

MEDWAY PEOPLE'S VOICE

Constitution

1 TITLE AND STATUS

1.1 The name of the party shall be Medway People's Voice

1.2 Medway People's Voice is a political Party and is subject to its rules and constitution.

1.2 The geographical area of Medway People's Voice is that covered by the Medway Council area (Medway).

2 AIMS

2.1 The object of Medway People's Voice is to:

- a) to develop and implement policies for the benefit of the people of Medway
- b) to support candidates in elections and by-elections
- c) to help and assist candidates in producing their local policies.
- d) to win seats at all levels of government
- e) to help and assist members and those elected to public office to represent their constituents by working together and mutually supporting each other
- f) to organise any non-violent activity which will publicise and further these aims of the Party

- g) to raise funds and accept donations to enable it to fulfil and further the aims of the Party

3 MEMBERSHIP

3.1 The membership consists of all paid up members resident within the geographical area of Medway. Applications for membership from people who are resident outside Medway may be accepted to join the Medway People's Voice provided the party ruling committee agree and endorse the application for membership.

3.2 Members may be a member of another political party but will not be eligible to vote on any issues where a conflict of interest arises and they are responsible for any issues arising from any such joint membership howsoever arising. Should a member join another political party while holding membership of Medway People's Voice, then they immediately cease to be a member of Medway People's Voice unless prior permission is obtained from the Party Chairperson, such permission not to be given only in the most exceptional circumstances. No member shall campaign for another political party within Medway during an election that is being contested by a Medway People's Voice candidate.

3.3 Applications for Membership will be subject to the approval of the Board and the Party Leader together. Separately, the party leader or the Board can veto and refuse a membership application.

3.3 Membership fees will be decided by resolution of the Board.

4 OFFICERS OF THE PARTY

4.1 The following posts are required to enable the Party to register with the Electoral Commission to register as a political party.

- Party Leader
- Nominating Officer
- Treasurer

4.2 The Party Leader will be confirmed at the first AGM by a ballot of members and the appointment is for five years thereafter or until the next AGM after the expiry of the five year period.

4.3 The Party will be run and managed by a Board of Members as follows

Chairperson

Deputy Chairperson

Party Secretary

Treasurer

Nomination Officer

Deputy Leader

Membership Secretary

2 x Committee Members

4.4 The Party Leader will appoint the positions of Deputy Leader and Nominations Officer and one Committee Member. All other posts will be filled by member at the AGM. Where two or more members wish to fill a position there will take place a Ballot of members to decide the vacancy.

4.5 Internal posts which are selected via a ballot of members shall be under an alternative vote (AV) system. Ballot papers for voters will be designed to rank candidates in order of preference. If there are more than two candidates, the candidate who is first to secure more than 50 per cent of the vote wins. If nobody gets 50% in the first round of counting, the candidate with the fewest first preference votes is knocked

out, and their votes reallocated based on the second preferences and so on until a winner emerges.

4.6 The Party Leader has the discretion not to fill posts if no suitable nominations are forthcoming or to propose the merging of posts or the creation of other posts.

4.7 Should any Officer fail to attend four consecutive meetings without good reason, the party Leader may co-opt another person to act in their place or appoint another member to the position

5 MEETINGS AND DECISION MAKING

5.1 The business of Medway People's Voice shall be decided and managed by meetings in accordance with the Party's Rule Book or at such other times as the board shall decide appropriate.

5.2 A meeting agenda will be sent to all Board members seven days before any meeting. Items for the agenda should be sent to the Secretary no later than 10 days before the proposed meeting date. The Party Leader, the Chair & the Secretary is responsible for deciding upon the agenda items for any meeting.

5.4 Only Board members of Medway People's Voice will be entitled to vote. Those unable to attend may make their views known to the Chair, either in writing or through representation by another Board member, but only those in attendance will be entitled to vote.

5.5 The Board meeting will be deemed to be in quorum if there are three or more paid up Board members in attendance.

5.6 Attendance and business conducted at Board meetings shall be recorded in minutes and will be approved at the next meeting.

5.7. Any Board member can suggest additional emergency items for the agenda at the start of the meeting.

5.8 In the event of a decision needing to be made before a Board Meeting, an emergency decision may be made by agreement of a simple majority of Officers of Medway People's Voice. The next Board Meeting must ratify this decision.

5.9 Working groups may be set up to discuss specific issues such as policy, literature updating, etc. Any decision shall be decided upon by the Board Meeting.

6 ANNUAL GENERAL MEETING (AGM) & EMERGENCY GENERAL MEETINGS (EGM)

6.1 Every year between 1st September and 30th September a Party AGM shall be held for:

- (a) Presentation of Officer reports of work which has been carried out over the year
- (b) Presentation of a financial statement for the year
- (c) Election of Officers
- (d) Reviewing strategy and setting goals for the following year and beyond.
- (e) Any other business on the agenda

6.2 The Chairperson will chair the AGM.

6.3 All members of Medway People's Voice who are present have one vote each, and resolutions must have the support of a simple majority.

6.4 Notice of the AGM shall be given at least two months before the AGM, and any motions for consideration must be submitted in writing to the Secretary at least two weeks before the meeting.

6.5 Any nominations for positions must be submitted in writing to the Secretary at least two weeks before the meeting with the name of the nominee, the proposer and the seconder.

6.6 The Agenda will be circulated in advance at least one week before the meeting.

6.7 The Chair has the right to rule on the admissibility of any emergency motions put forward.

6.8 The quorum of an AGM shall be 20 or 20% of members of Medway People's Voice (whichever is the smaller).

6.9 An Extraordinary General Meeting (EGM) may be called at the request of at least 25% of members of Medway People's Voice. The same general rules apply to EGM's as to the AGM

7 FINANCE

7.1 The Treasurer shall collect or arrange the collection of all money due to Medway People's Voice and shall receive all donations to Medway People's Voice and shall be the custodian thereof.

7.2 The Treasurer will arrange payment of any bills incurred by Medway People's Voice and will notify the Board if it is in danger of becoming overdrawn.

7.3 All monies drawn from Medway People's Voice ' bank account shall be signed by two authorised persons from a list of three, to be agreed by the Board.

7.4 Wherever possible, funds will be held by a banking organisation acceptable to the board.

7.5 Members, Ward Groups and Working Groups may not incur expenditure on behalf of Medway People's Voice unless prior written approval is obtained from the Party Treasurer

7.6 Medway People's Voice will not make donations to other groups or organisations.

8 SELECTION OF ELECTION CANDIDATES

8.1 For the selection of candidates for elections the rules in the Party rule book must be followed (refer to rule book).

9 AMENDING THE CONSTITUTION

9.1 This constitution can only be altered by an AGM or EGM following a simple majority vote of all members attending the AGM/EGM or by agreement of 66% of the board of Medway People's Voice.

10 WINDING UP

10.1 Medway People's Voice may cease to exist or merge with other parties, only by agreement of an EGM or AGM following a ballot of members in which 75% vote for the winding up or merger.

Officer Roles

The first three Officers specified below are required for the Party to function within the Law. The Party cannot be formed without persons being appointed to these posts.

The Board can decide to amalgamate any posts (excepting Treasurer and Chairperson who must be different persons), split their responsibilities, job share them or create other Officers as appropriate.

Party Leader

The Party Leader roles and responsibilities are to:

- a) Give the political direction of the Party.
- b) To be the party's spokesperson.
- c) To appoint spokespeople on policies.
- d) Produce and maintain the Party's Manifesto.

Deputy Leader

The Deputy leader will assist the Party Leader with the Party Leader's roles and responsibilities and to deputise for the leader should the Party leader not be available.

Chairperson

The duties of the Chairperson are concerned with the Party membership and the activities of the Party organisation. The Chairmen is responsible for recruiting and retaining members, for campaign fundraising, and for internal party governance. They will chair board meetings, arrange and chair the AGM, EGMs and conference.

They will set meeting agendas in consultation with the Secretary. They will also support the Nominating Officer in candidate selection policy.

They will support the party leader in the development and promulgation of party policy.

Deputy Chairperson

To assist the Chairperson with the Chairperson duties and to deputise in the absence of the Chairperson.

Secretary

Responsible for taking and issuing minutes of meetings and for informing members of meetings. Dealing with all internal and external correspondence. Needs to work closely with the Chairperson to ensure the aims of the Party are achieved.

Treasurer

Responsible for opening and maintaining a bank account, holding the chequebook and paying in any receipts. Must keep the Board meetings apprised of the financial position and present an annual account to the AGM. Has the specific responsibility to comply with all the requirements set by statute. To comply with the Electoral Commissions requirements

and the reporting the financial records of the Party, including keeping a record of all donations and reporting on ones over the appropriate threshold.

Nominating Officer

The Nominating Officer is delegated authority to approve Medway People's Voice candidates formally. The Nominating Officer will act as the returning officer for any internal elections. If they are themselves a candidate in an internal election, a temporary returning officer should be appointed by the board. The Nominating Officer can appoint Designated Nominating Officers to assist in the smooth running of elections and the Party.