

the co-operative party



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the co-operative party

Annual Conference 2018
12-14th October

Delegate Handbook

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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. This Handbook also contains detailed information about the policy process, and how to participate in the debates and voting.

The Handbook supplements your *Guide to Conference*, which is provided to both visitors and delegates. It contains more general information about the conference agenda, fringe listings and other practical and logistical information.

Yours in co-operation,

Issy Oozeerally

Secretary, Conference Arrangements Committee (CAC)

WHERE'S MY ANNUAL REPORT?

This year the Party's Annual report has been published in the form of an 'Annual Review', which reflects on our Centenary year. The Board Report and Financial accounts have been published separately. Printed copies of both will be sent to lead delegates.

Online copies of all Conference documents can be downloaded from party.coop/conference/docs

POLICY DEBATES

Conference is the culmination of this year's member-led policy process. This year we have focussed on two significant themes – the economy and Britain's relationship with the European Union.

Over the last few months, contributions have been received from members, local parties, subscribing societies and other organisations, helping to form two policy documents to be discussed at Conference which you have received along with this Handbook.

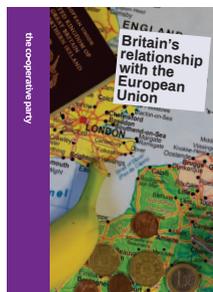
SEE PAGES 5-9 FOR MORE ABOUT HOW TO TAKE PART.

☑ Saturday 11:20

Policy paper 1 **Britain's relationship with the European Union**

📍 Main Hall

Updated in response to the submissions received and provides the focus for *Britain's relationship with the European Union* policy debate.



☑ Sunday 09:45

Policy paper 2 **An economy where wealth and power are shared**

📍 Main Hall

Updated in response to the submissions received and provides the focus for the *Economy where wealth and power are shared* policy debate.



TAKING PART IN POLICY DEBATES

This year's Conference programme has been designed to ensure there's plenty of room for a wider range of voices than ever before, so even if this is your first time at Conference, don't be shy about getting involved. Here's everything you need to know about how the two policy debates will work, and how to take part.

IN BRIEF

- There will be two policy debates, on Britain's relationship with the European Union and on the economy, each lasting 1 hour 15mins.
- Any delegate may speak from the platform in either debate. Speakers will be called at the Chair's discretion.
- Votes will be held on each of the voting statements on pages 7-9, as well as on the policy papers themselves.

BEFOREHAND

- At Conference registration, ensure you have collected your green 'delegate voting card', which enables you to vote.
- Meet your delegation to ensure you have agreed a collective position on each of the voting statements on pages 7-9. In case of a card vote (see below), lead delegates will vote on behalf of the whole delegation.
- Consider which topics and debates you might wish to speak on, and if you wish, spend time preparing a speech or some notes. Speeches are likely to be limited to 2-3 minutes.

FORMAT

- Over the weekend, a debate will take place on each of the two policy papers, each lasting 1 hour and 15 mins.
- Each debate will begin with a short introduction from a member of the NEC Policy Subcommittee.
- To maximise time for contributions from delegates, there will be no platform speeches as in previous years.



HOW TO SPEAK

- Any delegate may speak in either policy debate. Holders of visitor passes may also speak, but only at the Chair's discretion.
- To indicate you wish to speak, please move to the front row of the Main Hall as indicated by the Chair at the start of the session.
- Speakers are called entirely at the Chair's discretion and a time limit may be imposed on the length of speeches at any time.
- The Chair may also prioritise speakers from Party Councils who made significant contributions to the policy paper, and from under-represented groups to ensure a diverse range of voices are heard.

VOTING

- At the end of each debate, votes will be held on each of the voting statements on pages 7-9, in addition to an overall vote to approve the policy document itself.
- All delegates will vote via a show of hands, by raising your green 'delegate voting card'.
- If a formal card vote is called, lead delegates will vote on behalf of their delegation, using the voting cards which they hold.

VOTING STATEMENTS

At the end of each of the two policy debates, votes will be held on a series of statements, as well as on the policy documents themselves.

- Conference will be asked to endorse or reject each of the voting statements by casting votes in favour or against each one.
- Statements that receive the endorsement of conference will become part of the Co-operative Party's policy platform.
- Conference will then vote on the policy document itself. If endorsed by Conference, the document will then become part of the Co-operative Party's policy platform.

BRITAIN LEAVING THE EU

Statement 1

As a proudly internationalist party that believes peace and prosperity for all are best achieved via co-operation, the Co-operative Party advocated staying in the European Union during the referendum in 2016. As we go forward, it continues to be in the UK's best interests to have the closest possible relationship with our European neighbours and the institutions of the EU in order to minimise the negative impacts on communities, the economy and our role in the world.

Statement 2

The Government's assertion that no deal is better than a bad deal is dangerous and irresponsible. The Government should seek the best possible exit deal, and future relationship, for the UK and if no agreement is reached by 29th March 2019 then an extension to the Article 50 deadline should be sought to prevent the damaging consequences of crashing out of the EU with no transitional arrangements in place.

Statement 3

The Government has mishandled the Brexit negotiations from the beginning. The Prime Minister has spent more time negotiating within her own Party than with the EU. The Government has sought to sideline Parliament, which is unacceptable. It is right that Parliament will have a meaningful vote on the terms of any agreement that is reached. If the Government's proposal does not command the support of the House, a General Election should be called to enable a new Government to take up the reins of the negotiations.

Statement 4

The free movement of people, goods, capital and services provides huge benefits to our economy, society and communities. These benefits should be maintained in any Brexit agreement through continued UK membership of, and access to, the Single Market through the European Economic Area Agreement.

Statement 5

Leaving the Customs Union would be detrimental to the UK – with consumers facing higher prices and less choice, producers facing new barriers to export their goods, supply chains for British manufacturing severely disrupted, the UK's trading clout with the rest of the world diminished, and the Good Friday Agreement put at risk. The UK should seek a customs partnership which ensures no hard border in Ireland, continued access to the European market and frictionless trade.

Statement 6

The terms of any Brexit deal were not known at the time of the referendum in 2016. Once the negotiations are concluded, there should be a public vote on whether or not we should leave the EU on the terms proposed.

Vote on policy paper 1

This Conference votes to adopt the *'Britain's Relationship with the European Union'* document as the agreed policy of the Co-operative Party.

AN ECONOMY WHERE WEALTH AND POWER ARE SHARED

Statement 1

A universal basic income is already being trialled in Scottish cities like Glasgow as a way to strengthen the social safety net, alleviate inequality and provide security in the context of changing workplaces and an uncertain economic future. The Government in Westminster should support and fund further universal basic income pilots across the UK with a view to exploring its wider application.

Vote on policy paper 2

This Conference votes to adopt the *'Economy where Wealth and Power are Shared'* document as the agreed policy of the Co-operative Party.

ANNUAL MEMBERSHIP SUBSCRIPTION 2019

Annual Conference 2015 resolved that future individual membership subscription increases should be based on inflation only. For 2019, the NEC proposes the following:

	2018	2019
Youth 14-19	£1 per year	£3 per year
Reduced	£20 per year/£2 per month	£21 per year/£2.10 per month
Standard	£34 per year/£3 per month	£35 per year/£3.10 per month

HIGHER RATES

Members will be encouraged to choose one of the rates below that include an additional donation:

	Higher rate
Higher	£60 per year/£5 per month
100 Club	£100 per year/£8.33 per month
1917 Club	£230 per year/£19.17 per month

ORGANISATIONAL MOTION

The following organisational motion has been accepted by Conference Arrangements Committee for inclusion on the agenda for Annual Conference 2018. This will be taken after the AGM on Sunday 14th October.

▼ Motion 1

Format of Annual Conference

* Submitted by Cambridge & South & West Essex Party Council

This Co-operative Party Annual Conference recognises the merits of the policy development process which produced the 2015 Election Manifesto, a co-operative Agenda for Britain, and welcomes the ongoing further development programme, with the opportunity for all members to participate. However, this is a long-term process, and at any one time focuses on a limited range of topics such as this year, Brexit and the economy.

Yet there are many other issues, both ongoing and new, that are not included in this framework, and that the Party should have a collective view on. Campaigning for co-operative principles and policies is not restricted to an election period, but continues all year round. There must remain scope for members to raise any topical issue which they feel the Party should have a position on, outside the main programme, and not merely resolutions on Party organisation.

Conference therefore agrees that one session of conference should be open for motions on any topic not covered in the main policy documents, that conference should be balloted on their order of importance, and that as many as possible of them be debated in the time allocated.

RULE CHANGES

Changes to the rules that govern the Co-operative Party are made by the NEC, but are subject to confirmation at Conference.

This year, the NEC is proposing eight rule changes. These changes are part of a wider review of Party rules that will update the Rule Book and make it more straightforward to understand and implement.

This will include separating out the rules from the policies and procedures agreed by the NEC.

RULE CHANGES

Proposed rule changes were circulated to local Parties and affiliated organisations for comment in July. No objections were raised.

Proposed rule changes are outlined on pages 13-19. These will be voted on by card vote, using the 'Rule Changes' voting cards 1-8 held by lead delegates.

POLICIES AND PROCEDURES

The NEC is also proposing a number of changes to the Party's policies and procedures. These changes do not require the formal approval of Conference. However, as some have to date been included in the Rule Book, the NEC is asking for an indicative vote.

Proposed changes to policies and procedures are on pages 20-27 will also be voted on by card vote, using the 'Rule Changes' voting cards 9-12.

WHAT HAPPENS NEXT?

After Conference, the NEC will circulate an updated Rule Book that will incorporate these rule changes and separate out the rules from the procedures and policies.

PROPOSED RULE CHANGES

There are eight proposed amendments to the Rules. These will be voted on individually by card vote. A simple majority is required.

✔ Rule Change Card Vote 1

Simplifying the membership declaration

* Current wording:

I declare myself a Co-operator, and agree to accept the programme, policy and constitution of the Co-operative Party, national and local. I will do all in my power to promote the policy of the Co-operative Party as declared from time to time. I am not a member of any political Party other than the Labour Party or the Social Democratic and Labour Party. I am a member of a recognised co-operative as determined by the National Executive Committee of the Co-operative Party.

* Amended wording:

I declare myself a Co-operator. I agree to accept the rules and to promote the policy and values of the Co-operative Party. I am not a member of any political Party other than the Labour Party or the Social Democratic and Labour Party. I am a member of a co-operative recognised by the National Executive Committee of the Co-operative Party.

✔ Rule Change Card Vote 2

Disciplinary process

Members of the Co-operative Party stand for election as representatives of both the Labour and Co-operative Parties or the Labour Party. Therefore, Co-operative Party members who stand for election are already bound by the Labour Party's rules.

However, when an elected member is suspended by the Labour Party, the Co-operative Party may not be able to take immediate action under our

current rules - regardless of how serious the alleged offence might be - unless we also have access to the complaint, witnesses and accompanying evidence.

This rule change would permit the NEC to suspend an elected member from the Co-operative Party or to take further action where circumstances warrant it.

* New rule:

Members of the Co-operative Party who are selected and/or elected to stand as Labour or Labour & Co-operative candidates to any level of public office are required within these rules to abide by the rules and procedures of the Labour Party. If subject to investigation or disciplinary action by the Labour Party, they may be suspended from representing or membership of the Co-operative Party until the Labour Party disciplinary action has concluded.

✓ Rule Change Card Vote 3

Anyone who stands for election—or acts as the election agent for someone standing—against a Labour candidate may not join the Party for a period of five years following that election.

It is not clear in the current rules whether someone who has stood against a Labour Candidate, or has supported someone else to do so, should be prohibited from joining the Party and, if so, for how long.

* Current rule:

A member of the Party who stands for election, or acts as the election agent to a person standing for election, in opposition to a Labour Candidate, shall automatically be ineligible to be or remain a Party member.

* Amended rule:

A member of the Party who stands for election—or acts as the election agent to a person standing for election—in opposition to a Labour Candidate will automatically be ineligible to be or remain a Party member or to join the Party for a period of five years following the election.

✓ Rule Change Card Vote 4

Extending the rule prohibiting support for candidates standing against Labour to include social media

The current rules were drafted before the advent of social media. We now need to clarify that our rules prohibit members from promoting rival candidates on social media, so ‘promotion of’ has been included in the text. The NEC has been included, to match the disciplinary process. References to ‘CPDC’ refer to the Co-operative Party Disciplinary Committee.

* Current rule:

The CPDC may consider the member’s financial support for, organisation of and/or involvement in:

- the candidature of a person standing in opposition to a Labour Party candidate
- the activities of a Party or organisation acting in opposition to a Labour Party candidate.

* Amended rule:

The NEC or CPDC may consider the member’s financial support to, organisation or promotion of and/or involvement in:

- Candidates standing in opposition to a Labour Party candidate or who publicly declare their intent to stand against a Labour candidate
- The activities of a Party or organisation acting in opposition to a Labour Party candidate.

Disciplinary action following a conviction

This new clause clarifies that the NEC may take disciplinary action if and as appropriate following a criminal conviction or ruling by a council Standards Board without receiving a formal complaint.

* New rule:

Where a member has been convicted of a serious criminal offence or subject of a serious ruling from HM Courts and Tribunals Service or Council Standards Board, the NEC shall have the right to impose the appropriate disciplinary action.

Amending the clause on conduct and discrimination to include age and to apply to applicants as well as current members.

This important clause has been amended to include harassment and abuse alongside discrimination, and 'sustained' has been removed. This is to reflect more accurately its current use and intention.

We have also amended the terminology to that used in the Equality Act 2010.'

We are often asked to clarify whether previous actions of an applicant that would have been in breach of our rules had they been a member at the time should prevent them from being accepted into membership of the Party. This has been made clear.

'CPDC' (Co-operative Party Disciplinary Committee) has been amended to 'NEC' to reflect the disciplinary process.

* Current wording:

No member of the Party shall engage in a sustained course of conduct prejudicial, or in any act grossly detrimental, to the Party. Such conduct shall also be deemed to include discrimination against groups and/or individuals on the basis of sex, sexual orientation, marital status, disability, colour, race, ethnic origins or religion. Such an action may render him/her to be ineligible to be or remain a member of the Co-operative Party. Any dispute as to whether a member is in breach of this provision shall be determined by the CPDC.

* Revised rule:

No member of the Party shall engage in a course of conduct prejudicial, or in any act grossly detrimental, to the Party. Such conduct shall also be deemed to include harassment, abuse or discrimination against groups and/or individuals based on age, disability, gender reassignment, marital or civil partnership status, race, pregnancy and maternity, religion or belief, sex or sexual orientation. Such an action may render them ineligible to be or remain a member of the Co-operative Party. Any dispute as to whether a member or applicant is or has been in breach of this provision shall be determined by the NEC.

☑ Rule Change Card Vote 7

Delete the requirement for Party Councils to consider all membership applications.

This change brings the rules up to date with the changes made in 2014 to introduce a national membership system.

Not all local Parties meet within the three months required to consider membership applications and many have long ignored the requirement to do so. Others have been unclear on what grounds they may reject an application. A clearer process would be for branches or party councils (or individuals) to notify Head Office of their objection to an application.

* Current rule (removed):

The application shall be considered by the Society Party Council/Voluntary Party at the next appropriate meeting after application. Notification of any acceptance or rejection of the application shall be given to the applicant within three calendar months of receipt of the application.

* New rule (redrafted & reordered)

Any objections to the application should be forwarded to the National Party within six weeks, giving the reason under these Rules by which the application should be rejected.

At any time before the individual is accepted as a full member the General Secretary of the Party may rule that the individual application for membership be rejected for any reason under these Rules which he/she considers the applicant does not comply.

Notification of any rejection of the application shall be given to the applicant within three calendar months of receipt of the application. He/she will have the right of individual written appeal to the NEC. Such an appeal shall be considered and dealt with by the Disputes Committee of the NEC in any manner that it deems fit and the decision of the Disputes Committee, once approved by the NEC, shall be final and binding on the Society/Voluntary Party, General Secretary and the individual concerned.

Membership rights shall commence three calendar months from the date the application is received by the Co-operative Party Head Office, providing all conditions of membership have been met and there are no objections to the application. Prior to full membership, the applicant can attend branch meetings as a visitor.

The NEC may apply a temporary moratorium on membership applications in a branch, party or region

This writes into the rules the practice that has been applied, albeit on very few occasions, to allow time for appropriate checks to be made when large numbers of applications have been received in a branch or area.

*** New Rule:**

Where it is deemed necessary by the General Secretary or the NEC, the Party may impose a temporary moratorium on new applications in a Society/Voluntary Party or Branch and/or request additional information from all applicants before applications will be processed. This may include proof of name and address and other relevant details. The Party reserves the right to ask to see the original document rather than a photocopy.

POLICIES AND PROCEDURES

The NEC is also reviewing some of the policies and procedures that are currently included alongside the formal rules in the Rule Book.

Some of these e.g. the Rules for Annual Conference are determined by the NEC, and do not formally need to be voted on by Annual Conference, but will be proposed for an indicative vote.

📌 Rule change Card Vote 9

Simplifying the process for emergency motions

The NEC has agreed to simplify the process for submitting emergency motions during Annual Conference. This may also be assisted by a change to the process i.e. that a list of lead delegates be displayed at the registration desk alongside 'prospective' emergency motions for signature. This change in process has been introduced for the 2018 Conference.

It is also necessary to clarify whether emergency motions can be submitted on any topic or must be restricted to organisational matters.

* Current rule:

Notices of motions of an emergency nature must be recommended to the CAC by the NEC or supported by no fewer than ten organisations represented at Conference. Such motions must be handed to the CAC duly signed by lead delegates not later than 5.00 pm on any day of the Conference except 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.

* Amended rule:

Notices of motions of an emergency nature must be recommended to the CAC by the NEC or supported by no fewer than two organisations represented at Conference. Such motions must be handed to the CAC duly signed by lead delegates not later than 5.00 pm on the first full day of the Conference. A list of lead delegates will be posted on the registration desk, where copies of emergency motions may be placed for signature.

Emergency motions must relate to urgent matters of policy that are not included in the subject areas for debate or organisational matters that have arisen since the motions deadline.

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. The acceptance of such motion or motions by the CAC does not guarantee that the motions will be brought before the Conference for debate.

☑ Rule change Card Vote 10

Co-operative Party Disciplinary Committee (currently Section D)

The Rules for the Co-operative Party Disciplinary Committee (CPDC) will be redrafted to include several changes:

- Clauses relating to the disciplinary process & the powers of the CPDC will transferred to the Disciplinary Procedure
- Clauses relating to the election of the CPDC will be transferred to the Election Procedures – CPDC document
- The number of members elected to the CPDC will be increased to 22 to allow for a wider range of skills and experience.
- Revised procedure for the appointment of the Cooperative Party Disciplinary Committee

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.
2. There shall be a Co-operative Party Disciplinary Committee, to be elected in accordance with procedural rules as set out below. The CPDC shall consist of twenty-two members of the Party: two each from Scotland & NI, Wales and the nine English regions, each of whom has been a member of the Party for a continuous period of not less than five years.
3. For the purpose of nomination and election the CPDC shall be based upon the same regions as for the election of the NEC.
4. The CPDC shall be elected every three years by ballot of affiliated Organisations and Registered Parties.
5. No more than two members, one man and/or one woman, shall be elected from each region.
6. Nominations for the CPDC shall be made in accordance with the following conditions:
7. Nominees must be bona fide members of the organisation/s submitting their nomination/s. Not more than one person shall be nominated by any one organisation.
8. No member of the NEC or CAC, no MP, MSP, AM or employee of the Party is eligible for nomination
9. No member with less than five years' continuous membership is eligible for nomination.
10. Nominees must inform the Secretary in writing of the acceptance or otherwise of that nomination by one week before the commencement of the ballot. Failure to provide such evidence shall render the nomination null and void.
11. Nominees must agree to undergo appropriate training if and as necessary
12. Any vacancy that occurs amongst members of the CPDC during the period of office shall be filled by ballot as soon as practicable after the vacancy arises. The person thus elected

will be liable for re-election at the conclusion of the original term of the member who gave rise to the vacancy.

13. The NEC may co-opt up to four additional members to the Committee, if it deems necessary, to address issues of under-representation. Such co-optees shall meet the same criteria for eligibility as elected members of the CPDC.

✔ Rule change Card Vote 11

Disciplinary Procedure (currently Section F)

The Disciplinary Procedure will be simplified to remove the requirement for Party Council Executives to meet to determine whether each case should be referred to the NEC.

* Revised Disciplinary Process

1. A complaint concerning a breach of the Rules, Policies and Procedures of the Party should be made in writing to the General Secretary.

Action by the General Secretary

2. In relation to any alleged breach of the Rules, Policies or Procedures of the Party the General Secretary may:
 - a. Inform the member that they have breached the Rules of the Party and (subject to appeal to the CPDC) are no longer eligible to be a member, or
 - b. Inform the member that they have breached the Rules of the Party and issue a warning, or
 - c. Suspend that individual or individuals from membership of the Party and/or office or representation of the Party pending the outcome of any investigation and charges (if any). A suspended member shall not be eligible to seek any office in the Party, nor shall he/she be eligible for nomination to any panel of prospective candidates nor to represent the Party in any position at any level and/or
 - d. Investigate the complaint and refer it to the NEC.

Action by the NEC

3. The NEC (or Sub Committee) will consider possible breaches of the Party's rules or procedures and may impose such disciplinary measures as it thinks fit and appropriate. These may include:
 - a. Reprimand and/or warning
 - b. Exclusion from membership for a defined period
 - c. Exclusion from holding office in the Party, or being candidate or elected representative or delegate to or from any Party body
 - d. Expulsion from membership of the Party.
4. At its discretion, the NEC may refer cases directly to the Co-operative Party Disciplinary Committee (CPDC) to determine.
5. In cases determined by the NEC, the member(s) shall have the right of appeal to the CPDC.
6. When a person applies for readmission to the Party following an expulsion by the NEC or CPDC on whatever basis or automatic exclusion under 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 since the member's expulsion. The decision of the NEC shall be binding on the individual concerned and on the local Party relevant to the application.

Revised Rules for the Parliamentary Panel

Rules for the Parliamentary Panel that are no longer relevant will be removed e.g. the Labour Party no longer maintains an approved list for all selections. The Wales Party will be afforded the same rights as the Scottish Party to approve applications to the Parliamentary Panel in Wales.

* Proposed revised rules

Nominations

Self-Nomination

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.
2. Applicants in Wales or with an interest primarily in constituencies in Wales will be considered by the Wales Co-operative Party in line with criteria agreed between the NEC and the Wales Co-operative Party

Eligibility

3. A nominee must be an individual member of the Co-operative Party and a Co-operative Society at the time of application.
4. Nominees must be on the Labour Party's list of approved candidates for nomination as a Prospective Parliamentary Candidate.
5. Prospective Parliamentary Candidates are ineligible.

Applications

6. Applicants must complete the prescribed form in full and sign the declaration on the application form.

Empanelment

7. Nominees will be empanelled only after interview by the NEC or an NEC Sub-Committee or the Scottish or Wales Party.

8. The NEC, Scottish or Wales Party may turn down applications with or without interview.
9. Nominees whose applications are turned down may not reapply for membership of the Panel for at least one year.

Appeal

10. Nominees whose applications are turned down may appeal in writing to the NEC setting out the grounds on which the NEC should consider the decision. Any appeal must be lodged within two months of the date on which the nominee receives notification of the rejection of their application.

Membership of the Panel

11. Membership of the Co-operative Party's Parliamentary Panel conveys considerable advantages but also involves panellists accepting a number of obligations. Panel membership is official recognition by the Co-operative Party that you have the required calibre to be an excellent MP. Full time Co-operative Party Officials will promote you as a possible prospective Parliamentary Candidate. You will enjoy speaking rights at the Co-operative Party Annual Conference. In the case of an official nomination only members of the Parliamentary Panel will be considered for short listing by the local Co-operative Party. If you are selected as the Official Labour and Co-operative Prospective Parliamentary Candidate, the Co-operative Party will enter into a Constituency Plan Agreement with the adopting Constituency Labour Party.
12. You must accept the following obligations:
 - You must agree to abide by the Co-operative Party's rules and codes of conduct
 - You will no longer be a free agent to pursue Parliamentary Selections. You must keep in touch with the relevant Party staff, advising them at the outset of the Parliamentary seat (s) you wish to pursue.
 - No member of the Parliamentary Panel of the Co-operative Party may seek nomination from Labour Party Branches or other affiliated organisations against the official nominee of the Co-operative Party.

- If the Co-operative Party is not making official nominations it is likely that permission will be granted for you to seek nomination as a non-official candidate.
 - Panel members are expected to support the official nominee of the Co-operative Party.
 - You must seek the permission of the Co-operative Party before allowing your name to go forward for any seat. Permission will always be refused when the selection involves the re-selection of a seat. Permission will always be refused when the selection involves the re-selection of a sitting MP, unless a trigger ballot has taken place under Labour Party rules. Local Co-operative Parties may not initiate the trigger ballot. In the case of Co-operative Party official nominations you may not, under any circumstances, oppose the Co-operative Party nominee. If you are not the Co-operative Party nominee, you must withdraw all interest in the seat during the two days following the Co-operative Party nomination meeting. That includes rescinding any nominations already received.
13. You may resign from the Panel at any time, but you may not resign simply to have a free hand to oppose the official nominees of the Co-operative Party.
14. Failure to observe these Rules may cause your exclusion from this Panel and future Panels. If you breach these Rules you will be asked for a written explanation of your actions by the NEC. If you are or have been so excluded, the NEC may not consider you for membership of this or future Parliamentary Panels.

Alteration to Rules

The NEC may, subject to endorsement of Annual Conference, alter the Rules of the Parliamentary Panel. Any Rule change becomes effective immediately upon the decision of the NEC subject to the endorsement of Annual Conference.

CONFERENCE ARRANGEMENTS COMMITTEE

The Conference Arrangements Committee has five members. Four are elected at Annual Conference and one is nominated by and from the NEC.

WHICH POSITIONS ARE AVAILABLE?

- At each Annual Conference, two members are elected.
- The candidate with the highest number of votes will serve for 3 years (2019-21).
- The candidate with the next highest number of votes will serve for 1 year (2019).

WHO CAN VOTE?

Following a change to the rules in 2017:

- CAC candidates do not need to be delegates to the Annual Conference
- Voting will be by individual delegates, not delegations.

CANDIDATES

Wendy Palace North East & North Cumbria Region

I have been an active member of the Co-op Party on and off for 40 years. My administrative experience has been mainly with the Labour party as a Constituency Secretary for 10 years, Women's Officer, and Labour Group Secretary.

I am currently Assistant Secretary of North Durham CLP and Secretary of the Women's Form and am engaged in helping to organise a One Day Conference in Stanley to celebrate the centenary of Women's Suffrage.

Peter Smith East Midlands Region

Member of CAC from 2015. I have successfully argued for a more sensible arrangement for dealing with emergency motions and for having votes for alternatives in policy debates at conference.

Theresa Vaughan Yorkshire & Humber Region

I have been an active Co-operative Party member for a number of years, and at the 2018 Hull 'all out local election' our branch had 10 Labour & Co-operative candidates. Since 2010 I have been part of the Co-operative Party 20/20 Vision & Labour Women's Network.

At the Yorkshire Regional Council AGM in 2016, I was elected as a Vice Chair & the Women's Officer. Being a member of the conference arrangements committee allows me to use my knowledge and experience, and at the same time provides me with a learning opportunity to gain new skills.

INFORMATION FOR DELEGATES

CONFERENCE ARRANGEMENTS COMMITTEE (CAC)

The CAC determines the order that debates are taken at Conference and tries to ensure that the programme of business is completed in the most efficient way. The CAC prepares a Programme of Business, which forms part of your *Guide to Conference*.

The CAC operates within the Rules for Annual Conference, which you can find on pages 34-38 of this *Delegate Handbook*.

This year, CAC has also published a written report that you can refer to during Conference. This will be available at the registration desk. If there is anything in the report or about how Conference works that you don't understand, please ask. You can contact CAC through the registration desk.

DELEGATES

Only delegates can take part in votes. Any person appointed as a delegate must be an individual member of

the Co-operative Party. Ex-officio members may speak but not vote. Visitors may be called to speak, at the discretion of the Chair.

DOCUMENTS

Alongside this Delegate Handbook you should have:

- The *Guide to Conference* with the full timetable, fringe and marketplace listings.
- Policy documents for the two policy debates
- Your conference accreditation pass and letter
- A ticket to the Saturday night party (if applicable).
- A copy of the Annual Review (if a lead delegate)

When you arrive, you will also be able to collect

- A printed copy of the CAC Report
- Your voting cards and CAC ballot paper
- Additional copies of policy documents and the Annual Review.

POLICY DEBATES

Conference is the culmination of this year's member-led policy process. This year we have focussed on two significant themes – *An economy where wealth and power are shared* and *Britain's relationship with the European Union*.

Please see the separate Policy documents, and on pages 7-9 of this Handbook you will see additional statements which will be debated and voted on. More information on the structure of the two policy debates will be in the CAC report.

VOTING CARDS

Most votes are by show of hands, but rule changes and financial matters must be voted on by card vote. Delegates may also request a card vote on a motion – this requires delegates representing 10 or more organisations to raise their voting cards. Card votes may also be recommended by the CAC.

There is one set of voting cards per delegation and these will be given to your delegation leader at registration. If you do not have these, please contact the registration desk as soon as possible. You should ensure that your voting cards are with a member of your delegation in the hall at all times.

There will be a separate set of card votes for the Rule Changes and these will be clearly labelled – please ensure that your delegation uses the correct card, as indicated by the Chair, for each vote.

TELLERS

Tellers are required to collect, count and verify card votes and the CAC ballot. The CAC will recommend a list of tellers for approval at the start of Conference. 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 sessions, please contact the Chief Teller or a member of staff as soon as possible so that a replacement can be appointed.

RULE CHANGES AND MOTIONS

There are a number of rule changes proposed by the NEC. You can find these on page 12-27. These will be voted on by card vote on Sunday.

CAC has accepted one valid organisational motion – you can find this on page 11.

EMERGENCY MOTIONS

An emergency motion may be recommended to the CAC by the NEC or signed by 10 organisations. The deadline for emergency motions is 5pm on Saturday 13th October.

CO-OPERATIVE PARTY LTD AGM

The AGM of the Society, Co-operative Party Ltd, will be on Sunday 14th October. The AGM is open to all delegates appointed to Annual Conference 2018. Other members may attend, but may not speak other than at the Chair's discretion.

ACCESSIBILITY

All areas of this year's Conference venue are accessible to delegates and visitors, and this includes the platform itself. All contributors are encouraged to speak from the platform where possible, to ensure they are seen by the rest of the hall. However, where this is not possible, please indicate to the Chair and a handheld microphone will be brought to you.

The main conference hall is equipped with a hearing loop. In case of difficulties with the loop please visit the AV desk at the back of the Hall or peak to a member of staff.

CONFERENCE ARRANGEMENTS COMMITTEE ELECTION

Following the rule change in 2017, each delegate will now have a vote for the CAC. You must ensure that you have collected your ballot paper from the Registration Desk.

There are three candidates standing for election and you can find their statements in this Handbook on page 29. They will be introduced to Conference during the first session.

You can vote for two candidates. The candidate with the highest number of votes will serve for 3 years (2019-21). The candidate with the second highest number of votes will serve for 1 year (2019).

The ballot box will be on the AV desk at the back of the hall and voting will close at 5pm on Saturday evening. The result will be announced prior to close of Conference on Sunday.

ANNUAL GENERAL MEETING

NOTICE OF 2018 AGM

12 September 2018

Notice is hereby given that the Annual General Meeting of Co-operative Party Ltd will take place on Sunday 14 October 2018 at 11am in the Mercure Bristol Grand Hotel, Broad Street, Bristol BS1 2EL.

The business of the Annual Meeting will be to:

- Receive the revenue account and balance sheet for 2017
- Receive a report on the Party's performance in the previous year
- Receive forward plans for the current year and the next two years
- Appoint financial auditors

Please find enclosed separately copies of the Annual Review, Board Report and Accounts 2017.

The AGM is open to delegates of all corporate members (Societies) and Party Councils, and all delegates appointed to attend the Co-operative Party Annual Conference, 13-14 October 2018 are entitled to attend this AGM.

If you have any queries, please contact me directly on 020 7367 4178 or by email at k.wilkie@party.coop.

Yours faithfully,



Karen Wilkie
Board Secretary

STANDING ORDERS & CONFERENCE RULES

Extract from The Rule Book – Section C – Party Conference

INTRODUCTION

1. These Rules do not replace the registered Rules of Co-operative Party Ltd (also known as the Constitution) 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 the Co-operative Party.
6. A delegation fee for each delegate shall be payable by the organisation sending delegates to Party Conference. Such fees must be paid 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 Conference this shall be fixed by 31 December of the preceding year.
7. The organisation sending delegates to Party Conference should endeavour to ensure their delegation is gender balanced and representative

of the diversity of the wider membership.

8. 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
9. 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.
10. Non-delegates may speak at the Chair's discretion but have no voting powers.
11. 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).
12. No other business than that upon the Agenda shall be considered unless recommended by the NEC or by the CAC.
13. 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 (i.e. not before the third Annual

- Conference following the resolution), unless this, in the opinion of the NEC, is of vital importance and urgency.
14. 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.
 15. No more than three motions and three amendments shall be submitted by any one organisation.
 16. Submitted motions and amendments shall not exceed 300 words.
 17. 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.
 18. Notices of motions of an emergency nature must be recommended to the CAC by the NEC or supported by no fewer than ten organisations represented at Conference. Such motions must be handed to the CAC duly signed by lead delegates not later than 5.00 pm on any day of the Conference except 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.
 19. 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.
 20. Voting for the CAC will be by one member, one vote by those delegates present and voting.
 21. No more than one representative shall be elected from any one Region.

22. 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.
23. The CAC shall call together not later than 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 these rules.
24. The CAC, subject to these rules, shall govern the procedure of the business of the Conference and make the necessary arrangements for the success of the Conference.
25. 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:
 - a. Civic Welcome (if any)
 - b. Fraternal Greetings
 - c. Chair's Address
 - d. Report of the CAC
 - e. Parliamentary Reports
 - f. Policy Debates, the topics for which shall be notified by the NEC in advance
 - g. Motions and amendments on Party Organisation accepted for inclusion in the Final Agenda and emergency motions accepted in accordance with these Rules.
26. 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.
27. 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.
 32. All changes to these Rules must be taken by Card Vote.
 33. Any Procedural Rule may be suspended by a majority vote of the delegates assembled.
 34. On a card vote, each society or affiliated member 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.

VOTING

28. 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.
29. If carried, the debate will move immediately to the right of reply and then to the vote.
30. All votes shall be taken, in the first instance, by a show of hands.
31. 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.
35. On a card vote, each Local Party shall have one vote per member.

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