ACT LABOR RULES

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Section A. Section A. Objectives

A.1. Name

A.1.1. The Australian Labor Party, Australian Capital Territory Branch is known as “ACT Labor”.

A.2. Objective

A.2.1. The democratic socialisation of industry, production, distribution and exchange to the extent necessary to eliminate exploitation and other anti-social features in those fields in accordance with the principles of action, methods and progressive reforms set out in these Rules and in the ACT Branch Platform.

A.3. Interpretation of Democratic Socialisation

A.3.1. Labor believes that democratic socialisation is the utilisation, under social control, of Australia’s resources in the interest of all citizens so as to promote full employment, social and economic security, improvement in the quality of life, and management of the environment.

A.3.2. The Australian Labor Party seeks to secure through democratic socialism:

A.3.2.a. Social justice and economic security,

A.3.2.b. Freedom of speech, education, assembly, organisation and religion,

A.3.2.c. The right of the development of the human personality protected from arbitrary invasion by the state,

A.3.2.d. Free election under universal adult and secret franchise, with government by the majority, with recognition for the rights of minorities, and

A.3.2.e. The rule of law to be the right of all.

A.4. Principles of Action

A.4.1. Constitutional action through elected legislatures, regional and municipal and other statutory authorities.

A.4.2. National planning of the economic, social and cultural development of Australia.

A.4.3. Cultivation of Labor ideals and principles, such as enforcing human rights, correcting injustice, helping the underprivileged, building Australian nationhood and abhorring war.

A.4.4. Promoting the spirit of community service and the acceptance of the duties and responsibilities of citizenship.

A.4.5. Cooperative activities, involving training workers and other producers in the duties and responsibilities of management and where necessary subsidising of such activities.

A.4.6. Fostering democracy at all levels, including greater individual and community participation in the decision-making process.

A.5. Composition of ACT Labor

A.5.1. ACT Labor consists of:

A.5.1.a. Affiliated organisations

A.5.1.b. Affiliated trade unions, and

A.5.1.c. Individual members.

Section B. Membership and Affiliation of Organisations and Trade Unions

B.1. Affiliated Unions

B.1.1. Affiliation Process

B.1.1.a. Any trade union may apply to affiliate to ACT Labor. The application must be in writing to the Secretary and include a copy of the organisation's constitution, rules and a statement of its current financial membership in the ACT.

B.1.1.b. An application for affiliation may be for a partial affiliation, whereby a union affiliates based on a nominated proportion of its membership.

B.1.1.c. Branch Council will consider the application.

B.1.1.d. If approved, the union is entitled to representation under Schedule B to these Rules.

B.1.1.e. If rejected, the union may appeal the decision to the next ACT Branch Conference.

B.1.1.f. The number of members of each affiliated union must be determined each year by an independent audit by a registered auditor of:

B.1.1.f.i. The total number of members eligible to vote as at 30 June to vote in a ballot for an office in that union as conducted by the appropriate Electoral Commission, and

B.1.1.f.ii. The number for whom the union received an amount of dues in relation to the period between 1 April and 30 June inclusive for that year.

B.1.1.g. Each affiliated union must by 4:00pm on the last Friday in February each year provide to ACT Labor in a sealed envelope:

B.1.1.g.i. The independent audit report for the previous year, and

B.1.1.g.ii. Advice on the number of members that the union will affiliate on for the current year,

B.1.1.g.iii. And all the sealed envelopes must be opened at the same time in the presence of scrutineers appointed by affiliated unions.

B.1.1.h. Affiliated Union delegation sizes must be based on a three-year rolling average of that union's affiliation for the current and preceding two years.

B.1.2. Affiliation Fees

B.1.2.a. The affiliation fee payable by affiliated unions and organisations to ACT Labor shall be calculated on a per member basis rounded to the nearest cent as per the table below.

Membership year	Affiliation fee per member
2018	$3.50
From 2019	The affiliation fee per member for the 2019 membership year shall increase by double the CPI for Canberra for the calendar year that concludes six months before the start of the membership year as published by the ABS, and by CPI each year from 2020.

B.1.2.b. The Secretary will, by 1 March each year, inform the Administrative Committee and all affiliated unions and organisations of the affiliation fee per member for the upcoming membership year.

B.1.3. Delegates to Branch Council and ACT Branch Conference

B.1.3.a. Administrative Committee determines the number of delegates each affiliated union is entitled to elect to Branch Council and ACT Branch Conference under Schedule B.

B.1.3.b. Each affiliated union must advise the Secretary of the names of the delegates elected to Branch Council and ACT Branch Conference in accordance with Regulation 4.

B.1.4. Disqualification of Branch Council and ACT Branch Conference delegates

B.1.4.a. A union delegate to Branch Council or ACT Branch Conference

who ceases to be a member of ACT Labor immediately ceases to be a union delegate.

B.1.4.b. A vacancy caused by the disqualification of a delegate must be filled as a casual vacancy as per K.3.

B.2. Affiliated Organisations

B.2.1. Affiliation Process

B.2.1.a. Any organisation may apply to affiliate to ACT Labor. The application must be in writing to the Secretary and include a copy of the organisation's constitution and rules and a statement of its current financial membership in the ACT.

B.2.1.b. Branch Council will consider the application.

B.2.1.c. If approved, each affiliated organisation is entitled to one non-voting delegate to Branch Council and three voting delegates to ACT Branch Conference.

B.2.1.d. If rejected, the organisation may appeal the decision to the next ACT Branch Conference.

B.2.1.e. Each affiliated organisation must advise the Secretary of the names of the delegates elected to Branch Council and ACT Branch Conference in accordance with Regulation 4.

B.2.2. Disqualification of Branch Council and ACT Branch Conference delegates

B.2.2.a. An affiliated organisation's delegate to Branch Council or ACT Branch Conference who ceases to be a member of ACT Labor immediately ceases to be a delegate.

B.2.2.b. A vacancy caused by the disqualification of a delegate must be filled as a casual vacancy as per K.3. below.

B.3. Individual Membership

B.3.1. An applicant for individual membership of ACT Labor must be:

B.3.1.a. A resident of the ACT, Jervis Bay Territory, or Norfolk Island;

B.3.1.b. 15 years of age or over; and

B.3.1.c. Has not stood against an endorsed labor candidate, or campaigned against Labor in the previous 7 years.

B.3.1.d. Does not and has not engaged in behaviour that would likely lead to expulsion under these rules.

B.3.1.e. Is not associated with hate groups, or other movements or ideologies incompatible with Labor

B.3.1.f. Correctly enrolled in a federal electorate of the Australian Capital Territory with the Australian Electoral Commission at their stated address (unless not entitled because they are less than 18 years of age or not an Australian citizen); and

B.3.1.g. Not a member of any other political party (unless it is a fellow party of the Socialist International) or of any proscribed organisation.

B.3.1.h. ACT Labor will offer an Associate Membership.

B.3.1.h.i. Any person who conforms to rules B.3.1.a. to c. and B.3.2.g. may apply to become an Associate Member.

B.3.1.h.ii. An Associate Member may become a full member at any time if he or she conforms with all membership requirements in rule B.3.

B.3.1.h.iii. If an Associate Member becomes a full member, all eligibility and other membership privileges commence from the acceptance of the person as a full member.

B.3.1.h.iv. Unless explicitly specified otherwise, any reference in these rules to a member is taken to also apply to an Associate Member. The membership fees for associate members will be set by Administrative Committee.

B.3.2. Should a member's place of residence not match that of the Federal Electoral Roll, the member must change the relevant entry to their correct address.

B.3.3. Members will be encouraged to join a trade union, or if they are an employer, to encourage their employees to be members of their relevant trade union. If a new member is

not a trade union member and eligible to be a member of a trade union, the Secretary shall forward their contact details to the relevant trade union for the purposes of recruitment.

B.4. Life Membership

B.4.1. ACT Branch Conference may, on the recommendation of the Administrative Committee, grant life membership of the ACT Branch to any person who has been a member for over 40 years or has made an extraordinary contribution to the ACT Branch.

B.4.2. Life Membership is granted by a simple majority.

B.4.3. An individual member who has been granted Life Membership by another state or territory branch and who resides in the ACT shall also be a Life Member of ACT Labor.

B.4.4. Life Members may renew their Party membership free of charge.

B.5. Joining ACT Labor

B.5.1. To join ACT Labor a person must apply in writing as specified in Schedule C.

B.5.1.a. The form must contain a declaration by any person paying a reduced-rate membership fee that they are entitled to that reduction and a statement of the basis for this claim.

B.5.2. Private Members

B.5.2.a. Applicants joining will be asked whether they wish to be private members.

B.5.2.b. If they do, they will not become members of any sub-branch.

B.5.2.c. Names and contact details of such members will be kept on a private central register and they will not be contacted unless they request it.

B.5.2.d. At any time a member may be transferred to the private register at their request.

B.5.3. Processing new memberships

B.5.3.a. A person who has completed the membership form and has paid the appropriate fee becomes a member of ACT Labor. The membership form contains a pledge which includes a commitment to behaving in a way that ensures zero tolerance for any form of discrimination, bullying, harassment or violence.

B.5.3.b. Every month the Secretary shall forward a list of members who have joined to Administrative Committee who will review and may disallow these new members if they do not meet the membership requirements of rule B.3. Any such decision by Administrative Committee is appealable to disputes tribunal in accordance with Section M. Disallowances of new members under B.3.1.e or B.3.2.f may only be made by a two thirds majority. The Administrative Committee may waive B.3.1.d by two thirds majority.

B.5.3.c. A sub-branch may not gain more than eight new members in any one month (including transfers), unless Administrative Committee grants an exception.

B.5.4. The Secretary must provide the new member with:

B.5.4.a. Details of when and where the sub-branches meet.

B.5.4.b. The contact details for sub-branch secretaries.

B.5.5. New Members, except private members, will belong to the sub-branch within whose boundaries they live, unless they nominate another sub-branch.

B.5.6. The Secretary will notify the relevant sub-branches of all new members.

B.5.7. The membership year commences 1 April and ends on 31 March in the subsequent year.

B.5.8. The Secretary must issue a membership card as per Schedule D unless the membership is disallowed under Rule B.5.3.b.

B.5.9. The place of residence of a member is the residential address notified on the most recent membership receipt or transfer receipt or notified in

writing to the Secretary, whichever is the most recent.

B.5.10. A member who is absent overseas, without a residential address in the ACT, is entitled to remain a member of the sub-branch to which they belonged immediately prior to leaving Australia and their place of residence is deemed to be the last residential address notified prior to leaving Australia.

B.6. Challenges to Membership

B.6.1. The ACT Branch Credentials Committee may give a member written notice seeking evidence that they fulfil the conditions of membership under these rules.

B.6.2. Any decision by the ACT Branch Credentials Committee may be appealed to the Disputes Tribunal (see rule M.6.)

B.6.3. If a member's place of residence is challenged under these rules, the member must be given seven (7) days' notice to produce proof of their residential address, during which period all their membership rights in the ALP are preserved.

B.7. Disqualification of Membership

B.7.1. A member immediately ceases to hold membership and is immediately disqualified from any office or position in ACT Labor if they fail to renew by the end of the membership year.

B.7.2. The Administrative Committee may immediately suspend the membership of a member who has been charged with a serious criminal offence pending the hearing of the charge.

B.7.3. The Administrative Committee may revoke the membership of a member found guilty of a serious criminal offence (see O.2.6.).

B.7.4. Before the Administrative Committee revokes a membership of a member under rule B.7.3.

B.7.5. The Secretary must notify the member in writing of the proposed revocation and the member must be given an opportunity to state why his or her membership should not be revoked.

B.8. Membership Obligations

B.8.1. Party members will not make public attacks on the Australian Labor Party, any public representative of the party, or any other person in their capacity as an ALP member or officer.

B.8.2. Party members will not act in opposition to, or otherwise knowingly act to the detriment of, any endorsed ALP candidate.

B.8.3. Party members will not undertake any of the following activities:

B.8.3.a. pay party membership fees for a person unwilling to pay their own;

B.8.3.b. pay party membership fees for any person who is unaware that membership has been taken out on their behalf;

B.8.3.c. pay party membership for individuals on the precondition of that member being obliged to vote in a particular way;

B.8.3.d. pay for sufficient memberships to determine the outcome of a ballot;

B.8.3.e. organise or pay for a lower rate of fee for groups of members they know to be ineligible for that rate;

B.8.3.f. recruit members who do not live at the claimed address.

B.9. Membership Fees

B.9.1. Administrative Committee will review Regulation 1 at least every three years and provide recommendations to Branch Council for amendment.

B.9.2. The onus to properly declare an appropriate fee level rests with the individual member.

B.9.3. The payment of membership fees is defined in Regulation 1.

B.9.4. Members who fail to pay their membership fee without a fee waiver for three consecutive months will have their membership suspended until payment can be secured.

B.10. Continuous Membership

B.10.1. A member who has arranged for an automatic charge from their credit or debit card or a debit taken from their bank account in accordance with Regulation 1 is considered to maintain their membership.

B.10.2. As stipulated in Regulation 1, any member wishing to pay their annual membership in person by cash or card payment, must do so on or before the date their membership is due to expire.

B.11. Late Renewal and Continuity of Membership

B.11.1. A member may renew up to 12 months after the expiry of their membership but must seek approval of the Administrative Committee to retain continuity of membership.

B.11.2. Administrative Committee will determine the continuity request after considering a report from the Credentials Committee.

B.11.3. A member seeking to renew more than 12 months after the expiry of their membership must re-apply in the same way as a new member.

B.12. Interstate Transfers

B.12.1. A person who is a member of another ALP Branch who now lives in the ACT and meets the conditions set out in B.3.1. may apply to transfer their membership to ACT Labor, retaining continuity of ALP membership.

B.12.2. An applicant must make an ordinary membership application accompanied by details of their previous ALP membership. The Secretary will confirm these details with the relevant ALP Branch and the transfer will then be sent for approval by Administrative Committee.

B.12.3. If a member attends a sub-branch before applying for an interstate transfer, the member may be endorsed by the sub-branch; however the membership is not transferred until it is approved by Administrative Committee

B.12.4. For the purposes of continuity, membership of the ALP in other states and territories is deemed to be membership of ACT Labor for the same period.

B.12.5. If a member applies to transfer into a sub-branch while nominations are open in the receiving sub-branch (e.g. AGM), their transfer will not take effect until the declaration of the elections.

B.13. Code of Conduct

B.13.1. Party members must comply with the ACT Code of Conduct, the ACT Policy for Bullying and Harassment Prevention, the ACT Policy for Sexual Harassment Prevention and the ACT Complaints Handling Policy, as amended from time to time by the Administrative Committee by 2/3 majority ("**ACT Code of Conduct Policies**").

B.13.2. Party members acknowledge and agree that any breach of the ACT Code of Conduct Policies will be dealt with in accordance with the ACT Complaints Handling Policy.

B.13.3. Party members must comply with the National Secretariat's Code of Conduct, the National Secretariat's Policy for Bullying and Harassment Prevention, the National Secretariat's Policy for Sexual Harassment Prevention, and the National Secretariat's Complaints Handling Policy, as amended from time to time ("National Code of Conduct Policies").

B.13.4. Members acknowledge and agree that any breach of the National Code of Conduct Policies will be dealt with in accordance with the National Secretariat's Complaints Handling Policy.

Section C. Sub-Branches

C.1. Membership of a sub-branch

C.1.1. A member is entitled to apply to join any sub-branch in the ACT.

C.1.2. A member may not belong to more than one sub-branch at a time.

C.1.3. The Secretary must keep an accurate record of sub-branch membership.

C.1.4. The Secretary must make the sub-branch membership records available to the relevant Sub-branch Secretary within 7 days of a request.

C.1.5. The Sub-branch Secretary must make available to any sub-branch member who requests it a list of sub-branch members including contact details, subject to the approval of the sub-branch at an ordinary meeting where seven days written notice of the motion to approve has been given.

C.2. Transferring between Sub-Branches

C.2.1. In order to transfer into a sub-branch a member must attend a meeting of that sub-branch and present proof of their current membership of ACT Labor.

C.2.2. The sub-branch considers the transfer.

C.2.3. If approved, the member is admitted.

C.2.4. If rejected, the applicant may appeal the decision to Administrative Committee.

C.2.5. All transfers must be approved by the Administrative Committee.

C.2.6. If approved by the Administrative Committee, the transfer is effective from the date the member is admitted to the Sub-branch.

C.2.7. If a member applies to transfer while nominations are open in the receiving sub-branch, their transfer will not take effect until after the declaration of the elections. The Sub-branch Secretary must advise the member of this rule before putting the request for transfer to the meeting.

C.2.8. No more than eight members may transfer into a sub-branch in any one month.

C.2.9. Where this number is exceeded all the transfers are referred to Administrative Committee.

C.3. Receipt

C.3.1. After the sub-branch has formally accepted the transfer by resolution, the accepting Sub-branch secretary or some other person authorised by the meeting must issue a transfer receipt in accordance with Schedule E.

C.3.2. The original of the receipt is to be given to the member, the duplicate is forwarded to the Secretary and the Sub-branch Secretary retains the triplicate.

C.4. Determination of Representation

C.4.1. No later than seven days after the end of the membership period each year the Sub-branch Secretary must provide the Secretary with the copies of:

C.4.1.a. All minutes of sub-branch meetings during the membership year,

C.4.1.b. All transfer receipts issued by the sub-branch in that year, and

C.4.1.c. Attendance records for all sub-branch meetings in that year.

C.4.1.d. On the basis of the sub-branch membership as at the end of the membership period each year, Administrative Committee determines the number of delegates each sub-branch is entitled (under Schedule A) to elect to ACT Branch Conference, Branch Council and Federal Electorate Councils.

C.5. Functions of a Sub-Branch

C.5.1. A sub-branch assists in the organisation of election campaigns and generally furthers the interests and extends the interests of the ALP.

C.5.2. A sub-branch may pass resolutions for consideration by any unit of ACT Labor.

C.6. Fees and Levies

C.6.1. Each sub-branch must pay ACT Labor all fees and levies determined by Branch Council.

C.7. Sub-branch meetings

C.7.1. A sub-branch meets at least once per month.

C.7.2. The Sub-branch Secretary must provide members with at least four days' notice of the agenda, time and place of a sub-branch meeting.

C.8. Annual General Meeting

C.8.1. Each sub-branch must hold an AGM in May of each year.

C.8.2. Nominations for all sub-branch elections open on 1 April, and close 30 minutes after the commencement of the AGM.

C.8.3. Seven days' notice of place, date and time must be given for the AGM.

C.8.4. The notice must include the positions vacant, and the date, time and place at which nominations close and the date, time and place of any ballot, if required.

C.9. Quorum

C.9.1. Quorum for all sub-branch meetings, other than those listed in C.9.2, is five members.

C.9.2. Quorum for Annual General Meetings, meetings that will fill a casual vacancy and meetings that will consider resolutions for expenditure is five members, increasing by one member for every fifteen members or part thereof in excess of 25.

C.9.3. The quorum of the sub-branch shall be based on the number of members of the sub-branch as at 31 March each year.

Sub-Branch Membership	Quorum
Up to 25	5
26-40	6
41-55	7
56-70	8
71-85	9
86-100	10
101-115	11
116-130	12
131-145	13
146-160	14

C.10. Chairing sub-branch meetings

C.10.1. The Sub-branch President, if present, chairs the meeting. If the Sub-branch President is not present the Senior Vice-President chairs, or if the Senior Vice-President is not present, the Junior Vice-President chairs.

C.10.2. If none of these officers are available or willing to chair the meeting the sub-branch may determine a chair by simple resolution of those present.

C.11. Special Meetings

C.11.1. Either the sub-branch executive or at least 20% of the sub-branch membership may request a special meeting. This special meeting must be held within seven days of receiving the request.

C.11.2. The Sub-branch Secretary must provide members with at least four days notice in writing of the purpose, time and place of the special meeting.

C.11.3. If the Sub-branch Secretary refuses or fails to hold the special meeting, those requesting the meeting may do this as if they were the Sub-branch Secretary.

C.12. All sub-branch expenditure to be authorised

C.12.1. Payment of all accounted from monies held by a sub-branch must be by way of cheque unless otherwise authorised by the sub-branch.

C.12.1.a. All expenditure by a sub-branch must be approved by resolution. Where this approval cannot be obtained in advance of this expenditure, it shall be secured at the next meeting of the sub-branch.

C.12.1.b. Quorum for such meetings is defined under C.9.2. of these rules.

C.13. Elections in a Sub-Branch

C.13.1. Sub-Branch Positions

C.13.1.a. For sub-branch positions a member (except an Associate Member) is eligible to nominate if they have been a member of ACT Labor

(including transfers from interstate) for at least the six months preceding the date when nominations open and eligible to vote if they have been a member for at least the three months preceding the date when nominations open.

C.13.1.b. If there are insufficient nominations from qualified candidates, a sub-branch may fill the vacant position(s) from other sub-branch members.

C.13.2. ACT Branch Conference and Branch Council Delegate Positions

C.13.2.a. A member (except an Associate Member) is eligible to nominate and vote if:

C.13.2.a.i. They have been a member of ACT Labor (including interstate transfers) for at least the preceding 12 months.

C.13.2.a.ii. They have been a member of that sub-branch for at least the preceding 6 months.

C.13.2.b. If after the close of nominations the number of persons nominating is less than the number of vacancies, the persons nominated shall be declared elected and nominations of qualified persons shall be invited from the floor.

C.13.2.c. For the purposes of eligibility requirements only one meeting per member per month may be counted.

C.14. Annual General Meeting

C.14.1. Sub-branch officers and committees

C.14.1.a. At the AGM the sub-branch must elect the following sub-branch officers using the relevant eligibility criteria (C.13.1.a. above and C.13.2.a. above):

Position	Eligibility Criteria
President	Sub-branch
Two Vice-Presidents, the first elected Senior Vice-President and the other Junior Vice-President	Sub-branch
Secretary	Sub-branch
Assistant Secretary	Sub-branch
Treasurer	Sub-branch
Returning Officer	Sub-branch
Members of sub-branch standing and other committees	Sub-branch
Delegates and alternates to the Federal Electorate Council	Sub-branch
Delegate to ACT Branch Conference	Branch Conference
Delegates to Branch Council	Branch Conference

C.14.1.b. Unless the contrary is explicitly provided for in these rules, all members of the sub-branch who are eligible to stand for a delegate position shall be alternate delegates for that position and may exercise a vote if proxied by an elected delegate of the sub-branch. This includes, but is not limited to.

C.14.1.b.i. Branch Conference

C.14.1.b.ii. Branch Council

C.14.1.b.iii. Federal Electorate Council

C.14.1.c. Where possible, the proxy given under C.14.1.b above will maintain or improve the representation of women for the purposes of affirmative action as provided for under these rules

C.14.1.d. The sub-branch may by resolution at the AGM combine the positions of Secretary and Treasurer.

C.15. Disqualification of Branch Council and ACT Branch Conference delegates

C.15.1. A sub-branch delegate who ceases to be a member of ACT Labor or transfers to another sub-branch immediately ceases to be a sub-branch delegate.

C.15.2. A vacancy caused by the disqualification of a delegate must be filled as a casual vacancy (see rule K.3.).

C.16. Removal of Branch Council Delegates

C.16.1. If a delegate to Branch Council is absent without good reason from two consecutive meetings of Branch Council

and does not arrange for an alternate to attend, then the sub-branch may remove the delegate and declare their position vacant.

C.16.2. Such action requires a motion on notice passed by a two-thirds majority of members voting.

C.16.3. The vacancy must be filled as a casual vacancy (see K.3.).

C.17. The Sub-Branch Executive

C.17.1. The sub-branch executive consists of the following sub-branch officers:

C.17.1.a. President

C.17.1.b. Two Vice-Presidents, the first elected Senior and the other Junior Vice-President

C.17.1.c. Secretary

C.17.1.d. Assistant Secretary

C.17.1.e. Treasurer

C.17.2. The sub-branch executive may be increased by up to two further elected members in order to undertake specific functions decided by the sub-branch. These members are full voting members of the sub-branch executive.

C.17.3. Quorum at sub-branch executive meetings is three.

C.17.4. The sub-branch executive is responsible for:

C.17.4.a. ensuring the proper management and conduct of the sub-branch; and

C.17.4.b. Promoting the code of conduct amongst sub-branch members.

C.17.5. The President, Secretary and Treasurer are ex-officio members of all sub-branch committees.

C.18. Duties of Secretary

C.18.1. The duties of the Secretary are to:

C.18.1.a. Give proper notice of meetings of the sub-branch;

C.18.1.b. Give proper notice of the calling of nominations for elections;

C.18.1.c. Issue transfer receipts to members whose transfer has been accepted by their sub-branch;

C.18.1.d. Keep proper minutes of sub-branch meetings;

C.18.1.e. Keep all other records and perform such other duties as are necessary for the proper conduct of the sub-branch and its meetings; and

C.18.1.f. Undertake other responsibilities provided for in these rules.

C.19. Duties of Assistant Secretary

C.19.1. The Assistant Secretary acts for or assists the Secretary in all matters as the sub-branch requires.

C.20. Duties of Treasurer

C.20.1. The duties of the Treasurer are to:

C.20.1.a. Be responsible for all monies received by the sub-branch and bank all monies in an account as directed by the Administrative Committee.

C.20.1.b. Keep proper records and statements of account which must be presented to sub-branch meetings on request;

C.20.1.c. Sign all cheques drawn or cheque requisitions, which must also be signed by one other member of the sub-branch executive; in their absence, the Secretary may sign in the Treasurer's place;

C.20.1.d. Present a statement of account for the year ended 30 June each year to the August sub-branch meeting.

C.20.1.e. Circulate in advance of the August sub-branch meeting, to all sub-branch members, a copy of the statement.

C.21. Disqualification of Sub-Branch Officers

C.21.1. A sub-branch officer who ceases to be a member of ACT Labor or transfers to another sub-branch immediately ceases to hold office.

C.21.2. A vacancy caused by the disqualification of a sub-branch officer must be filled as a casual vacancy (see K.3.).

C.22. Establishing a New Sub-Branch

C.22.1. Subject to the approval of Branch Council, a sub-branch may be established in any area within the Australian Capital Territory, Norfolk Island, and Jervis Bay where at least 15 members sign a petition requesting the establishment of a new sub-branch. The area of the proposed sub-branch may be wholly or partly within the area of an existing sub-branch.

C.22.2. Any sub-branches in existence at the end of the 2011 ACT Branch Conference remain established under rule C.22.1.

C.22.2.a. Establishing a new sub-branch requires a petition to Branch Council signed by 15 members of ACT Labor. The 15 signatories must undertake to be members of the proposed new sub-branch.

C.22.2.b. If the new sub-branch is approved, the signatories are not eligible to be members of any other sub-branch for a period of one year, except with the approval of Administrative Committee. The Branch Council may impose other reasonable conditions.

C.22.2.c. Six months after the establishment of a new sub-branch, the Secretary will report to Branch Council on its progress.

C.22.3. Any sub-branch established on Norfolk Island may only have representative entitlement to two delegates to ACT Branch Conference and no delegates to ACT Branch Council.

C.22.4. Boundaries of a New Sub-Branch

C.22.4.a. Sub-branch boundaries may only be altered after consideration of the views of all existing sub-branches affected by any proposed alteration. Sub-branch boundaries may be altered by the Administrative Committee if there is consensus between the affected sub-branches, or otherwise by Branch Council.

C.22.4.b. Where a new sub-branch is created wholly or in part from within an area of an existing sub-branch, the representation of the new sub-branch is two delegates to ACT Branch Conference and one delegate to Branch Council for the remainder of the membership year.

C.22.4.c. Where two or more sub-branches are merged to create one sub-branch, ACT Branch Conference and Branch Council representation for the merged sub-branch is determined according to Schedule A to these rules. The membership of the new sub-branch is the combined membership of the merged sub-branches as at 1 April of that membership year. No consequential adjustment to affiliated union representation for ACT Branch Conference of Branch Council is to be made.

C.22.5. First meeting of a new sub-branch

C.22.5.a. The Administrative Committee determines the date for the first meeting of a new sub-branch. For the purposes of the rules the meeting is considered a sub-branch AGM.

C.22.5.b. Nominations for sub-branch officers and delegates to ACT Branch Conference and Branch Council must be called and notice given to party members.

C.22.5.c. For the purposes of the first meeting of a merged sub-branch, memberships consists of those who at 1 April were members of the merged sub-branch.

C.22.6. Elections at first meeting

C.22.6.a. The election of sub-branch officials and delegates is conducted as for an AGM, except that the date of calling nominations is the date of the notice calling the meeting.

C.22.6.b. The General Returning Officer conducts the elections, or in the General Returning Officer's absence, someone nominated by the Administrative Committee.

C.22.6.c. Delegates hold office until the declaration of the election at the subsequent sub-branch AGM.

C.23. Forced Closure or Merger of Sub-branches

C.23.1. Administrative Committee may ask a sub-branch to show cause why it should not be closed or merged with another sub-branch if it is brought to the attention of the Administrative Committee that it:

C.23.1.a. Is insolvent; or

C.23.1.b. Often failed to attain quorum.

C.23.2. If a sub-branch that has been asked to show cause why it should not be closed or merged fails to satisfy the Administrative Committee of its viability, the Administrative Committee may make a recommendation to Branch Council that:

C.23.2.a. The sub-branch be closed; or

C.23.2.b. The sub-branch be merged with a neighbouring sub-branch or sub-branches.

C.23.3. The rules C.22. above for establishing a new sub-branch must be applied in determining changes to any sub-branch membership, boundaries or representation that result from the forced closure or merger of a sub-branch.

Section D. ACT Branch Conference

D.1. Annual Conference

D.1.1. The ACT Branch must hold an annual conference after 31 May each calendar year at a time and place determined by Administrative Committee.

D.2. Special Conferences

D.2.1. The Administrative Committee may determine that the ACT Branch will hold a Special Conference to consider a specific issue or issues.

D.2.2. The powers of a Special Conference are the same as the powers of the annual conference.

D.2.3. The composition of a Special Conference is the same as an ACT Branch Conference if it were to be called on the same day.

D.2.4. A Special Conference may also be called at any time by the Administrative Committee or by request in writing to the Secretary:

D.2.4.a. A resolution passed at a majority of sub-branches, or

D.2.4.b. A resolution passed by the executives of a majority of affiliated unions, or

D.2.4.c. At least 20% of current ACT Branch Conference delegates, or

D.2.4.d. A petition of 150 members eligible to attend if a conference had been held on the date they signed the petition.

D.2.5. The secretary must convene a Special Conference no later than 28 days from receiving the request and provide members with at least fourteen days' notice in writing of the purpose, time and place of the Special Conference.

D.2.6. A special conference called under rule D.2.4. above may only be convened to address issues that could not be ordinarily dealt with by a meeting of Branch Council.

D.3. Composition of Conference

D.3.1. ACT Branch Conference consists of:

D.3.1.a. Delegates elected by and from members in each sub-branch under C.14.1.a. above and Schedule A,

D.3.1.b. Delegates representing affiliated unions as per Schedule B,

D.3.1.c. Delegates elected by and from members of Young Labor under Regulation 8,

D.3.1.d. All Public Office Holders,

D.3.1.e. All members of the Administrative Committee and the General Returning Officer,

D.3.1.f. Three delegates representing each affiliated organisation and,

D.3.1.g. Two delegates elected by and from the full members of the ACT Indigenous Labor Network.

D.3.2. No delegate may represent more than one unit of the ACT Branch at ACT Branch Conference.

D.4. Delegates from Affiliated Unions or Organisations

D.4.1. Delegates representing affiliated unions must be members of ACT Labor at the time they are nominated and must be a member of the union for which they are nominated.

D.4.2. Delegates representing affiliated organisations must be members of ACT Labor and have been members of the ALP for at least the preceding 12 months when nominations open and must be a member of the organisation for which they are a delegate at the time they are nominated.

D.5. Alternates to Conference

D.5.1. A sub-branch, affiliated union or organisation may elect alternates to act as proxy for their delegates.

D.5.2. Alternates must have all the qualifications necessary for nomination as a delegate.

D.5.3. A delegate of a sub-branch, affiliated union or organisation may

appoint an alternate of that sub-branch, affiliated union or organisation in writing to act as their proxy.

D.5.4. An alternate who has been appointed as a proxy for a delegate has the authority to exercise all the rights of that delegate.

D.6. Functions of Conference

D.6.1. Subject to the National Constitution and the Rules of the ACT Branch, the ACT Branch Conference is the supreme rule, policy and decision making body of the Party. ACT Branch Conference shall have the power to determine all matters affecting the Party including:

D.6.1.a. Amend the Rules and Platform;

D.6.1.b. Elect the executive officers of the ACT Branch;

D.6.1.c. Elect delegates to National Conference as required;

D.6.1.d. Otherwise to review, amend or revoke any resolutions, decision or action of any unit of the ACT Branch, the officers of the ACT Branch or a previous Conference;

D.6.1.e. Receive and consider reports from ACT Branch Officers, ACT Branch Committees and Public Office Holders;

D.6.1.f. Make and interpret policy;

D.6.1.g. Interpret these rules in a way that is consistent with the National Rules of the Party;

D.6.1.h. Determine any question and deal with any matter not covered by these rules;

D.6.1.i. Elect standing or other committees as it may determine from time to time;

D.6.1.j. Fill casual vacancies;

D.6.1.k. Review, amend or revoke:

D.6.1.k.i. Any decision or action of any unit of the ACT Branch or officers of the ACT Branch; and

D.6.1.k.ii. Any previous resolution of Branch Council if agreed by resolution of a majority of all Branch Conference delegates.

D.7. ACT Branch Conference Agenda

D.7.1. A sub-branch, an affiliated union or organisation, a Federal Electorate Council, Branch Council or the Administrative Committee may propose amendments to the Rules or Platform, and general resolutions.

D.7.2. A policy committee may propose amendments to sections of the Platform and general resolutions that are relevant to the committee's area of coverage.

D.7.3. Delegates to ACT Branch Conference may propose general resolutions.

D.8. Closing of Conference Agenda

D.8.1. Proposed amendments to the Rules or platform must be submitted to the Administrative Committee not later than eight weeks before the date appointed for the ACT Branch Conference in the relevant year.

D.8.2. The Administrative Committee may recommend to ACT Branch Conference:

D.8.2.a. That general resolutions that have not been submitted to the Administrative Committee at least 8 weeks before the date of ACT Branch Conference should not be considered by ACT Branch Conference; or

D.8.2.b. The order in which general resolutions that have been submitted later than 8 weeks before the date of ACT Branch Conference should be considered.

D.8.3. In making a recommendation on general resolutions, the Administrative Committee should follow the principle that general resolutions of which less than 8 weeks' notice has been given, and that are not of such an urgent nature as to justify the lack of notice, should not be recommended for consideration.

D.9. Circulation of Agenda Items

D.9.1. As soon as possible after the deadline for submission of proposed amendments, the Administrative Committee must:

D.9.1.a. Circulate any proposed amendments and general resolutions to all delegates; and

D.9.1.b. Include the proposed amendments and general resolutions in the agenda paper for the ACT Branch Conference.

D.10. Agenda Committee

D.10.1. The Agenda Committee will consist of the President and the Secretary of the Party, along with 3 members elected from the Administrative Committee.

D.10.2. The Agenda Committee shall have the following duties:

D.10.2.a. Draft the order of business, and allocate time for each section of the ACT Branch Conference Agenda; and

D.10.3. Comment on motions to extend time, as per Regulation 2.9.

D.11. Majorities required for Amendments to the Rules and Platform

D.11.1. An amendment to these rules is passed only if a majority of delegates' eligible to attend ACT Branch Conference vote in favour of the amendment subject to Rule D.11.2. below.

D.11.2. Notwithstanding D.11.1. above, an amendment to any provision of Rule J.3.1 (pre-selection for public office holders) is passed only if a two-thirds majority of delegates eligible to attend ACT Branch Conference vote in favour of the amendment.

D.11.3. An amendment to the Platform is passed only if the number of votes in favour of the amendment is:

D.11.3.a. Majority of the total votes cast; and

D.11.3.b. At least equal to one third of delegates eligible to attend ACT Branch Conference.

D.12. Elections at Branch Conference

D.12.1. The following positions are elected by and at ACT Branch Conference in accordance with the regulations and sections of these rules that relate to elections in the ACT Branch:

D.12.1.a. ACT Branch Secretary/Treasurer, to be elected for a four year term,

D.12.1.b. Fifteen Administrative Committee members,

D.12.1.c. ACT Branch Women's Coordinator,

D.12.1.d. General Returning Officer,

D.12.1.e. Delegates and alternates to National Conference, as required, to be elected for a two year term,

D.12.1.f. Fifteen members of the Rules and Boundaries Committee,

D.12.1.g. Seven members of the Credentials Committee,

D.12.1.h. Six nominees to the Board of Directors of the Canberra Labor Club Limited, elected in accordance with Regulation 7 of these rules.

D.12.1.i. Six members of Campaign Committee to be elected for four-year terms.

D.12.1.j. One director of the 1973 Foundation in accordance with Regulation 10 of these rules.

D.12.2. The Women's Coordinator Administrative Committee member must be a women and is to be elected by the women delegates at ACT ALP Branch Conference.

D.12.3. Nominations for all positions to be elected at Branch Conference open on 1 May and close at 5pm 2 days prior to Branch Conference.

D.12.4. Eligibility to Nominate

D.12.4.a. Only members who are eligible to attend ACT Branch Conference in the relevant year are eligible to

nominate for the positions of Secretary, Administrative Committee, General Returning Officer, Women's Coordinator, National Conference, Rules and Boundaries.

D.12.5. Time of Ballot

D.12.5.a. The General Returning Officer must conduct any ballot that is required on the last day of the ACT Branch Conference.

D.12.6. Term of Office

D.12.6.a. Except where otherwise provided for in these Rules, members elected to positions elected at ACT Branch Conference take office at the conclusion of the ACT Branch Conference at which they are elected and hold office until the conclusion of the next ACT Branch Conference at which an election for their position is conducted.

D.13. Updating Platform and Rules Documents

D.13.1. The Platform and Rules documents adopted by each Conference shall be available to members within three months of that Conference.

Section E. Election of Branch President and Vice-Presidents

E.1.1. The ACT Branch President, Senior Vice-President and Junior Vice-President are to be elected in a single ballot by proportional representation every second year.

E.1.2. The first elected is to be the ACT Branch President, the second Senior Vice-President, and the third Junior Vice-President.

E.2. Eligibility to Nominate

E.2.1. All ACT Labor members eligible to vote for sub-branch executive positions at the AGM in the year of election are eligible to nominate for these positions.

E.3. Eligibility to Vote

E.3.1. They are to be elected by all ACT Labor members eligible to vote for sub-branch executive positions at the AGM in the year of election.

E.4. Conduct of Ballot

E.4.1. The General Returning Officer must conduct any ballot that is required. The ballot shall conclude at the ACT Branch Conference or at a date set by the Administrative Committee.

E.5. Term of Office

E.5.1. The President and Vice-Presidents take office at the conclusion of the ACT Branch Conference in the year in which they are elected and hold office until the conclusion of the ACT Branch Conference two years later.

E.5.2. If no Conference is held in an election year, the term of office will commence and conclude at the acceptance of the General Returning Officers report by the Administrative Committee.

E.6. Transitional Rule

E.6.1. The President and Vice-Presidents elected at the 2014 ACT Branch Conference will hold office until the acceptance by Administrative Committee of a General Returning Officer's report for a direct election of Presidents.

E.6.2. The direct election must be held before December 2014 and all ACT Labor members eligible to vote for sub-branch executive positions at the 2014 AGM will be eligible to vote. The President and Vice-Presidents elected hold office from the acceptance by Administrative Committee of the General Returning Officer's report until the conclusion of the ACT Branch Conference in 2016.

Section F. Branch Council

F.1. Branch Council Meetings

F.1.1. Branch Council must meet at least three times a year at a time and place determined by the Administrative Committee.

F.2. Calling of Special Branch Council

F.2.1. A special meeting of Branch Council may be called at any time by the Administrative Committee or by request in writing to the Secretary by:

F.2.1.a. The executives of a majority of sub-branches,

F.2.1.b. The executives of a majority of affiliated unions, or

F.2.1.c. At least 20% of Branch Council delegates.

F.2.2. This special meeting must be held within seven days of receiving the request.

F.2.3. The Secretary must provide members with at least four days' notice in writing of the purpose, time and place of the special Branch Council meeting.

F.2.4. If the Secretary refuses or fails to hold the special meeting, those requesting the meeting may do this as if they were the Secretary.

F.3. Quorum

F.3.1. Quorum is one third of Branch Council delegates.

F.4. Members of Branch Council

F.4.1. Branch Council consists of:

F.4.1.a. Delegates representing sub-branches under rules C.13.2.a. and Schedule A.

F.4.1.b. Delegates representing affiliated unions under Schedule B.

F.4.1.c. One delegate nominated by and from the ACT Branch representatives in the Federal Parliament,

F.4.1.d. One delegate from Young Labor, in accordance with Regulation 8.5.

F.4.1.e. One delegate nominated by and from ACT Branch representatives in the ACT Legislative Assembly.

F.5. Non-voting Members of Branch Council

F.5.1. Branch council also includes the following non-voting members:

F.5.1.a. One representative from each affiliated organisation,

F.5.1.b. The members of the Administrative Committee,

F.5.1.c. The General Returning Officer,

F.5.1.d. The convenor of each policy committee.

F.5.2. These members have full speaking rights and the right to move and/or amend motions at Branch Council. However, they are not entitled to vote at Branch Council unless attending as delegates.

F.6. Delegates from Affiliated Unions and Organisations

F.6.1. Delegates representing affiliated unions must be members of ACT Labor at the time they are nominated and must be a member of the union for which they are a delegate at the time they are nominated.

F.6.2. Delegates representing affiliated organisations must be members of ACT Labor and have been members of the ALP for at least the preceding 12 months when nominations open and must be a member of the organisation for which they are a delegate at the time they are nominated.

F.7. Alternates to ACT Branch Council

F.7.1. A delegate of a sub-branch, affiliated union or organisation may appoint in writing an alternate delegate of that sub-branch, affiliated union or organisation to act as their proxy.

F.7.2. An alternate who has been appointed as a proxy for a delegate has the authority to exercise all the rights of that delegate.

F.8. Functions of Branch Council

F.8.1. Branch Council is subject to the decisions of Branch Conference. Branch Council has the power to determine all matters affecting the ACT Branch, except in relation to matters where these rules specifically require a decision of ACT Branch Conference.

F.8.2. The role of Branch Council is to:

F.8.2.a. Make and interpret policy;

F.8.2.b. Interpret these rules in way that is consistent with the national Rules of the Party;

F.8.2.c. Determine any question and deal with any matter not covered by these rules;

F.8.2.d. Receive and consider reports from:

F.8.2.d.i. ACT Branch executive officers,

F.8.2.d.ii. Other units of the ACT Branch, and

F.8.2.d.iii. Public Office Holders.

F.8.2.e. Elect standing or other committees as it may determine from time to time;

F.8.2.f. Fill casual vacancies;

F.8.2.g. Review, amend or revoke:

F.8.2.g.i. Any decision or action of any unit of the ACT Branch or officers of the ACT Branch, and

F.8.2.g.ii. Any previous resolution of Branch Council if agreed by resolution of a majority of all Branch Council delegates.

Section G. Committees of the ACT Branch

G.1. Administrative Committee

G.1.1. Membership of Administrative Committee

G.1.1.a. Administrative Committee consists of:

G.1.1.a.i. The ACT Branch President, Senior Vice-Present and Junior Vice-Presidents,

G.1.1.a.ii. The ACT Branch Secretary/Treasurer,

G.1.1.a.iii. Fifteen members elected by Annual Conference,

G.1.1.a.iv. ACT Branch Women's Coordinator,

G.1.1.a.v. The Territory Parliamentary Labor Party Leader,

G.1.1.a.vi. An ACT Labor representative in the Federal Parliament, nominated by the Federal Parliamentary Labor Party.

G.1.1.b. Administrative Committee selects, from among the Administrative Committee members, officers to undertake the roles of:

G.1.1.b.i. Policy Committee Coordinator,

G.1.1.b.ii. Publications Editor,

G.1.1.b.iii. Assistant Secretary,

G.1.1.b.iv. Assistant Treasurer.

G.1.1.c. The Women's Coordinator will:

G.1.1.c.i. Undertake to support women's participation at all levels and support communication between women members, the Status of Women Policy Committee and communicate, and represent the views of Women members to Administrative Committee and other Party units as required.

G.1.1.c.ii. G.1.1.c.i.a. this support and communication will take place through a women's network, consisting of all women members.

G.1.1.c.iii. Establish a working group drawn from the Women's network to develop an annual workplan of activity which might include but not be limited to opportunities for women's training, campaigning and activism opportunities; socialising; networking; workshops; guest speakers; and collateral ideas to support women in the party.

G.1.1.c.iv. With the support of the working group, coordinate events from the women's workplan to deliver 'practice' opportunities for women party members.

G.1.1.c.v. Consider fundraising opportunities for future 'practice' events

G.1.1.c.vi. Utilise the women's Network to increase the participation of women members in the party;

G.1.1.c.vii. Review gender data including the measurement of leadership roles of women in the party; new members; exits from the party; participation rates.

G.1.1.c.viii. Undertake a regular survey of women members to gauge their views and ensure opportunities to improve structures and consider new initiatives for women, at least biannually.

G.1.1.d. The President of ACT Young Labor may attend Administrative Committee meetings as an observer.

G.1.2. Quorum

G.1.2.a. Quorum for Administrative Committee meetings is 50% plus one of the total membership of the Committee. An observer does not count toward quorum.

G.1.3. Functions of Administrative Committee

G.1.3.a. Administrative Committee is the administrative authority of ACT Labor between meetings of Branch Council.

G.1.3.b. The duties of Administrative Committee are to:

G.1.3.b.i. Carry out decisions and directions of Branch Council and report to Branch Council on the Administrative Committee's activities;

G.1.3.b.ii. Consider resolutions and reports on administrative matters;

G.1.3.b.iii. Exercise proper control of ACT Labor funds;

G.1.3.b.iv. Provide the Women's Coordinator with a budget;

G.1.3.b.v. Employ staff;

G.1.3.b.vi. Manage publicity including publications and journals;

G.1.3.b.vii. Authorise payments to employees, agents or contractors for goods, services or expenses incurred on behalf of the ACT Branch;

G.1.3.b.viii. Keep proper records of sub-branch and affiliate membership;

G.1.3.b.ix. Make directions or delegate decisions to the Finance Committee, provided that any direction or delegation must be reported to the next meeting of Branch Council;

G.1.3.b.x. Appoint Assistant Returning Officers;

G.1.3.b.xi. Carry out other activities under these Rules;

G.1.3.b.xii. To appoint an Auditor.

G.1.4. Administrative Committee Meetings

G.1.4.a. Administrative Committee meets at least monthly or when convened by the President of ACT Labor or as requested by Branch Council.

G.1.5. Removal of Administrative Committee members

G.1.5.a. If an Administrative Committee member is absent without prior leave from 3 successive Administrative Committee meetings, then Branch Council may declare the position vacant unless Branch Council decides there has been sufficient reason for the absences.

G.1.6. Proxies

G.1.6.a. Proxy Panel

G.1.6.a.i. The Administrative Committee, under the principles of proportional representation and affirmative action, will appoint nine Proxy Members of the Administrative Committee, by 2/3rd majority vote. These Proxy Members shall have the full rights of the member of the Administrative Committee whom they are replacing for that meeting

G.1.6.a.ii. Administrative Committee members cannot proxy for three consecutive meetings.

G.1.6.a.iii. To be eligible to be a Proxy Member, a nominee must be a member of the ACT Branch, but must not be an employee of the ACT

Branch or a member of the Board of Directors, or a nominee to the Board of Directors, of the Canberra Labor Club Limited or a member of the Board of Directors of the 1973 Foundation.

G.1.6.b. An Administrative Committee member who is unable to attend a meeting of the Administrative Committee may nominate a member of the Proxy Panel (G.1.6.a) to act as their proxy for Administrative Committee meetings:

G.1.6.b.i. Administrative Committee members may not nominate a proxy for making a decision out of session

G.1.6.c. The appointment of the proxy must be in writing and signed by the Administrative Committee member.

G.1.6.d. The Territory Parliamentary Leader and the Federal Parliamentary representative members of the Administrative Committee may only appoint other Territory or Federal representatives respectively.

G.1.6.e. Rules G.1.6 a) and b) (the proxy panel) do not apply to G.1.6.d.

G.2. ACT Labor Advisory Council (ACTLAC)

G.2.1. Membership of ACTLAC

G.2.1.a. The ACT Labor Advisory Council shall consist of the Leader and members of the Territory Parliamentary Labor Party, the ACT Branch President and Secretary or their nominees, and representatives of the ACT Trades and Labour Council executive or their nominees.

G.2.2. Quorum of ACTLAC

G.2.2.a. ACTLAC has no quorum.

G.2.3. Functions of ACTLAC

G.2.3.a. ACTLAC will provide a formal consultative mechanism between the Party and the union movement in the ACT.

G.2.3.b. The Policy Coordinating Committee must consult with the ACTLAC in relation to Party policy relevant to ACTLAC's role, and resolutions of the ACTLAC must be considered by the Policy Coordinating Committee.

G.2.3.c. ACTLAC must meet at least twice each year.

G.3. Finance Committee

G.3.1. Membership of Finance Committee

G.3.1.a. The Finance Committee consists of:

G.3.1.a.i. the Branch Secretary,

G.3.1.a.ii. Assistant Branch Treasurer,

G.3.1.a.iii. Assistant Branch Secretary,

G.3.1.a.iv. Secretary of the 1973 Foundation, and

G.3.1.a.v. one member of ACT Labor with substantial financial expertise who is not a member of the Administrative Committee.

G.3.1.b. The member of the Finance Committee as described in G.3.1.a.v must be appointed by the Administrative Committee by a three-quarter majority of all voting members:

G.3.1.b.i. at its first meeting after each Branch Conference, and

G.3.1.b.ii. whenever there is a vacancy in the position.

G.3.2. Quorum

G.3.2.a. Quorum for Finance Committee is 3 members.

G.3.3. Functions of Finance Committee

G.3.3.a. Finance Committee will:

G.3.3.a.i. Review the finances of the Branch and report to the Administrative Committee as per the terms of reference outlined in Regulation 12 of these rules, and

G.3.3.a.ii. Carry out decisions and directions of the Administrative Committee.

G.4. Credentials Committee

G.4.1. Membership of ACT Branch Credentials Committee

G.4.1.a. The Secretary or Assistant Secretary or a proxy from Administrative Committee,

G.4.1.b. Seven members elected by ACT Conference.

G.4.2. Proxies

G.4.2.a. A credentials member who is unable to attend a meeting of the Credentials Committee may nominate someone to act as their proxy for Committee meetings. Proxies must have all the qualifications necessary for nomination as a Credentials Committee member.

G.4.3. Functions of Credentials Committee

G.4.3.a. Credentials Committee will:

G.4.3.a.i. Consider challenges to membership under these Rules;

G.4.3.a.ii. Make recommendations to Administrative Committee regarding requests for continuity of membership; and

G.4.3.a.iii. Carry out directions of Branch Council and credential:

G.4.3.a.iv. Delegates to Branch Council and ACT Conferences;

G.4.3.a.v. Candidates for pre-selection as candidates for public office;

G.4.3.a.vi. Voters in pre-selection ballots;

G.4.3.a.vii. Candidates for election as officers (E.g. Secretary);

G.4.3.a.viii. The eligibility of members to participate in ballots within affiliated organisations (including ACT Young Labor);

G.4.3.a.ix. Policy Committee Members.

G.5. Rules and Boundaries Committee

G.5.1. Membership of Rules and Boundaries Committee

G.5.1.a. Fifteen members elected by and from ACT Branch Conference

G.5.2. Quorum

G.5.2.a. Quorum is 5 members.

G.5.3. Proxies

G.5.3.a. Committee members may appoint a proxy

G.5.4. Functions of Rules and Boundaries Committee

G.5.4.a. Determine the suburb boundaries of sub-branches, including changing sub-branch boundaries, and allocating new suburbs to sub-branches.

G.5.4.b. Determine the sub-branch representation to FECs.

G.5.4.c. Consider all rule amendments submitted to Branch Conference.

G.5.4.d. Report to ACT Branch Conference on proposed amendments including preparing consequential amendments for any proposed amendment.

G.5.4.e. Recommend to Branch Conference that rules amendments not be preceded with or should be referred to any other party unit for consideration and action.

G.5.4.f. Make recommendations to the Administrative Committee, and Branch Conference if amendments are inconsistent with the National Rules.

G.5.4.g. Prepare advice to the administrative committee

G.5.4.h. Rules and Boundaries, may with a 2/3 absolute majority refer an rules amendment back to the mover, if it determines the amendment is inconsistent with the national rules, or there are drafting errors which are unable to be resolved by the committee prior to conference.

G.6. Campaign Committee

G.6.1. Membership of Campaign Committee

G.6.1.a. The Secretary;

G.6.1.b. The President,

G.6.1.c. The ACT Parliamentary Leader,

G.6.1.d. Six members elected in one ballot by ACT Branch Conference; and

G.6.1.e. A person selected and appointed by Administrative Committee, who may be remunerated and who has no voting rights.

G.6.2. Functions of Campaign Committee

G.6.2.a. Plan and coordinate election campaigns, including general campaigns;

G.6.2.b. Oversee the conduct of election campaigns;

G.6.2.c. Administer the campaign budget

G.6.2.d. Consult with Administrative Committee on electoral matters

G.6.2.e. Coordinate, support and liaise with all candidates; and

G.6.2.f. Liaise with and report to the Federal Electorate Councils and Administrative Committee;

G.6.2.g. Consider resolutions on policy, administrative and electoral matters.

G.6.3. The Secretary is the Campaign Director and is responsible for approving all campaign material and approving individual campaign strategies.

G.7. Disputes Tribunal

G.7.1. Membership of Disputes Tribunal

G.7.1.a. Five members (including one Chair and one Deputy Chair) chosen by the Administrative Committee under rule

G.7.1.b. A member of the Disputes Tribunal must:

G.7.1.b.i. be admitted as a lawyer in the ACT or have other relevant skills and experience in considering and resolving disputes and allegations; and resolving disputes and allegations; and

G.7.1.b.ii. have a thorough knowledge of these Rules; and

G.7.1.b.iii. have the ability and commitment to conduct proceedings in accordance with the principles of procedural fairness; and

G.7.1.b.iv. not have been the subject of, or closely associated with, any matter considered by the Disputes Tribunal in the previous 5 years; and

G.7.1.b.v. not hold public office or be a candidate for public office; and

G.7.1.b.vi. not be a member of the Administrative Committee, Credentials Committee or Campaign Committee.

G.7.1.b.vii. The Chair and Deputy Chair of the Disputes Tribunal must be admitted as a lawyer in the ACT.

G.7.1.c. The Administrative Committee must, at its first meeting following Branch Conference in each year by at least two-thirds majority of those attending, select the members of the Disputes Tribunal in accordance with the criteria set out in rules G.7.1.b and G.7.1.c and the principles of affirmative action.

G.7.2. Person having material interest

G.7.2.a. No member having any material interest in the complaint, challenge or appeal before the Disputes Tribunal can sit as a member of the Disputes Tribunal on the hearing of that complaint, challenge or appeal. The Administrative Committee will appoint a substitute member for the purpose of hearing that complaint or challenge.

G.7.3. Quorum

G.7.3.a. Quorum for meetings is three members.

G.7.4. Functions of Disputes Tribunal

G.7.4.a. Provides an internal resolution process for matters within the scope of Rule M.1.

G.7.4.b. Deals with matters referred to it under the ACT Complaints Handling Policy in accordance with the procedures set out in the ACT Complaints Handling Policy.

G.8. Federal Electorate Councils

G.8.1. Each House of Representatives electorate has a Federal Electorate Council (FEC)

G.8.2. Membership of Federal Electorate Councils

G.8.2.a. delegates from each sub-branch within the electorate or their proxies;;

G.8.2.b. the ALP member of the House of Representatives who represents the electorate or a proxy;

G.8.2.c. The ALP member or members of the Senate who represent the Territory or a proxy;

G.8.2.d. Any endorsed ALP candidates for the House of Representatives for the electorate or the Senate for the Territory;

G.8.2.e. One delegate elected by ACT Young Labor.

G.8.3. Quorum

G.8.3.a. Quorum for the FEC is three voting members.

G.8.4. Functions of Federal Electorate Councils

G.8.4.a. An FEC will:

G.8.4.a.i. Consult with the Administrative Committee on electorate matters;

G.8.4.a.ii. Conduct federal election campaigns;

G.8.4.a.iii. Coordinate activities with other FECs and with the Administrative Committee;

G.8.4.a.iv. Consider resolutions on policy, administrative and electoral matters;

G.8.4.a.v. Raise funds for ACT Labor federal election campaign accounts; and

G.8.4.a.vi. Make recommendations on expenditure of funds raised.

G.8.5. Federal Electorate Council Meetings

G.8.5.a. Each FEC must meet at least once every 12 months.

G.8.6. FEC Annual General Meeting

G.8.6.a. The AGM is held in July of each year.

G.8.6.b. Notice to sub-branches must be provided in writing no later than 1 July or 7 days prior to the meeting.

G.8.6.c. The AGM will elect:

G.8.6.c.i. President;

G.8.6.c.ii. Vice-President;

G.8.6.c.iii. Secretary;

G.8.6.c.iv. Treasurer;

G.8.6.c.v. Community Activities Officer;

G.8.6.c.vi. Fund Raising Officer.

Section H. Policy Committees

H.1. Policy Coordinating Committee

H.1.1. Membership of Policy Coordinating Committee

H.1.1.a. The policy Committee Coordinator,

H.1.1.b. The President,

H.1.1.c. The Secretary,

H.1.1.d. The Co-Convenors of ACT Young Labor may attend Administrative Committee meetings as an observer

H.1.2. The Policy Committee Coordinator is an ex-officio member of all policy committees.

H.1.3. Quorum

H.1.3.a. Quorum for the committee is five.

H.1.4. Functions of Policy Coordinating Committee

H.1.4.a. Coordinate the formulation of policy recommendations by policy committees to minimise contradictions and encourage liaison between different platform areas;

H.1.4.b. Consider proposed amendments to the Platform;

H.1.4.c. The Policy Coordinating Committee may establish a temporary discussion group on a new policy topic.

H.2. Policy Committees

H.2.1. Membership of a Policy Committee

H.2.1.a. A member joins a policy committee by writing to or emailing the convenor or secretary of the Policy Committee and the ACT Branch Office or by attendance at a meeting.

H.2.1.b. Membership of the Status of Women Policy Committee is restricted to women. Every woman member of the ACT Branch is a member of the Status of Women Policy Committee.

H.2.1.b.i. The ACT Branch Secretary must maintain a register of the members of the Status of Women Policy Committee.

H.2.1.b.ii. The ACT Branch Secretary must, on request of a member of the Status of Women Policy Committee, remove that member's name from the Status of Women Policy Committee list. The Secretary must, on the member's request, restore her name to the list.

H.2.1.b.iii. In order to be eligible to vote in the Status of Women Policy Committee Annual General Meeting as per H.2.5., the member must have attended at least one ordinary meeting in the last twelve calendar months preceding the Annual General Meeting.

H.2.2. Quorum

H.2.2.a. Quorum for meetings of policy committees is five members.

H.2.3. Functions of a Policy Committee

H.2.3.a. The functions of a policy committee are to:

H.2.3.a.i. Hold hearings and receive submissions from any member on relevant policy areas; and

H.2.3.a.ii. Invite any member or any other person to participate in discussions or make submissions to the committee on relevant policy; and

H.2.3.a.iii. Report and make recommendations to Branch Council at least once each six months unless the Branch Council otherwise provides and to ACT Branch Conference each year.

H.2.3.b. Each ACT Legislative Assembly minister or shadow minister must meet not less than one a year with each policy committee for which the minister or shadow minister has responsibility.

H.2.4. Policy Committee Meetings

H.2.4.a. Each policy committee will have a regular monthly meeting.

H.2.4.b. A committee may agree to hold additional meetings.

H.2.4.c. A committee may not change its regular monthly meeting night except with the agreement of the Policy Coordinating Committee.

H.2.5. Annual General Meeting

H.2.5.a. The AGM of a policy committee must be held on the Committee's regular monthly meeting night during August of each year to elect the convenor, secretary and any other positions that the committee, by resolution, decides to fill.

H.2.5.b. All members of the committee as at 31 July are entitled to vote and stand for election to positions elected at the AGM.

H.2.6. Policy Committee Convenor

H.2.6.a. The duties of the convenor are to:

H.2.6.a.i. Convene and chair meetings of the Committee;

H.2.6.a.ii. Make decisions relating to procedure and administration of Committee business, in consultation with the secretary of the committee;

H.2.6.a.iii. Report to ACT Branch Conference and Branch Council, Administrative Committee, sub-branches, and affiliated unions or organisations as required; and

H.2.6.a.iv. Promote the code of conduct amongst policy committee members.

H.2.6.b. A convenor may not:

H.2.6.b.i. Speak to the media or to members of the public or

H.2.6.b.ii. Publish documentation on behalf of ACT Labor, without express permission of the President or secretary of ACT Labor, or

H.2.6.b.iii. Speak or publish documentation on behalf of the Committee without the authorisation of a properly constituted meeting of the committee.

H.2.7. Policy Committee Secretary

H.2.7.a. The duties of the secretary are to:

H.2.7.a.i. Maintain an up-to-date list of the committee's membership and accurate records of policy committee meeting attendance in accordance with these rules.

H.2.7.a.ii. Notify members of meetings, record and circulate minutes; and

H.2.7.a.iii. Keep records and perform such duties as are necessary for the proper conduct of the policy committee and its meetings.

H.2.8. Duties of other office holders

H.2.8.a. Other office holders have the duties assigned to them by the policy committee.

H.2.9. Establishment of a New Policy Committee

H.2.9.a. ACT Branch Conference has the authority to establish policy committees.

H.3. Plebiscite and General Assembly

H.3.1. Conducting a Plebiscite or General Assembly

H.3.1.a. Administrative Committee may conduct a plebiscite or general assembly on any matter relating to the policy, rules, or organisation of ACT Labor.

H.3.1.b. Administrative Committee must conduct a plebiscite or general assembly when requested in writing by petition of at least one-third of sub-branches or one-third of affiliated unions.

H.3.2. Form of General Assembly

H.3.2.a. A general assembly is a meeting of all ACT Labor members and may be held in any form determined by Administrative Committee.

H.3.3. Decisions made by a Plebiscite or General Assembly

H.3.3.a. A decision of a plebiscite or general assembly of members is not binding on ACT Labor.

H.3.3.b. If the plebiscite or general assembly determines that a decision of the plebiscite or general assembly should be placed on the agenda for Branch Council or ACT Branch

Conference, the Administrative Committee must place the decision on the respective agenda for the next meeting.

Section I. Executive Roles within the ACT Branch

I.1. Duties of ACT Labor President

I.1.1. The President chairs all ACT Labor Conferences and meetings of Branch Council and the Administrative Committee.

I.1.2. If the President is absent, the Senior Vice-President chairs and, in the absence of both the President and Senior Vice-President, the Junior Vice-President chairs.

I.1.3. The ACT Labor President is an official media representative of the ACT Branch.

I.2. Duties of ACT Labor Secretary

I.2.1. The duties of the Secretary are to:

I.2.1.a. Keep minutes and other records as required by Branch Council;

I.2.1.b. Keep proper records of the membership of ACT Labor and make these records available as required under these Rules;

I.2.1.c. Report on the gender balance in the ACT Branch, including sub-branch executives, and delegates to Administrative Committee, ACT Branch Conference and Branch Council;

I.2.1.d. Give notice and circulate agendas for Branch Council meetings and ACT Branch Conference;

I.2.1.e. Be responsible for all money received by ACT Labor and keep proper records of ACT Labor funds;

I.2.1.f. Report to each Annual Conference, and include a budget; and

I.2.1.g. Perform other duties as Branch Council determines

I.2.2. The Secretary is an official media representative of ACT Labor.

I.3. Duties of Assistant Secretary

I.3.1. The Assistant Secretary assists the Secretary in all such matters as the Secretary or Branch Council requires.

I.4. Duties of Assistant Treasurer

I.4.1. The duties of the Assistant Treasurer are to:

I.4.1.a. Be aware of any cheque signed;

I.4.1.b. Prepare the budget in conjunction with the Secretary and Finance Committee;

I.4.1.c. Check monthly financial figures before Administrative Committee meetings.

I.5. Trustees

I.5.1. The Trustees of the ACT Branch are the ACT Branch President and the two Vice-Presidents, Secretary, Assistant Secretary and Assistant Treasurer.

I.5.2. Vacancy of Trustees

I.5.2.a. If any Trustee resigns their position or becomes bankrupt or insolvent or commits any act of insolvency while a Trustee, then their position becomes vacant.

I.5.3. Property vested in Trustees

I.5.3.a. All property including all monies, books, stationary, furniture, office equipment and other property or assets of any kind, whether real or personal, of any unit of ACT Labor is vested in the Trustees, who hold such property to the use and purposes of the members of ACT Labor.

I.5.3.b. Property received by or held by any unit of ACT Labor may be managed and dealt with by that unit of ACT Labor for the purposes of ACT Labor in accordance with these Rules.

I.6. Banking of Funds

I.6.1. The funds of the ACT Branch must be banked in a bank or other financial institution approved by Branch Council in the name or style of the Trustees.

I.6.2. Funds may only be drawn from the bank when authorised by one or more of the Trustees and countersigned by the Secretary, the Assistant Secretary, or the Assistant Treasurer.

I.6.3. All funds must be applied to the management and conduct of the ACT Branch and its aims and objectives.

I.7. Outstanding Monies

I.7.1. The Administrative Committee must include in its financial reports to Branch Council any outstanding monies.

I.7.2. Branch Council may take the necessary action to collect these arrears, including withdrawal of affiliation or disenfranchising of delegates of any sub-branch, affiliated union or organisation.

I.8. Auditor

I.8.1. The Administrative Committee appoints an Auditor at its first meeting after Annual Conference. The Auditor must be a member of a recognised accounting body.

I.8.2. The Auditor must attend the meeting of the Administrative Committee in September, to present a report and to answer questions on the Statement of Account and Balance Sheet of ACT Labor for the preceding financial year.

I.8.3. ACT Labor accounts must be audited annually and the Auditor's report presented to the subsequent Annual Conference with the report of the Secretary.

Section J. Public Office Holders

J.1. Pre-Selection of Candidates for Public Office

J.1.1. The Administrative Committee arranges for the pre-selection of ACT Branch candidates for public office throughout the Australian Capital Territory, whether local or federal.

J.1.2. Administrative Committee must ensure that arrangements allow adequate time to elapse between credentialing candidates and voters and the ballot itself to allow proper resolution of any appeal or dispute arising out of credentialing.

J.2. Nomination for Pre-selection

J.2.1. Applying for pre-selection

J.2.1.a. . An applicant for pre-selection must complete, sign and submit the nomination form and candidate provided in Schedule F of these Rules.

J.2.1.b. At the close of nominations the Credentials Committee will credential the eligibility of applications received according to Rules G.4 and J.11 and notify the General Returning Officer of the eligible and ineligible candidates.

J.2.1.c. The General Returning Officer reports to the Administrative Committee on applicants who have been found to be eligible and ineligible.

J.2.1.d. The Administrative Committee is responsible for approving and rejecting applications for pre-selection. The Administrative Committee may only approve or reject an application for pre-selection if the applicant is found eligible by the Credentials Committee and the Candidate Review Committee has reported to the Administrative Committee on the applicant's suitability to nominate for pre-selection.

J.2.1.e. The Administrative Committee can only reject an application for pre-selection by a two-thirds majority of all voting members of the Administrative Committee.

J.2.1.f. Candidates must be notified of the rejection of their application within one day of the decision being made.

J.2.1.g. Members who have had their applications rejected by the Administrative Committee may lodge a Dispute only about the decision of the Administrative Committee under Section M of these Rules.

J.2.1.h. Candidates must lodge their appeal within two days of being notified of the rejection of their application.

J.2.2. Candidate Disclosure

J.2.2.a. Before a nomination for public office pre-selection can be accepted, nominating members must complete the following candidate disclosure process.

J.2.3. Timeline for Disclosure

J.2.3.a. The Disclosure process begins immediately after the close of nominations and the Candidate Review Committee must present its report to the Administrative Committee within 21 days of the close of nominations.

J.2.4. Disclosure

J.2.4.a. An applicant for public office pre-selection must disclose matters relating to their integrity to the Candidate Review Committee.

J.2.4.b. The Administrative Committee may determine what matters relate to integrity for the purposes of subsection (J.2.4.a.).

J.2.4.c. Disclosures by nominees for public office pre-selection under this Rule are to be made in the form and manner determined by a two-thirds majority vote of all voting members of the Administrative Committee and lodged with their candidate nomination form.

J.2.4.d. A nominee for public office pre-selection must be afforded the opportunity to explain to the Candidate Review Committee the circumstances surrounding any disclosure under subsection (J.2.4.a.).

J.2.4.e. The Candidate Review Committee may request and receive

further information from any person to support its deliberations.

J.2.4.f. The Candidate Review Committee is not limited to considering information provided by the applicant to support its deliberations.

J.2.4.g. Information used by the Candidate Review Committee in its deliberations is confidential. The Committee must only include such material in its reporting to the Administrative Committee that is relevant to its recommendations regarding a candidate's suitability to nominate for preselection.

J.2.5. Candidate Review Committee

J.2.5.a. The Candidate Review Committee considers the suitability of applications nominate for pre-selection and makes recommendations to the Administrative Committee.

J.2.5.b.

J.2.5.b.i. The Candidate Review Committee has three members elected by a two-thirds majority of the Administrative Committee according to the principles of affirmative action.

J.2.5.b.ii. The Administrative Committee will, before each federal and ACT election, elect the members of the Candidate Review Committee.

J.2.5.b.iii. The Administrative Committee may, by a two-thirds majority of all voting members, remove a member of the Candidate Review Committee.

J.2.5.c. Quorum for a meeting of the Candidate Review Committee is three members. Proxies cannot be given.

J.2.5.d. A member of the Candidate Review Committee must be a person who:

J.2.5.d.i. Has represented the ALP in public office;

J.2.5.d.ii. Or is a former senior party official; and

J.2.5.d.iii. Is of good fame and character.

J.2.5.e. Despite any other provision of these Rules, a member of the Candidate Review Committee is not eligible for selection and endorsement as a candidate for public office.

J.2.5.f. The Candidate Review Committee may determine any process to enable them to complete this process in accordance with these Rules.

J.2.6.

J.2.7. Reporting

J.2.7.a. The Candidate Review Committee must provide its report on the suitability of individuals who have applied to nominate for pre-selection to:

J.2.7.a.i. The member who submitted the disclosure; and

J.2.7.a.ii. The Administrative Committee for consideration.

J.2.7.b. The Candidate Review Committee's reports on the suitability of applicants to nominate for pre-selection are confidential.

J.3. Preferred Method of Pre-selection

J.3.1. Candidates for public office are preselected by a plebiscite of eligible members.

J.4. Alternative Method of Pre-selection

J.4.1. Where there is insufficient time prior to the closing of nominations for the public office concerned for a plebiscite to be conducted, the Administrative Committee may select the candidate to receive endorsement to stand for public office.

J.5. Affirmative Action in Selections for Candidates for Public Office

J.5.1. At least 50% of candidates selected for public office must be women ('the minimum target')

J.5.1.a. For the purposes of calculating the minimum target:

J.5.1.a.i. the held seats in the House of Representatives and the Senate shall be considered one group;

J.5.1.a.ii. each Legislative Assembly electorate will be considered one group;

J.5.1.a.iii. and the combined Legislative Assembly electorates will also be considered one group.

J.5.1.b. In calculating the minimum percentage for the purposes of Section J from 2019 a fraction of more than one-half must be rounded up to the next whole number, and a fraction of one-half or less must be rounded down to the next whole number.

J.5.1.c. In calculating the minimum percentage for the purposes of Section J from 2023:

J.5.1.c.i. Groups with 5 or fewer positions a fraction of more than one-half must be rounded up to the next whole number, and a fraction of one-half or less must be rounded down to the next whole number.

J.5.1.c.ii. Groups with 6 or more positions a fraction of one-half or more must be rounded up to the next whole number, and a fraction of less than one-half must be rounded down to the next whole number

J.5.1.d. The Administrative Committee will review the implementation of these affirmative action targets prior to the next preselection in 2023 to ensure that these targets are able to be implemented in conjunction with any other affirmative action targets for other groups without undermining the democratic processes of pre-selections.

J.5.2. If at the close of nominations the minimum target cannot be met, nominations will reopen as per K.2.2.a.ii.

J.5.3. In the event that the minimum target is not met after a ballot has occurred, the Returning Officer must report the results of the ballot(s) to Branch Council.

J.5.3.a. Branch Council must convene within 5 days of receiving the Returning Officer's report. Branch Council can accept the Returning Officer's report and declare some or all of the ballots; reopen nominations for one or more of the electorates(s); move candidates between electorates; or any other action to ensure that Affirmative Action is met, and ensure the overall diversity of the ticket.

J.5.4. The Secretary must no later than 1 November each year provide a report to the Administrative Committee and to the National Executive on the implementation of the above rule in accordance with National Rule 10(e).

J.6. Endorsement of Candidate

J.6.1. The Administrative Committee must endorse the successful candidate for pre-selection if no dispute has been notified within two days of the declaration of the ballot.

J.7. Nomination or endorsement for public office without authorisation of the ALP

J.7.1. A member immediately ceases to be a member of the ACT Branch, and may not be re-admitted to membership of the ACT Branch without the approval of ACT Branch Conference, if they:

J.7.1.a. Nominate against an endorsed ACT Branch candidate for public office without endorsement by the ACT Branch, or

J.7.1.b. Accept appointment to fill a vacancy for public office without endorsement by the ACT Branch.

J.8. Withdrawal of Candidate

J.8.1. Branch Council must give leave before a candidate may withdraw from the election for which endorsement has been granted.

J.9. Casual Vacancy (Legislative Assembly)

J.9.1. Where an endorsed ALP candidate for the ACT Legislative Assembly is granted leave to withdraw (pursuant to J.8.1. above) the following procedure shall be followed in the absence of an

appropriate Party Rule(s) to the contrary.

J.9.2. Once Branch Council has granted leave for a candidate to withdraw the Branch Secretary shall make a recommendation to the Branch Council as to whether the vacancy created should be filled. The Branch Council may either accept or reject this recommendation.

J.9.2.a. Vacancy to be left open

J.9.2.a.i. Where a recommendation is made to leave the vacancy open and this is accepted, or a recommendation to fill the vacancy is not accepted, no further action is required.

J.9.2.b. Vacancy to be filled

J.9.2.b.i. Where a recommendation is made to fill the vacancy, or a recommendation to leave the position vacant is not accepted, the following procedure should be followed:

J.9.2.b.ii. Where the vacancy is created by the withdrawal of a female candidate it must be filled by a woman, where not doing so would overturn the intent of Schedule I (viz. two of five candidates; three of seven candidates being women). Where no eligible female candidate nominates the position may be filled by an eligible male candidate.

J.9.2.b.iii. Where the vacancy is created by the withdrawal of a female candidate it must be filled by a woman, where not doing so would overturn the intent of Schedule I (viz. two of five candidates; three of seven candidates being women). Where no eligible female candidate nominates the position may be filled by an eligible male candidate;

J.9.2.b.iv. Where the intent of Schedule I would not be overturned the position will be open to all eligible Party members.

J.9.2.b.v. Where the vacancy is created by the withdrawal of a male candidate the position will be open to all eligible Party members.

J.9.2.c. Notwithstanding J.9.2.b.i. – J.9.2.b.iv., all vacancies filled in this way will be subject to the overriding affirmative action requirements of Party Rule J.5.1 (viz. application of the National Rule requirement that 40% of candidates selected for public office must be women and at least 40% must be men).

J.9.2.d. Where nominations close and three or more eligible candidates have nominated, pursuant to the requirements of J.9.2.b.i. – J.9.2.b.iv. the Branch Council will initially conduct an exhaustive ballot to reduce this list of candidates to two. This exhaustive ballot will be conducted in stages, using the 'first past the post' method of election, until only two candidates remain.

J.9.2.e. Where only two eligible candidates nominate, or a ballot has been initially conducted pursuant to J.9.2.d. the Branch Council shall conduct a secret ballot to elect the resulting candidate. This ballot will require two-thirds of those eligible to vote to vote in favour of the candidate before the candidate may be declared elected. This ballot process will be repeated until one of the two candidates secures the required two-thirds majority.

J.10. Public Office Holder Levy

J.10.1. Public office holders must contribute 4% of the gross salary obtained from holding that office to the ACT Branch.

J.11. Pre-selections of Candidates for Public Office

J.11.1. Eligibility to Nominate

J.11.1.a. A member is eligible to apply for pre-selection where they meet one of the following conditions:

J.11.1.a.i. if they have been a member of the ALP for at least 12 months and have attended 3 meetings of their sub-branch or policy committee in

the preceding 12 months or 6 meetings of their sub-branch or policy committee in the preceding 24 months when nominations open, provided that no more than one meeting per member per month may be counted or

J.11.1.a.ii. if, having transferred to the ACT from another ALP Branch less than one year from the date at which nominations close, they had been eligible (at the date prior to transfer) to seek pre-selection for any State lower house or the Northern Territory Legislative Assembly.

J.11.1.a.iii. The Administrative Committee may grant an exception if an applicant does not meet the conditions under J.11.1.a.

J.11.1.b. A member is eligible to be a candidate for pre-selection for public office only if they have no debt to the ACT Branch at the close of nominations for that pre-selection.

J.11.2. Eligibility to Vote

J.11.2.a. When nominations open, members are eligible to vote in the plebiscite if they:

J.11.2.a.i. Reside in the relevant Electorate (as determined by their place of residence) and are correctly enrolled with the Australian Electoral Commission to vote in a federal election at their stated address except where they are not enrolled to vote due to being under the age of 18 but are otherwise eligible under ACT Labor Rules; and

J.11.2.a.ii. Have been a financial member of the ALP for at least the last 12 months.

J.11.2.a.iii. Is not a private member as defined in Section B.5.

Section K. Processes

K.1. Elections in the ACT Branch

K.1.1. General Returning Officer

K.1.1.a. The General Returning Officer conducts all elections at:

K.1.1.a.i. ACT Branch Conference,

K.1.1.a.ii. Branch Council,

K.1.1.a.iii. Plebiscites and any ballots of General Assemblies,

K.1.1.a.iv. Ballots to select candidates for Public Office,

K.1.1.a.v. Other ballots as required; including advising sub-branches on the conduct of elections and assist if requested;

K.1.1.b. Reports to Administrative Committee or Disputes Tribunal on any election matter; when required,

K.1.1.c. Recommends electoral regulations to the Rules and Boundaries Committee

K.1.1.d. Trains new Returning Officers in the conduct of elections in the ACT Branch.

K.1.2. Ineligibility of Returning Officer

K.1.2.a. If a Returning Officer is a candidate in any ACT Labor election then an Assistant Returning Officer must be appointed to conduct the ballot.

K.1.3. Notice of Elections

K.1.3.a. Notice of elections must be given at least seven days prior to closing of nominations. The notice must include the position(s) vacant and the date, time and place at which nominations close and the date, time and place of any ballot if required.

K.1.3.b. Notice of elections for positions to be elected at an ACT Branch Conference each year must be given no later than 30 days prior to the Annual Conference.

K.1.4. Nominations

K.1.4.a. Nominations must be provided in writing to the returning officer:

K.1.4.a.i. Not later than 30 minutes after the commencement of the meeting at which elections are to be held, or

K.1.4.a.ii. For positions to be elected by ACT Branch Conference, not later than 2 hours after the scheduled commencement of the ACT branch Conference, or

K.1.4.a.iii. For positions of ACT Labor Presidents, not later than 5pm on the Friday four weeks before the scheduled opening date of the ACT Branch Conference at which they are to be elected.

K.1.4.b. Every candidate for election must be nominated in writing by:

K.1.4.b.i. At least two members eligible to vote in that election, or

K.1.4.b.ii. For positions to be elected by ACT Branch Conference, at least five members eligible to vote in that election, or

K.1.4.b.iii. For ACT Branch President or Vice-Presidents, at least five members eligible to vote in that election, or

K.1.4.b.iv. For pre-selection of candidates for public office, at least five members eligible to vote in that election.

K.1.4.c. A nomination must include consent of the nominee for the specified position.

K.1.5. Insufficient Nominations

K.1.5.a. Where there are insufficient nominations, written or oral nominations may be received at the meeting for the remaining vacancies.

K.1.6. Preferential Voting

K.1.6.a. When a ballot is held to fill a single position, voting must be conducted and counted in accordance with Schedule H to these Rules.

K.1.7. Proportional Voting

K.1.7.a. When a ballot is held to fill two or more positions, voting must be conducted and counted in accordance with Schedule I to these Rules.

K.1.8. Order of election

K.1.8.a. When the order of candidates is material, for example to determine President, Senior and Junior Vice-Presidents, the order is the order in which candidates are declared elected in accordance with Schedule I to these Rules.

K.1.9. Pre-poll and absentee voting

K.1.9.a. Other forms of voting, including but not limited to pre-poll voting, absentee voting, postal voting or online voting may be made available for ballots under Section E and Section J.3.

K.1.9.a.i. For ballots of the ACT Branch President, Senior Vice President and Junior Vice President.

K.1.9.a.ii. For pre-selection of candidates for public office.

K.1.9.a.iii. Branch Council may resolve that any other ballot allow pre-poll voting, or absentee voting or both.

K.2. Affirmative Action

K.2.1. The ALP is committed to people of all genders in the Party working in equal partnership.

K.2.1.a. To achieve this, the Party adopts a comprehensive affirmative action model as set out below, whereby a minimum of 50% of relevant positions shall be held by women. All elections conducted within the ACT Branch under the system of proportional representation shall comply with the affirmative action model.

K.2.1.b. The process for Affirmative Action in selections for Public Office holders is set out in Section J.5.

K.2.2. Process for determining elections using Affirmative Action

K.2.2.a. The number of women to be elected in any election is ascertained as follows:

K.2.2.a.i. If there are an even number of positions then half of the people elected must be a woman; if there are an odd number of positions then the number of women of women to be elected is half the positions rounded down to the nearest whole integer (eg one of three, two of five etc), provided that sufficient women have nominated for the election.

K.2.2.a.ii. If at the close of nominations fewer women have nominated than the number required by K.2.2.a.i., nominations will re-open

(i) in the case of an election to which paragraph K.1.4.a.i applies – an additional 10 minutes;

(ii) in the case of an election to which paragraph K.1.4.a.ii applies – an additional 30 minutes; or

(iii) In the case of an election to which Section J applies – a minimum of 2 days.

K.2.2.a.iii. If at the close of the additional nomination period fewer women have nominated than the number required by K.2.2.a.i. then the number required to be elected is equal to the number of women who have nominated.

K.2.2.b. If at any time during the scrutiny the number of positions remaining vacant equals the number of women which remain to be elected in order to fulfil this rule, then the remaining male candidates are eliminated and the preferences of those candidates distributed before continuing with the scrutiny.

K.2.2.c. No woman candidate may be eliminated during the scrutiny if thereby the number of women candidates remaining would become fewer than the number of women required to be elected.

K.2.2.d. In elections where it is necessary that the order of elected candidates be recorded the following procedure shall be applied to the list of candidates declared elected.

K.2.2.d.i. In this procedure the number N shall successively be given the values 2, 4, 6, 8, 10 etc.

K.2.2.d.ii. If in the first N positions there are not at least (N/2) women than the name of the female

candidate with the highest ranking below position N shall be promoted to that position.

K.2.2.d.iii. The above procedure is applied to the list or where there is no woman candidate in the list of candidates below position N.

K.2.2.e. Not less than 40% of positions elected in each proportional representation ballot shall be held by men ("the basic entitlement").

K.2.2.f. Detail of the process for elections for two of more candidates is set out in Schedule I.

K.3. Casual Vacancies

K.3.1. Positions elected by sub-branches or other units of ACT Labor

K.3.1.a. When a casual vacancy occurs in any position elected by a unit of ACT Labor, other than ACT Branch Conference, the vacancy must be notified to the next ordinary meeting.

K.3.1.b. Nominations for a casual vacancy open at the meeting at which the vacancy is notified.

K.3.1.c. A casual vacancy must be filled at an ordinary meeting where members have been given notice of the election.

K.3.2. Positions elected by ACT Branch Conference, and ACT Branch President and Vice-Presidents

K.3.2.a. When a casual vacancy occurs in any position elected by ACT Branch Conference, or in a position of ACT Branch President or Vice President, the vacancy must be filled, as far as possible, in the same way as applied when the vacant position was previously filled.

K.3.2.b. The General Returning Officer must call nominations for these casual vacancies.

K.3.2.c. If a casual vacancy occurs less than six months before the end of the term of office for a position, on or after 1 January in the year in which the term of office for a position is due to expire, the method of filling the vacancy may be determined by resolution of Branch Council.

Section L. Hare-Clark Campaigning

L.1. Principles of Hare-Clark Campaigning

L.1.1. These campaigning principles must be applied in a way that is consistent with the National and ACT Code of Conduct for fundraising, the campaign manual, ACT Electoral law and the Candidates' Code of Conduct developed and approved by the Campaign Committee:

L.1.1.a. ACT Labor endorses the Hare-Clark method of voting for ACT Legislative Assembly elections.

L.1.1.b. ACT Labor candidates are encouraged to use best practice campaigning techniques in conjunction with a written strategy.

L.1.1.c. Individual Labor candidates may campaign for a number one vote but must not publish any material that advocates an order of preference beyond this number one preference.

L.1.1.d. ACT Labor will not publish or distribute a preferred order of Labor candidates in Territory elections.

L.1.2. All campaign fundraising must comply with the National Code of Conduct for Fundraising, as adopted by the ALP National Executive and relevant ACT Electoral law. Fundraising and campaign budgets must be approved by the Campaign Committee.

L.1.2.a. All campaign expenditure must comply with ACT Electoral law.

L.1.3. No restriction is placed on a candidate's individual initiatives.

L.1.4. The Campaign Committee or Campaign Director must approve all campaign material.

L.1.5. Campaign material may be authorized at a local level subject to approval from the Campaign Director.

Section M. Resolution of Disputes and Charges

M.1. Complaints, Challenges and Appeals

M.1.1. This Rule M.1 does not apply to complaints under the ACT Complaints Handling Policy. The ACT Complaints Handling Policy applies to the Disputes Tribunal in relation to a matter referred to it under the ACT Complaints Handling Policy.

M.1.2. A Party member, Party Unit or Affiliated Union may make a complaint that a Party Member has:

M.1.2.a. breached of the ACT Branch Rules;

M.1.2.b. Breached the National Rules.

M.1.3. The complaint when lodged must be accompanied by a deposit of $50 plus $5 per additional respondent named - the deposit will be returned in all circumstances except where the Disputes Tribunal finds that the dispute was made without reasonable prospects of success or is otherwise frivolous or vexatious.

M.1.4. The complaint must be made within 3 months of the offence being committed, unless the Disputes Tribunal is satisfied there is good reason for the delay.

M.1.5. A Party member, Party Unit or Affiliated Union may challenge decisions made by Party Units to the Disputes Tribunal.

M.1.6. A challenge to the Disputes Tribunal is only valid if it:

M.1.6.a. is addressed to the Secretary; if the challenge is against a decision made by the Secretary, the challenge may be addressed to the Assistant Secretary.

M.1.6.b. Is provided in writing;

M.1.6.c. States the grounds for the challenge under the Rules;

M.1.6.d. Provides evidence to substantiate the claim; and

M.1.6.e. Is lodged with the correct fee specified in Rule M.1.2;

M.1.7. Subject to these Rules and Annual Conference, the Disputes Tribunal may determine the form and manner in which appeals must be made, including whether a hearing is necessary.

M.1.8. A challenge to the Disputes Tribunal against a decision made by a Party Unit must be lodged within 28 days of the decision.

M.1.9. If a member is dissatisfied with a decision of a Dispute Panel they may appeal to the Disputes Tribunal if the member can establish that the Disputes Panel in making its decision:

M.1.9.a. overlooked or breached a Rule, or

M.1.9.b. allowed extraneous or irrelevant matters to guide its decision;

M.1.9.c. mistook the facts; or

M.1.9.d. failed to take into account a material consideration.

M.1.10. In considering whether the Disputes Panel has made an error in its decision in accordance withM.1.9, the Disputes Tribunal will have regard to the material that was before the Dispute Panel in the first instance.

M.1.11. In considering whether the Dispute Panel has made an error in its decision in accordance with M.1.9, the Disputes Tribunal may, where extraordinary circumstances dictate, have regard to new or fresh evidence that was not available to the Disputes Panel in the first instance. The Dispute Tribunal may invite a member of the Disputes Panel to attend to provide additional information on the decision making process of the original Disputes Panel decision.

M.1.12. An appeal to the Disputes Tribunal against a decision made by a Dispute Panel must be lodged within fourteen days of the date the parties to the dispute were provided with reasons for the decision.

M.1.13. The appeal when lodged must be accompanied by a deposit as per M.1.2

M.1.14. Neither a Dispute Panel, Appeal Panel, nor the Disputes Tribunal as a whole has the power to overturn a

decision of Annual Conference. For clarity, where all practicable avenues of appeal under the Branch Rules have been exhausted, there is nothing in this section that has the effect of preventing access by members, affiliated unions or constituent units of the party to the appeals process set out in the ALP National Constitution.

M.2. Complaints and Responses

M.2.1. This Rule M.2 does not apply to complaints under the ACT Complaints Handling Policy. The ACT Complaints Handling Policy applies to the Disputes Tribunal in relation to a matter referred to it under the ACT Complaints Handling Policy.

M.2.2. Every complaint under M.M.1.2 must:

M.2.2.a. be in writing signed by the member making the complaint ("the complainant"); and

M.2.2.b. state the specific rules that the complainant alleges have not been complied with or that the complainant seeks to enforce (including the full names of any persons complained about ("the respondent(s)"); and

M.2.2.c. set out a concise statement of the facts relied upon by the complainant; and

M.2.2.d. be accompanied by the necessary deposit in line with M.1.3; and

M.2.2.e. set out what steps have been taken previously to resolve the dispute;

M.2.2.f. Be given to the Branch Secretary or Assistant Secretary.

M.2.3. A member may make a complaint on behalf of a number of members with the authority of each of those members

M.2.4. Upon receiving a complaint, the Branch Secretary must immediately provide the complainant with a copy of these rules and specifically note that each respondent will be provided with a copy of the complaint. The complainant will be provided with two days as to rewrite or withdraw the complaint on this basis; or may elect in writing to waive this period.

M.2.5. The Branch Secretary or Assistant Secretary must send a copy of the complaint to each respondent within 5 days of an election to waive the period set out inM.2.4, or the expiration of a period as set out in M.2.4, unless there is good reason for the delay.

M.2.6. Each respondent must give a response to the complaint within 10 further days. The response must:

M.2.6.a. be in writing signed by the respondent; and

M.2.6.b. set out a concise statement of the facts relied upon by the respondent; and

M.2.6.c. include copies of all documents relied upon by the respondent; and

M.2.6.d. Be given to the Branch Secretary or Assistant Secretary.

M.2.7. In cases of urgency, the Disputes Tribunal may:

M.2.7.a. permit complaints to be made and responses given orally, or without written statements of facts; and

M.2.7.b. vary the time periods in this Rule

M.2.8. With the agreement of the parties, the Branch Secretary or Assistant Secretary or Dispute Panel may refer the matter to a Complaint Manager for mediation. Should this occur, the process is suspended until such time as one of the parties notifies the Branch Secretary or Assistant Secretary in writing that they do not wish to continue with mediation, the relevant Complaint Manager notifies the Secretary in writing that, in their opinion, mediation would be futile or not appropriate, or until the complainant notifies the Branch Secretary or Assistant Secretary in writing that the complaint is resolved.

M.2.8.a. Either the complainant or the person whose conduct is complained of may request that reports of the Complaint Manager are subject to confidentiality. The Complaint Manager must comply with any requests for confidentiality; and any matters discussed confidentially in mediation

are without prejudice and may not be used by either party in further pursuit of the matter.

M.2.9. Subject to M.2.6the Branch Secretary or Assistant Secretary will, within 5 days of receiving the complaint, refer any complaint against an individual member to the Disputes Tribunal for consideration and determination, unless there is good reason for the delay.

M.2.10. In cases of urgency, the Disputes Tribunal may:

M.2.10.a. permit complaints to be made and responses given orally, or without written statements of facts; and

M.2.10.b. Vary the time periods in this Rule.

M.2.11. The member who has been complained about will be given ten days' notice of the specific complaint before the matter is heard by a Dispute Panel for consideration and determination

M.2.12. A Dispute Panel can decide that the member complained about be reprimanded, or suspended, or suspended with loss of continuity of membership, or expelled, or another appropriate decision, or the complaint may be dismissed, in line withM.4.4.

M.2.13. Where a complaint has been upheld against a member, that member can appeal to the Disputes Tribunal upon payment of the fee prescribed in M.1.3within fourteen days of the decision of the Dispute Panel unless there is good reason for the delay.

M.2.14. Any person expelled under B.7 cannot be admitted to the Party again without the authority of the Appeal Tribunal.

M.2.15. Unless it is decided otherwise, members who are suspended will not lose membership. However, unless the decision of the Dispute or Appeal panel specifically grants continuity, members who are suspended must, to keep their continuity of membership, apply to the Administrative Committee for continuity. If the Administrative Committee agrees to grant continuity this Rule this will not reduce or end the period of suspension.

M.2.16. Suspended members continue to be subject to the Rules and Principles of the Party. Suspended members can be complained about during their suspension and are liable for additional disciplinary action under these Rules.

M.3. Empanelling

M.3.1. In respect of each matter referred to it under Rule M.2.9, the Disputes Tribunal will constitute a Dispute Panel comprising one member of the Tribunal, chosen by lot by the Branch Secretary from amongst the members of the Disputes Tribunal.

M.3.2. Where a number of complaints concern the same subject-matter and it is appropriate that they be heard together, all those complaints are to be heard and decided by the same Dispute Panel.

M.3.3. In respect of each matter referred to it under M.1.5 or M.1.10 the Chair of the Disputes Tribunal shall first declare whether or not they have a conflict of interest. For avoidance of doubt, having dealt with the matter as the member in a Dispute Panel is a conflict of interest.

M.3.4. If the Chair has no conflict, the Branch Secretary shall choose by lot two other members of the Dispute Tribunal (excluding any other members with a conflict of interest) to comprise an Appeal Panel with the Chair.

M.3.5. If the Chair declares a conflict, the Chair shall pass to the Deputy Chair, and the Branch Secretary shall choose by lot two other members of the Dispute Tribunal (excluding the Chair and any other members with a conflict of interest) to comprise an Appeal Panel with the Deputy Chair.

M.4. Powers and Functions of the Dispute Tribunal

M.4.1. This Rule M.4 does not apply to complaints referred to the Disputes Tribunal under the ACT Complaints Handling Policy. The ACT Complaints

Handling Policy applies to the Disputes Tribunal in relation to a matter referred to it under the ACT Complaints Handling Policy.

M.4.2. Party members to provide information etc

M.4.2.a. A Disputes Panel or Appeal Panel may require any Party member to provide:

M.4.2.a.i. A statement of information; or

M.4.2.a.ii. Any document or other thing that the Tribunal considers relevant to a matter it is hearing.

M.4.2.b. A request made under subsection M.7.1.a must

M.4.2.b.i. Be provided in writing

M.4.2.b.ii. Describe the information, document or thing required; and

M.4.2.b.iii. Specify a time and place for compliance.

M.4.3. Hearings

M.4.3.a. Once empanelled, a Dispute Panel or Appeal Panel must promptly schedule a hearing of the complaint, and notify the complainant and respondent ("the parties").

M.4.3.b. The parties must attend the hearing at the time and date fixed by the Disputes Panel or Appeal Panel.

M.4.3.c. Hearings may be held by teleconference.

M.4.4. May make decisions or dismiss proceedings

M.4.4.a. The Disputes Panel and Appeal Panel may make decisions on matters referred to them under these Rules.

M.4.4.b. In making a decision on a matter referred to them under these Rules, the Disputes Panel and Appeal Panel may make any order or determination that they consider appropriate in the circumstances.

M.4.4.c. The Disputes Panel and Appeal Panel may dismiss proceedings at any time if they consider that:

M.4.4.c.i. The appeal is frivolous, vexatious or not in good faith; or

M.4.4.c.ii. The subject matter of the appeal is trivial; or

M.4.4.c.iii. The appellant has no interest or insufficient interest in the decision or conduct under appeal.

M.4.4.d. In any proceedings before them, the Disputes Panel and Appeal Panel must act according to the substantial merits of the case without regard to technicalities or legal forms.

M.4.4.e. The Disputes Panel and Appeal Panel may make interim orders or interim determinations at any time after receipt of a complaint that they consider appropriate in the circumstances.

M.4.5. If the Disputes Panel is satisfied that the member complained about has committed an offence under M.1.2, it may impose one or more of the following penalties:

M.4.5.a. a reprimand; or/and

M.4.5.b. a disqualification from holding any party officer and from endorsement for public office for a period of up to 5 years; or/and

M.4.5.c. suspension for a specified period of not more than 12 months of all or some rights of membership; or/and

M.4.5.d. Expulsion from the Party indefinitely or for a specified period of at least 12 months.

M.4.6. Written Reasons

M.4.6.a. The Disputes Panel and Appeal Panel must provide written reasons for their decisions.

M.4.6.b. The Disputes Panel and Appeal Panel must report their decisions to the:

M.4.6.b.i. Complainant/Appellant, within fourteen days of the decision;

M.4.6.b.ii. Respondent, within fourteen days of the decision;

M.4.6.b.iii. Next subsequent Administrative Committee meeting; and

M.4.6.b.iv. As part of a summary report of the Disputes Tribunal to the next subsequent Branch Council,

including only such details as the Disputes Tribunal deems appropriate.

M.4.7. The Disputes Panel and Appeal Panel may advise the Administrative Committee on ways to improve the Party's Rules and procedures.

M.5. Procedures of the Disputes Tribunal

M.5.1. This Rule M.5 does not apply to complaints referred to the Disputes Tribunal under the ACT Complaints Handling Policy. The ACT Complaints Handling Policy applies to the Disputes Tribunal in relation to a matter referred to it under the ACT Complaints Handling Policy.

M.5.2. The Branch Secretary provides secretarial support for the Disputes Panel and Appeal Panel.

M.5.3. Evidence

M.5.3.a. All evidence must be submitted to the Disputes and Appeals Panel no less than 5 days before a hearing of a case.

M.5.3.b. All evidence must be made available to the appellant and respondent no less than 3 days before a hearing of their case.

M.5.3.c. Party Unit attendance and minutes books and Party Office records are not subject to subsection M.5.3.b Party Unit attendance and minutes book must be provided to the Panel upon request. Party Unit attendance and minute books and Party Office records do not have to be made available to the involved parties and are only to be inspected by Panel members, unless the Panel determines otherwise.

M.5.3.d. Any evidence not made available in accordance with subsection M.5.3.ais inadmissible.

M.5.3.e. The Disputes Panel and Appeal Panel are not bound by the rules of evidence, and may inform itself as it thinks appropriate. For the purposes of this Rule, a matter of fact is to be taken to be proved if it is established to the reasonable satisfaction of the Disputes Panel or Appeal Panel, and a reference to the Disputes Panel or Appeal Panel being satisfied has a corresponding meaning.

M.5.4. Rights and responsibilities of the parties

M.5.4.a. The complainant/appellant and respondent have the right to:

M.5.4.a.i. Appear at any hearing of their case;

M.5.4.a.ii. be represented or assisted by another member (at any point in the proceedings, including prior to the filing of a complaint and after a determination is made);

M.5.4.a.iii. Have their case heard expeditiously;

M.5.4.a.iv. Provide a statement of information;

M.5.4.a.v. Question witnesses;

M.5.4.a.vi. Present evidence; and

M.5.4.a.vii. Procedural fairness.

M.5.4.b. Where a complainant/appellant or respondent is unable to attend the hearing of their appeal, procedural fairness will be seen to have been accorded where they have been afforded the opportunity to lodge written submissions and written evidence.

M.5.4.c. The complainant/appellant and respondent must conduct themselves as directed by the Dispute or Appeal Panel.

M.5.4.d. If the Disputes Panel or the Appeal Panel becomes aware that a member, directly or indirectly, provides the media with copies of, or otherwise allows the media access to any submissions or evidence prepared for the purposes of a proceeding before the Disputes Panel or Appeal Panel, it may undertake an inquiry to determine whether such possible contravention did occur, and if so, whether the member should be subject to any of the penalties outlined in M.4.5. The Disputes Panel or Appeal Panel may suspend the hearing of the Dispute in such circumstances if the Dispute Panel or Appeal Panel determines that it is

necessary to protect the integrity of the disputes process.

M.5.5. Effect of Decisions

M.5.5.a. Decisions of Disputes Panels or Appeal Panels are binding on all members of the Party, affiliated unions and constituent units.

M.5.5.b. Decisions of the Disputes Panels or Appeal Panels are final, subject only to any rights of appeal under these Rules, and any right of appeal they may have to the National Appeals Tribunal.

M.5.6. Guidelines for conduct of appeals

M.5.6.a. The Disputes Tribunal must prescribe guidelines for the conduct of appeals, including the granting of leave by the Tribunal to hear appeals, and make these guidelines available to all Party members; and,

M.5.6.b. May otherwise regulate its own procedure; subject to these rules, the principles of natural justice, and the Annual Conference.

Section N. Regulations

N.1.1. Branch Council may make regulations consistent with these rules. Regulations may specify any procedure or matter that Branch Council considers necessary.

N.1.2. Branch Council may make regulations, consistent with these Rules, to provide for the proper conduct and supervision of elections in sub-branches or other units of ACT Labor including any ACT Branch Conference.

N.1.3. Branch Council must notify all sub-branches, affiliated unions and organisations of new regulations within seven days of their adoption by Branch Council.

N.2. Disallowance of Regulations

N.2.1. Regulations may be disallowed if within six weeks of notification a majority of sub-branches or a majority of affiliated unions and organisations carry a resolution of objection.

N.2.2. Objections may be to regulations in whole or in part.

N.2.3. Objections must be notified to the Administrative Committee within seven days of the date on which they are carried.

N.2.4. The Administrative Committee must, within seven days of receipt of the prescribed number of objections, notify all sub-branches, affiliated unions and organisations of the disallowance.

N.2.5. Disallowance will take effect from the date of notification by the Administrative Committee.

N.2.6. ACT Branch Conference may disallow, amend or substitute any regulation by resolution.

Section O. Definitions

O.1.1. "ACT Labor" means the Australian Labor Party, ACT Branch.

O.1.2. "Ballot" means the casting and counting of votes in an election but not any prior proceeding.

O.1.3. "Credentialing" means to check information or evidence provided under the Rules by an applicant for membership, a member or an affiliated union or organisation. It also applies to checking whether an applicant for membership, member of affiliated union or organisation has fulfilled a requirement under the Rules such as providing proof of union membership or residence or attending sufficient meetings.

O.1.4. "Declaration of the Ballot" means the declaration by the relevant returning officer of the result of a ballot that has been determined by a count of the ballot papers accepted as valid by the relevant returning officer.

O.1.5. "Election" means, where one person is to be elected, election by the system of preferential voting referred to in Schedule H of these Rules, and, where more than one person is elected, election by the system of proportional representation referred to in Schedule I to these Rules.

O.1.6. "Election period" means the time from when nominations open until the declaration of the election.

O.1.7. "Member" means a financial member of ACT Labor.

O.1.8. "Territory" means the Australian Capital Territory.

O.1.9. "Unit of ACT Labor" means any sub-branch, council, conference, assembly, committee, sub-committee, tribunal or other body established in ACT Labor under these Rules.

O.1.10. "Public Office Holder" means a member who currently hold public office as an endorsed ACT Labor representative.

O.2. "Notice" or "Notice in writing"

O.2.1. "Notice" shall mean advice to a member in writing (by post or electronic means) by posting it to the postal address shown on the membership receipt or transfer receipt last issued to the member or notified in writing to the Secretary, whichever is the most recent.

O.2.2. Notice may be given to a member by email if the member has notified the Secretary in writing that they wish to receive notices by email and giving their email address. For the purpose of notification for a general meeting of sub-branch, not including an Annual General Meeting and a meeting of a policy Committee, notice by email to the email address shown on the membership receipt or transfer receipt last issued to the member.

O.2.3. Notice or notification in writing is given to Branch Council or the Administrative Committee or the Secretary by leaving it at or posting it to the ACT Branch Office.

O.2.4. Notice or notification posted to a member or to the Secretary is deemed to have been given on the date two working days from the date it was posted. Notice or notification emailed to a member is deemed to have been received on the date two working days from the date it was sent.

O.2.5. Notice or notification to a unit of the ACT Branch is deemed to have been given when the notice is tabled at a meeting of that unit of the ACT Branch.

O.2.6. "Serious Criminal Offence" means in indictable offence that is punishable by imprisonment for 5 years or more.

Regulation 1. Membership Fees, Individual Members

Membership Fees, Individual Members

(1) Subject to these rules, the membership fee for individual members is based on the following table:

Category	Fee Per Month	Fee per annum
1. General Membership Discount of $5 per month if members are one or more of: a) A member of a trade union b) A person in part time employment	$15.00 per month $10.00 per month	$180.00 per annum $120.00 per annum
2. Concession Membership (Annual) a) Under 18 years of age b) Government pension/payment card holder c) Unemployed d) Full time student e) In casual employment f) Enrolled in Norfolk Island g) On an overseas posting or mission h) Retired from work	N/A	$30.00 per annum

All fees are exclusive of GST

Reg 1.2. Temporary Fee Waiver

(1) Members who enter into financial circumstances that preclude them from being able to pay their monthly fee may ask the Administrative Committee for a temporary suspension of their regular payments.

(2) Members must write to the Secretary in order to gain a temporary waiver.

(3) Members must have paid at least one monthly fee to be eligible for a fee waiver.

Reg 1.3. Automatic Renewal of Membership

(1) Until a member chooses to resign their membership, fees will be automatically charged each month or per annum based on the fees outlined in Regulation 1.1. If a member wishes to resign, they must write to the Branch Secretary.

Reg 1.4. Payment of Membership Fees (Per Annum)

(1) A member may choose to pay their membership fees at the per annum rate by:

(a) Recurring direct debit from provided account or card details as per Reg 1.3

(b) If a member does not wish to provide their details, they can pay the required fees as outlined in Regulation 1.1, in person at Party Office by cash or card, and by providing identification. To ensure continuous membership, this payment must be made on or before the date their membership is due to expire. A person's membership may also be renewed by a family member resident in the same household.

Reg 1.5. Membership Fee Public Office Holders

(1) Public Office holders who pay part of their salary obtained from holding that office in accordance with these rules are deemed to have paid their membership fee.

Regulation 2. Standing Orders and Rules of Debate

Unless Branch Council otherwise provides, the following rules must be observed in relation to any meetings of the ACT Branch.

Reg 2.1. Meeting Time and Place

(1) Unless otherwise provided by these rules or specifically authorised by Administrative Committee, meetings:

(a) Must commence after 5pm on a weekday or 9am on a weekend,

(b) Must adjourn before 10.30pm; and

(c) Must be held at a time that is conducive with the responsibilities of carers; and

(d) Must be held at a location that is open, safe and accessible to all members of the ACT Branch.

(2) The meeting must begin as soon as a quorum is present. Where a person authorised to chair under these rules is absent or refuses to open the meeting, those members present may elect a person to Chair and that person must open the meeting.

Reg 2.2. Meeting Notice and Communication relating to Meetings

(1) Unless otherwise specified in these rules, all member of the relevant party unit must be given at least five ordinary working days notice that excludes weekends and public holidays, in writing of the purpose, time and place of a meeting.

(2) Ensure that all communication relating to the meeting is accessible and easy to understand to all members of the ACT Branch.

Reg 2.3. Quorum

(1) A meeting is inquorate if:

(a) Quorum is not reached within half an hour of the scheduled time for commencement of the meeting,

(b) It is brought to the attention of the chair that sufficient members have left during the meeting and quorum is no longer present.

(2) If a meeting is inquorate the meeting stands adjourned and no further business may take place.

(3) If a meeting becomes inquorate after it commences, the meeting may re-convene if quorum is reached within half an hour.

Reg 2.4. Order of Business

Sub-Branch Meetings

(1) The usual order of business for a sub-branch meeting is:

(a) Acknowledgement of country

(b) Announcement of Respect Contact Officers

(c) Announcement of coming events

(d) Confirmation of minutes

(e) Applications for membership

(f) Correspondence

(g) Accounts

(h) Reports

(i) Motions of which notice has been given

(j) Items for Branch Council

(k) General Business

(2) The order of business of a sub-branch, or the format of its meeting, may be altered by resolution of that sub-branch. Informal meetings are permitted only if:

(a) Notice of the meeting is given;

(b) The attendance book is available at the meeting;

(c) Quorum is met; and

(d) Provision is made for the meeting to endorse applications for membership and transfers.

Policy Committee Meetings

(3) The usual order of business for a policy committee meeting is:

(a) Apologies and new members

(b) Announcement of coming events

(c) Reading and confirmation of minutes

(d) Correspondence

(e) Reports

(f) Motions on Notice

(g) Items for Branch Council

(h) General Business

Branch Council Meetings

(4) The usual order of business of a Branch Council meeting is:

(a) Announcement of coming events

(b) Reading and confirmation of minutes

(c) Correspondence

(d) Reports

(e) Motions on Notice

(f) General business

Reg 2.5. Motion on Notice

(1) A member may give notice of a motion to place business on the agenda paper for the next sub-branch meeting.

(2) A member may give notice of motion for the purpose of rescinding and/or amending any motion carried at a meeting of the sub-branch and this is called a recision motion.

(3) A recision motion placed on notice does not nullify the decision of the motion it seeks to rescind until the recision motion itself is carried at the subsequent meeting.

(4) A motion on notice must be read to the meeting and handed to the chair. The Chair may not allow discussion of the motion at the meeting at which the motion is placed on notice. Motions on notice take precedence in next meeting over other motions and must be dealt with in the order they were placed on notice, unless otherwise ordered by the meeting.

(5) If the mover in whose name the motion on notice stands is not present, then the motion shall lapse.

Reg 2.6. The Rules of Debate

(1) The rules of debate are as follows:

(a) the mover to speak to the original motion.

(b) the seconder may speak or choose to 'reserve their right' and speak later in debate.

(c) any amendments are moved and seconded.

(d) speakers in succession for amendments, against amendments and for the original motion.

(e) right of reply by the mover of the original motion.

(f) vote on each amendment in turn.

(g) vote on original motion (or motion as amended as the case may be).

Speaking to Motion

(2) Any member desiring to propose a motion or an amendment, or to discuss the matter under consideration, must notify the Chair of their intention to speak. The Chair calls upon the speakers in succession and as far as possible in the order that they notify the Chair.

(3) No member may speak more than once to any motion before the Chair unless by way of personal explanation or with the consent of the meeting.

Right of Reply

(4) The mover of the original motion has the right of reply. No further discussion shall be allowed after the mover has replied.

Speaker's Time

(5) In debate the mover is allowed five minutes for speaking in support of their motion, subsequent speakers three minutes, and the mover three minutes in reply. The time of discussion is limited to twenty minutes for each motion, unless extended by motion.

Speaks in succession

(6) No more than two members may speak in succession on one side, either for or against any motion before the meeting. If, at the conclusion of the second speaker's remarks, no member rises to speak on the other side, the motion or amendments shall be put to the meeting after the mover has replied.

(7) If after the mover and seconder have spoken for a motion and there is no speaker in opposition, the mover shall have no right to reply and the motion shall be put without further discussion.

Amendments

(8) Once a motion has been proposed and seconded, leaving out, substituting or adding words may amend it.

(9) Any motion which is a direct negative to a motion, or which does not preserve the substance of the original motion must be ruled out of order by the Chair and may not proceed.

(10) Any number of amendments may be proposed and discussed simultaneously with the original motion.

(11) At the conclusion of discussion and after the mover has exercised their right of reply, each of the amendments are put one at a time without further debate. When the amendments have been voted on, the motion as originally moved or as amended, as the case may be, is put.

Lapsed motion

(12) Any motion or amendment not seconded may not be further debated, but lapses.

Gag

(13) A member shall have the right at any time during the debate to move "That the motion now be put" provided that at least two speakers have spoken for and two against, and it shall be submitted by the Chair to the vote without further discussion.

If passed, the Chair shall put the motion under discussion to the meeting without further debate except that the mover has the right of reply.

Putting Motion

(14) Immediately the debate on a motion shall be concluded the Chair shall put the motion to the meeting in a distinct and audible manner. The motion being put, shall be resolved in the affirmative or negative by the voices, unless a show of hands is requested.

(15) No member shall speak on any motion after the Chair has put the motion to the vote.

Equal voting

(16) In the event of the voting on any motion being equal the Chair shall declare the motion lost.

Call to order

(17) When the Chair calls the meeting to order during a debate, all members, whether speaking or proposing to speak, must sit down, and the Chair must be heard without interruption.

Point of order

(18) No member, when speaking, may be interrupted unless a member calls a point of order, when the speaker must sit down and the member calling the point of order must be heard.

(19) A point of order may only be made on a matter of procedure and may not debate the motion.

(20) The Chair may either hear further discussion or decide at that stage, but the Chair must rule on the point of order before debate is resumed.

Dissent from Chair's ruling

(21) Any member dissatisfied with the Chair's ruling may move a motion of dissent in the following terms: "That the Chair's ruling be dissented from."

(22) In such a case the Chair shall step aside and another member shall chair the dissent vote. The mover may speak for one minute and then the Chair may speak for one minute, stating their reasons for the ruling given.

(23) The motion must then immediately be put to the meeting, without further discussion in the following form: "The motion is that the Chair's ruling be upheld."

(24) At the conclusion of the vote the original Chair shall resume the chair and the meeting shall proceed as resolved by the meeting.

Closure of meeting

(25) Night meetings must close by 10.30pm and all business transacted after that hour will be null and void.

Reg 2.7. Suspension of Standing Orders

(1) A majority of the members present for the meeting may move to suspend any standing order/s for the purpose of reopening any motion previously dealt with at that meeting or for the consideration of urgent business.

Reg 2.8. Presence at a Meeting

(1) Any member or applicant for membership shall be deemed to have been present at a meeting of the ACT Branch if they shall have signed the official attendance book during the meeting. The President shall sign at the conclusion of the meeting.

(2) Any member who has omitted to sign may be held to have attended such meeting on production of satisfactory evidence of attendance. A member who has omitted to sign the attendance book should seek a resolution of support from their sub-branch

within three months of that meeting. The sub-branch resolution should be forwarded to the ACT Branch Credentials Committee.

Visitors

(3) Any member of the ACT Branch may visit any sub-branch where they are not a member and may seek permission of the sub-branch to take part in discussion but may not move or second a motion or vote or hold office in the sub-branch being visited.

Admission of press

(4) The press may not be admitted to any meeting of the ACT Branch without the permission of the Administrative Committee, except that any ACT Branch Conference may admit the press to the whole or any part of an ACT Branch Conference by resolution. However, the President and/or ACT Branch Secretary/Treasurer may issue a statement to the press if the meeting so determines.

Suspension by Chair

(5) Any member or visitor guilty of unruly or disorderly conduct or attending a meeting in an intoxicated state may be excluded either by the Chair or by resolution of the meeting.

Reg 2.9. Conference Standing Orders

Conduct of Delegates

(1) Any member or visitor guilty of unruly or disorderly conduct or attending Conference in an intoxicated state may be excluded either by the Chair or by resolution of the meeting.

(2) The role of the Chair is to ensure that delegates conduct themselves in accordance with the Code of Conduct (B.13 of the ACT Labor Party Rules). The Chair will call to order any speaker who engages in behaviour that breaches the Code of Conduct, and they will then move directly to the next speaker.

Agenda Committee

(3) For the purposes of the orderly conduct of Annual Conference, an Agenda Committee consisting of the Secretary, President and 3 representatives nominated through the Administrative Committee will make recommendations to the Conference regarding the order and timing of Conference business.

(4) Unless otherwise stated, decisions of the Agenda Committee are passed by a majority of votes cast.

Order of Debate

(5) The order in which debate occurs for a proposed motion is as follows:

(a) Chair call for a mover and seconder if a motion does not already have both

(b) The mover speaks to the original motion

(c) The seconder speaks to the original motion

(d) Each amendment is considered

(i) If the amendment is acceptable to the mover and seconder of the original motion it is accepted without debate

(ii) If the amendment is not acceptable to the mover and seconder of the original motion, the amendment is put for debate in the following order:

(iii) The mover of the amendment speaks

(iv) The seconder of the amendment speaks

(v) Speakers for and against the amendment are heard

(vi) Vote on the amendment

(e) Speakers for and against the original motion (or as amended) are heard

(f) Right of reply by the mover of the original motion

(g) Vote on original motion (or as amended)

Speaking to Motions

(6) Any delegate desiring to speak for or against the motion under consideration, must notify the Chair of their intention to speak. The Agenda Committee may establish a process for delegates to register and notify the Chair of their intention to speak.

(7) The Chair calls upon the speakers in succession and as far as possible in the order that they register their intention.

(8) No member may speak more than once to any motion before the Conference unless they seek, without debate, the leave of conference to speak again.

(9) the mover of the motion shall have five minutes to present argument in support of the motion and, as the final speaker on the motion, three minutes to reply;

(10) the seconder of the motion, and all other speakers shall be limited to three minutes;

(11) the movers and seconders of motions must exercise the right to speak at the time of moving and not subsequently, subject to the right of reply by the mover of the motion;

(12) Conference may extend the time of any speaker, without debate, for no more than three minutes. Conference may agree to further extensions on the same basis;

(13) the Chair shall call attention to the time of all speakers one minute before such time expires. Motions for extensions may be made at the end of a speakers allotted time, when the Chair so calls, but no later;

(14) No more than two members may speak in succession on one side, either for or against any motion before the meeting. If, at the conclusion of the second speaker's remarks, no member rises to speak on the other side, the motion or amendments shall be put to the meeting after the mover has replied.

(15) If after the mover and seconder have spoken for a motion and there is no speaker in opposition, the mover shall have no right to reply and the motion shall be put without further discussion.

Proposing Motions

(16) Delegates may propose General Resolutions and Amendments to existing motions up until a time set by the Agenda Committee. Motions without the required notice will be considered only by leave of Conference.

(17) The Agenda Committee may establish a submission process and format for all motions.

(18) All motions must be moved and seconded before being placed on the agenda.

(19) Delegates may also withdraw support (i.e. being the mover or seconder) for any proposed motion, at any time prior to the opening of the Session in which it has been scheduled. Another delegate may be substituted to replace the withdrawn mover or seconder.

(20) The content of all proposed motions will be made available to all delegates prior to the opening of the Session in which they are to be considered. Printed copies will be made available on an ad-hoc basis.

(21) Delegates may only propose a motion "from the floor" if it is urgent and if they seek, without debate, the leave of conference. Such motions must still comply with the format determined by the Agenda Committee.

Amendments

(22) Once a motion has been moved and seconded, another motion that leaves out, substitutes, or adds words may amend it. This is called an Amendment.

(23) Any Amendment which is a direct negative to a motion, or which does not preserve the substance of the original motion must be ruled out of order by the Chair and may not proceed.

Lapsed Motions

(24) Any motion or amendment not moved or seconded may not be further debated and lapses.

(25) Any motion which proposes a change to text that no longer exists in the Rules or Platform (because it has previously been amended by this Conference), may lapse by way of a procedural motion that shall not be debated other than by way of brief explanation by the mover.

Moving to Vote

(26) A member shall have the right at any time during the debate to move "That the motion now be put" provided that at least two speakers have spoken for and two against, and it shall be submitted by the Chair to the vote without further discussion. If passed, the Chair shall put the motion under discussion to the meeting without further debate except that the mover has the right of reply.

(27) Once the mover has exercised, or waived, their right of reply the debate on a motion shall be concluded and the Chair shall put the motion to the meeting in a distinct and audible manner. The motion being put, shall be resolved in the affirmative or negative by the voices, unless a count is required.

(28) No member shall speak on any motion after the Chair has put the motion to the vote.

Tied Vote

(29) In the event of the vote on any motion being tied and equal the Chair shall declare the motion lost.

Call to Order

(30) When the Chair calls the meeting to order during a debate, all members, whether speaking or proposing to speak, must sit down, and the Chair must be heard without interruption.

Point of Order

(31) No member, when speaking, may be interrupted unless a member calls a point of order, when the speaker must sit down and the member calling the point of order must be heard.

(32) A point of order may only be made on a matter of procedure and may not debate the motion.

(33) The Chair may either hear further discussion or decide at that stage, but the Chair must rule on the point of order before debate is resumed.

Dissent from Chair's Ruling

(34) Any member dissatisfied with a ruling by the Chair's may move a motion of dissent.

(35) In such a case the Chair shall step aside and another Chair shall oversee the dissent vote. The mover may speak for one minute and then the Chair may speak for one minute, stating their reasons for the ruling given.

(36) The motion must then immediately be put to the meeting, without further discussion in the following form: "The motion is that the Chair's ruling be upheld."

(37) At the conclusion of the vote the original Chair shall resume the chair and the meeting shall proceed as resolved by the meeting.

Suspension of Standing Orders

(38) A majority of the members present for the meeting may move to suspend any standing order/s for the purpose of reopening any motion previously dealt with at that meeting, or for the consideration of urgent business.

Referrals

(39) Proposed motions may, by resolution of a majority vote of delegates present, be referred to a policy committee, other party unit or a committee established by the referral motion.

(40) Once a referral motion has been moved it shall not be debated other than by way of brief explanation by the mover.

(41) If a referral motion is carried the Chair will move straight to the next item on the Agenda.

(42) If a referral motion is defeated the item will continue to be considered as per these standing orders.

Altering the Agenda

(43) A motion to alter the order of the agenda may only be moved at the completion of a section of the Agenda. This applies only to Sessions and not individual motions.

(44) The amount of time allotted to any particular subject area in the ACT Branch Conference Agenda may not be extended unless by a vote of conference. A nominee of the Agenda Committee will have the right to comment on any motion to extend time. This standing order does not prevent a majority decision of Conference to allocate additional time for the further consideration of unfinished agenda items at the conclusion of the approved Agenda.

(45) Procedural motions from the floor which propose to modify the Agenda shall not be debated other than by way of brief explanation by the mover, followed by comment from a representative of the Agenda Committee.

(46) Conference may consider multiple motions cognately by moving a procedural motion to group them together. When motions are considered cognately they are debated and voted on together as if they were a single motion.

Voting

(47) All votes of Conference shall be subject to the following procedure:

(a) Only delegates who are seated and hold their allocated voting ‘bat’ or ‘ticket’ will be counted. (The ‘bats’ or ‘tickets’ will be issued when the delegate is credentialed and registered, should be kept safe, handed to the designated alternative delegate when he/she is exercising the delegate’s vote, and handed in on the evening adjournment(s) and at the conclusion of Conference).

(b) For votes which do not require a majority of all delegates eligible to attend the ACT Branch Conference, the Chair shall proceed to determine the question by calling upon those who support the motion to say “aye” and those opposing to say “no” and declaring for the side which in his/her estimation has the greater numbers.

(c) Where the Chair cannot determine which has the greater number, or where 3 or more delegates request a show of bats, the Chair shall proceed to determine the question by calling upon those who support the motion to raise their bats and those opposed to act similarly.

(d) The Chair shall appoint tellers to take the count and they shall be representative of the opposing viewpoints. When the tellers are agreed upon their count the Chair shall declare the result by quoting the figures for and against.

(e) For all votes which require a majority of all delegates eligible to attend the ACT Branch Conference, the “bells” will ring for at least 30 seconds before such a vote.

Quorum

(48) Conference is inquorate if quorum is not reached within half an hour of the scheduled time for commencement and it is brought to the attention of the chair that sufficient members have left during the meeting and quorum is no longer present.

(49) If Conference is inquorate the meeting stands adjourned, and no further business may take place.

(50) If Conference becomes inquorate after it commences, the meeting may re-convene if quorum is reached within half an hour.

Admission of Press

(51) Conference may admit the press to the whole or any part of an ACT Branch Conference by resolution.

Alcohol

(52) The consumption of alcohol will not be permitted within the Conference room.

(53) The Chair may, without warning, remove any delegate considered to be intoxicated.

Regulation 3. The Right to Childcare

Reg 3.1. The Right to Childcare – Childcare Arrangements

(1) The ACT Branch of the Australian Labor Party reimburses the costs incurred in childcare, or other care for dependent persons in the care of a member, if:

(a) The member was participating in any meeting of ACT Branch Conference, Branch Council or sub-branch meetings (or any other formal meetings of a unit of the ACT Branch held in accordance with these rules), and

(b) The member would otherwise experience hardship.

(2) Endorsed candidates for public office may apply for additional carer expenses (for children or other dependent persons in the care of the candidate) that are incurred as a result of participating in a campaign for public office and where the carer may otherwise experience hardship.

(3) Reimbursement may be sought for an amount equal to the hourly rate paid for family day care. The preferred care mode is formalised care.

(4) All claims must be in writing in the form of Schedule G to these rules and must be presented to the Administrative Committee for approval to pay.

(5) All notices for meetings held in accordance with the Rules of the ACT Branch must include a copy of Schedule G to these Rules.

Regulation 4. Representation at Conference

Reg 4.1. Determination of Representation at Conference

(1) The Credentials Committee must credential the allocation of members to sub-branches by 20 April each year.

(2) As soon as possible after 31 March, Administrative Committee determines the number of delegates each sub-branch or affiliated union is entitled to elect to ACT Branch Conference and Branch Council.

(3) Any sub-branch or affiliated union may object, in writing, to the Administrative Committee's determination of representation. Branch Council must hear and determine all objections before the start of the ACT Branch Conference.

Reg 4.2. Election of Delegates to Conference

(1) All delegates to ACT Branch Conference must be elected by 31 May each year.

(2) By noon on 7 June, each sub-branch and affiliated union or organisation must give written advice to the ACT Branch Office of the delegates elected.

(3) Only delegates who have been notified to the ACT Branch Secretary/Treasurer by 7 June and have been credentialed as eligible under these rules are entitled to vote at ACT Branch Conference.

Regulation 5. Fundraising Code of Conduct

Reg 5.1. Preamble

(1) Australia's political and economic stability is dependent on the strength of our democracy. The ACT Branch believes that democracy in Australia will be strengthened by moderate financial contributions from corporate Australia, unions and individuals.

(2) This code of conduct establishes the conditions that govern fundraising by the ACT Branch. It is binding on all sub-branches, units of the ACT Branch and candidates for public office.

(3) Funds are raised by the organisational wing of the Party to assist candidates for public office to gain and/or maintain office.

(4) Funds are needed for policy development, Party administration and, most importantly, campaigning. The ACT Branch must carry out all these political tasks.

(5) The ACT Branch has a responsibility to raise funds.

(6) Campaign responsibilities can overshadow the need for adequate funds to support a strong and effective party organisation. Lack of funding for Party maintenance and administration not only drains the ACT Branch's ability to develop policy and membership, but also undermines Labor's ability to campaign effectively and therefore undermines the stability of our political system.

Reg 5.2. Organisation of Fundraising

(1) The ALP's National Director of Fundraising is the National Secretary. The ACT Director of Fundraising is the ACT Branch Secretary/Treasurer.

(2) The ACT and sub-branch fundraising committees, all of whose members act in a voluntary capacity, collect funds from individuals, unions and corporations. Such funds supplement the ACT Branch's income from normal membership dues and affiliation fees.

(3) The ACT Branch collects funds for ACT Campaigning and maintenance of the ACT Branch Office. These funds support the ACT Branch's role of policy development, assistance to the Parliamentary Party and maintenance of ACT Branch's professional and voluntary organisation in the ACT.

(4) The ACT Branch shall operate a system of 'centralised banking'.

(5) All local and other ACT Branch accounts must be held with a bank, society or other institution approved by Branch Council under these rules with the relevant tax file number.

Reg 5.3. Conditions

(1) The Party observes a fundraising code of conduct. This code is fundamental to the integrity of the Party and its organisation and Parliamentary members.

(2) Parliamentarians can, and should, voice the ACT Branch's needs for funds or services and on occasion sign appeal letters.

(3) Members of the Legislative Assembly or candidates should not accept money or services on the ACT Branch's behalf or their own behalf above the amount of $1500 from any one source. Donations which are accepted must be held in appropriate Labor Party central banking accounts styled in the form: Australian Labor Party Campaign Account.

(4) Any funds held in accounts, or otherwise not under the Territory central banking system with the relevant tax file number, will be regarded by the Australian Labor Party and other interested parties as 'personal accounts'.

(5) Cheques should be made payable to the Australian Labor Party named account, not individuals.

(6) It is the legitimate responsibility of the ACT Branch Secretary/Treasurer and/or collectors so authorised to accept money on behalf of the ACT Branch.

(7) On the written authority of the ACT Branch Secretary/Treasurer, parliamentarians or candidates may act as fundraising agents for the Labor Party.

(8) Members of parliamentary executives may not be asked to act as fundraising agents or collectors.

(9) The details of donations must be publicly disclosed as per the requirements of the Commonwealth Electoral Act 1918.

(10) The Labor Party does not accept funds that are subject to conditions of any kind.

(11) Under no circumstances will the Labor Party accept funds which, even if only by inference, are intended to obtain the ACT Branch's support for specific actions, attitudes or public statements.

(12) Donors have a right to put views to the ACT Branch – but a right to no more than that.

(13) The Labor Party never raises funds on behalf of any other Party or organisation, except by resolution of the Administrative Committee or the relevant sub-branch executive.

(14) Public office holders, candidates for public office and Party officials who act outside these guide-lines will be liable to sanctions by the Parliamentary Party or the Administrative Committee, Branch Council, ACT Branch Conference or other parties.

(15) No member or party unit shall accept or solicit donations from individuals or organisations who are primarily engaged in the business of property development. This is defined as being engaged in a business that regularly involves the making of relevant planning applications by or on behalf of the business in connection with the residential or commercial development of land, with the ultimate purpose of the sale or lease of the land for profit.

(16) No member or party unit shall accept or solicit donations from organisations who are primarily engaged in the manufacture, distribution, sale or promotion of firearms. For clarity, this rule does not prohibit donations from individuals who own firearms for the purposes of recreation or other purposes permitted by law, except where those individuals are employed or receive payments for professional services from the above mentioned organisations.

Regulation 6. Elections in the ACT Branch

(1) The following regulations apply to any election conducted within the ACT Branch.

Reg 6.2. Returning Officer

(1) The returning officer is responsible for all aspects of the conduct of the ballot. The conduct of the ballot includes all aspects of the ballot, including polling and the count.

(2) In the absence of instruction, the returning officer may determine the times of close of nominations and opening and closing of polling.

(3) The returning officer must make information on the conduct of the ballot available to candidates if requested.

(4) The returning officer may charge anyone who they consider has breached any of these regulations.

(5) At any point during the conduct of the ballot, the decision of the returning officer is final.

Reg 6.3. Nominations

(1) The returning officer must be available to receive nominations at the time and place specified in the notice of election.

(2) When the returning officer receives a nomination, they must check that the nomination is in order. The nomination is in order if:

(a) The member being nominated is eligible to do so,

(b) The member or members nominating someone are eligible to do so,

(c) The nomination is in the correct form under the rules,

(d) The nomination was received after the opening and before the close of nominations.

(3) After the close of nominations, the returning officer reports to members advising the nominations received and whether a ballot is required.

Reg 6.4. Polling Place

(1) The polling place is that area which is defined by the returning officer and set aside for the conduct of the ballot.

(2) The returning officer may instruct any person to leave the polling place who is not there as a scrutineer or voter waiting to vote.

(3) While in the polling place, a person may not:

(a) Interfere with or attempt to influence any voter;

(b) Attempt to ascertain the way a voter casts a vote or assist a voter in casting a vote without permission of the voter; or

(c) Interfere with the conduct of the ballot.

Reg 6.5. Polling

(1) Polling is the period of the conduct of the ballot during which votes may be registered. It begins with the sealing of the ballot boxes and ends with close of polling.

Ballot Papers

(2) The returning officer determines order on a ballot paper by drawing lots.

(3) The ballot papers are prepared by the returning officer and must include the names of candidates in the order determined, and a statement of the number of persons to be elected.

(4) The returning officer must instruct voters in writing or verbally, whichever is more convenient, to the following effect: "Number the candidates in your order or preference, beginning with the number "1" and continuing in an unbroken sequence."

(5) When a ballot paper is provided to a voter and the returning officer or assistant returning officer should endorse it.

List of eligible voters

(6) The returning officer must use a list of eligible voters that has been provided by the relevant Credentials Committee.

(7) All persons on the list of eligible voters shall be eligible to vote.

(8) The returning officer or assistant returning officer must mark on the list of eligible voters each person who has been allowed to vote.

Voting

(9) No person may vote more than once.

(10) It is the responsibility of voters to demonstrate that they are a person on the list of eligible voters. To this end, the presentation of the current membership card or membership receipt of a person on the list and replication of the signature of the member shall constitute a demonstration of the eligibility to vote.

Disputed Vote

(11) A person must be allowed to complete a disputed vote if they are not on the list of eligible voters, or fail to satisfy the returning officer that they are a person on the list.

(12) To lodge a disputed vote, a person must:

(a) Complete a ballot paper;

(b) Seal the ballot paper in a plain envelope;

(c) Seal the plain envelope in another envelope;

(d) Sign and write the voter's name and sub-branch on the second envelope; and

(e) Deliver the disputed vote in the envelopes to the returning officer of assistant returning officer.

(13) The returning officer must record on the list of eligible voters who have been allowed disputed votes.

(14) A disputed vote must not be included in the count unless the member concerned can establish eligibility to vote before the count begins.

Pre-poll Votes

(15) Pre-poll votes are allowed only if specifically provided under these rules or by resolution of Branch Council.

(16) Applications for pre-poll votes must be lodged with the returning officer. Applications must be lodged by 6pm on the day before polling day.

(17) The voter should sign applications.

(18) To lodge a pre-poll vote, a person must:

(a) Complete a ballot paper provided and endorsed by the returning officer;

(b) Seal the ballot paper in a plain envelope;

(c) Seal the plain envelope in another envelope;

(d) Sign and write the voter's name and sub-branch on the second envelope; and

(e) Deliver the pre-poll vote in the envelopes to the returning officer before the time notified for the beginning of ordinary voting.

(19) The returning officer must record on the list of eligible voters those who have been allowed pre-poll votes.

(20) The returning officer shall include any pre-poll votes at the start of the count.

Close of Polling

(21) In the absence of instruction, the returning officer may determine the time of closing of polling. The returning officer must notify voters verbally at least five minutes before closing the polling.

(22) The returning officer must seal the ballot box at the close of polling so that no further papers can be inserted, and may not open it until the count is to commence.

(23) If it is necessary to defer the count, then the returning officer should ensure that no one is able to tamper with the ballot box in the interim.

Reg 6.6. Scrutineers

(1) Candidates are entitled to appoint one scrutineer each. The returning officer may require appointment of a scrutineer to be in writing, signed by the candidate and the scrutineer.

(2) A scrutineer may:

(a) Observe the drawing of lots;

(b) Observe the sealing of the ballot box;

(c) Note details of persons who record votes and take this information from the polling place;

(d) Note the rejection by the returning officer of a person's claim to vote;

(e) Note the exclusion of any ballot paper from the count; and

(f) Ascertain from the returning officer any information on the conduct of the ballot.

(3) A scrutineer may not:

(a) Interfere with or attempt to influence any voter; or

(b) Handle ballot papers, or otherwise interfere with the conduct of the count.

Reg 6.7. The Count

(1) The count begins after the close of polling.

(2) Only the returning officers and the scrutineers may be present at the count.

Checking ballot papers are valid

(3) A ballot paper is valid and must be included in the count if the paper is:

(a) An official ballot paper obtainable from the returning officer or, where there is none, lists the candidates in a single column in the order determined;

(b) Endorsed by the returning officer or assistants;

(c) Numbered by the voter in accordance with the Rules, and the intention of the voter is clear to the returning officer; and

(d) Properly lodged in the ballot box provided for the purpose under the supervision of the returning officer or Assistants.

(4) No ballot paper fulfilling the conditions set out in (1) above may be declared invalid.

(5) After the close of polling, the returning officer and assistants inspect all completed ballot papers and exclude any that are not valid, except that if a number in the sequence is omitted or repeated then the vote is included until the stage in the count at which the omission or repetition is reached.

Reg 6.8. Retention of Documents

(1) All ballot papers, nomination forms, pre-poll vote applications and envelopes and the list of persons eligible to vote shall be retained by the returning officer for the duration of the terms of office for which the candidates were seeking election.

Regulation 7. Canberra Labor Club Board

(1) Election of Australian Labor Party (ACT Branch) Nominees to the Board of Directors of the Canberra Labor Club Limited.

Reg 7.2. Preamble

(1) Under the Memorandum and Articles of Incorporation of the Canberra Labor Club Limited, the Australian Labor Party (ACT Branch) is required to nominate six persons annually for election to the Board of Directors of the Canberra Labor Club at its AGM.

(2) A nominee must be a member of the ACT Branch.

(3) A nominee must be an ordinary member of the Canberra Labor Club.

(4) A nominee must meet the legal and character eligibility required of a Director on a Board of a licensed club in accordance with the ACT Gaming Machine Act 2004.

(5) A nominee cannot be:

- An ACT Labor public office holder; or,
- an employee of an ACT public officer holder; or,
- an employee of ACT Labor; or,
- a current member of (or proxy to) ACT Labor Administrative Committee; or,
- a member of the governing body of any other ACT Labor Associated Entity within the meaning of the ACT Electoral Act.

Reg 7.3. Casual Vacancies

(1) Branch Council must fill, by election, any casual vacancy that occurs in the Board of Directors, in respect of Directors appointed by the Australian Labor Party (ACT Branch). Nominations must be called by advertisement and must allow 21 days between the calling of nominations and the conduct of any necessary ballot. The elected member holds office for the duration of the un-expired portion of the term of office.

Regulation 8. Australian Young Labor (ACT Branch) Constitution and Rules

Reg 8.1. Name

(1) Australian Young Labor, Australian Capital Territory Branch (ACT Young Labor).

Reg 8.2. Objectives

(1) The objectives of ACT Young Labor are to:

(a) Encourage political awareness, education and activism in young people, including an understanding of the principles of democratic socialism;

(b) Advocate progressive policies within the Labor movement;

(c) Provide a forum for young people within the Australian Labor Party, and to facilitate young members' engagement in the ACT Branch by integrating with the broader party;

(d) To foster links with both the trade union movement and the general community;

(e) Advise the Australian Labor Party, ACT Branch on matters of concern to young people;

(f) Assist in the election of Labor endorsed candidates;

(g) Promote the Socialist Objectives and Principles of Action of the ACT Branch; and

(h) Promote the Code of Conduct amongst the membership of Young Labor.

Reg 8.3. Membership

(1) A member of the ACT Branch who has not yet attained the age of 26 on 1 January in a calendar year is deemed to be member of ACT Young Labor.

(2) A member of the ACT Branch ceases to be a member of ACT Young Labor on 1 January in the year following their attainment of the age of 26, except where the member holds office as an executive of ACT Young Labor or Australian Young Labor.

(3) A member of the ACT Young Labor executive who on 1 January of a year has attained the age of 26 ceases to be a member of ACT Young Labor immediately following the election of office bearers at the Annual General Meeting in that year.

(4) The membership year for ACT Young Labor shall commence 1 April in each year and end on 31 March in the subsequent year.

(5) The ACT Branch Secretary must maintain a register of ACT Branch members who are members of ACT Young Labor (the ACT Young Labor list).

(6) The ACT Branch Secretary must, on request of a member of ACT Young Labor, remove that member's name from the ACT Young Labor list.

(7) An ACT Young Labor member whose name has been removed from the ACT Young Labor list may request the Secretary that their name be restored on the list. The Secretary must, on request of a member, restore the member's name on the list.

Reg 8.4. Annual General Meeting

(1) An Annual General Meeting (AGM) of ACT Young Labor must be held in May each year.

(2) Notice of the ACT Young Labor AGM must be provided to all members of the ACT Branch who are members of ACT Young Labor at the time that the AGM is called, regardless of whether their name is included on the ACT Young Labor list.

(3) he AGM shall elect the following office bearers:

(a) two Co-Convenors (one of whom must be a woman);
(b) Senior Vice President;
(c) Junior Vice President;

(d) Secretary;
(e) Assistant Secretary and Treasurer;
(f) Assistant Returning Officer;
(g) Women's Coordinator (who must be a woman);
(h) Lesbian Gay Bisexual Transgender Queer Intersex Officer (who must identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex);
(i) Aboriginal or Torres Strait Islander Officer (who must identify as Aboriginal or Torres Strait Islander);
(j) two Trade Union Liaison officers (who must each be a member of a trade union affiliated with the Australian Council of Trade Unions);
(a) one delegate and one alternate delegate to each Electorate Council in the ACT;
(k) members of standing and other committees of ACT Young Labor as determined from time to time; and
(l) delegates and alternate delegates for a period of twelve months to the Australian Young Labor National Conference in accordance with the AYL National Constitution.

(4) The office of Co-Convenors must be elected in a single ballot.

(5) The office of Secretary and Assistant Secretary must be elected in a single ballot, the first elected is Secretary and the second elected is Assistant Secretary and Treasurer.

(6) The office of Senior Vice President and Junior Vice President must be elected in a single ballot, the first elected is Senior Vice President and the second elected is Junior Vice President.

(7) The offices of Trade Union Liaison must be elected in a single ballot by proportional representation.

(8) In order to be eligible to nominate to hold an office of ACT Young Labor a member:

(a) Must not have attained the age of 26 on 1 January in the year that the AGM is held;

(b) Must be a member of a sub-branch of the ACT Branch;

(c) Have been a member of ACT Labor (including transfers from interstate) for at least the six months preceding the date when nominations open; and

(d) Attended one meeting of ACT Young Labor during the preceding membership year.

(9) In order to be eligible to vote in a ballot of the AGM a member of ACT Young Labor must:

(a) Not have attained the age of 26 on 1 January in the year that the AGM is held;

(b) Be a member of a sub-branch of the ACT Branch;

(c) Have been a member of ACT Labor (including transfers from interstate) for at least the three months preceding the date when nominations open; and

(d) Have attended one meeting of ACT Young Labor during the preceding membership year.

(10) In order to be eligible to nominate for election as a delegate or alternate to an Electorate Campaign Committee a member must be a member of a sub-branch within the relevant electorate.

(11) The executive consists of the Co-Convenors, the Secretary, the Assistant Secretary and Treasurer, Senior and Junior Vice Presidents.

(12) The executive must meet at least once per quarter to ensure the proper management and conduct of ACT Young Labor.

Reg 8.5. ACT Branch Council and ACT Branch Conference Delegates

(1) ACT Young Labor shall elect delegates and alternate delegates to Branch Council and ACT Branch Conference at its AGM each year.

(2) The number of delegates is as specified in the ACT Branch rules for affiliated organisations.

(3) The date of calling for nominations is as specified in the ACT Branch rules.

(4) Eligibility to stand for these positions is that a candidate is eligible to stand for Branch Council and Conference within the candidates sub-branch.

(5) Eligibility to vote in these elections is that the voter is eligible to vote for Branch Council and Conference within the voter's sub-branch.

Reg 8.6. Australian Young Labor Conference Delegates

(1) ACT Young Labor elects delegates and alternate delegates for a period of 12 months to the Australian Young Labor National Conference in accordance with the AYL National Constitution.

(2) Elections for the positions must be held at the AGM of ACT Young Labor each year.

(3) Eligibility to stand and eligibility to vote in the elections are the same as for ACT Branch Council and Conference.

Reg 8.7. Meetings, Procedures and Rules

(1) Unless this constitution otherwise provides, the rules and procedures applying to sub-branches apply as if the ACT Young Labor was a sub-branch of the ACT Branch.

(2) In particular, ACT Young Labor must comply with the following ACT Branch rules as if the ACT Young Labor was a sub-branch of the ACT Branch:

(a) Rule C.6, Fees and Levies;

(b) Rule C.18 – C.20, Duties of Sub-branch Executive;

(c) Rule I.1.5 – I.1.10, Finance, Property, Trustees and Auditors;

(d) Rule D.8 – D.9 and regulation 4, ACT Branch Conference;

(e) Rule K.3, Casual Vacancies;

(f) Regulation 2, Standing Orders and Rules of Debate; and

(g) Regulation 5, Fundraising Code of Conduct.

(3) ACT Young Labor Meeting Notices must be sent to all members of the ACT Branch who are included on the ACT Young Labor list. The ACT Branch Secretary must make available to the Secretary of ACT Young Labor the ACT Young Labor list.

(4) ACT Young Labor Meetings are to be conducted no closer than 2 months apart.

(5) Quorum for a meeting of ACT Young Labor is 12 members of ACT Young Labor.

(6) Elections within ACT Young Labor must be conducted in accordance with the procedures outlined in the ACT Branch rules. The ACT Young Labor Assistant Returning Officer will assist the General Returning Officer in executing these procedures.

Regulation 9. ACT Labor Indigenous Network Rules

Reg 9.1. Name

(1) Indigenous Network of the ACT Branch of the Australian Labor Party (ACT Labor Indigenous Network).

Reg 9.2. Membership

(1) Membership is open to all Indigenous members.

(2) Associate membership is open to all non-Indigenous members of the ALP (ACT Branch).

(3) Members and associate members of the Network are admitted through a resolution at a properly constituted meeting of the Network.

Reg 9.3. Goals and Functions

(1) The goals and functions of the ACT Labor Indigenous Network are to:

(a) Promote membership of the ALP to Indigenous people;

(b) Support Indigenous ALP members;

(c) Encourage and support the participation of Indigenous ALP members within the administration of the party;

(d) Provide a focus for the identification, training and support of Indigenous candidates;

(e) Undertake activities to increase awareness of Indigenous issues throughout the Branch;

(f) Assist in increasing the commitment of ALP members to greater representation of Indigenous people throughout the Branch;

(g) Participate in the policy and platform development processes of the Branch; and

(h) Receive and submit reports, resolutions and other items relating to Indigenous issues from and to sub-branches, policy committees, annual conference, branch council, ALP public office holders, affiliated organisations and members.

Reg 9.4. Indigenous Network Meetings

(1) The Network must determine a regular monthly meeting time.

(2) The Network may agree to hold additional meetings in any month or to make ad hoc changes if required to accommodate special circumstances.

(3) Quorum for meetings of the Network is five Network members.

(4) For the purposes of quorum for a meeting of the Network both members and associated members may be counted.

Reg 9.5. Annual General Meeting

(1) The AGM of the Network must be held during August or September of each year, on the Network's regular monthly meeting night.

(2) Elections for the positions of Convenor, Secretary, and National Labor Indigenous Network Representative are conducted at the AGM.

(3) Both members and associate members are eligible to vote in Network elections.

Reg 9.6. Duties of the Network Convenor

(1) The duties of the convenor are:

(a) To convene and chair meetings of the Committee;

(b) To make decisions relating to procedure and the administration of the committee business, in consultation with the secretary of the committee; and

(c) To report to Branch Conference, sub-branches, and affiliated unions or organisations as required.

(2) A convenor may not:

(a) Speak to the media or to members of the public or publish documentation on behalf of their State or Territory Branch, without the express permission of the Branch President; or

(b) Speak or publish documentation on behalf of the Network without the authorisation of a properly constituted meeting of the Network.

Reg 9.7. Duties of the Network Secretary

(1) The duties of the secretary are to:

(a) record and circulate minutes of meetings;

(b) receive and send correspondence on behalf of the Network;

(c) circulate all correspondence at the first meeting after receipt or postage and make correspondence available at future meetings upon request; and

(d) keep copies of Network documentation including notice of meetings, minutes of meetings, reports and other documentation presented to the Network, motions placed on notice, and motions debated by the Network.

Regulation 10. 1973 Foundation

(1) The recent uncertainty regarding ACT and federal regulations relating to donations and fundraising has prompted the formation of an investment trust to provide future income for ACT Labor.

(2) This regulation defines the election of ACT Labor Nominees to the Board of Directors of the 1973 Foundation, an investment Trust designed to promote the future financial security of ACT Labor. The 1973 Foundation has been established to allow for bequests, endowments and other donations from Party members, affiliates, associated organisations and supporters which are invested for the sole purpose of providing a future income stream for ACT Labor.

Reg 10.2. Elections of 1973 Foundation Board Directors

(1) Under the Constitution of the 1973 Foundation, the Board of Directors consists of 5 members.

(2) The term of office of a person nominated by ACT Labor is five years. Directors must retire at the expiry of their term of appointment but may be reappointed as a Director in accordance with the provisions of the 1973 Foundation Constitution.

(3) ACT Labor is required to nominate one person annually, through election at Annual Conference, to the Board of Directors of the 1973 Foundation, to take effect at its next AGM.

(4) A nominee must be a member of ACT Labor.

(5) A nominee must meet the legal and character eligibility required to be registered as a Director on a Trust Board.

(6) A nominee must not be a public office holder of ACT Labor or current member of the ACT Branch Administrative Committee, Disputes Committee, Rules and Boundaries Committee, Campaign Committee, Credentials Committee, Finance Committee, or Labor Club Board. A nominee must not be a current delegate to Branch Council or Annual Conference.

Reg 10.3. Vacancies

(1) Before resigning from the Board of Directors of the 1973 Foundation, It is the duty of Directors of the 1973 Foundation elected by ACT Labor, to formally notify the ACT Labor Administrative Committee of their intentions.

(2) The Secretary will call for nominations at least 21 days before the conduct of any necessary ballot. Administrative Committee must elect a replacement for any vacancy that occurs in the 1973 Foundation Board of Directors, in respect of Directors appointed by ACT Labor. The elected nominee holds office for the duration of the un-expired portion of the term of office.

Regulation 11. Labor Supporters Network

Reg 11.1. Objective

(1) The ACT Labor Supporters Network consists of people who support the aims and objectives of the Labor party but do not wish to become members.

Reg 11.2. Membership

(1) Membership of the ACT Labor Supporters Network is open to everyone, and shall not cost more than $5 per year unless provided for by the Administrative Committee.

(2) Membership of the ACT Labor Supporters Network is not taken to be membership of the Australian Labor Party (ACT Branch).

(3) Membership of the ACT Labor Supporters Network is designed to introduce potential members to the ACT ALP as well as providing a supporters group that will be able to assist the ALP during campaigns and other activities.

(4) Members of the ACT Labor Supporters Network have observer status at ACT Branch Conference and at other party meetings and functions as provided by Administrative Committee.

Reg 11.3. Role of the ACT Branch Secretary

(1) The ACT Branch Secretary shall ensure regular activities (at least four per year) are undertaken for the ACT Labor Supporters Network. These may include ACT Labor Supporters Network only functions to ensure that ACT Labor Supporters Network members can meet our elected representatives as well as other forums and activities.

(2) The ACT Branch Secretary shall report to Administrative Committee at least twice per year on the performance of the ACT Labor Supporters Network.

(3) The Secretary may appoint a member of the Administrative Committee to co-ordinate ACT Labor Supporters Network activities.

Regulation 12. Finance Committee Terms of Reference

Reg 12.1. Definitions

(1) In these terms of reference:

(a) "the Committee" means the Finance Committee of the ACT Labor Party;

(b) "the Party" mean the ACT Branch of the Australian Labor Party;

Reg 12.2. Purpose

(1) The purpose of the Committee is to assist the Administrative Committee:

(a) to review and monitor the integrity of the Party's financial statements and reports;

(b) to review and oversee systems of risk management, internal control and legal compliance;

(c) to oversee the process for:

(i) identifying significant risks facing the Party;

(ii) implementing appropriate and adequate control, monitoring and reporting mechanisms; and

(iii) liaising with and monitoring the performance and independence of the auditor.

(2) Without limiting clause 12.2.1., the Committee is responsible for considering:

(a) all information relevant to the financial position of the Party, including from all party units and the 1973 Foundation; and

(b) all risk management processes, internal controls and compliance systems within the Party, including those of the 1973 Foundation.

Reg 12.3. Membership

(1) The Administrative Committee must appoint a member of the Committee who is not a member of the Administrative Committee to be the Committee Chair.

(2) Each member of the Committee other than the Secretary must enter into a confidentiality agreement with the Party in the form required by the Secretary.

(3) The Party must provide each member of the Committee other than the Secretary with a deed of indemnity and access in relation to their membership of the Committee.

(4) The Administrative Committee may by a three-quarters majority of all voting members remove a member of the Committee other than the Secretary.

(5) The Administrative Committee must evaluate the performance of the Committee at least annually.

Reg 12.4. Responsibilities: Financial Reporting

(1) Review the monthly financial statements and reports with the ACT Branch Secretary, and report to the Administrative Committee.

(2) Review the annual financial statements and reports with the ACT Branch Secretary and the auditor, report to the Administrative Committee and make recommendations whether to sign the financial statements.

(3) Review and make recommendations to the Administrative Committee regarding significant financial, accounting and reporting issues as identified by the Committee or brought to its attention.

(4) Review the appropriateness of the accounting policies adopted by the ACT Branch Secretary in relation to the financial statements and reports.

(5) Review the financial statements and reports for compliance with accounting standards and policies, and other requirements relating to the preparation of financial statements and reports.

Reg 12.5. Responsibilities: Audit

(1) Review the findings of the audit with the auditor.

(2) Review the effectiveness of the annual audit and the performance of the auditor taking into account the opinions of the ACT Branch Secretary.

Reg 12.6. Responsibilities: Risk Management and Internal Control

(1) Review the Party's risk framework for identifying, monitoring and managing significant financial risks across the Party, and consider whether the risk framework and internal controls effectively identify areas of material potential risk.

(2) Consider the effectiveness of the Party's internal control systems.

(3) Review the auditor's reports on significant findings and recommendations on internal controls.

(4) Monitor the ACT Branch Secretary's response to reviews and recommendations of the auditor regarding internal control systems and procedures.

(5) Review the adequacy of resources and governance arrangements for internal accounting and financial management functions.

(6) Review and concur on the appointment, replacement or dismissal of the Accountant.

Reg 12.7. Responsibilities: Insurance

(1) Review the Party's insurance program at least annually having regard to the Party's activities and the insurable risks associated with those activities.

Reg 12.8. Responsibilities: Compliance

(1) Review the Party's framework for identifying, monitoring and managing compliance with legal requirements.

(2) Obtain regular updates from ACT Branch Secretary regarding matters in relation to the Party's compliance with significant legal requirements.

(3) Review reports from ACT Branch Secretary in relation to the Party's compliance with its key statutory and other legal obligations, including (but not limited to) as a registered political party under the ACT Electoral Act and the Commonwealth Electoral Act.

Reg 12.9. Authority and Reporting

(1) The Committee reports to the Administrative Committee.

(2) The auditor reports to the Committee and the Administrative Committee.

(3) The Committee has authority to:

(a) investigate any activity within its terms of reference, and any matters specifically requested by the Administrative Committee;

(b) resolve any disagreements between the ACT Branch Secretary and the auditor regarding financial reporting;

(c) establish and delegate authority to subcommittees; and

(d) obtain outside legal and other independent professional advice as necessary to assist the Committee.

(4) The Committee must consider at each meeting whether any significant matters should be brought to the attention of the Administrative Committee. The Committee will endeavour to raise these matters in a form and timeframe that assists the

Administrative Committee to discharge its duties effectively. The Committee minutes and (if necessary) a written update from the Committee Chair will be provided at the following Administrative Committee meeting.

Reg 12.10. Meetings and Attendance

(1) The Committee will meet at least four times per year, and the schedule of meetings will be agreed in advance.

(2) Additional meetings may be convened as required or as requested by the Committee Chair or the Administrative Committee.

(3) The Committee Chair will call a meeting of the Committee if so requested by any member of the Committee (including the Secretary), the auditor or the President of the Party.

(4) A quorum will be any 3 members.

(5) If the Committee Chair is absent from a meeting, the members of the Committee present must choose another member to chair the meeting.

(6) The Committee Chair may invite the ACT Branch Secretary and ACT Labor staff, representatives of the auditor and other external advisors to be present at meetings of the Committee. Administrative Committee members may attend any meeting of the Committee. The Committee may request non-members to withdraw for all or any part of the meeting.

(7) The Committee must meet at least annually with the auditor.

(8) The Committee must meet at least annually with the accountant.

(9) The agenda and supporting papers will be delivered to Committee members in a reasonable time before the meeting.

(10) At the discretion of the chair of the meeting, additional papers may be tabled for discussion at the meeting.

(11) The proceedings of all meetings will be minuted by the Secretary, verified by the Committee and signed by the chair of the next meeting. Minutes of meetings will be tabled at Administrative Committee meetings.

(12) The Secretary may delegate minute taking to a nominated minute Secretary.

Reg 12.11. Reporting Lines to the Committee

(1) For the purpose of supporting the independence of their functions, the auditor and the Accountant have a direct line of reporting access to the Committee.

(2) In addition, all Party officials and staff have access to the Committee Chair if required.

Reg 12.12. Review of Terms of Reference

(1) The Committee must review these terms of reference annually:

(a) to keep them up to date and consistent with the Committee's purpose, responsibilities and authority; and

(b) to confirm that all activities listed in the terms of reference have been addressed.

(2) The Committee may recommend amendments and amendments to these terms of reference to the Branch Council or Annual Conference.

Regulation 13. Election of Delegates to National Conference

Reg 13.1. Preamble

(1) These rules are subject to the ALP National Constitution.

Reg 13.2. Election of Delegates by Ballot of Members

(1) Half of the delegates must be elected in a single ballot by proportional representation.

Reg 13.3. Eligibility to Nominate

(1) Members who are eligible to stand for a Conference delegate position are eligible to nominate.

Reg 13.4. Eligibility to Vote

(1) Members who are financial members at the time of opening of nominations are eligible to vote.

Reg 13.5. Conduct of the Ballot

(1) General Returning Officer must conduct any ballot that is required. The ballot shall conclude at the ACT Branch Conference or at a date set by the Administrative Committee.

Reg 13.6. Term of Office

(1) The term of office is two years

Reg 13.7. Election of Delegates by ACT Branch Conference

(1) Half of the National Conference delegates shall be elected by a ballot of the union delegates at ACT Branch Conference immediately preceding the National Conference.

Regulation 14. MLA Communications Levy

(1) As of 1 July 2017, ACT Labor Members of the Legislative Assembly (MLA) must pay a communications levy to ACT Labor.

(2) The levy will be equal to the total amount of gross money paid to the MLA for the purposes of communicating with their electorate in their role as an MLA as determined by the ACT Remuneration Tribunal.

(3) For the 2017/2018 financial year the amount payable by each MLA will be $15,300.

(4) The levy will be paid to ACT Labor fortnightly on a pro-rata basis.

(5) The levy amount received by ACT Labor from each MLA will be used by ACT Labor only under the following conditions:

(a) Each use of the levy amount is for the purpose of communicating or facilitating communication by the member in their role as an MLA; and

(b) The MLA authorised the use of the levy amount; and

(c) The use of the levy amount complies with all rules determined by the ACT Legislative Assembly and the Electoral Act 1992, for communication or facilitating communication, by Members in their roles as MLAs.

(6) ACT Labor must pay any expenses in relation to an ACT Labor MLA's communications, or to facilitate their communications, that meet all conditions under Regulation 14(5), up to the levy amount paid by that MLA.

(7) At the end of each financial year, the Branch Secretary will provide each MLA with an invoice of funds levied and a summary of expenditure of such funds.

(8) If an MLA vacates their office, ACT Labor may absorb any unspent funds into a central campaign fund. Alternatively, the entitlement to the funds may be transferred to another MLA by agreement with the former MLA.

Schedule A. Representation of Sub-Branches

(1) Subject to these rules sub-branches are entitled to representation at Branch Council, ACT Branch Conference and Electorate Councils on the basis of membership of the sub-branch as at the 31st March in that membership year.

(2) The number of delegates is calculated as outlined below:

(3) In all of the calculation below, a fraction less than one half is rounded down and a fraction of one half or more is rounded up to nearest whole number:

(4) For the calculation in this Schedule, Associate Members are not counted as part of the membership of a sub-branch.

ACT Branch Conference Delegates

(1) For each sub-branch a number of delegates equal to the membership of the sub-branch divided by 20.

Branch Council Delegates

(1) For each sub-branch a number of delegates equal to the membership of the sub-branch divided by 50, or one delegate, whichever is greater.

Review of Delegates to Branch Conference and Branch Council

(1) The Administrative Committee will review the ratio of Sub-Branch members per delegate for Branch Conference and Branch Council at least every three years and make recommendations to Rules and Boundaries for consideration at the subsequent Branch Conference.

Federal Electorate Council Delegates

(1) Each sub-branch in the relevant electorate will be eligible for one delegate.

(2) Where a sub-branch is split across multiple electorates, a sub-branch will be eligible for a delegate in each electorate.

(3) Where a sub-branch has no specific geographic boundary, a sub-branch will be eligible for a delegate in each electorate.

Schedule B. Representation of Affiliated Unions

(1) Affiliated unions are entitled to representation at Branch Council and ACT Branch Conference on the basis of the number of members that the union has affiliated in that membership year.

Affirmative Action

(1) Delegations to Branch Council and to ACT Branch Conference from affiliated unions must comprise not less than 50 per cent of a union's delegation shall be women. Provided that if the level of female membership of a union is less than 50 per cent, the minimum representation shall be set at that level.

ACT Branch Conference Delegates

(1) The number of Conference delegates for each affiliated union is determined as follows:

(a) The number of union delegates is equal to the number of sub-branch delegates.

(b) The total affiliated membership of all affiliated unions is divided by the number of union delegates to determine the quota.

(c) The affiliated membership of each union is divided by the quota to determine that union's entitlement.

(d) If any union is not entitled to a delegate in accordance with the above procedure, then it is included in a small unions pool.

(2) In all of the above calculations, a fraction less than one half is rounded down and a fraction of one half or more rounded up to nearest whole number.

Branch Council Delegates

(1) The number of Branch Council delegates for each union is determined as follows:

(a) The number of union delegates is equal to the number of sub-branch delegates.

(b) The total affiliated membership of all affiliated unions is divided by the number of union delegates to determine the quota.

(c) The affiliated membership of each union is divided by the quota to determine that union's entitlement.

(2) If any union is not entitled to a delegate in accordance with the above procedure, then it is included in a small unions pool.

(3) In all of the above calculations, a fraction less than one half is rounded down and a fraction of one half or more rounded up to nearest whole number.

Branch Council Alternates

(1) Union delegates and alternates to ACT Branch Conference who are not delegates to Branch Council are automatically alternates to Branch Council for their respective unions.

Small Unions Pool

(1) The small union pools for Branch Council and for ACT Branch Conference representation are determined as follows:

(a) The small union pool is entitled to delegate representation based on the total affiliated membership of all affiliated unions in the pool.

(b) If there is only one union in the pool or the total affiliated membership of all affiliated unions in the pool is less than 0.5 of a quota then the pool is represented by one delegate.

(c) If there are more than one union in the pool and the total affiliated membership of all affiliated unions in the pool is greater than 0.5 of a quota then the pool is represented by a minimum entitlement of two delegates.

(2) The ACT Branch General Returning Officer may conduct an election to determine the delegates from the pool, with each union being given a voting entitlement equal to the number of members for which that union is affiliated.

Schedule C. Membership Application Form

(1) The Membership Application Form (the application form) for the Australian Labor Party (ACT Branch) shall contain, as a minimum, the following categories of information relating to the applicant:

(a) Full Name;

(b) Address;

(c) Date of Birth;

(d) Contact details;

(e) ACT Electorate;

(f) Federal Electorate;

(g) Occupation;

(h) Union / Employers Group membership details;

(i) Previous ALP membership details;

(j) Previous Political Party / Organisation Membership details;

(k) Electoral Enrolment Details;

(l) Sub-Branch Membership Preference; and

(m) Payment details.

(2) The application form shall contain the following pledge which must be signed and dated by the applicant and a nominator / witness:

I hereby apply for membership of the Australian Labor Party (ACT Branch). I declare that the details in this application are true and correct. If I am accepted as a member, I undertake to support the Platform of the ALP, to vote for and assist the return of endorsed ALP candidates and to abide by the Constitution and rules of the ALP.

I also undertake always to behave in a way which reflects the Labor policy position on fairness and discrimination and which ensures zero tolerance for discrimination, bullying, harassment or violence.

(3) The application form shall contain a section allowing for specific sub-branch endorsement where the applicant has presented at a sub-branch prior to joining the ACT Branch. The application form shall also contain the following information for applicants;

(a) Membership Fees and Deductions;

(b) Union Membership Rule;

(c) Associate Membership Rule

(d) List of Affiliated Trade Unions;

(e) Proscribed Organisations.

(4) The application form must be presented by the Secretary to the Administrative Committee of the ACT Branch for approval prior to the form being used by the ACT Branch Office.

Schedule D. Membership Receipt

(1) The Membership Receipt (the receipt) shall contain, as a minimum the following information:

(a) All necessary information as required under relevant Australian Law;

(b) Receipt Number;

(c) Name;

(d) Amount;

(e) Date; and

(f) Address.

Schedule E. Member Transfer Receipt

(1) The Membership Transfer receipt (the Transfer Receipt) for the Australian Labor Party (ACT Branch) shall contain, as a minimum, the following categories of information:

(a) Name

(b) Residential Address

(c) Postal Address (if different from residential address)

(d) Phone Number(s)

(e) Union

(f) Occupation

(g) Current ALP Ticket Number

(h) Date of current ALP Ticket

(i) Date that membership is valid till

(j) Signature of Sub-Branch Secretary or Authorised Officer

(k) Sub-Branch that member is transferring to

(l) Member's signature

(m) Date that the transfer was accepted by the Sub-Branch

(2) The application form shall contain the following statement:

This receipt is proof of transfer and certifies that the holder of this receipt has been duly accepted by resolution at a meeting of the receiving sub-branch at which the member was present and has submitted their current ALP ticket as evidence of financial membership, in accordance with the Rules of the ACT Branch of the ALP.

(3) The Transfer Receipt must be presented by the Secretary to the Administrative Committee of the ACT Branch for approval prior to the form being used by the ACT Branch Office.

Schedule F. Selection for Public Office Nomination Form

(1) The Selection for Public Office Nomination Form for the Australian Labor Party (ACT Branch) shall contain, as a minimum, the following categories of information:

(a) Name of the nominee

(b) Residential Address of the nominee

(c) Sub-Branch of the nominee

(d) The Public Office for which the person is being nominated

(e) The names and signatures of nominators

(f) A certification from the ACT Secretary or their agent that the nominee qualifies to be a candidate in accordance with the ACT Branch Rules

(g) Nominees membership number

(h) The candidate's consent and pledge which shall contain the following statements and include the signature of the nominee;

Candidates Consent and Pledge

(1) I hereby consent to the nomination and pledge myself:

(a) To be bound by the Objective and the National and ACT Branch Platforms and Rules of the Australian Labor Party and by all decisions of National Conference and those decisions of the ACT Branch Conference that do not conflict with the National Objective, Platform and Rules and other decisions of National Conference.

(b) To be bound by the decisions of the ACT Branch Conference insofar as they do not conflict with the provisions of section I.

(2) If returned to the ACT or Federal Parliament:

(a) To do my utmost to ensure the implementation of the principles embodied in the above mentioned platforms and decisions.

(b) On all resolutions to vote as a majority of the Labor Caucus may decide at a duly constituted Caucus meeting PROVIDED such decisions do not conflict with the provisions laid down in sections I and II.

(c) Not to resign without first consulting and obtaining the consent, including as to timing, of the Administrative Committee and agree that if I do resign without this consent I will reimburse the ACT Branch for all or part of the costs incurred in filling the subsequent casual vacancy, including the costs of any by-election, as determined by the Administrative Committee.

(d) To pay a levy of 4% of the salary obtained from holding office to the ACT Branch for administrative purposes.

(3) If duly endorsed:

(a) Not to withdraw from an election without the consent of Branch Council or Conference, and

(b) Not to incur any expenditure in the name of the ACT Branch unless authorised by Branch Council or the Campaign Committee.

(c) Not to oppose an endorsed candidate of the ACT Branch.

(d) To be bound (for ACT Parliament elections only) by the Candidate Code of Conduct that forms part of this nomination form.

(4) The Selection for Public Office Nomination Form must be presented by the Secretary to the Administrative Committee of the ACT Branch for approval prior to the form being used by the ACT Branch Office.

Candidate Code of Conduct

(1) This Code of Conduct shall be read in conjunction with the Platform and Rules of the Australian Labor Party (ACT Branch). This Code of Conduct gives effect to the campaign principles outlined in Party Rule 13.3 Hare-Clark Campaigning.

General

(2) Candidates will ensure their campaign material (in whatever medium) is approved by the Branch Secretary/Campaign Director before production and/or distribution.

(3) Candidates will ensure their media statements are checked and approved by the Leaders' Office before release. All candidates will inform the Leader's Office before making any public comment to the media; this includes sitting MLA's where they are asked to comment as candidates on items outside of their portfolio area. It will be the responsibility of the Leader's Office to ensure that the relevant Minister is informed about candidate media releases or statements affecting their portfolio.

(4) Candidates will ensure all campaign material carries the correct authorisation as required by ACT Electoral legislation and agree to indemnify the Party for any failure to meet this obligation.

(5) Candidates will attempt to incorporate, where possible, the Party's campaign slogan and logo on all election material and advertising.

Fundraising & Expenditure

(6) Candidate fundraising is subject to the Party's Fundraising Code of Conduct (Regulation 5, Platform and Rules of the Australian Labor Party (ACT Branch)). All candidates should familiarise themselves with this Code. Acceptance of this Code of Conduct confirms a candidate's acceptance and understanding of the Fundraising Code of Conduct.

(7) All candidates will be provided with a bank account (or sub account) with the Australian Labor Party (ACT Branch). All candidates are required to bank all donations received and monies raised, into this account.

(8) All candidates may spend money raised by them and deposited into the bank account (outlined in Section (7) above) for campaigning purposes pursuant to their campaign strategy in the best way they see fit (subject always to the Party's Rules and Codes of Conduct).

(9) All candidates may spend their own money for campaigning purposes in pursuance of their campaign strategy in the best way they see fit (subject always to the Party's Rules and Codes of Conduct).

(10) All candidates agree not to accept money, or encourage any sub-branch or electorate council of the Australian Labor Party (ACT Branch) to exclusively raise funds, for them or for any other individual candidate.

(11) All candidates agree not to accept money from a sub-branch or electorate council, unless an equal or like amount, is made available to all other candidates in that electorate.

(12) All candidates agree to comply with the provisions of Federal and Territory disclosure legislation and to provide the Australian Labor Party (ACT Branch) with any information, as required, allowing the Party to make a complete and an accurate electoral disclosure, as required from time to time by law.

(13) The Administrative Committee may determine an expenditure cap for candidates in an election for public office.

(14) A cap determined under section (13) must be the same amount for all candidates in that election.

(15) Each candidate agrees to be responsible for payment of and to indemnify the Party in relation to any financial penalty incurred by the Australian Labor Party (ACT

Branch) that can be directly attributable to the actions of that candidate in overspending the cap determined under section (13).

(16) The amount of the penalty under section (15) is to be:

(a) if only one candidate overspends their cap: the total amount of the financial penalty incurred by the Party; or

(b) if one or more candidates overspent their cap: a share of the financial penalty that is proportional to each candidate's share of the total overspend.

(17) The amount calculated under section (15) may be reduced by the Administrative Committee but must reduce each candidate's fine by the same proportion.

(18) Each candidate agrees to be responsible for payment of, and to indemnify the Party in relation to, their proportionate share of any fine the Australian Labor Party (ACT Branch) incurs as a direct consequence of the candidates overspending the candidate expenditure cap, where the expenditure cap is determined by the Administrative Committee at the start of the campaign. The Administrative Committee has the discretion to reduce the total level of the fine candidates are responsible for paying provided that each candidate is responsible for paying their proportionate share of the fine.

Conduct

(19) In campaigning for a number one vote a candidate shall use the following words (or ones similar) in all advertising material:

(a) "Vote 1 [Name of Candidate] and the rest of the Labor Team in [Electorate] in your order of preference."

(b) In campaigning, a candidate shall not verbally, in print, or in any other medium, denigrate the capabilities, opinions or actions of another candidate endorsed by the Australian Labor Party (ACT Branch).

(c) In campaigning, a candidate shall not verbally, in print, or in any other medium, denigrate the platform, policies or leadership of the Australian Labor Party (ACT Branch).

(d) In campaigning a candidate shall not verbally, in print, or in any other medium, denigrate the Party's campaign, campaign committee, employees, officers or officials of the Australian Labor Party (ACT Branch).

Cooperation

(20) All candidates agree to the central electorate coordination of the campaign in each of the electorates through a nominated Electorate Coordinator, and agree to participate in collective electorate candidate activities organised by the Party.

(21) All candidates will on a regular basis inform their Electorate Coordinator of their campaign plans. The Electorate Coordinator will be responsible for keeping a confidential record of all the campaign activities planned by candidates in their electorate. The Electorate Coordinator will not disclose the name of another candidate and/or the details of their campaign activities. This does not preclude an Electorate Coordinator from disclosing that a conflict of activity exists.

(22) Where two candidates inform the Electorate Coordinator of the same activity (in the same geographical location), the first candidate to have advised the Electorate Coordinator will be entitled to conduct the nominated campaign activity. This will not apply to collective electorate candidate activities, such as distributing campaign material at shopping centres and the like.

(23) Informing the Electorate Coordinator of campaign activities, where there is no intention to actually perform the nominated activity, will be treated as a breach of this Code of Conduct.

(24) Candidates, who on a regular basis, conduct campaign activities and fail to inform their Electorate Coordinator beforehand, will be deemed to be in breach of this Code of Conduct.

(25) Where two or more candidates (or their supporters) wish to hand out material at the same shopping centre, the first candidate to set up will be the focus of this campaign activity and all other candidates and their campaigns will work from the initial location selected.

(26) All candidates agree that there will be a Party response to all questionnaires sent to them. All candidates will notify the Australian Labor Party (ACT Branch) on receipt of any questionnaire.

Sanctions

(27) All candidates should be aware that a breach of this Code of Conduct or the Fundraising Code of Conduct is a breach of the Rules of the Australian Labor Party (ACT Branch) and will be viewed seriously. All candidates should be aware that such a breach could result in their endorsement for public office being withdrawn.

Pledge

Upon receiving endorsement from the Australian Labor Party (ACT Branch) to run as a candidate in the YYYY ACT Legislative Assembly election I hereby pledge to be bound by the above conditions.

Signed by

(Candidate)

Signed by

(Branch Secretary) on behalf of the Australian Labor Party (ACT Branch).

Schedule G. Claim for Reimbursement of Childcare Costs

The ALP wants all members to be able to participate in various party activities whatever their family circumstances. Please read the following:

The ACT Branch of the Australian Labor Party reimburses the costs incurred in childcare, or other care necessary for dependent persons in the care of a member, if:

(1) the member was participating in any meeting of ACT Branch Conference, Branch Council or sub-branch meetings (or any other formal meetings of a unit of the ACT Branch held in accordance with these rules), and

(2) the member would otherwise experience hardship.

Endorsed candidates for public office may apply for additional carer expenses (for children or other dependent persons in the care of the candidate) that are incurred as a result of participating in a campaign for public office and reimbursement may be sought for an amount equal to the hourly rate paid for carer or family day care. The preferred care mode is formalised care.

All claims must be in writing in the form of Schedule G to these rules and must be presented to the Administrative Committee for approval to pay.

If you believe this regulation applies to you, please supply the following details to Administrative Committee, together with copies of any receipts.

Name:.....

Address:.....

Sub-branch:.....

ALP commitment for which reimbursement is claimed:.....

Date and time of event:..... / ..... /..... ..... to .....

How was care provided:.....

Amount claimed for reimbursement: $ ..... (Please attach copies of receipts)

.....

(Member's signature)

..... / ..... /.....

(Date)

Schedule H. Election of One Candidate

(1) In an election for one candidate, the voter records their vote by:

(a) Placing the number "1" in the square opposite the name of the candidate they most prefer.

(b) Giving preferences for any number up to all the remaining candidates the numbers "2", "3", "4" respectively and so on in order to indicate by numerical sequence the order of their preference for them.

Absolute Majority

(1) An absolute majority is one vote greater than half the total number of formal ballot papers.

(2) Any candidate who receives an absolute majority is declared elected.

(3) If no candidate receives an absolute majority of first preference votes, the returning officer proceeds with the count, as follows:

(a) The candidate who has received the fewest first preference votes is excluded and their ballot papers counted to the next candidate in order of the voter's preference.

(b) If no candidate has an absolute majority of votes the above process is repeated until one candidate has received an absolute majority of votes and is declared elected.

(4) If more than one candidate at any time during the count has the lowest number of votes and if the total number of votes of these candidates combined is less than the number of votes of the next highest candidate, all are excluded. Otherwise the candidate with the least number of 1st preference votes is excluded. If are tied at 1st preference votes the returning officer draws lots between them to determine which is excluded.

(5) If any ballot paper to be counted contains no further preferences then it is then counted as informal and the "absolute majority" required is adjusted accordingly.

(6) If at any stage, all the candidates remaining in the count have the same number of votes, and none can be eliminated except by the drawing of lots, then a new ballot must be held.

(7) In pre-selections for Federal Seats, the outcome of the elections must be referred to Administrative Committee and compliance with the affirmative action rules must be considered prior to declaration.

Schedule I. Election of Two or More Candidates

Affirmative Action and Proportional Representation

(1) The ALP is committed to women and men in the Party working in equal partnership. To achieve this the Party adopts a comprehensive affirmative action model as set out below, whereby a minimum of 50% of relevant positions shall be held by women. All elections conducted within the ACT Branch under the system of proportional representation shall comply with the affirmative action model..

(2) The number of women to be elected in any election is ascertained as follows:

(a) If there are an even number of positions then half of the people elected must be a woman; if there are an odd number of positions then the number of women of women to be elected is half the positions rounded down to the nearest whole integer (eg one of three, two of five etc), provided that sufficient women have nominated for the election, provided that sufficient women have nominated for the election.

(b)) If at the close of nominations fewer women have nominated than the number required by part (a) above, then the number required to be elected is equal to the number of women who have nominated.

(3) If at any time during the scrutiny the number of positions remaining vacant equals the number of women which remain to be elected in order to fulfil this rule, then the remaining male candidates are eliminated and the preferences of those candidates distributed before continuing with the scrutiny.

(4)) No woman candidate may be eliminated during the scrutiny if thereby the number of women candidates remaining would become fewer than the number of women required to be elected.

(5) In elections where it is necessary that the order of elected candidates be recorded the following procedure shall be applied to the list of candidates declared elected.

(a) In this procedure the number N shall successively be given the values 2, 4, 6, 8, 10 etc.

(b) If in the first N positions there are not at least (N/2) women then the name of the female candidate with the highest ranking below position N shall be promoted to that position.

(c) The above procedure is applied to the list of candidates until N exceeds the number of candidates in the list or where there is no woman candidate in the list of candidates below position N.

Counting Under Proportional Representation

First Preference Count

(1) Sort the first preference votes of each candidate.

Declaring Candidates Elected

(2) If at the completion of any allocation of votes one or more candidates has a number of votes equal to or exceeding the quota, then the candidate with the highest number of votes is declared elected.

(3) Immediately after a candidate whose number of votes exceeded the quota is declared elected, the surplus must be distributed.

(4) If at the completion of any allocation of votes no candidate has a number of votes equal to or exceeding the quota, the candidate with the lowest number of votes is eliminated and that candidate's votes distributed. The value of each ballot paper is allocated to the next candidate in that voter's order of preference.

(5) If the required number of candidates has been eliminated and there is one remaining candidate who has not been elected, that candidate is declared elected.

(6) If the required number of candidates has been eliminated and two or more candidates remain to be elected, distribution of the preferences of the last candidate to be eliminated must be made before declaring the remaining candidates elected. The order of election is the order of their final vote.

(7) Continue the distribution of votes, until the number of candidates recorded as elected equals the number of persons to be elected.

(8) In pre-selections for Federal Seats, the outcome of the elections must be referred to the Administrative Committee and compliance with the affirmative action rules must be considered prior to declaration.

(9) The returning officer shall then declare the names of the successful candidates in their order of election.

Quota

(10) The quota is determined by dividing the total of the valid votes by the number which is one more than the number of persons to be elected, rounding down to the nearest one thousandth of a vote and adding one thousandth of a vote (0.001).

> Example:
> If there are 94 valid votes and there are nine persons to be elected, then the quota is calculated by dividing 94 by 10 (9+1) and then adding 0.001. This gives a quota of 9.401.

(11) In calculating the quota, calculations are rounded to the nearest thousandth of a vote (three decimal places).

Surplus and Transfer Value

(12) To determine the transfer value:

(a) Subtract the quota from the candidate's total number of votes. This figure is the surplus.

> Example:
> If a candidate gets 50 first preference votes and the quota is 20, then the surplus is 30. This surplus (30) is divided by the total (50) giving 0.6000. Since the previous value of the votes was 1.000 (i.e. full value), the transfer value is 0.600 (i.e. l X 0.600) and the ballot papers should be endorsed "2nd = 0.600".

(b) Divide the surplus by the candidate's total number of votes. This is the transfer value.

(c) For a ballot paper from a previous distribution, multiply the transfer value at which they were applied to the candidate by the new transfer value.

> Example:
> If another candidate gets 19 first preference votes when the quota is 20, and then receives 10 preferences each with a value of 0.600 the total number of votes will be 25, the candidate is then declared elected. The surplus to be distributed is five votes (25 - 20). The surplus (5) is divided by the candidate's vote (25) giving a quotient of 0.200. The candidate will then have 19 ballot papers with a transfer value of 0.200 (1 x 0.200) and ten ballot papers with a transfer value of 0.120 (0.600 x 0.200).

(13) NOTE: The sum of the transfer values of all the ballot papers should be equal to the surplus.

(14) In calculating the transfer values of votes, round calculations to the nearest thousandth of a vote (three decimal places).

Distribution of Surplus

(15) To distribute the surplus from any elected candidate:

(a) Determine the transfer value,

(b) Endorse each ballot paper with its transfer value (multiplying the new transfer value by any previous transfer values)

(c) Distribute the surplus by allocating the transfer value of each ballot paper to the next candidate in that voter's order of preference.

(16) If any candidate shown on a ballot paper as a preference has been elected or eliminated then their name is passed over to the next preferred candidate still in the ballot.

Tied Vote

(17) Where two or more candidates each have the lowest number of votes and it is necessary to eliminate one of them, the candidate is eliminated who had the lowest number of votes at the last preceding stage at which their number of votes were different; if the numbers of votes were equal at all preceding stages then the choice is made by lot, the candidates whose name is drawn first being eliminated.

Schedule J. ACT Labor Supporters Network Membership Application Form

(1) The Membership Application Form (the application form) for the ACT Labor Supporters Network must be an online form on the ACT Labor website and shall contain, as a minimum, the following categories of information relating to the applicant:

(a) Full Name;

(b) Address;

(c) Date of Birth;

(d) Contact Details;

(e) Occupation or Place of Study; and

(f) Payment Details (if they do not wish to use online payment).

(2) There must be an online mechanism, such as PayPal, online Credit Card or similar to accept payment.

(3) The application form shall contain the following pledge which must be agreed to by the applicant: I support the values and principles of the Australian Labor Party.

(4) The application form shall also contain the following information for applicants:

(a) An outline of rights and entitlements of ACT Labor Supporters Network members as outlined in Regulation 11.

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