

Standing Orders for the Conduct of Conference

ABBREVIATIONS

SOC Standing Orders Committee
SOCC Standing Orders for the Conduct of Conference
PSS Policies for a Sustainable Society
ERO Electoral Returning Officer

VP Voting Paper

DVP Draft Voting Paper

RoPS Record of Policy Statements

In this document the following bodies are referred to:

‘GPRC’ refers to the Green Party Regional Council (GPRC)

‘Party Executive’ or ‘Executive’ refers to the Green Party Executive (GPEx)

‘PDC’ refers to Policy Development Committee

‘ConfComm’ refers to Conferences Committee

- Where specific responsibilities of Party bodies as given are transferred to new bodies, SOCC shall be interpreted as referring to the new bodies which have that responsibility.
- References to members, where this means members of the Green Party rather than members of a governance body, shall be taken to mean constitutional members of the Green Party not members of the incorporated Green Party, unless they are the same.

Part One - The Conference Agenda

Section A: Pre-Agenda submissions

Section B: First Agenda submissions

Section C: Amendments, Late Motions and Final Agenda submissions

Section D: Agenda Deadlines

Section E: Acceptable Content of Motions, Amendments and Reports

Section F: The Final Agenda for Conference

Part Two – The Conference

Section G: Attendance at, Participation in and Representation at Conference

Section H: Conference Procedure

Section I: Elections at Conference

Part Three – After Conference

Section K: Publication of Proceedings

Section L: Membership Ballots

Section M: Other duties of SOC

Appendix A: The Policy Process

<https://spaces.greenparty.org.uk/s/socc/>

Appendix B: Standing Orders for SOC

<https://spaces.greenparty.org.uk/s/socc/>

Introduction

These standing orders are about how members or groups of members can bring motions to Conference either about Party policies or about Party organisation, and how Conference will debate and decide on those motions.

In addition to these standing orders or rules, in debates at Conference some ‘customary rules’ that are used by many democratic bodies will apply.

Questions should be directed to soc@greenparty.org.uk

Contents

Introduction

Part One – The Conference Agenda

Section A: Pre-Agenda submissions

A1. Initiating a motion to Conference

A1.1 Any Green Party member may initiate discussion on the members' website for possible future motions or voting papers to Conference at any time. They may do this as an individual or on behalf of a group that is entitled to submit motions (see [B2.2](#) for a list of these).

A1.2 Standing Orders Committee will open an Agenda Forum on the members' website prior to each Conference and this will be advertised to members.

A1.3 Once the Agenda Forum is opened for a conference, a member must post a draft of their motion or voting paper on the Agenda Forum space before the published Pre-Agenda deadline (see Section D: Agenda Deadlines). This same member must then either propose or co-propose the final motion or paper.

A1.4 The draft should be posted in the correct section (A-F) of the Agenda Forum as set out in Section B3 below.

A1.5 Reports required by Conference and motions to accept them do not have to be submitted to the Agenda Forum by the Pre-Agenda deadline. Reports other than the SOC and PDC reports must be submitted to SOC before its First Agenda meeting is held. If no motion to accept the report is submitted this will be provided by SOC in the First Agenda and will be amendable.

A1.6 In the event of a problem with the Agenda Forum on the members' website, an alternative system will be made available by Standing Orders Committee and/or Policy Development Committee.

A2. Pre-Agenda discussion of motions

A2.1 Rules for content are set out in [Section E: Content of Motions, Amendments and Reports](#).

A2.2 Proposers of motions are expected to engage in online and offline discussion of their motions before submission to SOC. Between posting to the Agenda Forum by the Pre-

Agenda deadline and submission of their final motion by the First Agenda deadline, they are expected to take account of suggestions made.

A2.3 Proposers should keep records of discussions and engagement other than on the members' website e.g. minutes or screenshots of working groups, focus groups, local party meetings, social media interactions, polls. These may be requested by SOC. They are also relevant where proposers seek accreditation of a policy motion by PDC.

Section B: First Agenda submissions

B1. Submitting a motion or paper for First Agenda

B1.1 The final motion shall meet the requirements in [Section E: Content of Motions, Amendments and Reports](#).

B1.2 The final wording of a motion or voting paper may be identical to the draft version proposed to the Agenda Forum or space, or it may be substantially revised, but shall be on the same topic.

B1.3 The proposer or a co-proposer shall post the final wording in the relevant Agenda Forum or space on the members' website, if it has changed from the draft.

B1.4 As well as posting the final wording to the Agenda Forum or space the proposer shall submit the final wording to SOC by the published First Agenda deadline, by a process approved by SOC and set out on the Agenda Forum, together with a title and synopsis as in [Section E1.8](#) and [E1.9](#). Each motion or paper shall be co-proposed as in [B2](#).

B1.5 The proposer shall give SOC contact details for discussion of amendments; these contact details shall be published in the First Agenda.

B2. Requirements for co-proposers

B2.1 Each co-proposer must submit the exact final wording of the motion they support either in writing (post), on a webform, or by email. They shall also submit their name and the name of their local party so that membership can be checked.

B2.2 Motions and Draft Voting Papers may be

proposed and co-proposed for the First Agenda by:

- a) any constituted Local or Regional Party (see also [B2.5](#)); or
- b) GPRC or Green Party Executive (see also [B2.6](#)); or
- c) a constituted national Committee (see also [B2.7](#)); or
- d) a Working Group of the Party approved by Conference under an Enabling Motion or recognised under the byelaws by the Policy Development Committee or Campaigns Committee or their successor body or bodies (see also [B2.7](#)); or
- e) at least twelve co-proposers, one of whom is to be the proposer for the purposes of [B1.4](#) and [B1.5](#). One of the co-proposers must be the member who posted the draft motion to the Pre-Agenda as in [A1.3](#) above.

B2.3 No more than four motions may be proposed or co-proposed by any individual member to the First Agenda (excluding motions required of them by Standing Orders or the constitution, or those proposed by them as members of a Local or Regional Party or on behalf of a Committee or recognised Members Working Group.

B2.4 No more than four motions may be proposed by any constituted national Committee, recognised Working Group, Local or Regional Party (excluding motions required of them by Standing Orders or the constitution).

B2.5 Motions proposed by a Local or Regional Party under [B2.2\(a\)](#) must be accompanied by a formal record of the decision-making process and must have a named lead proposer and at least three co-proposers from the relevant Local or Regional Party. Minutes of meetings, screenshots of online discussion or equivalent evidence must be provided to SOC and PDC to substantiate that full and appropriate discussion and decision-making has taken place.

B2.6 Motions proposed under [B2.2 \(b\)](#) must be proposed by a voting member of that body and three other members. Evidence may be required that full and appropriate discussion

and decision-making has taken place.

B2.7 Motions proposed under [B2.2\(c\)](#) and [B2.2\(d\)](#) by a constituted Committee or Working Group must include co-proposal by the Convenor and three other Party members. Evidence of appropriate discussion and voting must be provided to SOC and PDC in the same way as for proposals from a Local or Regional Party.

B2.8 The names of co-proposers and contact details for the proposer shall be published with each motion in the First Agenda and Final Agenda.

B3. Publication of First Agenda

B3.1 SOC shall decide whether to accept motions.

B3.2 It will compile the motions accepted into a First Agenda, which shall be divided into six sections which shall be in order of importance:

(A) Motions or Reports required by the Constitution or Standing Orders, or in fulfilment of a resolution by a previous Conference.

(B) Policy Voting Papers (VPs) or sections of PSS brought forward by Policy Development Committee.

(C) Accredited Policy Motions to change PSS

(D) Organisational Motions except those which belong in A.

(E) Policy Motions to change PSS but not accredited; Policy Motions which express a view on policy without specifying any change to the PSS (Policy Statements) but not accredited; Enabling Motions for substantial future alterations to chapters of PSS.

(F) Draft Voting Papers (DVPs) for discussion but not voting other than in the circumstances given in Appendix A on Policy Process.

B3.3 The ordering of motions in sections B and C of the First Agenda will be decided by SOC in consultation with PDC. Motions in Sections D and E shall be put in order according to the following priority (with the exception that motions on the same subject should appear together):

- a) motions submitted by a Regional Party or by GPRC or Party Executive or by a national-level committee or recognised working group should have highest priority;
 - b) motions submitted by a Local Party shall have middle priority;
 - c) motions submitted by individual members shall have lowest priority;
- B3.4 SOC shall decide the procedure to be used for the prioritisation ballot or prioritisation vote (see [Section F1](#) below) and shall announce the ballot procedure with publication of the First Agenda.

Section C: Amendments, Late Motions and Final Agenda submissions

C1. Amendment submissions

- C1.1 Rules for the content of amendments are as set out in [Section E](#): Content of Motions, Amendments and Reports
- C1.2 Following the First Agenda deadline, draft amendments may be submitted to motions that have been validly proposed for the First Agenda, whether or not the First Agenda has been published.
- C1.3 Draft amendments must be submitted for discussion to the relevant forum on the members' website, by a proposer or co-proposer, by the Draft Amendment Deadline (see [Section D](#): Agenda Deadlines).
- C1.4 Amendments shall each require four co-proposers.
- C1.5 The final text of amendments shall be submitted in writing by webform or by email to SOC by the published Final Agenda deadline (see [Section D](#): Agenda Deadlines), except for amendments to Emergency Motions and Late Motions.
- C1.6 Motions to accept Reports which have not been published in the First Agenda shall be open to amendments proposed and seconded from the floor of Conference which may amend the Report. Such amendments shall be submitted to SOC before they are proposed.
- C1.7 See also below under E6.5

C2. Late Motion submissions

- C2.1 The Party Executive and/or GPRC or at least 50 paid-up GPEW members as co-

- proposers may submit Late Motions following the Pre-Agenda deadline, in order to allow for a response to shifting political priorities.
- C2.2 Other than in exceptional circumstances, the topic of the Late Motion must have arisen or changed since the Pre-Agenda deadline. SOC will have discretion to judge whether there are exceptional circumstances which merit the waiving of the requirements of the standard timetable for motions to conference (see [Section D](#)).
- C2.3 Late Motions will be able to change PSS.
- C2.4 Late Motions shall be for decisions that can only be taken by Conference.
- C2.5 A consultation forum on the members' website will be established by SOC for any motions brought forward in this way, and members will be alerted through internal communications.
- C2.6 SOC will specify a process for the proposal of Late Motions. SOC are empowered to limit the number of Late Motions which will be heard at any Conference.
- C2.7 Amendments to Late Motions may be proposed and seconded from the Conference floor. Such amendments shall be submitted to SOC before they are proposed.

C3. Revision of PSS by amendment at Conference

- C3.1 For each Party Conference, after consultation with members of the Party Executive, the Policy Development Committee may select one section (which may be a section of a chapter) of the PSS for Conference to discuss.
- C3.2 Any choice of a section for review shall be advertised and notified directly to relevant policy working groups before the First Agenda deadline for motions.
- C3.3 If no voting paper is expected for the conference, the Committee should make such a selection. Otherwise the Committee may choose whether to make a selection.
- C3.4 The Committee shall propose the existing policy to the First Agenda as a motion, to be amended. If the motion is lost, whether amended or not, the existing policy shall remain. Such motions shall be placed in Section B of the agenda.

Section D: Agenda Deadlines Countdown

D1. Conference Dates

D1.1 The deadlines set out below are the latest deadlines which are to be used; Conferences Committee and Standing Orders Committee shall have absolute discretion to set earlier deadlines. These dates and deadlines shall be published widely to party members.

D1.2 Eighteen weeks

Not later than eighteen weeks before the first date of the upcoming conference, Conferences Committee shall publish the dates and venue of the conference and shall publish the name and address of a contact. If it is not possible to confirm the dates and venue of conference at this point, Conferences Committee and Standing Orders Committee shall agree a theoretical first date for conference that all agenda deadlines will be calculated from and in the below 'first date of the upcoming conference' shall be taken to mean 'theoretical first date of the upcoming conference'.

D1.3 Seventeen weeks

Not later than seventeen weeks before the first date of the upcoming conference, the SOC convenor or a co-convenor shall draw up agenda deadlines calculated from that first date and ensure that these are notified to members through the Party's internal communications or other electronic media.

D2. Pre-Agenda deadlines

D2.1 Seventeen weeks

The Agenda Forum shall be opened not later than seventeen weeks before the first date of the upcoming conference.

D2.2 Twelve weeks

The Pre-Agenda deadline (see [Section A](#)) shall be not later than twelve weeks before the first date of the upcoming conference.

D3. First Agenda deadline and publication

D3.1 Ten weeks

The First Agenda deadline (see [Section B](#)) shall be not later than ten weeks before the first date of the upcoming Conference.

D3.2 Eight weeks

The First Agenda of accepted motions will be published on the members' website not later than eight weeks before the first date of the upcoming conference. Members will be advised of this publication.

D4. Prioritisation ballot

D4.1 Seven weeks

The prioritisation ballot for motions (see [F1](#)) will start not later than seven weeks before the first date of the upcoming Conference and continue for a minimum of two weeks.

D5. Amendment Draft deadline

D5.1 Following the First Agenda deadline, a minimum of three weeks will be allowed for proposal of amendments by the approved process (see [Section C](#)).

D5.2 Six weeks

The Amendment Draft deadline shall be not later than six weeks before the first date of the upcoming conference.

D6. Final Agenda deadline and publication

D6.1 Five weeks

The Final Agenda deadline (see [Section C](#)) for submission of amendments shall be not later than five weeks before the first date of the upcoming conference.

D6.2 Five weeks

The Policy Development Committee report shall be delivered to SOC not later than the Final Agenda deadline (see [Section C](#)).

D6.3 SOC Report

The SOC Report will be completed before publication of the Final Agenda, and shall be submitted with the published Final Agenda.

D6.4 Three weeks

The Final Agenda will be published online to members not later than three weeks before the announced first date of the upcoming conference. Members not online may request a hard copy.

D7. Late Motions deadline

D7.1 Three weeks before

The Late Motions deadline shall be not later than three weeks before the first date of the upcoming conference.

D8. Emergency changes to deadlines

In the event that a General Election is called to take place during the 16 weeks prior to Conference, the following adjustments to the timetable may be made by SOC: First Agenda deadline may be delayed by up to 3 weeks; publication of First Agenda may be delayed by up to 2 weeks; the Final Agenda deadline may be delayed by up to 1 week; publication of Final Agenda may be delayed by up to 1 week.

D9. Republishing motions for an Extraordinary Conference

For an Extraordinary Conference only the deadlines in Section D may be set aside by SOC for motions and amendments that were correctly submitted to the Agenda of the conference that resolved to hold the Extraordinary Conference, and were found to be In Order. Such items from the Agenda of the conference resolving to hold the Extraordinary Conference may be republished in the Agenda of the Extraordinary Conference.

Section E. Acceptable content of Motions, Amendments and Reports

E1. Motions that shall be accepted

E1.1 Policy motions shall be accepted which propose a change, deletion, addition or alteration to Party Policy as expressed in the Policies for a Sustainable Society (PSS), the Record of Policy Statements (RoPS) or its Election Manifesto provided that such motions meet the requirements in these Standing Orders and its Appendices.

E1.2 Policy motions shall clearly specify any alterations they seek of the Party's Policies for a Sustainable Society (PSS) including information on chapter title and clause number(s). Policy motions and parts thereof not specified as altering the PSS will not be included in PSS, and will be assumed to be Policy Statements to be added to RoPS.

E1.3 Policy motions should be succinct and not contain excessive background commentary. A separate briefing paper should be submitted which should contain relevant

background material, costings, research, consideration of counter arguments, relevance to campaigns etc. (an optional template will be provided by PDC). This paper will be made available on the members' website and at conference.

E1.4 Organisational motions shall be accepted that commit the Party to activities consistent with its philosophy and policies, provided that such motions meet the requirements in these Standing Orders and are not out of order under E2. Organisational motions should clearly specify which Party body or person under the control of Conference is instructed to carry out the stated action, or which Party body or person Conference will request or urge to carry out the stated action.

E1.5 Organisational motions shall be accepted which propose a change to the constitution or Philosophical Basis of the Party provided that such motions meet the requirements in these Standing Orders and are not out of order under Section E2. Motions seeking to amend the Constitution or the Philosophical Basis of the Party will require a two-thirds majority. A motion to delegate a decision on such a motion to a membership ballot (see Section L below) may be put to Conference only if the subject matter is weighty and of wide significance to the party.

E1.6 Enabling Motions shall be accepted provided that such motions meet the requirements in Appendix A of these Standing Orders and are not out of order under E2.

E1.7 Draft Policy Voting Papers and Policy Voting Papers shall be accepted provided they meet the requirements in these Standing Orders and Appendix A and are not out of order under E2.

E1.8 With the texts of their motions, proposers are required to submit synopses of them, not exceeding 50 words in the case of a motion or 300 words in the case of a policy paper.

E1.9 Proposers may also put forward a title for

their motion that is concise and accurately reflects the nature of the motion, without including the word "motion". SOC will be able to change or shorten the title of a motion if they deem its suggested title is not appropriate or too long.

E1.10 Motions should not be on multiple unrelated topics. If they are, then SOC may split the motion into parts (see [E4.1](#))

E1.11 Reports should state clearly any recommendations to be adopted and who is to implement these. SOC shall not translate acceptance of recommendations in reports into outcomes of conference unless they are clearly stated as recommendations.

E1.12 SOC may correct errors of spelling, grammar, numbering and minor textual errors in motions before the First Agenda is published provided this does not change the meaning.

E2. Motions that are Out of Order

Motions shall be ruled out of order on grounds of being one or more of:

- a) contrary to the Constitution;
- b) retrospective in their effect;
- c) ambiguous;
- d) vague;
- e) trivial;
- f) requiring no consequential action by the Party;
- g) substantially changing policy areas without having passed through the agreed process of consultation;
- h) having complex implications for other areas of policy without having passed through the agreed process of consultation;
- i) seeking to significantly amend the principles passed in a policy motion or Voting Paper less than one year and nine months previously;
- j) seeking to re-present a policy proposal which has been debated and defeated at Conference less than one year and nine months previously (see Appendix A), except where it is proposed by GPRC and agreed by SOC that the specific exception to that requirement shall be made in respect of an area of Party Policy for which urgent need to

update or clarify the policy outweighs the normal consideration of procedure;

- k) seeking to overturn, or fundamentally amend, the result of a party-wide ballot held under the provisions of the Constitution, or to initiate a new party-wide ballot seeking to do so, within two years of the result of the original ballot being announced. An exception to this should be allowed if the motion is submitted by GPRC having been supported by a 2/3 majority vote at a properly convened meeting of GPRC, on the grounds that GPRC believe that exceptional circumstances render it necessary to revisit the original decision in order to protect the well-being of the Party.
- l) with advice from PDC, a DVP or VP that is contrary to Appendix A
- m) a VP that is contrary to the Philosophical Basis, and to existing policies in PSS, unless it contains proposals to amend them accordingly.

E3 Amendments that are Out of Order

E3.1 [Section E2](#) on Motions that are out of order shall also apply to Amendments.

E3.1 In addition, amendments shall not be accepted if they:

- a) negate the original;
- b) are entirely unrelated to the original;
- c) are amendments to DVPs which fall under the provisions in Appendix A as inconsistent with the PB or existing policies in PSS which the amendment would not change accordingly, or outside the limits agreed in the enabling motion.

E3.2 Amendments to policy motions which are purely textual or grammatical shall be marked as such in the Final Agenda and shall be decided by PDC and not by Conference.

E3.3 All amendments from the floor at Conference shall be submitted to SOC before they are proposed. SOC will apply the criteria set out in [E2](#) and [E3.1](#) to determine if they are in order and may be proposed.

E4 Gaining accreditation for a motion

E4.1 Motions will be accredited by the Policy Development Committee and hence be

eligible for inclusion in Section C of the Final Agenda where the committee is satisfied that full consultation, both within and outwith the party has taken place, that high quality supporting evidence has been provided, that the motion is endorsed by a Policy Working Group or other recognised body within the party, and that the motion is consistent with the Party's strategic political objectives as advised by relevant bodies within the party.

E5. Motions that SOC shall split in parts

E5.1 Motions which SOC deem are on multiple unrelated topics shall be split into multiple separate motions to appear on the agenda. Each part motion will act as a separate motion for the purpose of the prioritisation ballot. This will be reported in the SOC Report.

E5.2 If the decision to split a motion is overturned by conference during the SOC report, the original single motion will be heard as a whole and reordered into the agenda in place of the highest prioritised part motion.

E6 Motions that shall be composited

E6.1 If two (or more) motions submitted to the First Agenda overlap in purpose, SOC will work with the proposers of the motions to create a single composite motion. In the event of the two proposers being unable to reach consensus, SOC may composite the motion.

E6.2 Both the original motions will be published in the Final Agenda. If the composite has been made by the proposers, this will also be published in the Final Agenda and reported to conference via the SOC Report. Any composite by SOC shall be published in the SOC Report.

E6.3 At the appropriate place in the agenda, SOC will put the composite motion to Conference for acceptance or rejection and it shall be accepted or rejected **on a simple majority**. In the event of a rejection of the composite, the individual motions shall be voted upon in an order to be determined by SOC subject to approval by Conference.

E6.4 Any accepted amendment to the motions

as published in the First Agenda shall stand as an amendment to the composited motion. SOC shall be responsible for ensuring that the amendment remains grammatically correct.

E7 Amendments to put motions in order

E7.1 SOC may correct minor errors such as typos, grammar, spelling, numbering, minor textual errors or punctuation in A and D motions. SOC may correct ambiguities in A and D motions in accordance with the committee's analysis of the intentions of the proposer.

E7.2 SOC may remove explanatory text to a background file.

E7.3 If a motion is recommended by SOC as Out of Order in the First Agenda, the reasons shall be stated. An amendment can be submitted to SOC during the Final Agenda stage by four of the co-proposers to correct the fault/s. If SOC considers that the co-proposers' amendment would put the motion in order, then SOC may recommend in its Report that the motion as amended be restored to the Final Agenda. Such a recommendation would be at the discretion of SOC. Any motion not restored to order in this way cannot be restored to order by a vote on the SOC Report.

Section F. The Final Agenda

F1 Prioritisation ballot

There shall be a ballot to prioritise motions for the Final Agenda. The arrangements for this ballot shall be at the discretion of SOC, subject to the following criteria:

- a) a single ballot will be accepted from any party member and all ballots will be treated equally;
- b) motions will be prioritised by allocating points from the ballot using the modified Borda count method;
- c) The ballot shall not be used to prioritise items within Section A of the Agenda since these should all be considered;
- d) If the ballot is used to prioritise items within Section B and C, its results shall be considered advisory.

e) The results of the ballot will be summarised by SOC in its Report and published on the members' website prior to Conference.

f) where a motion has been proposed to directly preceding conferences but not debated due to time restraints the points received by said motion will be multiplied by 1 plus 0.5 for every preceding conference the motion has been proposed to without receiving a debate. For example a motion that has been proposed to the preceding 3 conferences shall have their points multiplied by 2.5. The wording of the motion can be slightly changed so long as the aims and intentions of the motion are not changed, and SOC shall have final say on this.

F2 Order of Final Agenda

F2.1 SOC shall compile the motions and amendments accepted by SOC into a Final Agenda, which shall be divided into sections A to F in the same way as the First Agenda (see B3).

F2.2 Each section may be divided into subsections, each of which shall correspond to one or more plenary sessions of conference. SOC will allocate sections and subsections of policy motions to plenary sessions in consultation with Policy Development Committee.

F2.3 The order of motions in sections or subsections of Section A of the Agenda shall be determined by SOC taking into account F1(c) above.

F2.4 The order of motions in sections or subsections of sections B and C shall be determined by SOC in consultation with the Policy Development Committee, having regard to the results of the members' prioritisation ballot.

F2.5 The order of motions in sections or subsections of Sections A, D and E of the Agenda shall be determined by SOC, having regard to the results of the members' prioritisation ballot.

F2.6 The SOC shall have discretion to vary the

order of the Final Agenda from that indicated by the prioritisation ballot. SOC may exercise this discretion:

- a) in consultation with the Policy Development Committee to give special priority to any motion in Section C of the Agenda because of the lack of policy in a specific area where it is needed;
- b) because of the need to debate motions which affect other motions in an appropriate order, or the desirability of placing motions on the same subject together;
- c) to give special priority to any motion in Section D of the Agenda which SOC considers to be urgent for the resolution of controversy or for the continuing functioning of the Party or any part of it;
- d) having regard to the previous Conference history of motions and papers, including whether they have been submitted for debate previously. Any exercise of this discretion shall be notified to Conference in the report of SOC.

The decision of SOC to exercise, or not to exercise, this discretion in regard to any motion may be overruled by Conference by the passing of an amendment to the SOC report.

F2.7 In allocating motions to subsections and subsections to sessions, SOC shall seek to ensure that motions that are more highly prioritised do not have a smaller chance of being reached than less highly prioritised motions. If there are motions yet unreached although less highly prioritised motions in the same section have been reached, SOC shall seek to ensure that they are debated in any remaining business session.

F3 Comments by Policy Development Committee in Final Agenda

PDC may make comments on policy motions and amendments for publication with the motion in the Final Agenda. PDC must inform SOC of any such comments by the Final Agenda deadline. Additional PDC comments may also be made during the plenary at the discretion of the chair. Comments may only address the following points:

- a) Conflicts or interactions with or implications

- for other areas of policy;
- b) Conflicts or interactions with or implications for publicly elected Green representatives;
- c) Extent to which PDC has been provided with evidence that motion has been discussed and consulted upon effectively;
- d) Extent to which it is a proposal that affects government finances;
- e) How far it is suitable for the format proposed (e.g. PSS addition or policy statement);
- f) Evidence or data relevant to the motion.

F4 Errors in Final Agenda

Errors in the Final Agenda shall be notified in writing to the Convenor of SOC who shall include any such reported error in the SOC Report at the commencement of Conference. Errors shall not invalidate the published Agenda, but Conference may accept a correction to the Final Agenda if accepted by a two-thirds majority.

F5 SOC proposal of motions

F5.1 SOC shall not propose or second policy motions.

F5.2 SOC may propose a motion or motions to amend the Constitution, these Standing Orders, and any other Standing Orders which are specified in the constitution as requiring approval and amendment by Conference and, if such a proposal is moved by SOC, individual members of SOC shall acquire the right to propose or second amendments to that proposal. However, individual members of SOC shall not acquire such right in respect of motions to amend the Constitution, these Standing Orders or other Standing Orders which are proposed by anyone other than SOC.

F5.3 Individual members of SOC may neither propose nor second motions or amendments to motions in the First or Final Agendas except as provided in [F5.2](#) above or in [F7](#) below. However, members of SOC may speak to such motions.

F6 SOC Report

F6.1 SOC shall submit a Report with the Final

Agenda. This Report shall be divided into sections covering:

The Final Agenda and Ordering of Motions for Conference; a notification of how many motions and amendments have been ruled out of order and where these are published; a report on SOC's participation in the Agenda process including any motions or amendments that SOC is submitting to conference; timetabling, chairing and other procedural matters affecting conference including elections to be held at conference, with the recommendations of SOC; the report of the RO; a report by SOC of any changes that they have adopted to their Standing Orders; progress on Organisational Statements; any other matters or recommendations that do not affect the running of conference; rulings requested and made since the previous conference.

F7. Motions to accept Reports

F7.1 SOC shall propose a motion to accept the report of the SOC and this motion shall normally be the first business of any Conference. Any members of SOC may propose or second an amendment or amendments to this motion.

F7.2 SOC shall be responsible for ensuring that the Agenda of every Annual General Meeting shall include motions to accept the reports of the Party Treasurer, Executive, Co-chairs of GPRC, PDC, Alternative Dispute Resolution Committee and other governance bodies as required by the Constitution. If any such motions to accept reports have not been received by the due date from the appropriate Party Officers, the motion to accept the report shall be proposed formally by SOC from the floor of Conference.

F7.3 Motions to accept Reports where the substance of such Reports is not available until the publication of the Final Agenda shall be open to amendments proposed and seconded from the floor of Conference. Members of SOC may not propose or second such amendments except for amendments to the Report of SOC.

Part Two – The Conference

Section G: Attendance and Registration

G1. Implementation

Implementation of this section is the responsibility of Conferences Committee. The Convenor or Chair of that body shall specify arrangements for bookings and registrations.

G2 Attendance

G2.1 Attendance at Conference shall be by members of the Green Party as defined in the constitution of the Green Party, except as in G2.2.

G2.2 Non-members may attend any session of Conference on payment of the appropriate fee but they may be excluded from any session by a majority vote of those members attending that session. This provision may be set aside or limited to specific non-members, for an Extraordinary Conference only, by the motion and subsequent resolution that establishes the Extraordinary Conference.

G3. Booking for attendance or participation at Conference

G3.1 Places for attendance at the Conference venue shall be bookable in advance, by the payment of the appropriate Conference fee as determined by Conferences Committee.

G3.2 Bookings by members shall normally be accepted on a first come, first served basis.

G3.3 Until four weeks before Conference, sufficient places shall be reserved for members whose presence is required for the business and organisation of Conference, as set out in section G4 below.

G3.4 ConfComm may agree to provide free or subsidised places for attendance at Conference to any member or category of those listed in G4 below.

G4. Members whose presence is required for the business or organisation of Conference.

- a) members of GPRC, the Party Executive, Standing Orders Committee, the Alternative Dispute Resolution Committee, the Treasurer, the Electoral Returning Officer and Deputy ERO;
- b) a proposer for each motion, amendment, Voting Paper and Draft Voting Paper;
- c) members who are candidates for election at Conference, for whom valid nomination papers have been received;
- d) other members whose presence ConfComm considers to be required for the business or organisation of Conference.

G5. Registration for remote voting

G5.1 The provisions in G5 do not apply to an online and telephone Extraordinary Conference where there is no physical venue to attend.

G5.2 The provisions in G5 do not apply to telephone voting, but only to remote voting online.

G5.3 Members who will be in good standing at the time of the forthcoming Conference may apply to register to vote remotely online on Final Agenda items. Applications to register will specify the days when the member wishes to vote.

G5.4 Applications to register for online voting must be made in advance and may require payment of a fee as determined by Conferences Committee. The deadline for registering to vote remotely will be as specified by Conferences Committee.

G5.5 Members registered to vote remotely will be able to act as proxy holders for the days for which they are registered.

G5.6 Members registered to vote remotely will not be able to grant proxies for the days for which they are registered.

G5.7 Registration to vote remotely online will not grant any rights of attendance and participation other than voting remotely

online.

G5.8 The deadline for applications for registration to vote remotely online will be determined by Conferences Committee in conjunction with Standing Orders Committee.

G5.9 Those registered to vote remotely online will be supplied with details of the Final Agenda, how to view plenary proceedings and how to vote.

G5.11 The terms and conditions applying to remote voting online will be as established by Standing Orders Committee and will be notified to the member by Conferences Committee at the time of registration.

G5.12 Those registered to vote remotely will need to confirm their attendance on each day of Conference. Provision for this confirmation process will be made by SOC and the ERO. Confirmed remote attendees will receive a virtual equivalent of the voting card for the day, to be defined by SOC.

Section H: Conference Procedure

H1. Attunement

Morning and afternoon sessions of Conference shall commence with a period of attunement to enable members of Conference to compose themselves prior to the commencement of business. This period shall consist of one minute's silence during which the doors of the conference chamber will be closed. For those attending or participating online and/or by telephone the period shall consist of one minute's silence after the chair has opened the session with no admission of new participants in that time.

H2. Conference Timetabling

H2.1 SOC shall set the timetable for Conference. In this timetable, the sections of the Final Agenda listed in B3 should all receive a suitable allotment of time for discussion by Conference. A session may be shared by one or more subsections, to be taken in a specified order.

H2.2 The first business of Conference shall be the SOC Report. This will include the wording of any composited motions and will detail the order in which items are to be debated. It will include details of motions where the proposers have supplied and accepted amendments that bring motions back into order, with a recommendation that these motions be restored to the Agenda.

H2.3 The SOC Report can be referred back to SOC who will meet immediately to agree changes.

H2.4 Acceptance of the SOC Report confirms the allocation of motions to sections and subsections and the order of motions within subsections. The order of business cannot then be changed as the recommendations of SOC have become rulings of Conference.

H2.5 One motion at any conference may be taken at any time without regard to the prioritisation ballot. This may be done only by a decision of the Party Executive which is taken before Conference and reported at the start of Conference. Any objection(s) shall be made in the debate on the Standing Orders Committee report and a vote shall then be taken to decide whether the Executive's decision shall be accepted or reversed.

H2.6 SOC will seek to ensure that a workshop is timetabled for each motion it has placed on the published Final Agenda, prior to the motion being debated by Conference. The workshop chair shall call for a non-binding straw poll, and the Chair of the plenary session may call for a report on the workshop and the poll to be reported to Conference.

H3. Items not in the Agenda

No motions or amendments not included in the First or Final Agenda shall be discussed or voted upon except for:

- a) procedural motions.
- b) minor textual amendments which do not substantially alter the original motion.
- c) late motions
- d) emergency motions
- e) amendments to motions and reports that

did not appear in the First Agenda, including composited motions, Late Motions and Emergency Motions.

H4. Customary procedures

H4.1 The customary procedures of debate shall be followed except where these Standing Orders expressly state otherwise. The Chairperson of any session shall be responsible for interpreting the procedures and orders, subject to the right of any member to appeal against a Chairperson's ruling to SOC.

H4.2 The proposer or co-proposers of a motion may accept an amendment only if that does not preclude debate on another amendment.

H4.3 Motions and amendments cannot be withdrawn by the proposers after publication of the Final Agenda without the consent of Conference. This may be given during the taking of the SOC Report.

H5. Procedural motions

H5.1 Procedural motions arising in the course of Conference shall require a proposer and seconder in the normal manner.

H5.2 Any procedural motion that curtails debate on a motion or an amendment, for example "to move to a vote", "to move next business" and "that the motion be not put" to the vote or "the motion be put" to the vote shall not be accepted by the chairperson if
a) there have been less than 2 speeches in favour and there are still members wishing to speak for the motion or amendment, or
b) there have been less than 2 speeches against and there are still members wishing to speak against the motion or amendment.

H5.3 Procedural motions that curtail debate require a two-thirds majority. Other procedural motions require a simple majority.

H6. Non-binding vote

The Chairperson of any session may call for an indicative vote i.e. an approximate and non-

binding count to assess the feeling of Conference, if, in their judgement, such a vote would assist the business in hand.

H7. Basketing

SOC may, in its report to conference, propose the following basketing procedures for a specific motion. Alternatively, a workshop on the motion may propose that these basketing procedures are used.

a) A basket shall be defined as a subset (possibly all) of the amendments to the motion.

b) There shall be a general debate on all the amendments in a basket followed by a series of votes on the amendments within the basket with no further debate in between. At the start of a basket debate and after hearing the report of any workshop on the amendments the chair may propose that debate be limited to a specific time, subject to the fulfilment of the specific requirements in F8(c).

c) During the general debate, the chair will attempt to balance the representation of different opinions. Proposers shall have an opportunity to move their amendments.

Where there are several amendments from the same proposers, the chair may propose that they be moved together. Where appropriate the chair shall give the proposers of the motion an opportunity to respond to the amendments, and may require that this be to all the amendments together.

d) Other baskets or ungrouped amendments will be treated similarly, and when these have all been dealt with, the substantive motion shall be considered as usual.

H8. Fast Tracking

a) Fast tracked motions are defined as motions which are not contentious, do not require expenditure in excess of £100, are consistent with already existing party policy and will potentially not get heard due to their position in the agenda.

b) Motions proposed for fast tracking will be identified in the SOC report to conference. Conference, by accepting the report in its entirety, agrees to the fast tracking of these motions.

- c) Fast tracking will not take place if ten or more members present vote against the proposal. If ten or more members object to the fast tracking the motion will be ordered into its original position on the agenda.
- d) Fast tracked motions will be voted on directly after the SOC report.
- e) The motions will be proposed formally from the chair, and there will be no speeches in support or against the motions.

H9. Voting by attendees and registered voters

H9.1

- a) All Green Party members attending Conference or registering to vote at Conference shall be issued with voting cards for the days on which they are attending Conference or are registered to vote remotely at Conference and with a ballot card for use in ballot card votes. For an Extraordinary Conference for any one attendee their voting cards and ballot cards may be issued in either electronic form or in physical form.
- b) Voting for attendees will usually be by a simple show of voting cards, **however if a suitable safe method of electronic voting by those in attendance is agreed by ConfComm and SOC this may be used, provided that members in attendance are not excluded from being able to vote by card.** A comparable method will be established by SOC and Conferences Committee for an online and telephone Extraordinary Conference or for those registered to vote remotely at Conference. Reasonable steps shall be taken to ensure that all members registered to vote or attending the session can vote.
- c) The quorum for conference shall be calculated as one third of voting cards plus virtual equivalents issued to attendees for that day at conference, but excluding proxies. A definition of the floor of conference shall be agreed in advance between SOC and Conferences Committee for any online and telephone Extraordinary Conference. For any decision on a motion or amendment but not for discussion on a motion or amendment the floor is required to be quorate.
- d) Motions to amend the Constitution at and by Conference, to amend the Philosophical

Basis of the Party at and by Conference, Enabling Motions, and to grant exceptional powers to GPRC, and all votes while Section A of Standing Orders has been suspended, require a two-thirds majority of attendees. All other motions at conference require only a simple majority, including amendments to motions and motions delegating the power to amend the constitution or Philosophical Basis of the Party to the membership through a ballot.

H9.2 It shall be assumed for any count that a simple majority is needed, unless SOC advise that a two-thirds majority is needed.

H9.3 In determining majorities, the majority required must be obtained as a majority of votes for over votes against.

H9.4 Conference may appoint scrutineers to assist SOC in the counting of plenary votes.

H10 Ballot card votes and voting by proxy

- a) A member may appoint a proxy to vote at conference on their behalf in any ballot card votes. SOC shall issue the attending member a ballot card for each proxy for which they produce acceptable authority (e.g. a letter, email, proxy form provided by SOC or other electronic authorisation).
- b) A member who is attending conference may represent up to five other members in this way.
- c) Proxy votes can only be used in a ballot card vote. The holder of proxy ballot cards may cast the votes in different ways, if so mandated.
- d) A vote using ballot cards shall be referred to as a ballot card vote or card vote. A ballot card vote is taken by collecting ballot cards of attending members and of those who have given proxies.
- e) Such a vote shall be taken if requested by ten Green Party members holding up their daily voting cards. Additionally, a ballot card vote may be taken at the discretion of the Chairperson.
- f) If ConfComm and SOC agree that there is suitable secure technology, ballot cards may be taken to mean or include ballot cards issued electronically.
- g) If votes are taken in order, then votes of

attendees shall be counted first, then votes of those registered to vote remotely, then votes by proxy.

H11. Participation by members not attending at the Conference venue

H11.1 Plenary sessions shall be recorded and livestreamed where possible. Workshops may be livestreamed.

H11.2 Members not attending Conference may participate remotely in workshops at the discretion of the workshop chair, where a remote participation facility has been made available by ConfComm. Participating members may be required to book and to pay a fee.

H11.3 Where remote participants in a workshop have voted at that workshop, these figures shall be reported to the plenary in the workshop report, separately from the figures of voting by attendees, at the discretion of the chair of the plenary.

H11.4 Members who are not attending the Conference venue may participate in plenaries at the discretion of the plenary chair, if this facility has been made available. Participating members may be required to book and pay a fee. Those who have given a proxy as in H10 may advise their proxy how to vote, in real time, if a ballot card vote is called for.

H11.4 Participation by such members in plenaries may include speaking or raising procedural points if facilities to do this have been made available for a particular agenda item and provided speaker slips as defined by SOC have been submitted. Any such participation is at the discretion of the plenary chair who may call remote participants to speak if in their view this would satisfy the requirements of H12.

H12. Calling members in attendance to speak

H12.1 When calling speakers from the floor, chairs' primary duty is to seek to ensure that Conference is empowered with the information and arguments members need to reach decisions. To this end, chairs will have

regard to

a) whether a member asking to speak has indicated that they have prepared a speech by completing a speaker slip as defined by SOC and submitting it before the start of the debate on the motion;

b) the value of calling speakers who seek to respond to particular points raised during the debate;

c) whether a member asking to speak attended or listened to the workshop on the motion.

H12.2 Chairs shall also seek to ensure that the range of speakers called is broadly representative of Conference. To this end, when calling speakers chairs shall seek to

a) reflect the gender balance at Conference, and other factors relevant in the particular debate,

b) give opportunities to speak to members who have not already spoken at Conference.

H13 Emergency Motions and Suspension of Standing Orders Section D

H13.1 All voting during the suspension of these Standing Orders requires a two-thirds majority and only Section D: Agenda deadlines can be suspended. All voting during the suspension shall be as laid down in H9 and H10.

H13.2 Standing Orders Section D: Agenda Deadlines may be suspended to discuss urgent business, provided that prior written notice of the motion to suspend Section D of Standing Orders has been given to SOC with the text of any Emergency Motion to be debated under the suspension.

H13.3 Emergency Motions must be available for inspection for at least one hour before they are debated.

H13.4 No amendments to the Constitution or Standing Orders are permitted under the suspension of Standing Orders.

H13.5 A simple majority shall be required to suspend Section D of Standing Orders.

H13.6 The motion to suspend Section D of Standing Orders is a procedural motion and shall be treated as such.

H13.7 Immediately the business is disposed of, by vote or otherwise, Section D of Standing Orders is deemed to be in force without further vote.

H13.8 Emergency Motions shall only be accepted provided:

- i) the issue has arisen, or has substantially changed, since the deadline for Late Motions; an explicit commentary must be provided by the lead proposer which explains why this issue is an emergency, including evidence that the issue that has arisen or has substantially changed since the deadline;
- ii) the motion is consistent with the PSS and neither changes nor adds to the text of the PSS;
- iii) the motion has been proposed by a minimum of 50 individual members
- iv) the motion is no longer than 250 words.
- v) the motion does not commit the Party to expenditure of more than one hundred pounds without the approval of the relevant budget holders
- vi) the motion does not significantly alter the Party's agreed political strategy.

H13.9 Timetabling of Emergency Motions

Emergency motions shall normally be taken in the last plenary session of each day for the final 15 minutes (timing at the discretion of the chair). Members will be allowed to prioritise them through a procedure decided by SOC.

Section I: Elections at Conference

a) Nominations for posts to be filled by postal ballot shall be submitted to the Electoral Returning Officer in accordance with deadlines published in the members' internal e-mail bulletin and on the members' website.

b) Nominations for posts to be filled from the Conference Floor shall be delivered to the ERO at a time to be notified at Conference from the Chair. Not less than two hours shall elapse

between the announcement and the closure.

c) Nominations shall be proposed by one member, seconded by one member, and accompanied by the consent of the nominee.

d) SOC shall ensure that adequate time is made available for full and frank hustings to be held for all elections to be held during Conference at a suitable time that does not conflict with plenary or scheduled workshops. For an Extraordinary Conference only the motion calling for such a conference can provide for hustings to be held prior to the commencement of conference.

e) The ERO shall prepare and issue voting papers, which for an online and telephone Extraordinary Conference shall be issued electronically to those registered to participate electronically in that conference for the day of the election. Reasonable efforts will be made by the Party, SOC and the ERO to facilitate voting in these elections by those participating in an Extraordinary Conference for the day of the election other than online but the ERO may exclude them from voting in the election if no suitable secure arrangements can be made. The ERO shall scrutinise and count votes and cause the results to be published orally at Conference and in writing by announcement in the next Party Newsletter following Conference.

f) Voting shall be by means of the Single Transferable Vote.

g) Members of SOC and Alternative Dispute Resolution Committee shall take office at the end of the AGM at which they were elected.

h) Bodies elected by Conference may co-opt members for unfilled vacancies but shall notify GPRC and GPEx and notify the membership via the Party newsletter or Party mailings and the members' website.

Part Three – After Conference

Section K: Publication of Conference Proceedings

K1.1 SOC shall publish Outcomes of Conference within a week of the close of Conference.

K1.2 SOC shall cause copies of all Emergency Motions passed by conference to be published in the Party internal communications. They shall not be published in the PSS.

K1.3 SOC shall be responsible for verifying all changes to the Party's PSS consequent upon the passing of resolutions by Conference.

K1.4 SOC shall produce an accurate record of Conference decisions and publish the same within two months of the close of Conference in the Party's internal communications.

K1.5 SOC shall be responsible for updating RoPS consequent upon the passing of resolutions by Conference.

K1.6 SOC shall be responsible for updating RoOS consequent upon the passing of resolutions by Conference.

K1.7 SOC and the ERO appointed by SOC shall be responsible for carrying out any member ballots required by Conference as in Section L.

Section L: Membership ballots

L1. Decision to hold a ballot

a) As outlined in the Constitution, the constitution may be revised by a two-thirds majority vote of the membership through a party-wide ballot called by Conference. As outlined in the Constitution, the Philosophical Basis of the Party may be revised by a two-thirds majority vote of the membership through a party-wide ballot called by Conference. There shall be no proxy votes for such a ballot.

b) Motions seeking to amend both the Constitution and the Philosophical Basis of the Party will be put to the membership if the object of the change can only be achieved by amending both.

c) Motions seeking to amend the Constitution or the Philosophical Basis of the Party by membership ballot will be put to Conference only if the subject matter is weighty and of wide significance to the party. Motions that are relatively trivial and more naturally dealt with by conference may be referred back to Conference by SOC in the agenda process, subject to Conference approval of the SOC report, or by Conference itself by majority vote.

d) Amendments to the motion will neither be accepted nor voted upon once the decision to hold a ballot on the motion has been approved by conference.

e) If more than one ballot is initiated by any given conference, these ballots should be run concurrently.

L2. Quorum

Quorum for such a vote will be set at 15% of the membership on the day that the ballot is issued.

L3. Ballot statements

a) Two statements of not more than 500 words shall accompany the motion in the form of proposing and objecting statements.

b) The proposers of the motion will agree a proposing statement.

c) SOC will facilitate a democratic process to obtain a statement from members opposed to the motion. If more than one statement is proposed, then the statement that has the support of greatest number of valid members' signatures will be accepted by SOC and the ERO as the statement against.

L4. Vote

The vote will be conducted by the ERO, who will agree a timetable and procedure with SOC. Voting papers sent by post should be distributed with other Green Party materials. If the ERO is a signatory of the motion to initiate a membership ballot, SOC will be required to select an acting ERO.

Section M: Other duties of SOC

M1. SOC shall ensure that a short guide to party procedures and the conduct of

conference is prepared and published.

M2. Where errors arise within the numbering, lettering and references within the Standing Orders for the Conduct of Conference, Standing Orders Committee are permitted to correct and republish them without recourse to conference for prior approval.

M.3 Following any changes to governance bodies as agreed by Conference, SOC shall delete references to these and other bodies in these Standing Orders to reflect those changes, shall insert the names of the new bodies that have taken over their powers or duties, without recourse to conference for prior approval.

M.4 All corrections made by Standing Orders Committee outside of conference will be published to members as soon as possible and will be reported to the next conference as part of the Standing Orders Committee report.

M5. SOC shall ensure that an example Local Party Constitution is drawn up and published, and may draw up and publish additional notes to guide Local and Regional Parties on constitutional matters.

Appendix A: The Policy Process

1. Definition of Terms

In this appendix, 'Party' means The Green Party, 'Conference' means a Party Conference, 'the Committee' means the Policy Development Committee, 'SOC' means the Standing Orders Committee, 'SOCC' means the Standing Orders for the Conduct of Conference, 'PSS' means the Green Party's policy book, Policies for a Sustainable Society, 'PB' means the Philosophical Basis therein, 'EM' means an Enabling Motion, 'DVP' means a Draft Voting Paper, and 'VP' means a Voting Paper.

2. General requirements

a) In seeking to ensure that Conference is provided with the best available policy options for consideration, the Committee shall seek to ensure that policy proposals enable debate which is clear, and focused on the key issues and options, rather than points of detail.

b) Proposed additions to or alterations of PSS shall provide a clear, precise and comprehensive framework from which manifestos and other statements of policy can be elaborated. They may outline transitional policies, but shall not contain excessive policy detail, short-term policies, or responses to contemporary political issues. Nor shall they contain factual information or rhetoric except insofar as these are necessary to make PSS accessible to the general reader. The provision of supporting evidence to support policy motions is encouraged, and will be archived by the Policy Development Co-ordinator on the Members' website for future reference.

c) At each stage of the policy process the Committee shall consider the general requirements above and the specific requirements for that stage below. Beyond these requirements the Committee shall not consider the content of policy proposals in deciding on matters of procedure under this Appendix.

3. Policy motions

a) A proposal to make a significant but straightforward change in or addition to PSS may be brought to Conference as an ordinary

motion. Such proposals are subject to clause D8 relating to ruling motions out of order.

4. Enabling Motions (EM)

a) A proposal to make a major change in or addition to PSS may be initiated by an EM to Conference. Such a motion shall instruct the Committee to facilitate a process of policy development in a specified area of policy. The Committee may itself propose such motions. Such a motion shall be proposed, submitted, subject to amendment, and debated by Conference in the usual way.

b) An EM may indicate the policy areas to be considered, the nature of the policy to be developed, policy options to be considered, issues to be included or excluded, to whom the task of drafting may be delegated and the timetable for the process. Amendments of the EM may address any or all of those points. Policy options outside the limits set by the EM and amendments passed shall be excluded from the process.

c) An EM shall not exceed 300 words. It may be accompanied by a more detailed paper, which may outline the background, requirements, proposals and options for the policy. However, any such paper shall not form part of the EM, shall have no entitlement to appear in or with the Agenda, and passage of the EM shall not imply approval of any additional material in the paper.

d) When an EM is carried, the Policy Development Committee shall seek to ensure that the policy subsequently developed is fully researched, widely consulted upon, and takes account of appropriate options. They shall seek to maximise involvement both by specialists and by members without specialist expertise. In particular, all relevant documents shall be made available to members through the Members' website and other internal communications media. The Policy Development Committee shall ensure that hard copies of such documents are available both at Conference and to members of the Party requesting them. The Policy Development Committee may make a charge for such documents to cover the costs of production and delivery.

e) If no DVP is submitted within two years and

three months of the passing of an EM, or no VP is passed within 4 years and 3 months, then the EM will be considered to have lapsed.

5. Draft Voting Papers (DVP)

a) It is noted that a DVP may relate to an entire chapter or a section of one or more chapters of PSS. When the Policy Development Committee are satisfied that the proposals have been adequately researched, consulted upon and discussed, a DVP may be prepared. The DVP must be submitted to the SOC and posted on the relevant forum on the Members' website before the deadline for the First Agenda of the Conference at which it is to be discussed. The Policy Development Committee shall seek to ensure the DVP meets the criteria in Appendix A, 2b. If the DVP does not meet these criteria it may be ruled out of order by the SOC.

b) The DVP shall meet those conditions and requirements laid down by its EM if there was one. The DVP shall be consistent with the PB and with existing policies in PSS, or contain proposals to amend them accordingly. It shall identify areas of agreement, points of contention and appropriate policy options. It shall be written in plain English, and shall not contain excessive policy detail or inessential non-policy background material. It shall not encroach unnecessarily upon other policy areas, whether there is existing policy in this area or not, but cross-referencing with other sections of PSS will be encouraged. The DVP shall be accompanied by the synopsis required under SOCC D1.

c) It will also be accompanied by a Background Paper, giving the rationale for the policy proposed. However, any such paper shall not form part of the DVP and shall have no entitlement to appear with the Agenda.

d) The DVP shall be published with the First Agenda, accompanied by an invitation to members to submit comments to the Policy Development Committee which will be passed on to the relevant Policy Working Group.

e) Amendments will be invited of DVPs. These must be posted on the relevant forum on the Members' website and submitted to the SOC before the Amendment deadline. Amendments shall be ruled out of order on the grounds of being any or all of: inconsistent with

the PB or existing policies in PSS which the amendment would not change accordingly, outside the limits agreed in the enabling motion, ambiguous, vague or trivial.

The Policy Development Committee shall advise the SOC in such cases.

f) The DVP and those amendments in order will be published in the Final Agenda.

g) At the Conference or prior to it at an online and/or telephone workshop, but at least three days after publication of the Final Agenda, the Committee will ensure the DVP is debated in one or more workshops. The workshop(s) will consider the paper as a whole, and those amendments in order. The workshop(s) will also consider comments, other than amendments, from members at the workshop or submitted in writing to be reported to the workshop.

h) A DVP which has not been preceded by an EM must be accompanied by a formal motion. To proceed to the VP stage this motion must be passed by a simple majority. Amendments to the DVP would not normally be considered in this debate, but may be put by a procedural motion. The subsequent VP, and any amendments to it may be ruled out of order if they negate the effect of a successful amendment to the DVP. Amendments to the VP may be ruled out of order if in the opinion of SOC they are attempting to have substantially the same effect as a defeated amendment to the DVP.

i) In the event of the suspension of Spring Conference (for example following a decision of Autumn Conference or in the event of a General Election, then SOC may introduce procedures for the discussion of Draft Voting Papers prior to their presentation to a subsequent Conference.

Such procedures will allow for the discussion and agreement of a Draft Voting Paper in a context to be determined by SOC.

This might include, for example, discussion and agreement at a Spring Policyfest, or at a meeting to discuss a particular DVP promoted by a Policy Working Group and Policy Development Committee.

SOC will establish a Forum on which the text of DVP's shall be published at least six weeks before the scheduled discussion meeting.

DVP's must conform to the requirements of ss.5(a) to 5(c) of Appendix A 'The Policy Process' of SOCC.

- The meeting to discuss the DVP shall be advertised to all Party members and not just to those in the Working Group.
- The meeting may be run in person, on-line, or as a hybrid meeting depending on resources.
- The policy document as agreed following the meeting may be approved by PDC, after due consideration of the issues outlined in s.6(a) of Appendix A 'The Policy Process' of SOCC', to go forward as a Voting Paper to the next Conference following the timetable established by SOC for that Conference.

6. Voting Papers (VP)

a) Following the workshop debate of a DVP, the Committee shall decide whether a VP may be submitted to the next Conference. If the Committee decides that further research, consultation or discussion are necessary, the redrafted paper shall be submitted again to the next Conference as a DVP. In making such decisions, the Committee shall have regard to the results of the deliberations of the workshop, and to the urgency of the party's need of such policy.

b) The VP must be submitted to the SOC and posted on the relevant forum on the Members' website before the deadline for the First Agenda for the Conference at which it is to be discussed. The Policy Development Committee shall seek to ensure the VP meets the criteria in Appendix A, 2b. If the VP does not meet these criteria, it shall be ruled out of order by the SOC.

c) The VP shall meet those conditions and requirements laid down by its EM if there were one. It shall be consistent with the PB and existing policies in PSS, or contain proposals to amend them accordingly. Appropriate policy options shall be presented as amendments to the VP. It shall be in a form suitable for inclusion in PSS. It shall not encroach unnecessarily upon

another policy area, whether there is existing policy in this area or not, but cross-referencing with other sections of PSS will be encouraged. The VP shall be accompanied by the synopsis required under SOCC D1, and by a motion to accept the VP and insert it into PSS. The motion shall specify and delete all parts of PSS which will be superseded by the VP, shall specify all other parts of PSS which conflict with the VP, and amend them to be consistent with it.

d) The VP will be accompanied by a Background Paper giving the rationale for the policy proposed. However, any such Background Paper shall not form part of the VP or the motion to accept it, shall have no entitlement to appear in or with the Agenda, and passage of the motion shall not imply approval of any additional material in the Background Paper.

e) The VP should be accompanied by draft Policy Statements for consideration by Green Party Regional Council if the VP is accepted.

f) More than one VP on the same subject may not be submitted to any one Conference. If a VP is passed, no VP on the same subject may be submitted to the next Conference.

g) The VP, policy options presented as amendments, and the motion to accept the paper will be published in the First Agenda.

h) Amendments must be posted on the relevant forum of the Members' website not later than the Amendment deadline and also submitted to the SOC by the deadline for the Final Agenda. Amendments shall be ruled out of order on the grounds of being any or all of: inconsistent with the PB or existing policies in PSS which the amendment would not change accordingly, outside the limits agreed in its EM, not a significant alternative to the policy proposed in the VP, ambiguous, vague or trivial. An amendment may be ruled out of order, or composited with another, if it is not a significant alternative to that other amendment. The Policy Development Committee shall advise the SOC in such cases.

i) The VP and those amendments in order will be published in the Final Agenda.

j) At the Conference, the Committee will ensure the VP is debated in one or more workshops. The workshop(s) will consider the VP as a whole, and those amendments in order. The VP will at the same Conference be debated

in plenary session. This session will receive a report from the workshop, including a report on the debate on each amendment considered. The plenary session will debate the VP and the amendments of it according to the usual procedure. A vote will then be taken on the motion to accept the VP and insert it in PSS.

Appendix B

Standing Orders Committee Standing Orders

[As revised and approved by Standing Orders Committee August 2022]

1. Introduction

These Standing Orders are intended to set out basic principles that should shape the way in which SOC makes decisions. It is in addition to the rules & procedures established in the Constitution and the Standing Orders for the Conduct of Conference. Should there be a conflict of interpretation between these standing orders and the Constitution/SOCC then the Constitution/SOCC take precedence. These standing orders will be agreed at Conference from time to time via the SOC report.

2. SOC Convenor

Within a week of the end of each Autumn Conference SOC will appoint a Convenor or two Co-Convenors. In the event of a vacancy SOC must appoint a replacement within a week.

Fourteen weeks before each Conference, the Convenor or one of the Co-Convenors must notify all members of SOC of the arrangements for SOC to discuss the first and final agenda for the forthcoming Conference. These details shall be advised to members on the member website by the Pre-Agenda deadline.

The Convenor or one of the Co-Convenors will maintain a copy of these standing orders.

3. Membership

The SOC Convenor or one of the Co-Convenors are appointed, or removed by a vote of no confidence, by a minimum of three members of SOC or a simple majority if there are fewer than five members of SOC.

Members of SOC may petition the Convenor or one of the Co-Convenors to hold a vote to issue a rebuke to individual members, or the Co-Convenors may initiate such a vote of their own motion, with reasons given in advance of a meeting by telephone, online or in-person as described in section 6 below. This must also be

by a minimum of three members of SOC or a simple majority if there are fewer than five members of SOC.

Having taken a vote to issue a rebuke, members of SOC may recommend in their report to an intervening Conference that this member be removed from their position on the Committee ahead of the next Annual Ballot.

4. Principles of Decision-Making

SOC will operate to the highest standards of accountability and transparency as regards decision-making. The key principles (in addition to those set out in the Constitution are):

a) Decisions will always be in writing and make reference to the relevant sections of the party's Constitutional documents or other relevant principles;

b) Where possible decisions will be taken by consensus of all members of SOC; where this is not possible (except where stated otherwise) all decisions will require that both a majority of members voted and that a majority voted for the proposal;

c) Members may give advice, when asked, to others in the Party because of the special knowledge of documents they may have. In these circumstances it is must be made explicit that this is an individual view and not that of SOC, and that this does not constitute a formal ruling or advice.

d) Co-optees to the Committee will be allowed to vote but their votes will not count towards determining if either of the required majorities have been reached;

e) All decisions shall be taken with the knowledge of each member of SOC or one its sub-committees where possible. When giving advice or rulings, or otherwise communicating on SOC business where it has not yet been possible to come to a consensus view, members should consult with one another, and particularly the Convenor or Co-Convenors, before sending any message of their own which might not command the consensus of SOC as a whole.

f) Members who occupy other positions in responsibility within the party must recognise where they have a potential conflict of

interest in any discussions on SOC business, and recuse themselves accordingly if required.
g) Members of SOC may speak to the merits of motions debated at a Party Conference, though only if they have first recused themselves from any discussion of it as part of normal SOC business.

5. Decisions That Must Be Taken at a Formal Meeting of SOC

- a) The agreement of the final agenda
- b) The content of the SOC report
- c) Changes to these Standing Orders
- d) Votes of No Confidence
- e) Votes to issue a rebuke

Formal meetings may be in person or by web, on-line or video conference. All other decisions can be taken at either a formal meeting, by a discussion & vote on the e-list or by web, online, video or telephone conference. The procedures for these are below. SOC members must ensure that they provide the SOC Convenor or Co-Convenors with a current e-mail address and telephone number.

6. Electoral Returning Officer (ERO)

SOC shall appoint an ERO for elections that take place as part of the Annual Ballot, and at Conference.

As per 9.ii of the Constitution, the ERO is responsible for drawing up Electoral Regulations for agreement by SOC. Standard practice in the Party is for Electoral Regulations to rollover from one election to the next, with the ERO proposing amendments to SOC as they see fit.

The ERO should be able to carry out their role during elections with minimal involvement of SOC. To this end, the ERO's decision is considered final. Where candidates wish to complain about an ERO's conduct, they should do so via the Party's complaints system as with any other member.

Where a candidate thinks the ERO has applied the electoral regulations unfairly during an election, or misinterpreted them, they should address this directly with the ERO in the first

instance. Should the candidate remain dissatisfied, they may advise SOC of the situation.

Having considered the situation, SOC may advise the ERO where it thinks electoral regulations have been applied unfairly or misinterpreted. It is up to the ERO how and whether they act on this advice; SOC may not instruct an ERO to take a specific action.

Should SOC lose confidence in an ERO's ability to carry out their role, a vote of no confidence in the ERO may be held. Such a vote must be proposed and seconded at a quorate meeting of SOC, in confidential session, and will pass by simple majority vote. A precis of the decision should be drawn up for inclusion in the SOC Report.

In the event of the ERO post becoming vacant during an election, the Deputy ERO shall become Acting ERO until a new ERO can be appointed. In the absence of any Deputy EROs, a member of SOC may stand in as Acting ERO.

7. Decisions Other Than at a Formal Meeting of SOC

The SOC Convenor or one of the Co-Convenors will have the sole discretion to determine whether an item is suitable for decision other than at a formal meeting of SOC (eg. by e-mail or through an online platform such as Trello) with the exception of a vote of no confidence in the SOC Convenor or one of the Co-Convenors or a vote to issue a rebuke.

Before doing so the Convenor or one of the Co-Convenors should consider the complexity of the decision to hand and the ability to have a proper discussion other than at a formal meeting. Generally, it is anticipated that following a request for a formal decision by e-mail, a discussion about the issue will have taken place (by e-mail, by telephone or by some other means) and this will assist the Convenor or one of the Co-Convenors in reaching their decision.

Once the Convenor or one of the Co-Convenors has decided to use means other than a formal

meeting they should either upload the item to the relevant online platform, such as Trello, or else post a simple e-mail covering each decision to the list stating in the subject 'DECISION BY XX/YY/ZZ ON [SUBJECT]'.

In either case the Convenor or one of the Co-Convenors should explain the decision to be made, make the relevant references to the Constitution & SOCC and where appropriate confirm the deadline for a response. The deadline for response should be no less than 24 hours. Further, if the deadline is less than 72 hours the Convenor or one of the Co-Convenors should attempt to alert the SOC members of the vote by telephone.

Members of SOC should vote by simply replying to the list 'FOR' 'AGAINST' or 'ABSTAIN'.

If the Convenor or one of the Co-Convenors has attempted to alert members as given above but by the deadline some have not voted, then for the purposes of 3(b) it is stated that in this situation there is not a requirement for a majority of members to have voted.

8. Online Spaces for Viewing SOC Business

The SOC Convenor or one of the Co-Convenors will maintain either an e-mail list ('E-list') or else an online platform or space (eg. Green Spaces and the SOC Stream) to which all SOC members and the Returning Officer can post items and any Green Party member can join on a 'read-only' basis.

9. Decision by web, on-line, video or telephone conference

Notice of a web, on-line, video or telephone conference should be published on the SOC E-list or platform described above along with a note of the business to be discussed during the conference at least 24 hours in advance of the conference. SOC may invite relevant people to participate in the conference. Requests from members to 'listen in' will normally be accepted. However such members have no automatic right to actively participate in the discussion.

Minutes covering decisions taken, the reasons for them, and votes cast will be circulated by the Convenor or one of the Co-Convenors (or a person nominated by them) on the E-list or platform described above as soon as possible, ideally within 24 hours of the end of the conference. So that a contemporaneous record is kept of these conferences, when the Convenor or one of the Co-Convenors posts the minutes onto the E-list or platform described above this will be taken as a proposal to accept the accuracy of the minutes, to be repeated as the first item of business at a subsequent web, on-line, video or telephone conference.

10. SOC Rulings

SOC will receive requests for rulings from time to time. SOC should refrain from issuing rulings based on vague & hypothetical situations since this could lead to the application of rulings out of context.

11. Emergency Business - Suspension of Standing Orders

If all members of SOC agree, these standing orders can be suspended for the purposes of a particular decision. However specifically business covered by (4) above cannot be discussed whilst these standing orders are suspended.

12. Changes to these Standing Orders

These Standing Orders can only be amended at a formal meeting of the Committee.

13. The SOC Report

The SOC Report should contain the following:

- (i) Rulings made and the reasons for them
- (ii) a list of the decisions made by E-list and web, on-line, video or telephone conference
- (iii) full details of any decisions made under Section A, part (9) above.