papers, based on their organisation's financial contribution to the Party. If your delegation does not receive a set of voting cards, please contact the welcome desk during the first day of Conference, where a duplicate set can be issued.

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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