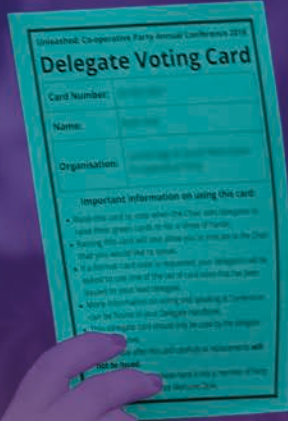


the co-operative party

FROM CRISIS

TO CO-OPERATION

Co-operative Party Conference 2022



DELEGATE
HANDBOOK

Annual Conference 2022



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

At Annual Conference 2022, we encourage all delegates and visitors to use digital copies of conference documents such as our policy papers to reduce the burden on the environment. All delegate information can be found at party.coop/conference22.

Your conference accreditation pass and lanyard, delegate voting card and Conference Guide will be available for collection from 08:30am on Saturday at the Co-operative Party Conference Registration desk in the lobby at the Queens Hotel, Leeds. This is located at end of a corridor to the left of the main hotel entrance. Please bring 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 to the above.

If you have any questions or queries, do visit the Conference Registration desk or the Co-operative Party stall. 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 14-17 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/conference22. These are:

- Conference Guide: Listing the full conference timetable, fringes and marketplace listings
- International Development Policy Paper 2022
- Health Policy Paper 2022

When you arrive, collect the following from Conference reception.

- Conference accreditation pass
- Teal 'delegate voting card'
- Conference Guide
- CAC printed report
- The designated 'Lead Delegate' will also have a set of card votes.

Please remember to bring ID.

Policy Debates

Conference is the culmination of this year's member-led policy process. This year we have focussed on two significant themes – 'Health' and 'International Development'.

Please ensure you read the separate policy documents which will be debated and voted on ahead of the debates. 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: to distinguish delegates from other conference attendees, you will be given a teal delegate voting card to raise in the air for votes decided by a show of hands.

Rule changes and financial matters must be voted on by 'card vote', using specific voting cards issued to Lead Delegates. Delegates may also request a card vote on a motion – this requires delegates representing ten or more organisations to raise their voting cards. Card votes may also be recommended by the CAC.

There is one set of voting cards for 'card votes' per delegation and these will be given to your Lead Delegate 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.

Organisational motions

CAC has accepted three valid organisational motions. You can find the wording on pages 12-13.

Emergency motions

An emergency motion may be recommended to the CAC by the NEC or signed by two organisations. Any emergency motion must be addressed to Issy Oozeerally, Secretary CAC and be delivered to the Co-operative Party Registration desk or emailed to her at events@party.coop by Saturday 8 October at 5pm.

Conference Arrangements Committee Election

There is one candidate standing for election to the Conference Arrangements Committee. As such, no vote will be required and Lis Telcs is automatically elected to a three-year post. The remaining one-year post remains vacant and the NEC will consider if it requires filling at their next meeting.

POLICY DEBATES

Conference is the culmination of this year's member-led policy process. This year we have focussed on two significant themes – health and international development.

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/conference22.

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 health and international development, taking place on the morning of Sunday 9th October, each lasting 1 hour 15 mins.
- Any delegate or ex-officio may speak 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 teal 'delegate voting card', which enables you to vote.

Meet your delegation to ensure you have agreed a collective position

on your votes. It is suggested that delegations arrange a pre-conference meet-up on Zoom to discuss. 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

On Sunday 9 October, we will be holding debates on each of the two policy papers, each lasting 1 hour 15 mins.

Each debate will begin with a short introduction from a member of the NEC Policy Subcommittee.

We have invited UK-parliamentarians with a specific remit in these policy areas to address Conference, although the majority of the time will be spent hearing contributions from delegates.

How to speak

Any delegate or ex-officio 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

The Conference votes to adopt the 'Health Policy Paper 2022' document as agreed policy of the Co-operative Party.

Vote on policy paper 2

The Conference votes to adopt the 'International Development Policy Paper 2022' document as agreed policy of the Co-operative Party.

ANNUAL MEMBERSHIP SUBSCRIPTION

Membership Subscriptions 2022

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

Our membership rates increase each year to help us cover the costs of inflation. This year, the NEC has put forward a 5% increase to membership rates for 2023 – this is less than the current rate of inflation. The NEC therefore recommends that Annual Conference approve the following membership subscriptions for 2022:

Standard Rates

Rate	2022	2023
Standard (All Members)	£3.25 per month £39 per year	£3.40 per month £40.80 per year
Reduced Income (All Members)	£2.25 per month £27 per year	£2.40 per month £28.80 per year
Youth 14-19	£3 per year	£3 per year

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

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
Solidarity	£5.40 per month/£64.80 per year
100 Club	£8.33 per month/£100 per year
1917 Club	£19.17 per month/£230 per year

ORGANISATIONAL MOTIONS

The following organisational motions have been accepted by Conference Arrangements Committee for inclusion on the agenda for Annual Conference 2022. No amendments were received. These will be taken after policy debates on Sunday 9 October.

Motion 1: Central England North Society Party Council

'This Conference resolves to hold a ballot at each Annual Conference, starting in 2023, to determine the two topics for the policy making process'

Motion 2: Wales Co-operative Party

'We note the minimum cost per delegate of £483 plus travelling costs to this conference venue and is concerned that such an expense does not reflect the values of the Co-operative Party, having little equity or value for community.

We ask the NEC to:

a) investigate more effective ways in which scarce resources can be used to support effective local organisation,

and

b) consider seeking future conference venues in smaller towns with conference facilities, such as Buxton or Llandudno, where the cost per delegate will better reflect the equity of members subscriptions and contribute to the community.'

Motion 3: Bath & West Co-operative Party

'The Bath and West Co-operative Party calls on the national Party and NEC to ensure that the Co-operative Party symbol:



is not only registered with the Electoral Commission, but that it is always used by Co-operative Party candidates, and where they are joint Labour and Co-operative candidates they should always be referred to as: "Labour and Co-operative Parties" with symbol as:



STANDING ORDERS AND CONFERENCE RULES

Ex-officio delegates and visitors

1. All delegates shall be individual members of the Co-operative Party. 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.
2. Ex-officio members of the Party Conference are: -
 - a) Members of the NEC
 - b) Labour and Co-operative members of the UK, Scottish and Welsh Parliaments and the London Assembly
 - c) Labour and Co-operative Councillors, Police and Crime Commissioners and Elected Mayors
 - d) Elected members of the National Youth Committee and Networks Steering Committees
 - e) Members of the UK Parliamentary, Scottish and Welsh Parliamentary Panels
 - f) The General Secretary
 - g) Members of the Conference Arrangements Committee
3. Ex-officio members may speak but may not vote unless appointed as a delegate. Staff members may also speak, where appointed by the NEC, but they may not be selected as delegates.
4. Visitors may speak at the Chair's discretion but may not vote.

Conference Arrangements Committee

5. The CAC, subject to these rules and the Constitution, will govern the procedure of the business of the Conference and make the necessary arrangements for the success of the Conference.
6. The CAC will appoint its own Chair by simple majority, who will be responsible to the Conference for its work and guidance.
7. The Secretary to the CAC will be appointed by the General Secretary acting on behalf of the NEC.
8. At the start of each Conference, the CAC will propose to Conference for confirmation a programme of business.

Conference business

9. The business of the Annual Conference will 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 will 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.
10. No other business than that on the Agenda will be considered unless recommended by the NEC or by the CAC.

Motions

11. The NEC will set the deadline for receipt of organisational motions, which should be notified to local Parties and affiliates at least eight weeks before the preliminary agenda is circulated. Amendments to the motions must be received by head office by the closing date set by the Conference Arrangements Committee (CAC).

12. No motion concerning a general policy or principle that Conference has voted on shall appear upon the Agenda for a period of two years from that Conference (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.

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

14. No organisation may submit more than three motions and three amendments.

15. Motions and amendments must not exceed 300 words.

16. CAC may composite motions dealing with the same issue.

Emergency motions

17. Emergency motions must be recommended to the CAC by the NEC or supported by no fewer than two organisations represented at Conference. They must be handed to the CAC, signed by lead delegates, by 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.

18. 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.

19. 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 an emergency motion by the CAC does not guarantee that it will be brought before the Conference for debate.

Speeches

20. Unless a special time limit recommended by the CAC has been accepted by the Conference, the mover of every motion will be allowed five minutes and three for reply, and the NEC up to seven minutes to reply to the whole debate. When an amendment is made to a motion and no further amendment is carried, it will become the substantive motion.

21. No delegate will be permitted to speak more than once on the same proposition, except the proposer, who will have the right to reply before the vote is taken.

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

Voting

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

24. A card vote will be taken on any motion if it is either recommended by the CAC or requested by the delegates of ten organisations raising their voting cards.

25. 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.

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TO CO-OPERATION

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