**Rules for the Oxford & District Labour Party 2024**

To be read in conjunction with the Standing Orders for this party and with particular regard to the conduct of meetings contained therein.

**Clause I.**

**Name**

1. The Oxford & District Labour Party (hereinafter referred to as “this party”’) comprises the two parliamentary constituencies of Oxford East and Oxford West & Abingdon (hereinafter referred to as “the constituencies”).

**Clause II.**

**Aims and values**

1. National

A. The aims and values of the Labour Party as outlined in Chapter 1 Clause IV of the national rulebook shall apply to this party.

2. Constituencies

A. To unite the forces of Labour within the constituencies and to ensure the establishment of, and to keep in active operation, an appropriate organisation and structure, which shall normally include branches, as approved by the NEC.

B. To secure the return of Labour representatives to the Westminster Parliament, devolved institutions and local government bodies, by promoting the policies and principles of the party throughout the constituencies with a view to increasing the party’s influence within the local community and securing support and membership from it.

C. To promote the policies of the party within the constituencies by formulating a campaign development plan for the party in the area and to ensure its adoption and implementation by all party units.

D. To provide the opportunity for all individual members of the party within the constituencies to contribute to the development of the aims and policies by ensuring that a full range of party activities are available to them, including local policy forums, and that they may participate fully in discussion to broaden the political education of members of the party and to increase their influence over the formulation of the party programme.

E. To establish local policy forums, possibly in cooperation with neighbouring CLPs, as authorised by and with the support of the regional director, operating to guidelines produced by the NEC. The constitution of the party places an obligation on CLPs to work in pursuit of our aims with trade unions, co-operative societies and other affiliated organisations, and it must consult its members, elected representatives, affiliated organisations, and, where practicable, the wider community in which it is based on policy-making initiatives which are to be forwarded for consideration as part of the national policy-making process.

**Clause III.**

**Affiliated organisations**

1. Organisations may affiliate to the party at constituency level if they fall within the following categories:

A. trade unions or branches thereof affiliated to the Trades Union Congress or considered by the NEC to be bona fide trade unions affiliated to the party nationally. Where provided by the structure of an affiliated organisation, subsections of branches, retired member sections/associations may affiliate separately at the discretion of the regional director of the party in agreement with the appropriate authority of the affiliated trade union

B. co-operative societies, branches of the Cooperative Party and other co-operative organisations

C. branches of those socialist societies affiliated to the party nationally

D. other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

2. Each affiliated organisation must: accept the programme, principles and policy of the party; agree to conform to the constitution, rules and standing orders of the party; have members who are registered as electors within the constituencies.

**Clause IV.**

**Affiliation fees**

1. Affiliation fees and contributions payable to this party shall be:

A. trade unions, branches of trade unions, retired member sections/associations of trade unions, branches of socialist societies and other organisations; 6p per annum per member resident or registered as an elector within the constituencies, with a minimum payment of £6 per branch covering affiliation to either of the constituencies, or £12 per branch covering affiliation to both constituencies

B. co-operative societies and other co-operative organisations on the basis agreed between this party and the respective co-operative organisation, though as a minimum on the same basis as other affiliated organisations

C. the Co-operative Party in accordance with the agreement between the Labour Party and the Co-operative Union Limited currently in force

D. all affiliation fees for the previous year shall be paid not later than 35 days before the AGM for continuing affiliates, and not less than 60 days before the AGM for newly-affiliated organisations.

**Clause V.**

**Individual membership**

1. The conditions of membership for, method of enrolment of, and level of subscription payable by individual members of the party within the constituencies shall be as laid down in the membership rules of the party in Chapter 2.

2. The constitutional rights of individual members of the party within the constituencies shall operate only where they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.

3. Women members in this party shall, if they so desire, be organised into a women’s branch acting in accordance with Chapter 10.

4. Individual members of this party between14 years and 26 years of age inclusive shall, if they so desire, be organised in branches of Young Labour acting in accordance with Chapter 11(A).

**Clause VI.**

**Method of organisation**

1. General

A. This party aims to maximise members’ engagement in discussion and campaigning while maintaining a stable and accountable framework for decisions which require democratic legitimacy. The structure defined in B and C below therefore combines all-member meetings for policy-related activity with a delegate-based general committee for constitutional and financial decisions.

B. All members within the constituencies shall be equally entitled to receive notice of, attend and speak at the regular monthly meetings, and to vote on all policy issues including resolutions. These are referred to as all-member meetings (or AMMs).

C. Decisions on financial and constitutional matters, election of officers, election of delegates to annual conference and other bodies and nominations for national committees shall be taken by the votes of delegates from branches and affiliated organisations elected in accordance with Clause VII below, who collectively constitute the general committee (GC) of this party. These votes will normally be held within an all-member meeting, but referred to as general committee decisions. Most such votes will be included in the formal business of the annual general meeting (AGM).

D. This party shall include branches on such basis as decided by the general committee and approved by the NEC. Branch boundaries shall as far as possible follow local government boundaries.

E. A branch established in accordance with this rule shall consist only of those individual members of the party within these constituencies who reside and are registered as electors within the area covered by the branch or, exceptionally if they are not eligible to be registered to vote, in which they reside only.

F. Branches shall operate in accordance with the rules for party branches and any other regulations approved by the NEC. In particular, a branch shall work closely with the campaign committee and the party office in maintaining the necessary organisation for elections within its area. A branch may undertake other activities to promote the party in its area and the involvement of its individual members in line with the campaign development plan agreed for this party. The public activities of a branch shall be approved by the executive committee of this party.

G. Where the general meeting considers it desirable there may be established a co-ordinating organisation covering more than one branch subject to the approval of the regional office.

2. There may be established workplace branches covering one or more constituencies, acting in accordance with rules sanctioned by the NEC.

3. There may be established a women’s branch to coordinate work among women members, acting in accordance with the rules for women’s branches and any other regulations approved by the NEC and on boundaries approved by the NEC.

4. There may be established a BAME branch to co-ordinate work among BAME members, acting in accordance with the rules for BAME branches and any other regulations approved by the NEC and on boundaries approved by the NEC.

5. Multiple constituency CLPs

1. This CLP is established covering the Westminster parliamentary constituencies of Oxford East and Oxford West & Abingdon.
2. The NEC will continue to recognise the component single constituency CLPs for the purposes for which this is appropriate; including but not limited to the allocation of conference delegates, the submission of motions and constitutional amendments to conferences and the selection of candidates. Only members who are registered as members within the appropriate electoral boundaries shall take part in any party business which involves such boundaries
3. Any change from single constituency CLPs to a multiple constituency CLP or vice versa must be agreed by the NEC in advance of any resolution being tabled. NEC approval will only be given when it is satisfied sufficient consultation has been undertaken with affected party branches and affiliates.
4. Where two or more single constituency CLPs wish to merge, a resolution must be carried at each individual general meeting by a simple majority.
5. An existing multiple constituency CLP shall divide into component constituencies should a resolution be carried by a simple majority at a general meeting.
6. Where a multiple constituency CLP is to divide into single constituency CLPs, its assets shall be divided in proportion with the membership of its successor CLPs at a date to be defined by the NEC.
7. Once a reorganisation has been agreed, no further changes shall be approved for a period of 12 months.
8. Any dispute arising as to the margining or division of CLPs shall be referred to the NEC, whose decision shall be final.

6. The executive committee shall provide a written record of decisions to the general meeting for approval. Standing orders for this party shall be published on an electronic platform provided by the party.

7. There may be established other such forums among common interest groups acting in accordance with the rules for these forums and any other regulations approved by the NEC and on boundaries approved by the NEC.

8. There shall be established a campaign committee to co-ordinate the public activity of this party.

A. The campaign committee will comprise campaign organisers and other members as appropriate. The chair, vice-chair campaigns and treasurer of this party and the members of parliament and/or the parliamentary candidates and the parliamentary agent shall be ex officio members of the campaign committee.

B. The vice-chair campaigns shall co-ordinate constituency-wide campaigns; liaise with Head Office and the south-east regional office and with affiliated organisations in the promotion of the party’s campaigns; and liaise with other election agents as appropriate over the election campaign strategy for elections and referendums taking place wholly or partly within the area of this party.

C. Where the vice-chair campaigns is not the election agent, the campaign committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of these constituencies, and that all election materials are signed off by the appropriate agent. Agents shall liaise with other agents within the local authority areas in order to ensure a unified and co-ordinated campaign. For national elections the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and the south-east regional director and this appointment shall be subject to the approval of the NEC. Any member not otherwise disbarred from being an election agent may be considered for appointment.

**Clause VII.**

**Management**

1. The management of this party shall be in the hands of the general meeting. The decisions of the general meeting shall be put into effect by an executive committee which shall be elected by general committee delegates at the annual general meeting of this party and shall report to all-member meetings of this party, with decisions subject to ratification by the all-member meeting for policy matters, and by the general committee for constitutional or financial matters and for the campaign development plan.

2. General committee delegates are elected by and from:

A. Affiliated organisations, in accordance with Clause III of these rules. Each affiliated trade union branch, the Co-Operative Party, Labour clubs and other affiliated organisations may have a maximum of five delegates to each of these constituencies, except that the regional director with the approval of the NEC may vary this limit in agreement with the affiliated organisation where it has more than 1,000 members resident in one of the constituencies. Delegates must be bona fide members or paid permanent officials of the organisation appointing them.

B. Branches established in accordance with chapter 8 of the national rules. Each party branch may elect one delegate for each 20 members or part thereof. At least half of these delegates, rounded down to the nearest whole number, shall be women. Branches with three or more members under the age of 27 may elect an additional youth delegate. In addition the branch secretary shall be a delegate ex officio with voting power. Delegates must reside within the branch appointing them.

C. Equalities branches where established, on the basis of four delegates per branch of whom at least two shall be women.

D. Workplace branches where established.

E. Young Labour branch where established, on the basis of four delegates of whom at least two shall be women.

F. Two officers of the Oxford city Labour group, normally the leader and secretary, one representative of any other district Labour group who resides within the constituencies, and one representative of the Oxfordshire county Labour group.

D. the MP(s) for the constituencies.

3. The following provisions apply to delegates in 2 above:

A. Only a member in respect of whom an affiliation fee or a membership fee for the full year or period of membership as the case may be has been paid to this party for the previous year or part thereof to 31 December may be counted in calculating the number of delegates

B. A party unit with fewer than ten members shall be represented by not more than one delegate whether the secretary or any other member

C. Members in arrears shall not be counted when establishing the number of delegates from

party branches to the general committee

D. An organisation during the year in which it is affiliated or a party unit during the year in which it is established shall be entitled to appoint delegates to attend and participate in meetings of the general committee subsequent to the annual meeting, the number of delegates being calculated on the basis of the affiliation fee or membership fees paid in the said year.

E. No person shall act as a delegate for more than one organisation or party unit

F. Every delegate must be an individual member of the Labour party, residing or registered as an elector, within the constituencies.

G. The term of office of a delegate shall commence with the opening of the annual meeting of this party following their appointment, or with the date of their appointment if after the annual meeting. Unless terminated by their resignation, death or for any other reason by the affiliated organisation or party unit which appointed them, the term of office of a delegate shall extend to the conclusion of the next following annual meeting of this party but they shall not be entitled to attend except as members of the executive committee of this party to tender reports to that meeting but not to vote unless reappointed as delegates for the appropriate year. All delegates who qualify under these conditions may be reappointed. It shall be the duty of the secretary to invite affiliated organisations and party units to elect their delegates prior to and in time to be called to the annual meeting and to assist this the executive committee may set a reasonable deadline for the appointment of delegates for that meeting.

4. This party adopts the rules and procedures for CLPs and branches set out in the national rules and such amendments thereto as may be agreed by party conference or made by the NEC in accordance with the powers conferred upon it under Chapter 1 Clause XII of the constitutional rules. This party shall have power to make changes to these rules, subject to the prior approval in writing of the NEC and providing that such changes do not contravene the spirit and intention of the rules as adopted by party conference or alter the party objects, basis or conditions of affiliated and individual membership, or vary the procedure for the selection of parliamentary candidates (other than as provided for in the rules) or effect a change in the relationship of this party with the national party.

5. The general committee shall, but only with the specific prior approval in writing of the NEC, have the power to enter into property-related transactions on behalf of this party. Such power may also be exercised by the executive committee, or by officers of this party, if so authorised by the general committee.

A. NEC approval will be conditional in all cases upon legal title to the property being vested in Labour Party Nominees Limited as trustee for this party or in such other trustee for this party as the NEC may appoint.

B. The general committee and the executive committee shall procure that all legal title to property leasehold and freehold presently held for this party shall forthwith be transferred to Labour Party Nominees Limited to be held by it as trustee for this party upon the standard terms of trust from time to time approved by the NEC.

C. This party and branches within it, as a precondition to continued membership thereto, shall with effect from forthwith do and execute such acts and deeds to transfer the beneficial ownership of their respective freehold and leasehold properties legal title to which is presently held either by individuals or by Labour Party Nominees Limited to and for the benefit of The Labour Party subject only to the constituencies’ and branches’ existing rights of occupation thereof and to their continued receipt of all rents and profits there from and the right to license and to lease the said properties from time to time subject to the prior written consent of the NEC but subject to the constituencies’ and branches’ continuing respective obligations in respect of any borrowings secured on such properties.

6. The general committee shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of this party. Such power may also be exercised by the executive committee or by officers of this party if so authorised by the general committee. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by this party.

**Clause VIII.**

**Officers**

1. The officers of this party, the executive committee, and two auditors shall be elected by general committee delegates at the annual all-member meeting of this party and shall continue in office until replaced or re-elected.

2. The officers of this party shall be:

A. Co-chairs and deputy treasurers (one co-chair to be elected by and from each of the constituencies)

B. Secretary

C. Treasurer

D. Vice-chair campaigns

E Vice-chair membership

F. Women’s officer

G. Trade union liaison officer

H. BAME officer

I. Disability officer

J. Lesbian, gay, bisexual and transgender officer

K. Youth officer

At least five of the 11 officers listed above shall be women.

3. All officer positions are open to job-sharing with both partners entitled to participate fully in executive committee meetings, except that they shall hold one vote between them. Where the chair or the treasurer is shared, then one sharer must come from each CLP to meet statutory requirements for deputy treasurer and treasurer.

4. The trade union liaison officer shall be a member of a trade union affiliated to the Labour party and elected by a ballot of trade union delegates to the general committee only.

5. Where this party has an equalities branch set up, the secretary of the branch shall replace the relevant officer, so the secretary of the women’s / BAME / disabled members / LGBT+ / Young Labour branch shall replace the women’s officer / BAME officer / disabled members officer / LBGT+ officer / youth officer respectively.

6. In addition this party shall elect the following functional officers to lead on specific areas of responsibility:

 L. Policy officer

M. Social media officer

N. Assistant secretary

O. Fundraising officer

 of whom at least two must be women. These functional officers shall be encouraged to attend executive committee meetings to report on their work and share expertise with colleagues but shall not be voting members unless elected to the executive committee as individuals.

7. The team of officers and functional officers, together with the parliamentary candidates and/or members of parliament, shall provide a strategic lead for the development of the party in the constituencies.

8. The executive committee shall consist of the officers listed at 2, with the addition of

A. one member from each party branch where none of the 11 voting officers is from that branch.

B. where a campaign development plan has been entered into by this party and an organisation affiliated to the party nationally and approved by the NEC, including the Co-operative Party, the organisation concerned may appoint a member of this party to the executive committee to represent their interest. This member shall be an ex officio member, with voting power at both the executive committee and the general committee. Currently this includes

1. a representative of USDAW
2. a representative of the Co-operative Party

9. In addition the following may attend executive committee meetings without voting power:

A. one representative of the Oxford University Labour Club

 B. one representative of the Brookes University Labour Club

C. the leader and secretary (or other nominated officers) of the Labour group on Oxford city council

D. a representative of the Labour groups on the Vale of White Horse and Cherwell district councils where such a representative resides within the constituencies

 E. a representative of the Oxfordshire county Labour group

F. the MP(s) and parliamentary candidate(s)

 G. the election agent(s), the campaign co-ordinator and the local organisers

H. other members by invitation, for instance members with specialist expertise such as information technology, or working on specific projects such as fundraising events

 I. national or regional officers, by invitation

10. The executive committee shall meet as required and be responsible for reviewing the implementation of the campaign development plan and supervising the work of the branches and other party units in the constituencies. The executive committee shall also deal with as much of the routine business of this party as possible to ensure that the general meetings can devote their time to the discussion of policy and party objectives for the constituencies.

11. The treasurer shall be responsible for ensuring that this party meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts, and shall be the registered treasurer of the accounting unit, as notified by Party Head Office to the Electoral Commission.

12. The secretary of this party shall notify Party Head Office immediately in the event of the resignation or replacement of the treasurer or the deputy treasurer, so that the national party can meet its statutory responsibility to inform the Electoral Commission of any such changes.

13. It shall be a requirement of their office that the treasurer and the parliamentary election agent undertake such training as deemed desirable by the NEC.

**Clause IX.**

**The General Meeting**

1. Annual Meetings

A. The annual meeting of this party shall be held in March of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible.

B. Affiliation fees due to this party for the previous year ended 31 December must have been paid to this party a clear 35 days before the date of the annual meeting for continuing affiliates

C. New affiliations accepted at least 60 days prior to the AGM in the current year shall have all rights associated with attendance at the AGM.

D. Twenty-eight days’ notice of an annual meeting shall be given to all eligible affiliated organisations and party units.

E. Seven days’ notice of an annual meeting shall be given to voting members entitled to attend.

2. Special Meetings

A. Special general committee or all-member meetings may be called at the discretion of the executive committee and shall be called on the written request of at least one third of the affiliated organisations and party units which are or would be entitled to send delegates to the general committee of this party.

B. Seven days’ notice of a special meeting shall be given to voting members entitled to attend except in cases of emergency, when only business of immediate importance shall be transacted.

3. Ordinary general meetings shall be held at such intervals as laid down in the standing orders of this party or as may be determined by resolution of the general committee, subject to a requirement that all members of this party must be given the opportunity to attend at least eight meetings per year, including at least two policy meetings.

4. Seven days’ notice of all-member meetings shall be given to general committee delegates and circulated as widely as possible to all members.

5. A notice calling an annual, special or ordinary all-member meeting shall state as far as possible the business to be transacted.

6. Any notice required to be given under these rules shall be in writing which may include electronic communication. Notices to be sent to affiliated organisations and party units shall be addressed to the secretary thereof.

7. Finance

A. Following each annual meeting of this party the secretary shall forward to the General Secretary a copy of this party’s constituency annual report, including the annual statement of accounts and such other information as may be requested by the NEC in the format required and in compliance with this CLP’s legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.

B. Where required by PPERA 2000, the annual statement of accounts must be presented to and approved by the general committee in the first quarter of the year following the year in question. The treasurer shall forward the annual statement of accounts to the Electoral Commission by 30 April of the year following the year in question.

**Clause X.**

**The Party Conference**

1. Subject to the conditions laid down in the rules of party conference and the constitutional rules of the national party, this party may appoint to any party conference convened under Clause VI of the national rules one delegate for the first 749 eligible members, or part thereof, within each of the two constituencies counted separately, and a further delegate for each additional 250 eligible members, or part thereof, within each constituency, to a maximum of six per constituency. Eligible members shall be defined as those listed by the national party as members of the constituencies at 31 December in the previous year.

2. When appointing their delegate(s) this party shall seek to increase the representation of women at conference, by ensuring that at least every second delegate within each constituency shall be a woman; where only one delegate is appointed this must be a woman at least in every other year.

3. Where the individual women’s membership within either constituency is 100 or more, an additional woman delegate may be appointed from that constituency

4. Where the individual Young Labour membership within either constituency is 30 or more, an additional delegate under the age of 27 may be appointed from that constituency.

5. Each constituency may appoint a delegate in addition to its above entitlement if one of its duly appointed delegates is the national treasurer, a member of the NEC, a member of the Conference Arrangements Committee, or a member of the NCC due for re-election that year.

**Clause XI.**

**Duties of the General Committee**

1. The general provisions of the constitution, rules and standing orders of the national party shall apply to this party and the general committee has a duty to act within and uphold such provisions.

2. The general committee shall be responsible for establishing objectives for this party in the constituencies through political debate and policy discussion, setting targets for development of local party organisation and campaigning in the area and promoting links with the wider community.

3. In particular this party is required to submit in the second quarter of each year a campaign development plan in a format approved by the NEC for the constituencies for the coming year. The plan shall be submitted to the south-east regional office.

4. It shall be the duty of the general committee of this party to ensure that at least 50 per cent of their delegates to other party bodies (where delegate entitlement is more than one) shall be women.

5. This party and units of this party shall not enter into affiliation with or give support, financially or otherwise, to any political party or organisation (or ancillary or subsidiary body thereto) declared by party conference or by the NEC in pursuance of conference decisions to be ineligible for affiliation to the party. Nor shall they give any such support to individuals ineligible for membership of the party.

6. This party shall co-operate with the NEC of the party in conducting a ballot of all eligible individual members for the selection of parliamentary candidates, the election of the leader and deputy leader of the party, the national treasurer and auditors, and the appropriate sections of the NEC and the NCC, such ballots to be conducted in accordance with guidelines laid down by the NEC and subject to the provisions of Chapter 4 of the national rules.

7. In the event of this party being dissolved or ceasing to exist for any reason, its assets (after payment of outstanding liabilities) shall be transferred to the NEC of the party.

8. This party shall co-operate fully with the NEC in respect of its legal and financial obligations under the Political Parties, Elections and Referendums Act 2000. Should this party fail to co-operate with the Party with regard to its obligations under the Act, the NEC will not hesitate to take appropriate disciplinary action against individual members and/or suspend this party.

**Clause XII.**

**Disciplinary**

1. It shall be the duty of the general committee of this party to take all necessary steps to enforce the constitution, standing orders and rules of the party within the constituencies and to safeguard the programme, policy and principles of the party within the constituencies. This party shall take such action as it deems necessary for such purposes in accordance with the provisions laid out in the disciplinary rules, contained in Chapter 6 of the national rules.

**Clause XIII.**

**Parliamentary candidates**

1. The party’s parliamentary candidates for the constituencies shall be selected separately for each constituency in accordance with the rules for selection of parliamentary candidates laid down in Chapter 5 of the national rules and in the selection guidelines appended thereto, along with any other regulations approved by the NEC.

**Clause XIV.**

**Local government candidates**

1. Local government candidates shall be selected in accordance with the rules for selection of local government candidates laid down in Chapter 5 of the national rules and in the selection guidelines appended thereto along with any other regulations approved by the NEC.

**Clause XV.**

**Amendment to rules**

1. These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an annual all-member meeting or at a special all-member meeting by a vote of two-thirds of general committee delegates present, subject to the approval of the NEC under Clause VII.4 above. The provisions of the model procedural rules for party meetings shall apply to this party with such local additions and modifications as may be approved by the south-east regional director on behalf of the NEC.

*For ratification by the general committee at the AGM on 15 March 2024.*