

Rules

South East Regional Board of the Labour Party

Amended 2014

Clause I Name

I.1 The South East Regional Board hereafter named 'this Board'.

Clause II Aims and values

II.1 National

1 The aims and values of the Labour Party as outlined in Clause IV of the National Constitutional Rules shall apply to this Board.

II.2 Regional

1 To assist the NEC in promoting and building the Labour Party at all levels within the Region. This Board will encourage all Party Organisations to build and consolidate membership of the Labour Party, assist in the induction of new members and encourage their participation in the campaigning and policy making activities of the Labour Party.

2 To sustain Party organisation and encourage new developments in the Labour Party, including the creation of local, cluster and regional policy forums. Members of this Board will take a direct role in the policy consultation process, working with Constituency Party and Regional National Policy Forum members to encourage the maximum participation of members. Board Members shall also ensure that feedback is given to members.

3 To work with the regional and local organising staff of the Party to secure the election of Labour representatives to Parliament, the European Parliament and other public bodies. Members of this Board will undertake such work in accordance with the plans formulated by the National Executive Committee.

4 To co-operate with the National Executive Committee of the Party, the General Council of the Trades Union Congress, the Co-operative Union and other kindred organisations, in joint political or other action, as long as this action is in harmony with the constitution and rules of the Labour Party and with the agreement of the NEC.

5 To co-operate with the regional group of the Parliamentary Labour Party, and the regional group of the European Parliamentary Labour Party along with affiliated Trades Unions, Socialist Societies and Co-operative Societies in the region, by acting as a forum for all the different stakeholders of the Labour Party in the region to meet together.

6 To maintain a strong link between the regional group of the European Parliamentary Labour Party and Party Units and other affiliated organisations within the region.

7 To sustain the Labour Party in local government at all levels in the region, by providing support with the implementation of Labour Party policy and adjudicating in disputes.

8 To maintain a panel who will hear appeals arising from the selection of local government candidates.

9 To encourage recruitment and representation at all levels amongst women, ethnic minorities and young members to ensure their inclusion in all activities of the Party within the region and nationally.

10 To support and develop a full-time organising service for the Labour Party within the region.

Clause III Affiliations to the Regional Party

III.1 Constituency Labour Parties within the geographical area of this region as set down by the NEC shall affiliate to the Regional Party.

III.2 Organisations may affiliate to the Regional Labour Party if they fall within the following categories:

1 Trade Unions affiliated to the Trade Union Congress or considered by the NEC to be bona fide Trade Unions.

2 Co-operative Societies, and other Co-operative Organisations.

3 Socialist Societies affiliated to the Labour Party nationally.

4 Other organisations which, in the opinion of the NEC, are deemed eligible for affiliation.

III.3 Each affiliated Constituency Labour Party and other affiliated organisations shall accept the Rules and Standing Orders of the Regional Board.

III.4 Each affiliated organisation must accept the programme, principles and policy of the Labour Party, and agree to conform to the constitution of the National Party, as well as the Rules and Standing Orders of the Regional Board.

Clause IV Affiliation fees

- IV.1 The affiliation fees, payable to the Regional Party, shall be at the rate laid down from time to time by this Board in consultation with the Regional Director. Affiliation fee rates shall increase annually by £2.50.
- IV.2 Affiliation fees and contributions payable to this Party shall be:
- IV.3 Constituency Labour Parties: £82.50 per annum.
- IV.4 Trade Unions, Socialist Societies and other organisations: £82.50 per annum per 1000 members or part thereof within the region, with a minimum payment of £82.50 per organisation.
- IV.5 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.
- IV.6 The Co-operative Party: in accordance with the agreement between the Labour Party and the Co-operative Union Limited currently in force.

Clause V Regional Conference

- V.1 Regional Conference will be held every other year (Biennially).
- V.2 The Regional Board will be responsible for organising the Regional Conference in conjunction with the Regional Director.
- V.3 The business to be transacted by Regional Conference will be decided by the Regional Board in consultation with the Regional Director. However, this business must include the election of Board Members, the election of Regional Representatives to the National Policy Forum and the presentation of the Regional Report to delegates. The Regional Report shall be a report on the activities of the Board and its members, including attendance details for each Board member.
- V.4 Special Regional Conferences may be called at the discretion of the Regional Board and shall be called on the written request of at least one-third of the affiliated and Party organisations entitled to send delegates to Regional Conference.
- V.5 To gain voting rights at Regional Conference, a CLP or other affiliated organisation must have paid their affiliation fees for the whole 12-month period previous to Regional Conference at least seven days prior to Regional Conference.
- V.6 To gain delegation rights to Regional Conference, a CLP or other affiliated organisation must have paid their affiliation fees for the current year at least seven days prior to Regional Conference.

Clause VI Conditions for appointment of delegates to the Regional Conference

- VI.1 Every delegate must be an individual member of the Labour Party as described in the Membership Rules and be a member of an affiliated Constituency Labour Party or designated representative of an affiliated Trade Union or other affiliated organisation.
- VI.2 Delegates must be bona fide members or paid permanent officials of the organisation appointing them.
- VI.3 No person shall act as a delegate for more than one organisation.
- VI.4 The number of delegates for affiliated Constituency Labour Parties shall be one delegate for the first 250 eligible members or part thereof, and a further delegate for each additional 250 eligible members or part thereof on the 31 December of the year prior to Regional Conference. Members in arrears on this date shall not be counted when establishing the number of delegates from Constituency Labour Parties.
- VI.5 The number of delegates for affiliated Trades Unions, Socialist Societies, Co-operative Societies and other affiliated organisations shall be as set down by the Regional Board from time to time, in consultation with the Regional Director.
- VI.6 When appointing delegates to Regional Conference, affiliated Party units and other organisations must seek to increase the representation of women at Regional Conference, by ensuring that at least every second delegate shall be a woman; where only one delegate is appointed, this must be a woman at least every other year.
- VI.7 Young Labour groups that fall within the geographical area of the region, provided that they are recognised by the National Development Officer (Youth), may appoint one delegate per 40 eligible Young Members to Regional Conference.

Clause VII Election of Board Members (General)

- VII.1 Persons duly nominated as prospective Board Members do not have to be delegates to Regional Conference. If they are not delegates, they shall be invited to attend Regional Conference as observers.
- VII.2 The term of office of members of the Regional Board shall be from the close of the Regional Conference at which they were elected, or, the date of their appointment if after the Regional Conference. Unless terminated by their resignation, death or for any other reason by the affiliated parties or organisation that appointed them, the term of office of a Board Member shall extend to the close of the next following Regional Conference.

- VII.3 Board members who fail to attend two consecutive ordinary meetings of the Regional Board without giving apologies for absence shall be deemed to have resigned from the Regional Board.
- VII.4 All elections for Board Members shall be via the first past the post system.
- VII.5 The composition of the Regional Board shall be as follows: Constituency Labour Parties - 10 members; Regional Parliamentary Labour Party - two members; Regional European Parliamentary Labour Party - two members; Affiliated Trade Unions - eight members; Local Government Labour Groups - two members; the Co-operative Party - two members; Socialist Societies - one member; Young Labour Groups within the Region - one member.
- VII.6 In the event of the termination of the term of office of a Board Member or Regional Representative on the National Policy forum, the resulting vacancy shall remain unfilled until the next Regional Conference, if the vacancy occurs within the 12 months prior to Regional Conference. If, however, the vacancy occurs outside of this period, then a by-election via postal ballot will be held, subject to the relevant process set out in clauses VIII to XVI below.
- VII.7 Candidates for elections in all sections will be encouraged to produce the permitted promotional material as set out in subsequent rules, even where elections are uncontested. All promotional material will be circulated to a common timetable as agreed by the Regional Board.

Clause VIII Election of CLP Section Board Members

- VIII.1 The election of CLP section Regional Board Members shall take place at the Regional Conference by secret ballot.
- VIII.2 Every delegate representing an affiliated CLP at Regional Conference shall have two votes to cast in the ballot for their section. Votes shall be weighted according to the membership of the CLP at the due date.
- VIII.3 Affiliated Constituency Labour Parties shall elect 10 members to represent them on the Regional Board as follows:
 - 1 Berkshire and Surrey CLPs shall elect two members of the Regional Board,
 - 2 Oxfordshire and Buckinghamshire CLPs shall elect two members of the Regional Board,
 - 3 East and West Sussex CLPs shall elect two members of the Regional Board,
 - 4 Hampshire and Isle of Wight CLPs shall elect two members of the Regional Board,
 - 5 Kent CLPs shall elect two members of the Regional Board.
- VIII.4 At least one Board Member elected from each of the CLP sections shall be a woman.
- VIII.5 Nomination papers for the CLP section of the Regional Board shall be sent to affiliated CLPs no less than 56 days prior to a Regional Conference.
- VIII.6 Each affiliated CLP may nominate two people for election to the Board for their section of the ballot at least one should be a woman.
- VIII.7 Those persons nominated by an affiliated CLP may supply one promotional black and white A4 leaflet to the Regional Director promoting their candidacy. The Regional Director will then circulate a copy of each candidate's leaflet to affiliated CLPs who are eligible to vote in the relevant section of the CLP ballot, and will include one copy in the relevant delegates' packs at Regional Conference. No other promotional literature shall be circulated or sent out by or on behalf of candidates nominated by affiliated CLPs.

Clause IX Election of Local Government Labour Group Board Members

- IX.1 The election of Local Government Labour Group section Regional Board Members shall take place by a postal ballot of all Local Government Labour Groups within the Region.
- IX.2 Each Local Government Labour Group within the Region shall have two votes to cast.
- IX.3 Local Government Labour Groups that fall within the Region shall elect two members of the Regional Board, provided that at least one of them is a woman.
- IX.4 Nomination papers for the Local Government Labour Group section of the Regional Board shall be sent to all Labour Groups within the Region no less than 56 days prior to a Regional Conference.
- IX.5 Each Labour Group may nominate two people for election to the Board for their section of the ballot at least one should be a woman.
- IX.6 Those persons nominated by a Labour Group may supply one promotional black and white A4 leaflet to the Regional Director promoting their candidacy. The Regional Director will then circulate a copy of each candidate's leaflet to all Labour Groups in the Region along with a ballot paper. No other promotional literature shall be circulated or sent out by or on behalf of candidates nominated by Local Government Labour Groups.
- IX.7 All ballot papers must be received by the Regional Director no later than noon on the day prior to Regional Conference.

Clause X Election of Affiliated Trade Union Board Members

- X.1 The election of Trade Union section Regional Board Members shall take place at Regional Conference.

- X.2 Each affiliated Trade Union shall have eight votes to cast; each vote shall be weighted in proportion to the number of members that each Trade Union has affiliated to the Region.
- X.3 Affiliated Trade Unions shall elect eight members of the Regional Board, provided that at least half of them are women.
- X.4 Nomination papers for the Trade Union section of the Regional Board shall be sent to all Affiliated Trade Unions within the Region no less than 56 days prior to a Regional Conference.
- X.5 Each affiliated Trade Union may nominate up to eight people for election to the Board in their section of the ballot at least four should be women

Clause XI Election of Regional Parliamentary Labour Party Board Members

- XI.1 The Regional group of Members of Parliament shall elect two members of the Regional Board.
- XI.2 The Secretary of the Regional group of Members of Parliament shall notify the Regional Director of the two members of their group that they have elected to the Regional Board.
- XI.3 At least one of the Regional Parliamentary Labour Party Board Members shall be a woman, subject to there being women members of the Regional Parliamentary Labour Party.

Clause XII Election of Regional European Parliamentary Labour Party Board Members

- XII.1 The Regional group of Members of the European Parliament shall elect two members of the Regional Board.
- XII.2 The Secretary of the Regional group of Members of the European Parliament shall notify the Regional Director of the two members of their group that they have elected to the Regional Board.
- XII.3 At least one of the Regional group of Members of the European Parliament shall be a woman, subject to there being women members of the Regional Parliamentary Labour Party.

Clause XIII Election of Co-operative Party Board Members

- XIII.1 The Regional Co-operative Party shall elect two members of the Regional Board.
- XIII.2 The Secretary of the Regional Co-operative Party shall notify the Regional Director of the two members that they have elected to the Regional Board.

Clause XIV Election of Young Labour Party Board Members

- XIV.1 The Youth Representative on the South East Regional Board shall be elected every two years as part of the Labour Party's National Youth Elections, as per Chapter 11 (B), Clause 2 of the Labour Party Rule Book, in line with procedural guidance agreed by the NEC. The position shall be reserved for a woman every other term

Clause XV Election of Affiliated Socialist Society Board Members

- XV.1 The election of affiliated Socialist Societies section Regional Board Members shall take place at Regional Conference.
- XV.2 Each affiliated Socialist Society shall have one vote to cast; each vote shall be weighted in proportion to the number of members that each Socialist Society has affiliated to the Region.
- XV.3 Affiliated Socialist Societies shall elect one member of the Regional Board.
- XV.4 Nomination papers for the Socialist Society section of the Regional Board shall be sent to all Affiliated Socialist Societies within the Region no less than 56 days prior to a Regional Conference.
- XV.5 Each affiliated Socialist Society may nominate one person for election to the Board for their section of the ballot.

Clause XVI Election of Regional Representatives to the National Policy Forum

- XVI.1 The election of the two Regional Representatives on the National Policy Forum shall take place at Regional Conference.
- XVI.2 The election of the two Regional Representatives on the National Policy Forum shall be via the Electoral College system. Affiliated CLPs shall hold 50% of the vote and affiliated Trade Unions together with the Co-operative Party 50% of the vote. Each delegate representing affiliated CLPs shall have two votes to cast. Each affiliated Trade Union and the Co-operative Party shall have two votes to cast; each vote shall be weighted in proportion to the number of members that each Trade Union and the Co-operative Party has affiliated to the Region.
- XVI.3 At least one elected Regional Representative on the National Policy Forum shall be a woman.
- XVI.4 Nomination papers for the NPF Regional Representative shall be sent to affiliated CLPs and other affiliated organisations no less than 56 days prior to a Regional Conference.
- XVI.5 Each affiliated CLP or other affiliated organisation may nominate one man and/or one woman for election to the position of Regional Representative on the National Policy Forum.
- XVI.6 Those persons nominated for the post of Regional Representative on the National Policy Forum may supply one promotional black and white A4 leaflet to the Regional Director promoting their candidacy. The Regional Director will then circulate a copy of each candidate's leaflet to affiliated CLPs, Co-operative Party and Trade Unions who are eligible to vote in the ballot, and will include one copy in the relevant delegates' packs at Regional Conference. No other promotional literature shall be sent out by or on behalf of candidates nominated.

Clause XVII Officers

- XVII.1 The Officers of the Board and functional officers of the Board shall be elected at the Biennial Meeting of Board, and shall continue in office until replaced or re-appointed. Officers and functional officers must be duly appointed members of the Board.
- XVII.2 The Officers of this Party shall be: Chair and Vice-chair.
- XVII.3 In addition there may be appointed functional officers, including a Campaign Co-ordinator, a Party Development and Membership Co-ordinator, and a Partnership in Power Co-ordinator.
- XVII.4 The team of officers shall, along with the functional officers and the Regional Director, provide a strategic lead for the development of the Party in the region.
- XVII.5 The Officers of the Regional Board in conjunction with the Regional Director shall produce a report on the activities of the Board and its members, including attendance details for each Board member, to the Regional Conference.

Clause XVIII Meetings of the Regional Board

- XVIII.1 The Biennial General Meeting of the Regional Board shall be held as soon as possible after the Regional Conference.
- XVIII.2 The Officers and functional Officers of the Board shall be elected at the Biennial General Meeting of the Regional Board by eliminating secret ballot. At least half of the Officers along with the functional Officers shall be women.
- XVIII.3 Special meetings
- 1 Special meetings of the Regional Board may be called at the discretion of the Officers of the Board in conjunction with the Regional Director.
 - 2 Seven days notice of a special meeting shall be given to all Board Members, except in cases of emergency, when only business of immediate importance shall be transacted.
- XVIII.4 Ordinary meetings
- 1 Ordinary meetings of the Regional Board shall be held at such intervals as laid down by the Standing Orders of this Board or as may be determined by resolution of the Regional Conference.
 - 2 Seven days notice of Regional Board meetings shall be given to Board Members.
- XVIII.5 A notice calling a special or ordinary meeting of the Board shall state as far as possible the business to be transacted.
- XVIII.6 Any notice required to be given under these Rules shall be in writing, to be delivered by post or hand to the last address notified in writing to the Regional Director of this Party. Notices to be sent to affiliated or Party organisations shall be sent to the Secretary thereof.
- XVIII.7 National Policy Forum Members elected to represent the Region shall be entitled to attend meetings of the Board as non-voting members.
- XVIII.8 Minutes of the Regional Board shall be made available to Constituency Labour Parties and affiliated organisations.

Clause XIX Management

- XIX.1 The Executive Committee of the Board shall comprise of the Chair, Vice Chair, and any other such functional officers that may have been appointed by the Board at its Biennial General Meeting, along with the Regional Director.
- XIX.2 The Executive Committee shall meet as required, or on a basis as set Out in the Standing Orders of the Board or on a basis as set out by resolution of the Board at any of its meetings.
- XIX.3 The Regional Board may set up such working parties as may, from time to time, be required.
- XIX.4 These working parties shall be convened by the member of the Board who has been appointed the functional officer for that area, in consultation with the Regional Director or a paid party official acting on behalf of the Regional Director.
- XIX.5 The working parties shall meet on such basis as set out in the Standing Orders of the Board, or on a basis as set out by resolution of the Board at any of its meetings.
- XIX.6 The working parties shall act to further the aims and values of the Labour Party within the Region as contained within Clause II above and as set out by the NEC from time to time.
- XIX.7 The working parties should work closely with the Regional Director and the paid regional team of Officers towards this end.
- XIX.8 Regional Board Members shall act as representatives of the Regional Party. Board Members shall be encouraged to visit CLPs, other Party units, affiliated Socialist Societies, the Co-operative Society and affiliated Trade Unions to promote and further the national and regional aims of the Labour Party. Board members will cover such geographical areas allocated to them by the Board from time to time.

Clause XX Disciplinary

XX.1 It shall be the duty of the Regional Board of this Party to take all necessary steps to enforce the Constitution, Standing Orders and Rules of the Labour Party within the region, and to safeguard the programme, policy and principles of the Party within the region. This Board shall take such action as it deems necessary for such purposes in accordance with the provisions laid out by the NEC.

Clause XXI Amendment to Rules

XXI.1 These Rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at a Regional Conference by a vote of two-thirds of the delegates present, subject to the approval of the NEC.

XXI.2 Rule amendments may be proposed by any organisation entitled to send delegates to conference and by the Regional Board. Any proposed rule amendments must be received by not less than 56 days prior to conference and circulated not less than 31 days prior to conference.

Standing Orders

South East Regional Board of the Labour Party

1 Biennial General Meeting

- 1.a The Biennial General Meeting will be held as soon as possible after the Biennial Regional Conference. The Regional Director will send out a formal notice to all Board Members at least seven days prior to the Biennial General Meeting.

2 Ordinary Meetings

- 2.a Regional Board meetings shall be held on a regular appointed Saturday each quarter. Executive meetings shall be held as and when necessary. Working Group meetings shall be held as and when necessary. Special and emergency meetings will be convened as and when necessary.
- 2.b A formal notice of Board and Executive meetings shall be sent out by the Regional Director to Board Members no later than seven days prior to the meeting. Such notice shall include the agenda and/or an indication of special business.
- 2.c Board members shall be obliged to sign an attendance register at each meeting.
- 2.d Meetings of the Regional Board shall usually commence at 11:00am. If within half an hour of the appointed time a quorum is not present the meeting shall not be held, always providing that in special circumstances, a lesser number than the quorum may transact business subject to ratification of the proceedings by the next quorate meeting.
- 2.e Board meetings shall follow the order of business as set out in order Standing Order 5 below.
- 2.f The Executive Committee in conjunction with the Regional Director may act upon urgent business which, in the opinion of the Executive Committee, cannot wait until the next Regional Board Meeting. Such business must be reported to the next Regional Board Meeting.

3 Quorum

- 3.a The quorum for a Board Meeting shall be eight members and the quorum for the Executive Committee shall be three voting members.
- 3.b The proceedings and resolutions of any quorate meeting shall not be held to be invalid simply through the accidental failure to give notice of the meeting to, or the non receipt of such notice, by any person entitled to attend.

4 Chair

- 4.a The Chair shall preside at Board and Executive Committee meetings. The Chair shall also preside at Regional Conference. In his or her absence a Vice-chair shall take the chair. In the absence of both, the Regional Director, or some other member shall call upon the meeting to elect a person to preside.
- 4.b Should the Chair or Vice-chair appear later, the presiding chair may continue until the current or particular item of the agenda is disposed of, before vacating the chair for the official post-holder. At the Biennial General Meeting, the Chair shall hold office until a successor is elected, who shall forthwith take the chair, and proceed to the election of other officers.

5 Order of business

- 5.a The usual order of business at a Board meeting shall be:
 - 1 Welcome and introduction of visitors
 - 2 Apologies for absence
 - 3 Minutes of the last meeting
 - 4 Matters arising from the minutes
 - 5 Resolutions
 - 6 Regional Directors Report
 - 7 Report from the Regional Group of MEPs
 - 8 Report from the Regional Group of MPs
 - 9 Other reports including:
 - a) Executive Committee Report (if applicable)
 - b) Financial Report (if applicable)
 - c) Work Group Reports (if applicable)
 - d) Report from the Regional Policy Forum representatives
 - 10 Any other business
- 5.b Written reports may be circulated where appropriate.

- 6 Notice of motion**
- 6.a All motions for the agenda from Board Members shall be communicated to the Regional Director in writing not less than 21 days before the meeting, unless on matters of urgency accepted by the majority as such: but where urgency is known or anticipated before the meeting, notice in writing of the urgent business or motion shall be transmitted to the Regional Director as early as may be practicable before the meeting. The term 'urgency' shall be interpreted in a bona fide way and with due regard to the reasonable intent of this order.
- 7 Amendments**
- 7.a Amendments to an original motion shall be handed to the Chair in writing.
- 7.b Amendments shall be taken in order, and one amendment shall be disposed of before another is moved. If the first amendment is carried it becomes itself the question, whereupon any further amendment can be moved.
- 8 Resolutions**
- 8.a No motion may be discussed at a meeting until it has been moved by a Board Member and seconded.
- 9 Motion to rescind resolutions**
- 9.a Any motion to rescind any previous resolution passed by the Party shall be handed in written form to the Regional Director not later than 21 days before the date of the next meeting; such notice is to be included in the agenda of the next meeting. A motion to rescind a resolution shall not be valid within three months after the date of the original resolution, always provided that on the grounds of untenability, emergency or definite urgency the Officers of the Board shall have the power to suspend part of this order for the purpose of allowing an ad hoc motion of rescission to be put.
- 10 Speakers**
- 10.a All speakers shall address the Chair. All Board Members shall preserve order and be seated when the Chair rises. No Board member shall be allowed to speak more than once on any matter until every other Board member has had an opportunity of speaking, and shall then only have the opportunity to speak a second time by permission of the Chair.
- 11 Time limit for speakers**
- 11.a The mover of any motion shall be allowed five minutes, the seconder and succeeding speakers three minutes each. The time limit for speakers may be extended by a vote of Board members. The mover of the original motion, but not of any amendments, may reply to the discussion without introducing new matters, and this shall close the discussion.
- 12 Chair speaking to a motion**
- 12.a The Chair, if desirous of speaking individually to any motion, shall request the permission of the meeting to leave the chair for the purpose of so doing; always providing that this should not abrogate the ordinary right of the Chair to sum up or comment on a discussion to clarify the issues on which members are to vote.
- 13 Voting on a motion**
- 13.a Shall be by a show of hands, except where the constitution of the Party provides for a secret ballot vote, or when the Board shall otherwise decide.
- 14 Election of officers**
- 14.a Voting for the election of Officers, functional Officers and representatives to other bodies on behalf of the Regional Board shall be by secret eliminating ballot, unless otherwise decided by a two-thirds majority of the Regional Board.
- 15 Equality of votes**
- 15.a In the event of an equal number of votes being given on any matter, it shall be decided that the question not be carried; or
- 15.b The Chair may give a casting vote in the event of there being an equality of votes on any matter voted for by a show of hands, provided that s/he has not used an ordinary vote. If the Chair does not wish to give a casting vote, the resolution is not carried.
- 15.c In the event of a tie on a secret paper ballot, the Chair shall not have the casting vote. The ballot shall be retaken, and in the event of a continual tie, lots shall be taken. In a preferential ballot the tie shall be broken by establishing which candidate had the highest number of first preference votes or took the earliest lead on transfers.
- 16 Nomination of absent delegates**
- 16.a An absent Board Member may be nominated for any office if the person has accepted nomination and has a valid reason for non-attendance.
- 17 Procedural motions**
- 17.a Any motions "to adjourn", "to move to next business", "that the vote be taken", or "that the Chair leave the chair", shall be moved, seconded and put to the vote without discussion. After such a vote 20 minutes shall elapse before such a motion can again be accepted by the Chair. A motion of "next business" may not be put until the mover and seconder of a motion have been heard.

- 18 The Chair's ruling**
18.a The Chair's ruling on any point arising from these Standing Orders is final, unless challenged by not less than four Board members and unless carried by a two-thirds majority of the members present.
- 19 Breach of Rules and Standing Orders**
19.a Any breach of, or question on, the Rules and Standing Orders may be raised by any Board member as a point of order.
- 20 Suspension of Standing Orders**
20.a Any of the Standing Orders numbered 5, 13 and 21 may, for good reason, be temporarily suspended for the remainder of the meeting by a two-thirds majority vote of the members present at a meeting.
- 21 Close of meeting**
21.a All meetings shall close no later than 2:00pm.
- 22 Miscellaneous**
22.a Regional Board meetings and events shall be conducted in a friendly and orderly manner and organised in such a way as to maximise participation by members. No member shall be precluded from attendance because they cannot gain access to the meeting place for any reason. Harassment or intimidation of any member is unacceptable as is any form of discrimination on the basis of gender, sexuality or race.
22.b Any member acting in an unruly or disruptive manner, in contravention of standing orders, may be removed from the meeting by action of the chair. The chair shall put such a motion to the meeting, which to be carried shall require the support of two-thirds of those present and voting. Any member, who has been removed from two meetings during a 12 month period, shall with the approval of the General Secretary, be ineligible to attend meetings of this body for the next 12 months.
22.c This Board accepts the principle of minimum quotas for women at all levels of representation within the Party and shall take steps to ensure that 50 per cent of any delegation shall be women and, where only one delegate is appointed, a woman shall hold the position at least every other year.
22.d The general provisions of the National Labour Party as stated in the Constitution, Rules and Standing Orders shall apply to the South East Regional Board of the Labour Party. This shall include the payment of affiliation fees, rules governing delegates, the election of delegates to Party Conferences, nominations for Officers, and resolutions and amendments for time Party Conference agenda etc.
- 23 Alterations to the Standing Orders**
23.a No alterations shall be made in any of the foregoing standing orders, except at Regional Conference, and carried by a two thirds majority of those members present.
23.b Standing Orders are subject to NEC approval.