



## **Scope of the Rules and their interpretation**

1. The Rules of the Party are made by the National Executive Committee (NEC) and endorsed by Annual Conference. The Rules apply to all members and to all units of the Party.
2. These rules do not replace the registered rules of Co-operative Party Ltd (also known as the Constitution) and must at all times be consistent with the registered rules. In the event of any inconsistency, the registered Rules of the Co-operative Party Ltd. will apply.
3. Party organisations may amend their constitutions, so long as such amendments do not contravene the provisions contained in these Rules, and they must be submitted to the NEC for approval.
4. The decision of the NEC on how the rules and procedures, including the rules of party units, should be interpreted will be final.
5. For the purpose of these rules and procedures, 'members' refers to individual Co-operative Party members.
6. Changes to these rules, or to the Party's address or to the officers registered in accordance with the PPERA will be notified to the Electoral Commission within the statutory timeframes.

## **Political Parties, Elections and Referendums Act 2000 (PPERA)**

7. The Co-operative Party is a political Party, registered with the Electoral Commission under the Political Parties, Elections and Referendums Act 2000 (PPERA).
8. The Party shall maintain a financial scheme approved by the Electoral Commission and submit annual returns as required under the PPERA.
9. The following, subject to the approval of the NEC, will be registered as accounting units under the Party's financial scheme:
  - a. The Scottish Co-operative Party
  - b. The Wales Co-operative Party
  - c. Party Councils
10. The following shall be registered with the Electoral Commission in compliance with the PPERA:
  - a. Leader
  - b. Nominating Officer
  - c. Treasurer
  - d. Campaigns Officer
  - e. Deputy Nominating Officer(s)

### **Leader**

11. The registered Leader shall be the General Secretary or the Chair of the Party, as agreed by the NEC.

### **Nominating Officer**



12. The Nominating Officer shall be General Secretary or another officer designated by them, and they shall appoint any Deputy Nominating Officers as required up to a maximum of 12.
13. The Nominating Officer is responsible for:
  - a. the submission by representatives of the party of lists of candidates for the purpose of elections;
  - b. the issuing of such certificates as are mentioned in section 22(6) of the PPERA; and
  - c. the approval of descriptions and emblems used on nomination and ballot papers at elections.

#### **Treasurer**

14. The Treasurer shall be the Assistant General Secretary (Membership & Organisation) or another member of staff designated by the General Secretary.
15. The Treasurer is responsible for the Party's compliance with the provisions of Parts 3,4 and 4a of the PPERA (accounting requirements and control and reporting of donations and loans).

#### **Campaigns Officer**

16. The Campaigns Officer shall be the Assistant General Secretary (Representation & Political Affairs) or another member of staff designated by the General Secretary.
17. The Campaigns Officer is responsible for the Party's compliance with the provisions of Parts V to VII of the PPERA (campaign expenditure, third party expenditure and referendums) and Schedules 3 to 5 to the Recall of MPs Act 2015 (financial controls on recall petitions).

#### **Changes to officers registered with the Electoral Commission**

18. Vacancies to the above posts will be filled by the General Secretary and new officers notified to the Electoral Commission within 14 days.

#### **Board Secretary**

19. Separate to the Party's obligations to the Electoral Commission under the PPERA, the Board Secretary is responsible for compliance with the Co-operative and Community Benefits Society Act and statutory returns to the Financial Conduct Authority on behalf of the NEC.