



co-operative
party



delegate handbook

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Welcome

Whether you have attended as a delegate before, or are attending Conference for the first time, this delegate handbook contains all the information you will need to support you in your role as a conference delegate.

It is in addition to the 'Guide to Conference' which contains more detailed information on the conference agenda, timings, fringe meetings, networking events and other logistics.

At Annual Conference 2019, all documentation is only available online only. No printed copies will be provided as this is an unnecessary burden on the environment. All delegate information can be found at party.coop/conference19.

Your conference pass, delegate voting card, CAC ballot paper, the Conference agenda and a ticket to the Saturday night party will be available for collection at the Co-operative Party Conference registration desk at the Hilton Doubletree Glasgow Central. Please bring photo ID to pick them up. Each delegation has an allocated 'Lead Delegate'. If you are a Lead Delegate, you will receive your card votes in addition.

If you have any questions or queries do visit the Conference Registration desk or the Co-op Party stall in the marketplace area. One of the Party staff will be able to help.

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 19-24 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

All the documents you'll need for Annual Conference this year are available online at party.coop/conference19. These are:

- Guide to Conference: Listing the full conference timetable, fringe and marketplace listings
- Policy: Climate change, energy and the environment

- Policy: Community, power and place
- Annual Review of 2018
- Board Report and Annual Accounts 2018

When you arrive, collect the following from Conference reception.
Please bring photo-ID:

- Conference accreditation pass
- Green 'delegate voting card'
- CAC ballot paper
- Conference agenda
- Saturday night party ticket (if applicable)
- CAC printed report
- The designated 'Lead Delegate' will also have a set of card votes.

Policy Debates

Conference is the culmination of this year's member-led policy process. This year we have focussed on two significant themes – 'Climate change, energy and the environment' and 'Community, power and place'.

Please see the separate Policy documents, and on pages 17-18 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.

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.

Co-operative Party AGM

The AGM of the Society, Co-operative Party Ltd will be on Sunday 13th October. The AGM is open to all delegates appointed to Annual Conference 2019. Other Co-operative Party members may attend but may not speak other than at the Chair's discretion.

Organisational motions

CAC has accepted 3 valid organisational motions. You can find the wording on pages 17-18.

Emergency motions

An emergency motion may be recommended to the CAC by the NEC or signed by 2 organisations. This deadline for emergency motions is 5pm on Saturday 12th October.

Accessibility

All areas of the Conference venue including the platform are accessible to delegates and visitors. 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 speak 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 12. 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 (2020-22). The candidate with the second highest number of votes will serve for 1 year (2020).

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.

Policy debates

Conference is the culmination of this year's member-led policy process. This year we have focussed on two significant themes – climate change, energy and the environment and community, power and place.

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 can download from the conference hub at party.coop/conference19.

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 climate and on communities, 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 then be held on approving the policy documents.

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 your votes. 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.
- 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

- Votes will be held on approving the policy documents
- 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.

Vote on policy paper 1

1. The Conference votes to adopt the 'Climate Change, Energy and Environment' document as agreed policy of the Co-operative Party

Vote on policy paper 2

2. The Conference votes to adopt the 'Community, Power and Place' document as agreed policy of the Co-operative Party.

Conference Arrangements Committee (CAC)

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 (2020-22).
- The candidate with the next highest number of votes will serve for 1 year (2020).

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.

You will receive a CAC ballot form in your registration pack. The election will take place on Saturday 12 October and closes at 5pm. The ballot box will be situated in rear of the Conference Hall adjacent to the AV desk.

Candidates

Stephen Powers (North East and North Cumbria):

As Regional Secretary I've worked passionately to grow our membership and their involvement with the Co-op Party and our wider movement. I will bring experience to the CAC to ensure greater participation for members during conference, from having votes on alternatives in policy debates to being a member led conference.

Sabiha Shazad (London region)

I have been a committed member of CAC. I am a team player and enjoy meeting delegates and making them comfortable so they enjoy the conference. I am the only BAME member and have tried to bring the richness and diversity to make conference more inclusive. I have extensive experience of organising conference gained in the voluntary and private sectors. I look forward to your support, ideally for a 3-year period.

Theresa Vaughan (Yorkshire region)

A member of CAC since 2013 I successfully argued for delegate packs to be more informative and concise, making it easier to follow. Being a CAC members allows me to use my communication and organisational skills, along with my knowledge of the Co-operative Party and Co-operative movement.

For the last 2 decades I have been an active Co-operator and Labour Party member across 10 Humber region CLPs, working with MPs, councillors and candidates. Following a Local Co-operative Party Conference, Kingston Upon Hull Labour Council has joined the Co-operative Council and adopted many Co-operative Party policies.

Topical issues

The National Executive Committee were sympathetic to the motion remitted at Conference 2018 asking that additional time to debate relevant contemporary issues should be incorporated into the Conference programme. This is being trialled this year. Party Councils and affiliates were requested to propose topics. Two topical issues were submitted for discussion:

1. Mental health (Bath and West Party)
2. Modern Slavery (Oxfordshire Party)

The Party who proposed each issue will be invited to introduce the discussion and say why this is important. This will be followed by contributions from delegates. This discussion will take place in the session immediately preceding the Co-operative Party AGM on Sunday 13 October and will take priority over the discussion of any emergency motions received.

Annual General Meeting

Notice of 2019 Co-operative Party Ltd AGM

20 September 2019

Notice is hereby given that the Annual General Meeting of Co-operative Party Ltd will take place on Sunday 13 October 2019 at 12pm in the DoubleTree by Hilton Hotel Glasgow Central, Cambridge Street, Glasgow, G2 3HN

The business of the Annual Meeting will be to:

1. Receive the revenue account and balance sheet for 2018
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

Please find enclosed separately copies of the Annual Review, Board Report and Accounts 2018.

The AGM is open to delegates of all corporate members (Societies and affiliates) and Party Councils, and all delegates appointed to attend the Co-operative Party Annual Conference, 12-13 October 2019 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

Annual membership subscription

Membership Subscriptions 2020

The Co-operative Party is only able to carry out its work thanks to the financial support of our members.

Annual Conference agreed in 2015 that membership fees should rise each year by inflation. The NEC therefore recommends that Annual Conference approve the following membership subscriptions for 2020:

Standard Rates

Rate	2019	2020
Standard (All Members)	£3.10 per month £35.20 per year	£3.15 per month £38 per year
Reduced (Current Members)	£2.10 per month £21.20 per year	£2.15 per month £24 per year
Reduced (New Members)	£2.10 per month £21.20 per year	£2.15 per month £26 per year
Youth 14-19	£3 per year	£3 per year

Higher Rates

Where members can afford it, we encourage them to pay above the standard rates to help support the Co-operative Party and our wider work. These voluntary rates include additional donations, while members of our 100 Club and 1917 Club also receive free tickets to our Conference and copies of our publications.

To change to one of these rates please visit party.coop/increase

	Higher rate
Higher	£5.15 per month/£62 per year
100 Club	£8.33 per month/£100 per year
1917 Club	£19.17 per month/£230 per year

Notes:

The reduced rate is open to all members on a reduced income including those who are unwaged and students.

We will continue phasing out an historic discount received by members who pay annually. This means that from 2020 members on the standard rate and new members on the reduced rate paying annually will pay the same as monthly payers. For current members who pay the reduced rate annually, they will continue in 2020 to have a discount of £2 compared to monthly payers.

Organisational motions

The following organisational motions have been accepted by Conference Arrangements Committee for inclusion on the agenda for Annual Conference 2019. No amendments were received. These will be taken after the AGM on Sunday 13th October.

Gloucestershire and Swindon Party Motion 1:

'This conference requests the NEC to make a change to the model rules for Party Councils to ensure a gender balance of core officers.'

Gloucestershire and Swindon Party Motion 2:

'This Conference requests the NEC to seek a change to the National Agreement with the Labour Party that would enable Labour and Co-operative local government candidates to be identified as such alongside Labour candidates on the ballot paper in multi-member elections.'

Wales Party Motion:

'As the Co-operative College achieves its centenary as an educational institution providing services to the Co-operative Movement in the UK and internationally, we also note this serves a timely reminder that Co-operative Principle 5 is Education, Training and Information.

At a time when the economic and social landscape globally is changing rapidly, we believe the Co-operative Movement should support and take the lead in promoting co-operative education and research which can address the challenges of our times.

We call upon the Co-operative Party to:

- 1. Celebrate the work of the Co-operative College over its 100 years and actively support the launch and development of a Co-operative University as a centre for co-operative learning and research in line with Principle 5 across the UK nations;*
- 2. Recommit to the importance of Principle 5 by reviewing their engagement with co-operative learning for their members; and*
- 3. Seek out opportunities for members to access co-operative learning programmes and projects, including those provided by the Co-operative College.'*

Standing Orders and Conference Rules

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 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.

19. 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.
20. 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.
21. 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.
22. Voting for the CAC will be by one member, one vote by those delegates present and voting.
23. No more than one representative shall be elected from any one Region.
24. 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.
25. 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.

26. 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.

27. 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.

28. 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.

29. 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.

Voting

30. 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.

31. If carried, the debate will move immediately to the right of reply and then to the vote.

32. All votes shall be taken, in the first instance, by a show of hands.

33. 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.

34. All changes to these Rules must be taken by Card Vote.






35. Any Procedural Rule may be suspended by a majority vote of the delegates assembled.

36. 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.

37. On a card vote, each Local Party shall have one vote per member.



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