



AUSTRALIAN LABOR PARTY

TASMANIAN BRANCH

RULES

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1 NAME, OBJECTIVES AND CONSTITUTION

Name

- 1.1 The name of the Party is the "Australian Labor Party - Tasmanian Branch" (hereinafter called "the Party").

Objectives

- 1.2 The Party has as its objectives the development and implementation of policies consistent with the platform of National and State Conferences of the Australian Labor Party, and the election to the Australian and Tasmanian Parliaments of endorsed candidates, who undertake to join the Federal or State Parliamentary Labor Party (as appropriate).

Constitution

- 1.3 The Party shall consist of:
- (a) individual members; and
 - (b) affiliated trade unions.
- 1.4 The Party shall be a branch of the Australian Labor Party, and shall be subject to and bound by the National Platform, Constitution and Rules of the Australian Labor Party, as amended from time to time.
- 1.5 All members of the Party are bound by these Rules, as amended from time to time.

2 MEMBERSHIP

Eligibility

2.1

- (a) Individual membership of the Party shall be open to any resident of Tasmania aged 14 years and over, subject to further provisions of these Rules.
- (b) To be eligible to register as an indigenous member of the Australian Labor Party Tasmanian Branch, the member, together with meeting the requirements of Rule 2.11 (a), must have completed the Australian Indigenous Aboriginality Declaration of Rights Schedule I.
- (c) Where challenges to a member's aboriginality, as claimed within Schedule I, the ALP will continue to recognise the member's aboriginality until advice has been received by the Party that a successful challenge to the member's aboriginality has been made to either the Federal Court of Australia or the Commonwealth Electoral Office.

Application for Membership

- 2.2 An application for membership of the Party signed by the applicant shall be made on the form contained in Schedule A of these Rules, and shall be accompanied by the appropriate membership fee for either one, two or three years (as set out in Schedule B).

An unsigned application form for membership received by the Party shall not be processed until the applicant has signed the application form, except in the case of an on line application.

(a) An application for membership may also be completed on line and paid for by electronic funds transfer from the applicants personal bank account or personal credit card.

2.3 The application shall be submitted to either:

(a) the secretary of a local branch in the electorate in which the applicant normally resides, who must mark the date received on the application and forward to the State Secretary within 14 days of receipt; or

(b) the State Secretary of the Party, for determination by the Administrative Committee.

(c) membership of the Party shall date from receipt by the Branch Secretary or the State Secretary.

(d) Renewal of membership must occur by April 1; renewals and payments for the same must be forwarded to the State Secretary within 14 days of receipt by the local Branch Secretary.

2.4 The following procedure shall apply to Application for Membership forwarded in accordance with Rule 2.2:

(a) applications for membership including on line memberships shall be immediately accepted.

(b) the Administrative Committee shall accept the application unless it is satisfied that one or more of the reasons listed for refusal in Rule 2.7 applies;

(c) the successful applicant shall be issued with a membership ticket, with Party membership deemed to be effective from the date at which the application was signed by the applicant and nominator;

(d) in the event an applicant does not identify a local branch, the State Secretary shall allocate a local branch;

(e) any application for membership received after 1 January which is approved expires on 31 March the following year;

(f) in the event that;

(a) multiple applications are lodged for new membership and/or paid for by a person on behalf of (an) applicant(s) the Administrative Committee may;

(i) accept the applications

(ii) reject the applications

(iii) refer the matter to the Disputes Committee

(b) more than 20 applications are received for a particular Federal Electorate in any calendar month the Administrative Committee may;

(i) accept the applications

(ii) reject the applications

(iii) refer the matter to the Disputes Committee

Where this number is exceeded the remaining applicant(s) for membership will hold membership on the central register of Party members held in the Party Office until the following month.

(g) Where an applicant for memberships' principal industry or occupation is one that is covered by an affiliated union and that persons membership application does not identify being a member of that union, the State Secretary shall forward the applicants details to the relevant affiliated union.

2.5 Applications for membership may be refused for one or more of the following reasons only:

(a) where the applicant is a member of a proscribed organisation as stated in Rule 2.7(e), or has been a member of a proscribed organisation within the two years immediately preceding the application;

(b) where the applicant nominated, or supported a candidate, for public office against an endorsed Australian Labor Party candidate within the immediately preceding two year period; or

(c) where, for any other reason of substance, the Administrative Committee resolves that it is not in the Party's interests to accept the application for membership.

(d) Proscribed organisation: League of Rights

2.6 Where an application for membership is refused for any one or more reasons listed in Rule 2.7:

(a) the applicant shall have the right to appeal that decision;

(b) that appeal shall be heard by the Disputes Committee, which shall report to the Administrative Committee; and

(c) if, following that appeal, the Administrative Committee again refuses the application, the applicant shall have the right to appeal to the next State Conference.

Membership Audit

2.7 In odd numbered years the State Secretary shall conduct, an audit of the membership to determine whether or not current members would still be accepted as a new member in accordance with Rule 2.7.

Where it is found that a member:

(a) Is a member of a proscribed organisation as stated under Rule 2.7(e), or has been a member of a proscribed organisation within the two years immediately preceding the membership audit;

(b) Has nominated or supported a candidate for public office against an endorsed ALP candidate within two years immediately preceding the audit;

(c) Is a member of a branch outside of the electorate in which they are enrolled with the Australian Electoral Commission, and or where they reside because they are under 18 years of age.

- (d) Where it is found a member is not a member of an affiliated union covering the members principal industry or occupation, the State Secretary shall forward that members details to the relevant affiliated union.

The continued membership shall be considered and decided by the Administrative Committee in accordance with the Rules.

Rights of Members

2.8 While a person's application is being processed in accordance with Rule 2.4, s/he shall have the right to only attend and speak at a local branch.

2.9 A member shall be eligible to vote, or to nominate, in local component ballots to select candidates for public office, President and Vice President, national conference delegates and in ballots to select membership delegates to State Conference provided that:

- (a) at the time at which nominations closed, at least six months had elapsed since the date of the member's application to join the Party was received in accordance with provisions of the Rules; and

- (b) to be eligible to nominate and or vote in any of the aforementioned ballots the member must have renewed their membership by April 1 in each year.

- (c) the member has attended at least two meetings of either the member's local branch, nongeographic branch, a policy action caucus, platform committee meeting, central policy branch or YL branch in the immediate past financial year; or the member is a Life Member; or is enrolled to vote with the Australian Electoral Commission at place more than forty (40) kilometres from where the members closest local branch in their electorate regularly meets as advertised in the Party Newsletter.

- (d) if 18 and above, they are correctly enrolled with the Australian Electoral Commission to vote in a federal election.

- (i) if 14 and over but under 18, and they are an Australian citizen and they have provided their residential address, to the satisfaction of the State Secretary.

- (e) in relation to ballots for casual vacancies for public office, other than for House of Assembly casual vacancies, the cut off for the meeting attendance requirement in (c) above shall be the end of the quarter immediately prior to the vacancy arising.

- (f) The Administrative Committee may by a unanimous vote suspend all or any of the provisions of rule 2.9 (a) (b) (c) and (d) for the purpose of nomination for Public Office.

2.10 A member shall be eligible to vote, and to participate, in all other branch ballots, provided:

- (a) the member is currently financial; and

- (b) the member has attended at least two meetings, as a financial member, of the member's local branch, central policy branch or YL branch in the immediate past financial year, and has been a member of the Party for six months.

- 2.11 Financial membership of the Party shall expire on 31 March of the year in which a membership ticket is issued, and may be renewed within twelve months by:
- (a) payment of the prescribed fee to the local branch secretary; or
 - (b) payment of the prescribed fee to the State Secretary; or
 - (c) payment of the prescribed fee by automatic deduction from the member's bank account; or
 - (d) an on line payment by electronic funds transfer from the Members personal bank account or personal credit card.
- 2.12 An unfinancial member of the Party shall be eligible to attend and participate in Party meetings, but shall be ineligible to participate in any vote, or to nominate for any position in the Party or as a candidate for public office.
- 2.13 Consistent with other provisions of these Rules, the rights and obligations of Party membership shall cease only if and when:
- (a) the member advises her/his resignation from the Party; or
 - (b) the Administrative Committee determines that, for one or more of the reasons listed in Rule 2.5, the person is no longer eligible for membership of the Party; or
 - (c) the person ceases to be a financial member of the Party.
- 2.14 Where, in accordance with provisions of Rule 2.14, the Administrative Committee determines that, for one or more of the reasons listed in Rule 2.7, a person is no longer eligible for Party membership, the person shall have the rights of appeal described in Rule 2.6.

Interstate Transfers

- 2.15 A member of the Australian Labor Party from another State or Territory who becomes a resident of Tasmania shall be entitled to be a member of the Party without the application required in Rule 2.2, and without loss of continuity, provided the Secretary of the Australian Labor Party in the other State or Territory certifies her/his membership.
- 2.16 A member transferring from interstate shall be accepted as a member of the Party immediately upon presentation of the certification described in Rule 2.16 to the secretary of a local branch for forwarding to the State Secretary, or the State Secretary of the Party, and shall be accepted as a member of a local branch in accordance with other provisions of these Rules.

Intrastate Transfers

- 2.17 Consistent with other provisions of these Rules, a Party member may transfer her/his membership from one local branch to another, and shall be accepted as a member of the local branch to which she/he is transferring after notification to the State Secretary.
- A transfer from one local branch to another, which shall be in writing to the State Secretary, shall take effect immediately. Transfers cannot be used to meet the requirements of rule 2.9(c).

Life Membership

- 2.18 Any local branch shall be entitled to nominate a Party member for Life Membership, the grounds for which shall be long and meritorious service to the Party.
- 2.19 Every such nomination, together with a report in support of the nomination, shall be considered by the Administrative Committee, and where recommended by the Administrative Committee, determined by State Conference. Nominations for Life Membership shall meet the following criteria;
- (a) Thirty (30) years continuous membership of the Australian Labor Party
 - (b) The nominee shall not have been the holder of a Parliamentary or paid Party position either political or administratively for the previous five years
 - (c) The nominee shall have demonstrated a long standing commitment to the Party outside of any paid Party position
 - (d) The Administrative Committee may waive the criteria in exceptional circumstances
- 2.20 Life members shall no longer be required to pay the annual membership fee, but shall retain all the rights and obligations of Party membership which they otherwise held.
- 2.21 Life members shall be deemed to have renewed their membership on 1 April in each calendar year.

Membership Amnesty

- 2.22 In odd numbered years the Administrative Committee may grant an amnesty to former members who have left the Party in a previous five year period. Any returning members will be granted full membership rights. Such membership may be refused in accordance with Rule 2.7

Revocation of Membership

2.23

- (a) In this rule “serious criminal offence” means an offence indictable offence that is punishable by imprisonment for 5 years or more;
- (b) despite anything to the contrary in these rules, the Administrative Committee may revoke the membership of a member found guilty of a serious criminal offence;
- (c) before the Administrative Committee revokes the membership of a member under paragraph (b);
 - (i) the State Secretary must notify the member in writing of the proposed revocation; and
 - (ii) the member must be given an opportunity to make a written submission to the Administrative Committee as to why his or her membership should not be revoked;
- (d) despite anything to the contrary in these rules, the Administrative Committee may immediately suspend the membership of a member who has been charged with a serious criminal offence pending the hearing of the charge.

Political Staff Appointments

- 2.24 All political appointments to electorate or ministerial offices of State and Federal members of the Parliamentary Labor Party must be members of the Party, and a financial member of the relevant Union.

3 LOCAL BRANCHES

Establishment

- 3.1 Local branches shall be established by the Administrative Committee where the Committee is satisfied that there is a demonstrated local need and demand.
- 3.2 An application to establish a new branch may be made to the Administrative Committee by any current Party member.
- 3.3 A local branch will retain its charter provided:
 - (a) its membership remains above 10 members, or where its members cannot readily attend meetings of any other local branch; and
 - (b) it continues to operate in conformity with these Rules.
- 3.4 Where a new local branch has been formed, it will have three months to obtain the necessary minimum membership. Otherwise, unless an extension of this time period is granted by the Administrative Committee, the provisions of Rule 3.3 will come into effect.

Powers

- 3.5 Local branches shall:
 - (a) support the Party's objectives;
 - (b) elect their own officers in accordance with provisions of these Rules;
 - (c) be competent to forward resolutions to State Conference, the Administrative Committee, Platform Committees, the relevant Electorate Forum.

Membership

- 3.6 Party Members shall be permitted to join any one branch within the Tasmanian Branch of the ALP, including "non geographical branches as outlined in Rule 3.16.
 - (a) When a branch approves a member may attend a branch meeting by video presence and any such attendance is certified by the Branch President and Secretary,
 - (b) for a member to meet the requirements of Rule 2.9 and 2.10 they must have personally attended at least one branch meeting in the immediate past ALP financial year,
 - (c) for a member to be eligible to vote and to participate in any branch ballots in accordance with Rule 2.10 – branch ballots, they must attend in person.
- 3.7 Any member of the Party may also attend any meeting of any local branch, and may speak with the leave of the meeting but shall have no right to vote at meetings of local branches other than that of which s/he is a member.

Procedures

- 3.8 Details of the date, time and venue of local branch meetings shall be provided to all current members of the local branch, and shall be provided to the Party Secretary for publication in the Party's newsletter.

- 3.9 Each local branch shall meet at least once each quarter, and may meet more frequently provided that if a local branch shall meet more than once in any calendar month, the branch must resolve which one only of those meetings would be deemed to count for the purposes of the meeting attendance provisions of these Rules.
- 3.10 The quorum for a local branch meeting shall be 5 financial members of the branch.
- 3.11 The officers of a local branch shall be elected at the first meeting held on or after 1 April in each year. The officers shall be: president, two vice-presidents, secretary and treasurer. The offices of secretary and treasurer may be combined.

Local Branch Secretary

- 3.12 The secretary of a local branch shall:
- (a) maintain the correspondence and records of the branch;
 - (b) give notice of all meetings of the branch in accordance with decisions of the branch and of any special meetings of the branch when requested by the president of the branch or when a request is received signed by at least five members of the branch. The notice period for meetings shall be a minimum of seven days and can be given either in writing or by electronic means;
 - (c) take minutes of all meetings, these minutes to include a record of attendance at each meeting;
 - (d) maintain and be responsible for the financial records of the branch;
 - (e) maintain a record of the attendance of members at branch meetings, in a signed attendance book;
 - (f) forward one copy of meeting minutes to the State Secretary as soon as possible after those minutes have been confirmed or amended, and forward other records as necessary to the State Secretary; and
 - (g) perform all other duties which are required by the Rules or which are decided by the branch.
- 3.13 The secretary of each local branch shall forward to the State Secretary by 30 April each year:
- (a) the completed form shown in Schedule C, providing details of the branch officers, and the financial status of branch members;
 - (b) the accounts showing the branch's financial record for the previous year, 1 April to 31 March; and
 - (c) any payments required in accordance with the Rules.
- 3.14 The secretary of each local branch shall maintain a record of the attendance of local branch members at local branch meetings, as follows:
- (a) an attendance book and minutes shall be maintained, both of which shall include a record of attendance of members at each meeting;
 - (b) the attendance book shall be provided by the Party, and shall include provision for a member attending a meeting to both sign and print his or her name;

- (c) at the conclusion of each meeting, the President and Secretary of the local branch (or other local branch officers acting in those positions at that meeting) shall rule off and sign off the attendance book;
- (d) copies of the attendance lists shall be forwarded to the State Secretary within 14 days of the end of each quarter for all meetings held within that quarter;
- (e) the attendance book shall be forwarded to the State Secretary by the end of each financial year, and a new attendance book shall be forwarded to the local branch prior to the branch's annual general meeting and,
- (f) where the local branch secretary has not complied with the requirements of rule 3.15 (d) within a period of three months the State Secretary will refer the matter to the disputes committee.

Non Geographical Branches

3.15

- (a) Where exceptional circumstances exist, the Administrative Committee may establish other forms of branch organisations to be known as Non Geographic Branches.
- (b) For attendance at a non-geographic branch to meet the requirements of Rule 2.11(c), the following provisions must be met
 - (i) The proposed branch must first be established by applying to the Administrative Committee, indicating how the interests of the Party are advanced through the branch and why there is a need for the branch;
 - (ii) The application must demonstrate the exceptional circumstances that warrant the creation of the non-geographic branch
 - (iii) The minimum membership of the non-geographic branch shall be ten (10).
- (c) The Administrative Committee may disband a non-geographic branch if it considers the branch is acting against the interests of the Party. Any disbanded branch shall have the right to appeal that decision consistent with the Rules.

Central Policy Branch

- 3.16
- (a) The Administrative Committee may establish Central Policy Branches in the north, north west and southern Tasmania;
 - (b) the quorum for a Central Policy Branch meeting is seven (7) members and attendance at Central Policy Branch meeting will be counted as attending a meeting in accordance with Rule 2.9(c);
 - (c) meetings of the Central Policy Branch shall focus on policy issues only and shall not be conducted in the same manner as normal branch meetings;
 - (d) a President and Secretary of each Central Policy Branch shall be elected in April of each year provided they meet the requirements of Rule 2.10
 - (e) if a member attends a meeting of the Central Policy Branch and their local branch in the one month, only one of those meetings would be deemed to be counted for the purposes of meeting attendance provisions of Rules 2.9 and 2.10

Meeting Attendance

- 3.17 If a member attends more than one meeting of their local branch, non-geographic branch, a policy action caucus, platform committee or central policy branch or AYL Tasmania branch in a single calendar month, only one of those meetings attendances can be counted towards the member's eligibility to vote under rules 2.9 and 2.10.

4 UNIONS

Affiliation

- 4.1 Any trade union which desires to become affiliated shall make application in writing accompanied by a copy of its Constitution and Rules and a statement of its financial membership within Tasmania to the Administrative Committee.
- 4.2 The application is to indicate the number of members upon which the union is likely to affiliate on during the following year in accordance with the requirements within Rule 4.9 (a) (i) (ii) and (iii). Including a payment for an amount based upon payment of one quarter of such membership numbers. This amount will be refunded if the union's application to affiliate is refused by the Administrative Committee. The amount will be treated as a prepayment of the following years affiliation fees if the application to affiliate is approved by the Administrative Committee. However, this amount will be forfeited to the Party should the union fail to affiliate by 1 April in the following year.
- 4.3 If the application is received by 31 October, the Administrative Committee shall at its next meeting consider such application and may approve such application by a two-thirds majority.
- 4.4 Any application for affiliation may be approved or refused, provided that the right to affiliate shall not be refused unless it can be demonstrated clearly that:
- (a) the relevant organisation is not a bona fide union; or
 - (b) the organisation has engaged in recent conduct which renders it unsuitable to be affiliated.

Powers

- 4.5 Affiliated unions shall be entitled to:
- (a) representation to State Conference in accordance with provisions of these Rules;
 - (b) nominate members of Platform Committees; and
 - (c) forward resolutions to State Conference, the Administrative Committee and Platform Committees.

Representation and Affiliation Fees

- 4.6 In the event of any such application being approved by the Administrative Committee, such union shall be entitled to representation at the next State Conference held after 1 May of the year following approval as is provided in Schedule D upon fulfilling the requirements of Rule 4.10.
- 4.7 In the event the union's application does not comply with Rule 4.2, the application will be considered by the State Conference of the Party, if approved such union shall be entitled to representation at any State Conference that may be held between the State Conference of which their application was approved and the State Conference held after 1 May of the year following approval, as is provided in Schedule D.

- 4.8 The representation of affiliated unions at State Conference and the fees paid by such unions shall be determined on the basis of the membership of the union on affiliation and subsequently as at 1 April of the current year.
- 4.9 (a) Each affiliated union must by 4.00pm on the last Friday in February each year provide to the State Secretary:
- (i) An independent audit report for the previous year on the number of members eligible to vote in a ballot for an office in that union at 30 June as conducted by the appropriate Electoral Commission/s, and
 - (ii) The number of members identified in (i) above for whom the union received an amount of dues in relation to the period between 1 April and 30 June inclusive for that year.
 - (iii) Advice on the number of members that union will affiliate on for the current year.
 - (iv) If a current affiliated union fails to lodge an independent audited report by the date determined in Rule 4.9(a), that union's affiliation numbers for the current year shall be the union's previous affiliation average as determined within Rule 4.9(b) reduced by 15%.
- (b) Union affiliation sizes will be based on a three year rolling average of that union's affiliation. The first year for the purpose of the rolling average will be 2003.
- 4.10 Affiliation fees payable to the Party by affiliated unions shall be as determined from time to time by the Administrative Committee.
- 4.11 An affiliated union shall be entitled to representation at State Conference in any year 1 May to 30 April only if:
- (a) its affiliation was approved prior to 1 April; and
 - (b) its affiliation or reaffiliation fees were received by 1 April, and the names of its delegates were advised in writing by the union secretary to the Party State Secretary by the close of business on the third Friday in July immediately prior to State Conference.
- 4.12 Where an affiliated union is unfinancial, it may retain its affiliation by paying the current year's affiliation fee by 31 December in the current year, but it shall not be entitled to representation at any State Conference held during that year unless its affiliation fee is paid in full by 1 April.
- 4.13 Notwithstanding any other provisions of these Rules, any union may pay its affiliation fee or reaffiliation fees in two equal six monthly instalments provided that it has advised the State Secretary of its intention to do so prior to 1 April in any year, the first part payment of which shall be made by 1 April and the second by 1 October, and provided the first part payment is made by 1 April the union shall be deemed to have met the affiliation fee requirement for the purposes of Rule 4.11(b).
- 4.14 Where in accordance with Rule 4.13 an affiliated union elects to pay its affiliation fee in any year in two equal six monthly instalments and then fails to pay the second instalment by 1 October in the same year, the union shall be unfinancial under these rules. A union which becomes unfinancial in these circumstances shall not be entitled to be considered to be a financial affiliated union for a period of three calendar months

following the payment of the outstanding instalment, and any other amounts whether affiliation fees or other monies which are due and payable under these rules.

- 4.15 Where a union becomes unfinancial in accordance with Rule 4.14 its entitlement to State Conference delegations shall be forfeited and the number of delegates allocated to each union under these Rules shall be recalculated in accordance with Rule 5.7 having regard to the ineligibility of the unfinancial union to have delegates to State Conference.

Labor Advisory Council

4.16

- (a) A Labor Advisory Council (LAC) shall be established, consisting of the Leader and senior members of the State Parliamentary Labor Party (SPLP), the President, and Secretary or their nominees, and representatives of the Trades and Labour Council or equivalent body,
- (a) The role of the LAC will be to provide a formal consultative mechanism between the Party and union movement,
- (b) The LAC will include a Campaign and Growth Forum based on the ACTU model, to connect affiliated unions, the Party and the SPLP into a more meaningful dialogue on shared challenges.

5 STATE CONFERENCE

- 5.1 There shall be a State Conference, which shall be the supreme decision-making body of the Party.

Responsibilities

5.2 The State Conference shall have the following responsibilities, as required:

- (a) determining the Rules and Platform of the Party;
- (b) receiving reports from the Parliamentary Leader, the President, the State Secretary and Platform Committees;
- (c) receive reports from State Ministers or Shadow Ministers on the implementation of the Party Platform and policy commitments including resolutions from the previous State Conference plus report on any reason why the Platform, policy commitments or State Conference resolution was unable to be implemented;
- (d) electing the State Secretary and Administrative Committee, as required, according to provisions of the Rules;
- (e) electing Assistant Secretaries and Platform Committee chairpersons;
- (f) electing the Party's delegates to National Conference;
- (g) electing the State Returning Officer and three Assistant State Returning Officers, according to provisions of the Rules;
- (h) deciding appeals;
- (i) participating in the selection of candidates for public office;
- (j) determining which organisations are proscribed; and

(k) deciding any matter not otherwise provided for in the Rules.

- 5.3 The powers of State Conference in relation to determining the Party's platform shall necessarily be confined to matters of state responsibility.

When discussing any matters concerning federal policy, all proposed resolutions shall commence: "The following shall be referred to the relevant national Platform Committee ..."

Composition

- 5.4 State Conference shall comprise the following:

- (a) 100 delegates elected by and from Party members ("membership delegates"), in accordance with Rules 5.5 and 5.6;
- (b) 100 delegates appointed by and from affiliated unions ("union delegates"), in accordance with Rules 5.5 and 5.7, provided that no person shall represent an affiliated union unless s/he is a financial member of the Party;
- (c) the Leader of the State Parliamentary Labor Party, and two further delegates elected by and from members of the State Parliamentary Labor Party;
- (d) a representative of the Leader of the Federal Parliamentary Labor Party nominated from among the Tasmanian members of the Federal Parliamentary Labor Party, and one further delegate elected by and from the Tasmanian members of the Federal Parliamentary Labor Party;
- (e) the State Secretary;
- (f) two delegates elected by and from Tasmanian Young Labor;
- (g) six indigenous delegates elected in accordance with rule 5.27; and
- (h) other Party Officers ex officio, any of whom shall be entitled to vote only if a delegate pursuant to provisions of Rule 5.4 (a), (b), (c), (d), (e) or (f).

- 5.5 The total number of membership delegates and union delegates shall be 200 with 100 membership delegates and 100 union delegates.

- 5.6 The 100 membership delegates, and the number of membership delegates elected by and from members in each electorate, shall be determined in accordance with Schedule E.

- 5.7 The 100 union delegates shall be determined in accordance with Schedule-D.

- 5.8 A member of the Party shall not be entitled to be a voting delegate to State Conference in more than one capacity, as listed in Rule 5.4.

- 5.9 A membership delegate may nominate any Party member to act in the place of that delegate for all, or specified sessions of, a State Conference. In nominating a proxy to act in the place of a membership delegate for any ballot, such proxy shall be advised in writing by the membership delegate to the State Secretary by the close of business on the Thursday immediately prior to the Conference. Such proxy delegate must have been eligible to nominate for the position of State Conference delegate from the electorate of the delegate when the membership delegate was elected to the State Conference in question, the provision of proxies will not apply to the TYL State Conference.

- 5.10 A member eligible to act in place of a delegate pursuant to Rule 5.9 may hold only one such delegation.
- 5.11 A union delegate may nominate any member of the Party to act in place of that delegate for all of, or for specific sessions of, a State Conference, provided that such proxy delegates must have the qualifications necessary for selection as a delegate, and that the names of proxy delegates are advised to the State Secretary at the same time as the substantive delegates are advised.

National Conference Delegates

- 5.12 Fifty per cent of Delegates to National Conference shall be elected by members who are eligible to vote in accordance with Rule 2.9 in a single ballot. The remaining fifty per cent shall be elected by and from State Conference in a single ballot.

Procedures

- 5.14 State Conference shall meet at least annually, unless determined otherwise by a decision of the Administrative Committee, and such annual meeting shall be held between the months of July and October to be determined at the first Administrative Committee meeting in each year, unless the Administrative Committee resolves that such a meeting would adversely affect the efficient, effective and accountable conduct of the Party's activities in pursuit of its objectives. Where the Administrative Committee defers the State Conference in accordance with the provisions of this rule the Administrative Committee may also defer the ballot process of rule 12.2 (b) for the same period the State Conference has been deferred by.
- 5.15 Other than as provided for in Rule 5.14, a special State Conference shall be held:
- (a) when decided by State Conference;
 - (b) when required to implement provisions of the Rules;
 - (c) when decided by the Administrative Committee; and
 - (d) when the State Secretary receives a request signed by a majority of the members of State Conference.
- 5.16 Meetings of State Conference shall be conducted in accordance with the Standing Orders.
- 5.17 Any member of the Party may attend meetings of State Conference as an observer.
- 5.18 According to provisions of these Rules, State Conference shall elect the Party Officers, Assistant Secretaries, State Returning Officer, Assistant State Returning Officers and Platform Chairs in even numbered years, and shall elect the Administrative Committee in odd numbered years.
- 5.19 For all positions to be elected at a State Conference the timeline for election shall be determined by the State Returning Officer and advertised in the Party newsletter at least eight weeks before State Conference.

Returning Officer and Assistant Returning Officers

- 5.20 The State Returning Officer and Assistant Returning Officers shall be elected by State Conference from among financial Party members, in a single ballot, and shall not be delegates to State Conference.
- 5.21 The State Returning Officer shall be responsible for:
- (a) conducting all State Conference ballots, all ballots to select candidates for public office, and all ballots to elect membership delegates to State Conference, which are required by the Rules; and
 - (b) the safe and secure storage of ballot papers.
- 5.22 The State Returning Officer may delegate his/her duties to conduct any particular ballot to one or more of the Assistant Returning Officers, and shall advise the electors and candidates for that ballot of any such delegation in advance of the conduct of the ballot.

Quorum

- 5.23 The quorum for any meeting of State Conference, the Administrative Committee or the Party Officers shall be one-half of the membership of the body. The quorum for any meeting of an Electorate Forum shall be one-twentieth of the financial membership of the body.

A meeting shall not commence until a quorum is present, and shall lapse if a quorum has not been formed within 30 minutes of the time set for the meeting to commence.

Agenda

- 5.24 The agenda for any meeting of State Conference shall be as recommended by the Administrative Committee, subject to:
- (a) the requirements of the Rules;
 - (b) any amendments made by the meeting of State Conference;
 - (c) the requirement that ballots as required for the positions referred to in Rule 5.2 shall be conducted at the venue of the meeting, at times determined by the Administrative Committee, provided that the minimum time available for these ballots is two hours.

Platform Committee Reports

- 5.25 Platform Committees shall report to State Conference and shall make recommendations to amend the State Platform in the year preceding a State Election.

Motions for inclusion in the Platform from affiliated unions, local branches and the PLP that are adopted directly by State Conference shall be forwarded to the relevant Platform Committee for consideration and recommendation.

- 5.26 Six State Conference delegate positions are allocated to indigenous members of the Tasmanian Branch.
- (a) One delegate from each of the five Federal Electorates in Tasmania plus one from the Furneaux Island Group.
 - (b) Nominations on Schedule J for the six positions will be received in the Party Office during the period 1 April – 15 April.

- (c) To be eligible to nominate, a member must be registered with the Party as an indigenous member in accordance with Rule 2.1 (b) and eligible under Rule 2.11 (a) and (b).
- (d) Should more than one eligible nomination be received in any of the six delegate areas the returning officer will conduct a ballot of members who satisfy Rule 5.27 (c).
- (e) In the event of a ballot for the delegate from Bass, only members on mainland Tasmania will be eligible to participate in that election.
- (f) In the case of an election for the Furneaux Island Group delegate, those members eligible to vote with 5.27 (e) will not be eligible to vote.

6. PARTY OFFICERS

6.1 The Party Officers shall comprise the following:

- (a) President;
- (b) three Vice-Presidents;
- (c) State Secretary;
- (d) Leader of the State Parliamentary Labor Party; and
- (e) a representative of the Leader of the Federal Parliamentary Labor Party.

6.2 The President and Vice Presidents shall take office from the declaration of the ballot by the State Returning Officer and be elected by ballot from eligible members who are eligible to vote in accordance with Rule 2.9.

6.3 The President and Vice-Presidents shall be elected for a two year term in a single ballot and be elected at the same time as Membership Delegates to State Conference in even numbered years.

The ballot will be conducted subject to the following guidelines:

- (a) Each candidate is able to submit a candidate statement consisting of no more than four hundreds words and a photograph for publication in the Party Newsletter prior to the distribution of ballot papers;
- (b) Candidates shall be provided with the full contact details of Party members who are eligible to vote in the election according to Rule 2.11; these details will be provided at the close of nominations;
- (c) The contact details for eligible members shall be returned to Labor House at the conclusion of the ballot period and shall not be used for any other purpose by candidates for President and Vice President;
- (d) Candidates are permitted to communicate with eligible voters in writing, telephone or electronic means; and,
- (e) No public statements or public campaigning by candidates shall be allowed.

6.4 The Party Officers shall meet at least quarterly prior to the next Administrative Committee meeting and to be responsible for the Party's administration, subject to the powers and decisions of the Administrative Committee.

6.5 No person shall hold the office of President for more than two consecutive terms.

State Secretary

6.6 The State Secretary shall have the following responsibilities, subject to the authority of State Conference:

- (a) maintaining the correspondence and records of the Party;
- (b) acting as secretary to the Administrative Committee and State Conference;
- (c) communication with Party members;
- (d) responsibility for the fundraising activities of the Party;
- (e) acting as campaign director for the Party;
- (f) supervising the work of the Platform Committees and other committees of the Party;
- (g) allocating functional responsibilities to, and supervising the work of, the Assistant Secretaries;
- (h) other responsibilities as set out in the Party's Rules, and as decided from time to time by the Party, in the interests of the efficient, effective and accountable administration of the Party.

6.7 The State Secretary shall have full rights of participation in the Administrative Committee and State Conference.

6.8 The State Secretary shall be elected by State Conference, with a term of five years, effective from the date of appointment. The appointment may be renewed by State Conference.

7 ADMINISTRATIVE COMMITTEE

7.1 There shall be an Administrative Committee, which shall meet at least once in each quarter, to oversee the administration of the Party, subject to the Rules and to the authority of State Conference, and to receive reports from the President, State Secretary, Leader of the State Parliamentary Labor Party, representative of the Federal Parliamentary Labor Party and Assistant Secretaries.

Responsibilities

7.2 The Administrative Committee shall have the following responsibilities:

- (a) administration of the day-to-day affairs of the Party;
- (b) supervising the work of the State Secretary;
- (c) appointment of office staff and determining their conditions of appointment;
- (d) convening meetings of State Conference, arranging and publishing agendas for such meetings in consultation with the chair of each Platform Committee and other committees, and publishing reports of such meetings;
- (e) management of the Party's financial affairs;
- (f) appointment of professional auditors;
- (g) the establishment of local branches;

- (h) the endorsement of applications for membership of the Party;
- (i) electing the Disputes Committee;
- (j) making recommendations to State Conference on the number and policy responsibilities of Platform Committees; and
- (k) such other matters as are required to ensure the efficient, effective and accountable administration of the Party.

Composition

7.3 The Administrative Committee shall comprise the following:

- (a) the Party Officers;
- (b) the four honorary Assistant Secretaries shall be elected for a two year term in a single ballot by and from State Conference in even numbered years; and
- (c) ten further members elected by and from State Conference.
- (d) The State President of the AYL.
- (e) The Chair or Convenor of the Tasmanian Labor Women's Network ex officio. If there are two Chairs or Co-Convenors each shall be ex officio members.

7.4 The ten further members of the Administrative Committee elected by and from State Conference according to Rule 7.3 (c) shall be elected for two years in a single ballot.

7.5 The term of office of these ten members of the Administrative Committee shall be two years, from the conclusion of the State Conference at which they are elected.

7.6 Administrative Committee members shall be able to nominate a proxy in accordance with the following provisions.

- (a) such proxies must have been a delegate to the State Conference that elected the Administrative Committee position in question, or in the case of the State Leader a State PLP member, and in the case of the representative of the Leader of the Federal Parliamentary Labor Party a Tasmanian member of the Federal PLP.
- (b) The Administrative committee member shall advise the State Secretary of the proxy in writing by the close of business three days prior to the Administrative Committee meeting in question.
- (c) Administrative Committee members cannot proxy for two consecutive meetings of the Administrative Committee, and may only proxy for two Administrative Committee meetings between State Conferences.

8 COMMITTEES

8.1 There shall be Platform Committees with policy responsibilities to be established from time to time by State Conference, provided that the Administrative Committee may also establish additional Platform Committees where it sees fit.

Responsibilities

- (a) encourage Party members and affiliated unions to contribute to the development of the Party's platform;
- (b) provide a means of consultation between the Party and the State Parliamentary Labor Party on the development and implementation of the Party's platform:

- (c) each present a report to State Conference, in accordance with Rule 5.25. Such report to include, as appropriate; comments and recommendations on resolutions from local branches, affiliated unions and the PLP;
- (d) reports to State Conference shall cross reference the Party Platform with previous resolutions carried at State Conference;
- (e) research new policy and platform proposals, as appropriate.

Composition

8.2 Each Platform Committee shall comprise the following:

- (a) a chairperson, elected for a two year term in even numbered years as the same time as the President and Vice President consistent with Rule 6.3.
- (b) relevant Ministers/Shadow Ministers;
- (c) other Party members.

8.3 Details of meetings of Platform Committees shall be advised to Party members in advance by publication in the Party's newsletter.

8.4 Policy Action Caucus

- (a) A Policy Action Caucus (PAC) may be formed to encourage grass roots development of policy. Examples of PACs could include Rainbow Labor, Labor for Refugees and Labor Environment Action Network. To be established a PAC must have;
 - (i) A minimum of ten financial members
 - (ii) A patron from both the state and federal parliamentary caucuses
 - (iii) A statement of its name, objectives and rules approved by the Administrative Committee
 - (iv) PAC's are competent to place resolutions before State Conference

8.5 Labor Electorate Campaign Committees

State Conference shall establish Labor Electorate Campaign Committees (LECC) in each electorate. Labor Electorate Campaign Committees shall;

- (a) Have the dual purpose of building the Labor campaigning capability for State and Federal elections;
- (b) Include representatives from each Party Branch and invite nominees of affiliated unions that have a membership presence in the electorate;
- (c) Provide an annual report to State Conference;
- (d) Receive training in issues-based community and electoral campaigning tailored to achieving strong results for Labor in a Hare Clark system
- (e) Develop a yearly plan, assisted by the State Office with measurable objectives that might include new member recruitment, campaign issue identification, campaign fundraising, number of voter contacts and surveys

The Administrative Committee shall in consultation with the LECC and local Branches, appoint a coordinator for each LECC."

9 TASMANIAN YOUNG LABOR

9.1 There shall be a Tasmanian Branch of Australian Young Labor, (TYL).

Objectives

9.2 TYL shall:

- (a) support the objectives and platform of the Australian Labor Party among young people;
 - (b) encourage political awareness and participation among young people; and
 - (c) be recognised as the Youth Wing of the ALP.
- (i) Its responsibility will be to promote the objectives, aims and policy resolutions of TYL both within the forums of the broader Australian Labor Party and in the community at large.
- (ii) be required to meet at least once a year with the State PLP Leader.

Membership

9.3 All financial members of the Party who are under the age of 26 years on 1 January of the year in question shall be eligible to be members of TYL (Tasmania), and to participate in its activities.

Structure

9.4 There shall be an annual conference of TYL, which shall be the supreme decision making body of TYL.

- (a) The TYL State Conference shall be held during May; unless the State Executive in consultation with the Administrative Committee resolves that such a meeting will be held on another date.
- (b) Other than as provided for in (a), a special Conference may be held when decided by TYL State Conference, or when the State Secretary receives a request signed by a majority of members of the TYL State Executive.

9.5 Any member of TYL (Tasmania) may attend the TYL State Conference and exercise speaking rights. To be credentialed as a voting member of TYL State Conference a member of TYL Tasmania must have:

- (a) been a financial member of the Party for the past six months; and
- (c) Attended at least two meetings of either their branch or a general meeting of TYL or a combination of both as a financial member in the immediate past financial year.
- (d) In relation to ballots for the TYL state conference delegates as identified in Rule 5.4(f) only those TYL members who satisfy Rule 2.11(f) will be eligible to nominate and vote in those ballots.

9.6 The quorum for a meeting of annual conference shall be 15 credentialed members of TYL (Tasmania).

- 9.7 The Administrative Committee may establish regional committees of TYL (Tasmania), which shall be competent to forward resolutions for consideration to annual conference.
- 9.8 A regional committee shall meet at least once each quarter, and shall comprise at least 10 members of TYL.
- 9.9 The quorum for regional committee meetings shall be 5 members, unless otherwise determined for any branch by the Administrative Committee.
- 9.10 Each regional committee shall elect the following officers:
- (a) President, Senior Vice-President and Junior Vice-President, who shall be elected in a single ballot; and
 - (b) Secretary.

State Executive

- 9.11 The State Executive of TYL shall:
- (a) be responsible for the administration of TYL;
 - (b) convene annual conference in consultation with the Administrative Committee;
 - (c) implement the decisions of annual conference;
 - (d) meet at least every two months; and
 - (e) act as the business committee of annual conference.
- 9.12 The State Executive shall comprise the following, elected annually in April of each year, in a ballot of all members eligible to be credentialed in accordance with Rule 9.5, notwithstanding their attendance at the annual conference:
- (a) President;
 - (b) Secretary; and
 - (c) Treasurer;
 - (d) Senior Vice-President;
 - (e) Junior Vice-President;
 - (f) the three regional organisers and;
 - (g) the Senior Vice President and Junior Vice President shall be elected in a single ballot.
- 9.13 The ballot held under 9.12 shall also elect the following:
- (a) Five delegates to the ALP State Conference with one to come from each of the five electorates, in a single ballot; and
 - (b) Three delegates and three alternates to the AYL National Conference, elected in a single ballot.
- 9.14 Where these Rules do not otherwise specify, the Rules of the Party shall govern TYL. Annual conference shall operate under the rules and standing orders of State Conference. Regional committees shall operate in accordance with procedures of local branches of the Party, unless otherwise specified within these Rules.

10 SELECTION OF CANDIDATES FOR PUBLIC OFFICE

Calling of Nominations

- 10.1 The Administrative Committee shall arrange for the selection of Party candidates in Tasmania for the Senate, the House of Representatives and the Tasmanian parliament on such dates as it decides, provided that any such arrangements shall allow adequate time for advising interested Party members of the process, and for the credentialing of candidates and voters.
- 10.2 Applications for endorsement shall be called by the State Secretary from among eligible Party members by means of a notice in the Party's newsletter or otherwise so that all relevant members of the Party are advised.

Eligibility for Nomination

- 10.3 A Party member shall be eligible to nominate for endorsement if, and only if, s/he:
- (a) is eligible under the relevant provisions of the Constitution and/or Electoral Act to nominate as a candidate;
 - (b) is eligible to participate in ballots in accordance with provisions of Rule 2.9;
 - (c) has made any payments required under provisions of these Rules; and
 - (d) applies in accordance with provisions of Rule 10.4.
- 10.4 Every nomination for endorsement shall be:
- (a) received by the State Secretary by the prescribed time; and
 - (b) in the form prescribed in Schedule F.
- 10.5 Notwithstanding the provisions of Rule 10.3:
- (a) if no nomination has been received by the prescribed time, or if the number of nominations received by that time is less than the number of candidates to be endorsed, or
 - (b) if the Administrative Committee determines that it is in the interests of the Party, nominations from any other financial member of the Party may be accepted by a resolution of the Administrative Committee.
- 10.6 Notwithstanding provisions of Rule 10.3, following the advertised time of close of nominations, the Administrative Committee may decide to extend the period for which nominations are open, provided that decision is unanimous.

Credentialing of Candidates

- 10.7 Applicants who meet the requirements of provisions of the Rules shall be credentialled by a resolution of the Administrative Committee.
- 10.8 All credentialled candidates for preselection for a public office shall be provided with a credentialled list of eligible voters, as far as possible at the same time and in sufficient time for them to contact the voters.

Selection of Candidates: House of Representatives, Senate and House of Assembly

- 10.9 The selection of candidates shall be made as follows:

- (a) there shall be two components of the preselection process: a local component, and a central component;
- (b) the local component shall comprise all eligible members of the Party normally resident in the relevant electorate (House of Representatives, House of Assembly and Legislative Council), Local Government Area or in the State (Senate), and otherwise meeting the criteria for eligibility to vote as set out in Rule 2.9;
- (c) the central component shall comprise the full membership of State Conference; the total formal vote cast by the local component and the total formal votes cast by the central component shall be combined equally; and
- (e) voting shall be by full preferential ballot.

Selection of Candidates: Legislative Council

10.10 The Party may decide to endorse a candidate for a Legislative Council election.

10.11 Where the Party does decide to endorse a candidate for a Legislative Council election, the selection shall be made in accordance with the relevant provisions of Rule 11.9.

10.12 The Party may decide to endorse a candidate or candidates for a local government election. Where the Party does decide to endorse a candidate for a local government election, the selection shall be made in accordance with the relevant provisions of Rule 10.9

10.13 One candidate shall be endorsed for each House of Representatives division, and no more than one candidate for each Legislative Council division; in the case of any election for the whole Senate, up to eight candidates may be endorsed; in the case of any election for half the Senate, up to four candidates may be endorsed; in the case of any election for the House of Assembly, six candidates may be endorsed; in the case of any election for a Local Government Area, four candidates may be endorsed

10.14 In a Senate or House of Assembly election, the Party shall, by showing numbers in the squares of ballot paper facsimiles in media advertisements and printed material, advise its supporters of the order in which its candidates were endorsed.

10.15 The Party may determine to select candidates for public office using Party Primaries

- (a) there shall be three components of the primary pre selection process; a local community based component, an affiliated unions component and a local rank and file component;
- (b) the local community based component will include a register of Labor voters from that electorate who are correctly enrolled with the Australian Electoral Commission to vote and have been enrolled in that electorate for a minimum of 3 months;
- (c) the registration period of the local community based component shall open from the time State Conference or the Administrative Committee resolve to conduct a Party Primary and shall close at the same time as nominations close for candidates;
- (d) for a local community based component to proceed a minimum of one hundred (100) correctly enrolled voters is required to register;
- (e) the affiliates component shall be the affiliated unions representation to State Conference;

- (f) the local rank and file component shall comprise all eligible members of the Party normally resident in the relevant electorate (House of Representatives, House of Assembly, and Legislative Council) or in the State (Senate), and otherwise meeting the criteria for eligibility to vote as set out in Rule 2.9;
- (g) the total formal vote shall be weighted 20 percent local community based component, 20 per cent affiliates component and 60 per cent local rank and file component;
- (h) in the event a minimum number of people do not register for a local community based component the local community based ballot will not proceed and the weighting shall be 30 per cent affiliates and 70 per cent local rank and file component;
- (i) the period between the closing of nominations and the issuing of ballot papers under this Rule shall be a minimum of 30 days;
- (j) prior to any Party Primary occurring, the Administrative Committee will determine a cap on Party Primary expenditure;
- (k) voting shall be by a full preferential ballot;
- (l) no person shall be entitled to more than one vote for any pre selection conducted under Rule 10.15

11 PARTY BALLOT PROCEDURES

11.1 Ballots for the selection of membership delegates to State Conference, the President and Vice Presidents and for community based, union affiliates and the local component of preselection of candidates for public office, shall be conducted by ballot of eligible Party members.

It shall be a breach of the Party's Rules for any member to interfere with, or cause to have interfered with, any other member's vote.

11.2 Membership delegates to State Conference shall be elected annually for one year terms and the President and Vice Presidents shall be elected biennially for two year terms, by and from eligible Party members in each electorate, in ballots conducted by the Returning Officer, in accordance with provisions of these Rules.

Each ballot shall be conducted by the State Returning Officer and shall be concluded by 31 May:

- (a) nominations from eligible Party members shall be in writing to the Returning Officer,
- (b) the ballot shall be forwarded to eligible party members by the third Monday in May, and provision be made for the balloting process to be open for 10 days, with the ballot to be returned to the Returning Officer and be received in the Party office. For postal ballots double envelope system shall be used, including the requirement that the voter sign the outer envelope for the vote to be accepted as formal;
- (c) each candidate shall be entitled to be represented by a scrutineer at the Party office during the full conduct of the ballot;
- (d) for each electorate, all ballot papers shall be counted in a single count;
- (e) the Returning Officer shall establish and implement procedures that confirm the entitlement of each voter to cast a vote, that confirm that no voter casts more than one vote, and that confirm that each vote counted has been cast by an eligible voter.

(f) where insufficient in order nominations are received from eligible Party members in any electorate in accordance with these Rules, the in order nominations shall be declared elected, and further nominations shall be called to fill the unfilled positions, from amongst eligible Party members and a further ballot conducted under the provisions of the Rules.

11.3 The local component of the selection process for candidates for public office shall be conducted in ballots conducted by the Returning Officer, in accordance with provisions of these Rules.

Each ballot shall be conducted in accordance with the following:

- (a) at least 30 days shall be provided from the calling of nominations to the close of nominations, unless decided to the contrary by a unanimous decision of the Administrative Committee;
- (b) where the Administrative Committee provides for a lesser period for nomination, written advice must be provided to all Party members of the details of the calling and close of nominations;
- (c) the election period for the local component shall be at least ten working days;
- (d) ballot papers shall be forwarded to eligible Party members within five days of the close of nominations, and shall be returned to the Returning Officer and be received in the Party office by the end of the election period - a double envelope system shall be used, including the requirement that the voter sign the outer envelope for the vote to be accepted as formal;
- (e) each candidate shall be entitled to be represented by a scrutineer at the Party office during the full conduct of the ballot;
- (f) the central component of the preselection process shall be conducted in a separate ballot from the local component, and the two components shall be combined subsequently;
- (g) the central component shall be conducted by ballot of eligible voters;
- (h) the Returning Officer shall establish and implement procedures that confirm the entitlement of each voter to cast a vote.

Preamble: In 1981 the Australian Labor Party embraced the concept of affirmative action.

In 1994, our commitment to just representation of the community both in the Party and in political institutions requires us to take action to achieve equality of opportunity.

Equal representation of women and men in the institutions which govern our nation strengthens the legitimacy of the political process and provides for good government.

Affirmative Action

11.4 In any election involving two or more positions, at least 50% of those elected shall be women, provided that there are sufficient nominations of women to satisfy this

requirement. For the purpose of this Rule, the number of positions includes both substantive positions and any alternates.

- 11.5 The ranking of women to satisfy Rule 11.4 shall be at least the second, fourth, sixth, eighth, tenth, twelfth, fourteenth position and so on. If there are substantive positions and alternates, the requirement of 50% shall be complied with both in respect of the total number of positions and in respect of the total number of positions including alternates.
- 11.6 To comply with the provisions of Rule 11.5, a returning officer, after the conclusion of the count and before declaring candidates elected, shall arrange the ranking of candidates using a method of determining order of precedence in accordance with Rule 11.5.
- 11.7 If a countback or fresh election is required to fill any casual vacancy, Rules 11.4, 11.5 and 11.6 shall still apply so that the outcome satisfies its requirements and principles, again provided that there have been (or are, in the case of a fresh election) sufficient nominations.
- 11.8 For all union delegations to Party Conferences and forums, at least 50% of the delegates must be women, unless the proportion of women who are members of the union is less than 50%, in which case the number of delegates who are women must be at least equal to that proportion.
- 11.9 For all public office preselections, at least 50% of the candidates preselected for each of the following groups of seats must be women;
- (a) The Federal and Legislative Council seats currently held by the ALP,
 - (b) The Federal and Legislative Council seats that would be won by the ALP with a 5% increase in its two party preferred vote since the last election (winnable seats),
 - (c) All other Federal and Legislative Council seats to be preselected and,
 - (d) For Hare Clarke elections, at least 50% of all endorsed candidates shall be women.
- 11.10 For the purposes of Rule 11.9 the relevant federal seats shall be considered in each of the following areas;
- (a) The seats currently held by the ALP. (The held seats in the Federal Parliament only – both lower and upper house must be grouped together)
 - (b) The “winnable seats” not held by the ALP as defined by those that received a two party preferred vote between 45% and 49.99% at the last election. (The seats in the Federal Parliament lower house and upper house must be grouped together). The Administrative Committee must declare the winnable seats for each preselection before nominations for preselection open.
 - (c) All other seats to be preselected. (The seats in the Federal Parliament lower house and upper house must be grouped together).
- 11.11 For casual vacancies in the Senate and House of Representatives, if less than 50% of the remaining positions are held by women, the vacancy must be filled by a woman.

- 11.12 If at the close of nominations for a preselection for a group of seats or seats or positions the requirements of Rules 11.9 to 11.11 cannot be met, nominations for that group of seats or positions must be reopened.
- 11.13 If after a ballot for a preselection for a group of seats or positions the requirements of Rules 11.9 to 11.11 cannot be met, nominations for that group or positions must be reopened and a fresh ballot (if necessary) conducted.
- 11.14 In calculating the 50% requirement under the Affirmative Action Rules, a fraction of more than one half must be rounded up to the next whole number, and a fraction of one half or less must be rounded down to the next whole number.

Multiple Positions

- 11.15 In any election involving multiple positions, the Hare-Clark system of voting as used in House of Assembly elections shall be used except that each vote shall be multiplied by 100, and except that a vote, to be valid, shall indicate preferences for at least the number of positions to be filled, not including any alternate positions.
- 11.16 The positions of alternate delegates shall not be counted as positions for the purpose of calculating the quota in any election.
- 11.17 In any election, the position of the candidates on the ballot shall be determined by lot.
- 11.18 Any organ of the Party shall continue to function notwithstanding a vacancy in its membership but, if any vacancy arises in any position for any reason, which shall include no longer belonging to the organ represented, it shall be filled as soon as practicable by the relevant system of voting, which shall include, in the case of the Hare-Clark system, a distribution of votes cast in the original election except as specified in the case of elections conducted by the Tasmanian Parliamentary Labor Party.
- 11.19 Any fresh election required to fill a vacancy shall be conducted at the next meeting of the relevant organ of the Party, with the vacancy being notified and nominations being called for in the notice convening that meeting, nominations closing with the State Returning Officer at 12 noon on the Thursday before that meeting (in the case of State Conference) or with the local branch or Electorate Forum returning officer, 15 minutes after the commencement of that meeting (in the case of a local branch or Electorate Forum).
- 11.21 An officer of an organ of the Party shall perform the functions of his or her office until his or her successor is declared elected.
- 11.22 If a vacancy arises in the position of an officer of an organ of the Party, the senior Vice-president or deputy chair shall act in the vacant position until the vacancy is filled in accordance with provisions of these Rules.
- 11.23 If a date specific in the Rules falls on a Saturday, Sunday or statewide public holiday the date is deemed to be the next working day.

12 DISCIPLINARY AND DISPUTES

Disputes Committee

12.1 There shall be a Disputes Committee which shall, subject to the powers of National Conference, National Executive, State Conference and the Administrative Committee, mediate, conciliate, arbitrate, or otherwise hear, determine or recommend all matters in dispute within the Party which are properly referred to it in accordance with provisions of the Rules.

Responsibilities

12.2 The Disputes Committee shall hear and determine the following matters in accordance with the Rules of the Party:

- (a) appeals by applicants for membership of the Party, whose applications for membership are refused, in accordance with provisions of Rules 2.5 and 2.6;
- (b) appeals by persons whose membership rights and obligations are terminated, in accordance with provisions of Rules 2.13 and 2.14;
- (c) appeals by trade unions against a refusal to approve an application for affiliation;
- (d) any charge made by a member of the Party or an affiliated union against any other member or affiliated union alleging that the member or union has been guilty of any of the following offences:
 - (i) disloyalty to the Party;
 - (ii) infringement of the Party's national or Tasmanian Rules, Platform or principles;
 - (iii) wilfully repudiated or disobeyed a decision of National Conference, National Executive, State Conference or the Administrative Committee;
 - (iv) bringing the Party into disrepute; including:
 - An individual or group(s) funding Party membership for other individuals or groups of individuals who would otherwise be unwilling to pay their own subscriptions; or
 - An individual or group(s) to encourage reduced-rate membership to people that may not be eligible for that category of membership; or
 - An individual or group(s) to recruit members who do not live at the claimed addresses in an attempt to gain advantage at local Party meetings and/or on the outcome of Party ballots; or
 - opposing, or supporting any candidate opposed to, any endorsed Party candidate for public office; and
 - review a decision to admit a person as a Party member where there is an allegation that the person was ineligible to become a Party member under the Party's rules; and
 - any other matter in dispute within the Party.

Composition

12.3 The Disputes Committee shall comprise three members elected by the Administrative Committee, in a single ballot.

12.4 No Party officer, member of the Administrative Committee or paid employee of the Party may be a member of the Disputes Committee.

12.5 The quorum for a meeting of the Disputes Committee shall be two members.

Procedures

12.6 All appeals or disputes shall be initiated by application forwarded to the State Secretary. It shall be competent for any Party member or any affiliated union to initiate an appeal.

12.7 Applications shall set out the facts said to constitute the appeal or dispute, or the Rules or Party practice to be interpreted and the Rules or Party practice said to be relevant to the dispute.

The application shall also contain the names and addresses of any persons ("respondents") against whom or in respect of whose conduct the applicant requires some order to be made. The applicant may also set out such material to which access is required for the further prosecution of the dispute.

12.8 The State Secretary shall advise the Chairperson within five days of the receipt of the appeal or dispute, and shall supply the Chairperson with such material, documents and assistance as may be relevant and helpful to the Disputes Committee.

12.9 In relation to any appeal:

- (a) the Disputes Committee shall provide the appellant with full details of the decision against which the appeal is being made, shall provide the appellant with any material provided in support of the decision and with any material requested by or provided to the Disputes Committee in relation to the decision, and shall give her/him at least ten days notice of the time and place at which the appeal shall be heard;
- (b) the appellant shall be entitled to appear in person and/or call evidence and/or make other written submission or representation in support of her/his appeal;
- (c) the Disputes Committee shall be entitled to hear and/or call other witnesses, and/or consider other evidence and/or submissions, provided that these must all be available to the appellant for cross-examination; and
- (d) the appellant shall be given at least ten days notice of the time and place of any subsequent meetings of the Disputes Committee at which evidence is to be presented in relation to her/his appeal.

12.10 In relation to any charge:

- (a) the Disputes Committee shall notify the respondent of the charge made against her/him within ten days of its receipt by the State Secretary, shall provide the respondent with any material provided in support of the charge or requested by or provided to the Disputes Committee in relation to the charge, and shall give her/him at least ten days notice of the time and place at which the charge shall be heard;
- (b) the applicant shall be entitled to appear in person and/or call evidence and/or make other written submission or representation in support of her/his application;
- (c) the respondent shall be entitled to appear in person and/or call evidence and/or make other written submission or representation on her/his behalf;

- (d) the Disputes Committee shall be entitled to hear and/or call other witnesses, and/or consider other evidence and/or submissions, provided that these must be made available to the respondent for cross-examination; and
- (e) the respondent shall be given at least ten days notice of the time and place of any subsequent meetings of the Disputes Committee at which evidence is to be presented in relation to the charge against her/him.

12.11 All parties to any appeal or dispute are entitled to be represented by any other member of the Party at all hearings of the appeal or dispute.

12.12 All decisions of the Disputes Committee shall be made by absolute majority of the members of the Committee present and voting. A tied vote shall be determined in favour of the appellant in the case of an appeal, and in favour of the respondent in the case of a charge.

12.13 The Disputes Committee shall report its decision to the State Secretary and to the other parties to the appeal or dispute, as required by the Rules.

12.14 If the Disputes Committee finds any charge proven, it shall impose upon the member such of the following penalties as it considers appropriate:

- (a) a reprimand;
- (b) withdrawal of one or more of the rights of membership, for a specified period or until the member has complied with a specified condition or conditions;
- (c) suspension of membership, for a specified period or until the member has complied with a specified condition or conditions; or
- (d) expulsion from the Party.

Appeal Against a Decision of the Disputes Committee

12.15 Any member, suspended member or expelled member, affiliated union or organ of the Party affected or aggrieved by any decision of the Disputes Committee that any particular charge is proven may appeal to State Conference in relation to that decision.

12.16 Such appeal must be made in writing to the State Secretary, and be received within 30 days of the notification of the decision by the Disputes Committee.

12.17 On receipt of an appeal, the State Secretary shall advise the Administrative Committee, and the Administrative Committee shall place the notice of appeal on the agenda of the next meeting of State Conference.

12.18 Subject to a contrary determination by the Administrative Committee, a decision of the Disputes Committee shall be stayed upon the lodging of an appeal until that appeal has been heard by State Conference.

Failure to Attend Meetings

12.19

- (a) Unless exceptional circumstances exist if the officers of the Party, the Administrative Committee, the Disputes Committee, or the chairperson of a Platform Committee fails to attend three consecutive meetings of the relevant body for which normal notice was

given, his or her position shall be deemed to have become vacant, and he or she shall be ineligible to nominate for the next election to that body;

- (b) A meeting for which normal notice was given, but which fails because of lack of a quorum, shall be counted as a meeting for the purpose of clause (a) above;

Media Statements

12.20 Any Party member intending to issue any media statement on behalf of any Party organ, or relating to any internal Party matter, must advise the State Secretary in advance of that intention.

13 FINANCIAL

13.1 The property and funds of the Party shall be the responsibility of the Administrative Committee, subject to any decision of State Conference.

13.2 The State Secretary shall be responsible for the maintenance and safe custody of the financial records of the Party.

Trustees

13.3 The property including all monies and other property or assets of whatsoever kind real or personal of the Party shall be vested in the Trustees of the Party who shall be the President, Vice-Presidents, State Secretary and Assistant Secretaries.

Finance Committee

13.4

(a) The Administrative Committee shall establish a Finance Committee to assist the State Secretary in the general management of the Party finances and to oversee the financial management and operation of the Party between meetings of the Administrative Committee.

(b) The Finance Committee membership shall consist of the President, State Secretary and Assistant Secretary (Finance) and at least two and up to four ordinary members.

The ordinary members of the Committee must be financial members of the ALP and shall be appointed for a two-year term by the Administrative Committee in even numbered years immediately following State Conference.

(c) The Finance Committee:

(i) Shall be chaired by the President. In his or her absence at a meeting, the remaining members present shall elect one of their number present to chair the meeting.

(ii) Shall have a quorum of sixty per cent of the members of the Committee.

(iii) Shall meet at least once every two months or more regularly as is determined necessary by the Secretary.

(iv) If any three members of the Finance Committee request in writing that the President convene a meeting of the Finance Committee, the President must convene a meeting within seven days of the request.

(iv) In accordance with a decision of the chair of the Committee, the Committee may meet in person, by way of telephone conference, or by any other electronic means.

(d) The functions of the Finance Committee are:

- (i) Approve expenditure as delegated by the Administrative Committee in accordance with sub-rule (h).
 - (ii) Develop the annual budget to be adopted by the Administrative Committee.
 - (iii) Monitor and report to the Administrative Committee on the financial performance of the Branch against the budget.
-
- (iii) Ensure there are adequate internal control systems in place and functioning to promote operational efficiency, minimise financial risk and fraud, and to ensure financial accountability.
 - (iv) Examine and monitor expenditure to ensure that expenditure is consistent with achieving the objects and complies with policy and procedures.
 - (v) Examine and monitor all credit card expenditure by employees and officers to ensure compliance with applicable policy and procedures.
 - (vi) Ensure that the applicable Financial Management Policy and Procedures are complied with at all times.
 - (vii) Ensure that the rules concerning the finances and financial management are complied with at all times.
 - (viii) Monitor and ensure that the Branch is complying with all statutory obligations regarding financial management and reporting requirements.
- (e) The Finance Committee also has the following functions in relation to auditing:
- (i) Make recommendations regarding the appointment of the Auditor to the Administrative Committee.
 - (ii) In conjunction with the Auditor, make recommendations to the Administrative Committee about changes to the Branch's systems of internal control and systems to identify, monitor and mitigate significant financial risk.
 - (iii) In conjunction with the Auditor, ensure that the Branch's annual financial statements are fairly represented in all material respects in accordance with Australian accounting principles and Standards.
 - (iv) Ensure that any matter that the Auditor wishes to bring to the attention of the Administrative Committee has been given adequate attention.
- (f) At the end of each calendar month, the Secretary shall provide the Finance Committee with financial reports of sufficient detail to enable the Committee to fulfill its responsibilities under this rule.
- (g) The Finance Committee shall report to each meeting of the Administrative Committee about the matters referred to in sub-rules (d) and (e).
- (h) The Administrative Committee shall adopt Terms of Reference and Financial Management Policy and Procedures for the Australian Labor Party Tasmanian Branch under which the Finance Committee shall operate.
- (i) The Administrative Committee may authorise the Finance Committee to approve expenditure of the funds of the Branch on ordinary or extraordinary operating expenditure up to an amount specified.

Banking of Funds

13.5 The funds of the Party shall be banked in an account or accounts approved by the Administrative Committee, and any payment out of the funds of the Party shall be in

accordance with Financial Management Policy and Procedures as determined by the Administrative Committee

- 13.6 All funds received by a local branch, electorate forum or other organ of the Party shall be banked with a branch of the a bank as approved by the Administrative Committee in the name of that organ of the Australian Labor Party.

The president, secretary and one other member shall be the officers authorised to operate the account, with any two to sign.

- 13.7 All property of any local branch, electorate forum or other organ of the Party shall vest in the Trustees, who shall hold such property to the use and for the purposes of the members of the Party.

- 13.8 Subject to these Rules, monies and other property from time to time received or held by a local branch, electorate forum or other organ of the Party may be managed and dealt with by the local branch, electorate forum or other organ of the Party for the purposes of the Party in accordance with these Rules.

- 13.9 No funds may be withdrawn from an account, or be applied to any purposes, without the authority of the Party organ concerned.

Auditor

- 13.10 The Administrative Committee, at its first meeting after the annual meeting of State Conference, shall appoint an Auditor who shall be a member of a recognised accounting body.

- 13.11 The State Secretary or their nominee shall present to the annual meeting of State Conference the audited accounts of the Party for the financial year. Such audited accounts shall include a Profit & Loss Statement and Balance Sheet.

- 13.12 The State Secretary shall provide the Auditor with all books of accounts, bank statements, used cheques, duplicate receipts and any other documents they may be required to produce for the purposes of such audit.

- 13.13 Each local branch, and other organ of the Party shall appoint one member of the Party, who is not an officer of that organ, to audit the accounts of the organ as at 31 March each year.

A copy of the audited financial statement shall be sent to the State Secretary, by 30 April.

Fees

- 13.14 Party organs, members and affiliated unions shall pay to the State Secretary any amounts required in accordance with these Rules, or by any decision of State Conference or the Administrative Committee.

(a) The Administrative Committee shall determine annual membership and union affiliation fees.

- 13.15 Failure to pay any amounts required shall render that Party organ, member or affiliated union liable to loss of entitlement of rights, in accordance with provisions of these Rules and decisions of State Conference or the Administrative Committee.

- 13.16 The Administrative Committee shall be competent, subject to any decisions of State Conference, to impose a compulsory levy on members of the Party who are members

of the Australian and Tasmanian Parliaments, either a fixed amount or a percentage of their parliamentary incomes to be applied to the general administrative purposes of the Party.

Such compulsory levy shall be paid in addition to the annual membership fee paid by all ALP Members including Members of Parliament as prescribed in Schedule B.

Each member of the Party who is a member of Australian Parliament shall pay 6% (or 12% in the case of a Senator) or Tasmanian Parliament 8% of their parliamentary salary (excluding allowances) to the Party to be used for general administrative purposes.

Such compulsory levy shall be paid via a direct debit arrangement from the pay office of the Australian or Tasmanian Parliaments.

13.17 State Conference shall be required to seek the advice of the Administrative Committee prior to considering any proposal which would commit the Party to any expenditure of funds.

13.18 The Party's financial year shall commence on 1 July, and conclude on 30 June.

13.19 A local branch or Electorate Forum shall retain in its account a maximum of \$500 at any time, and shall forward to the State Secretary any excess above that amount so that the Administrative Committee can better assess the financial standing of the party as a whole at any time, and more efficiently and effectively manage the Party's funds. The State Secretary shall maintain a register of all funds received from each local branch and Electorate Forum, and shall from time to time publish such details as the Administrative Committee thinks fit.

14 ELECTIONS

Campaign Director

14.1 Without diminishing the power of State Conference or the Administrative Committee, and subject to Rule 15.2, the State Secretary shall be appointed as Campaign Director for all elections for public office and shall be responsible for the conduct of those election campaigns by the Party, in Tasmania.

14.2 Where the State Secretary is a candidate for any election for public office, the Administrative Committee shall appoint another member of the Party who is not a candidate for that election as Campaign Director.

14.3 The Campaign Director shall be a registered member and the endorsement representative of the Party for the purpose of the State Electoral Act, and shall be the registered officer of the Party for the purposes of the Commonwealth Electoral Act.

The other registered members for the purposes of the State Electoral Act shall be the officers, the Leader and Deputy Leader of the Parliamentary Labor Party, and a member of the Party who is a member of the Australian Parliament.

Campaign Committees

14.4 The Administrative Committee shall appoint a Campaign Committee to assist the Campaign Director in the conduct of an election for public office, and shall be responsible for an appropriate election campaign arrangement in each electorate, to ensure the effective and efficient conduct of the election in that electorate, in consultation with the Campaign Director and the Campaign Committee.

15 ACCESS TO PARTY RECORDS

- 15.1 The copyright of all membership lists is vested in the Party.
- 15.2 Party records shall be maintained in a manner allowing individual members to inform the Party of their personal confidentiality requirements.
- 15.3 A Party member may authorise the distribution of this information to any member or constituent unit of the Party entitled to access a list of Party members as specified by these rule.
- 15.4 Categories of confidentiality for the purpose of the distribution of Party lists shall be as follows:
- (a) A Party member authorises publication of his/her membership details to "Labor News" and the distribution of this information to any member or constituent unit of the Party entitled to access a list of Party members as specified by these rules;
 - (b) A Party member authorises the distribution of his/her membership details to the officials of his/her local branch, elected members or senators, and candidates who have nominated for public office or party positions in accordance with the Party's rules relating to preselection and election procedures;
 - (c) A Party member authorises the Party to maintain his/her membership details as part of a confidential head office list to be distributed only to those organs of the Party specified in Rule 15.4 which require access to his/her membership details in order to perform their function.
- 15.5 The Administrative Committee and the Disputes Committee shall have access to such records and shall be provided with such information as they require for the performance of their function.
- 15.6 Any correspondence to an organ of the Party endorsed by the sender as being confidential to the members of that organ shall remain confidential.
- 15.7 A member of the Party shall have the right of access to any records of his/her own membership, and to the list of Party members within their electorate in accordance with the requirements of members as set out in 15.3.
- 15.8 A member of State Conference, shall have access to records of that State Conference of which they are a member in accordance with the requirements as set out in 15.3.
- 15.9 An endorsed member of the FPLP or SPLP shall have the right of access to the list of Party members within their electorate (in the case of Senators, to the full list of Party members) in accordance with the requirements as set out in 15.3.
- 15.10 Candidates who have nominated for preselections shall have access to those Party lists which are relevant to the position being contested, in accordance with the requirements as set out in 15.3.

16 TASMANIAN PARLIAMENTARY LABOR PARTY

- 16.1 All members of the Party elected to the Tasmanian Parliament as endorsed Party candidates shall form and comprise "the Tasmanian Parliamentary Labor Party" (SPLP).
- 16.2 Every member of the SPLP shall be bound by the Platform and Rules of the Party.

16.3 Following every House of Assembly election where the Party forms Government or at other times when in Government, the SPLP shall elect its Leader and Deputy Leader, Parliamentary Office holders, its Chairperson, and Ministers. The Leader shall allocate portfolios.

At all times when in Opposition, the Leader of the State Parliamentary Labor Party (SPLP) shall be directly elected through a ballot of Party Members, Union Affiliates and Members of the SPLP.

The three constituent components in such an election will be equally weighted at 1/3 of the total ballot.

(a) When such an election is required the Administrative Committee shall adopt the guidelines to allow for the implementation of Rule 16.3.

16.4 All members of the SPLP shall be bound by the decisions of the SPLP, which shall be subject only to the Rules and Platform.

16.5 The Parliamentary Labor Party and its members shall not enter into a power sharing or coalition arrangement with any other political party where a member of that political party holds a ministerial or any other position within the Cabinet.

Further in the event the Party finds itself in a position to form a minority government following a state election, the Parliamentary Labor Party shall not form a minority state government unless the Administrative Committee on behalf of the ALP membership has firstly been consulted.

16.6 Subject to these Rules, the SPLP may make rules for the regulation of its own proceedings.

17 AMENDMENT OF THE RULES

17.1 Subject to the decisions of National Conference and the National Executive, these Rules may be amended only by State Conference, and then only if:

- (a) by the first Monday in June, after the election of membership delegates to State Conference, notice has been given to current delegates to State Conference, the secretaries of local branches and affiliated unions;
- (b) a brief account of the proposed amendment has been published in the Party's newsletter by the first Monday in June, after the election of membership delegates to State Conference, with notice that the full text of any proposed amendment is available from the State Secretary, on request, to any member;
- (c) the amendment has been included in the printed agenda accompanying the notice of the meeting of State Conference at which it is to be considered; and
- (d) the motion for amendment is carried by an absolute majority of the members entitled to vote at State Conference.

17.2 In addition to provisions of Rule 17.1, rule changes may be considered by State Conference in odd numbered years only if supported by a motion carried with the support of at least two-thirds of the members entitled to vote at State Conference.

This provision does not apply to the consideration of rules changes by State Conference in even numbered years.

18 STANDING ORDERS

- 18.1 Subject to the Rules, the Standing Orders shall apply to all meetings of all organs of the Party.
- 18.2 A standing Order may be suspended if a motion, stating the purpose for which suspension is desired, is carried by a two-thirds majority of those voting.
- 18.3 Any matter not provided for in these Standing Orders shall be determined by resolution.
- 18.4 A meeting shall commence as soon after the time appointed for the meeting as a quorum is present, and shall be interrupted whenever less than a quorum is present, or if an adjournment motion is carried.
- 18.5 The order of business at a meeting shall be:
- (a) any elections which are required, unless the Rules require, or the meeting decided, that they be held at a later time in the meeting;
 - (b) confirmation of the minutes of the previous meeting and of any special meeting;
 - (c) business arising from the minutes;
 - (d) receipt of notices of motion in writing for future meetings;
 - (e) correspondence and business arising therefrom;
 - (f) reports and recommendations of the officers and of committees and business arising therefrom;
 - (g) business of which notice has been given at a previous meeting;
 - (h) general business.
- 18.6 No member may speak unless he or she rises in his or her place and receives the call from the chair.
- 18.7 Whenever the chair rises, all members shall be seated so that the chair can be heard without interruption.
- 18.8 No member shall be interrupted unless a point of order is taken, when he or she shall be seated, and the member taking the point of order shall be heard. The chair shall determine the point of order before the debate is resumed.
- 18.9 Any member may move dissent from the chair's ruling. The chair shall immediately vacate the chair in favour of the deputy chair and the member shall be allowed five minutes to state the reasons for his or her dissent. The chair shall be allowed five minutes to defend his or her ruling. Without further discussion the motion shall then be put to the meeting by the deputy chair in the following form: "The motion is that the chair's ruling be upheld".

18.10

- (a) The mover of a motion or amendment shall hand to the secretary the terms of the motion or amendment in writing and shall then speak to the motion or amendment.
- (b) Every motion or amendment shall be seconded, otherwise such motion or amendment shall lapse.

18.11

- (a) The mover of a motion shall be allowed a maximum of 10 minutes to speak to the motion and five minutes in reply, the chair indicating when one minute remains.
- (b) Every other speaker shall be allowed a maximum of five minutes, the chair indicating when one minute remains.
- (c) An extension of time for a further three minutes may be granted by resolution moved immediately the chair indicates that the speaker has one minute remaining.

18.12

- (a) There shall be a time limit of 45 minutes for the discussion of any motion, the chair indicating when five minutes remain.
- (b) An extension of time for a fixed period may be granted by resolution moved immediately the chair indicates that five minutes remain for the discussion, and put without debate.
- (c) The mover of the original motion shall have the right of reply notwithstanding the expiration of time for discussion.

18.13

- (a) When a motion has been duly proposed and seconded, the chair shall at once proceed to take the vote thereon unless a member rises to oppose it or to propose an amendment.
- (b) No more than two members shall speak in succession either for or against any question before the meeting, except that the mover shall have the right of reply.

18.14 Amendments may be moved to any motion. All amendments must be seconded. Amendments may take the form of adding words or deleting words, or deleting words and inserting others in their place, providing that the effect of any proposed amendment is not to negative the motion. Any number of amendments may be proposed and discussed simultaneously with the motion, notwithstanding Standing Order 13(b). Amendments shall be put in the order in which they have been moved.

18.15

- (a) When a motion "that the question now be put" is seconded, the chair must at once submit that motion to the meeting without discussion, provided that the debate had been in progress for 20 minutes; if that motion is carried, the chair shall forthwith submit the question to the meeting except that the mover shall have the right of reply.
- (b) A motion for the adjournment of the debate may be made during its progress and, if seconded, shall be put without discussion. A motion for referral to a committee shall be regarded as an amendment.

18.16 When the chair puts a question to the meeting, it shall be resolved on the voices unless the chair's ruling is challenged whereupon the question shall be decided by a show of hands or, if the ruling is challenged by at least 10 members rising in their places, by a

recorded division; but only those present when the question was first put to the meeting shall vote.

18.17 Except as otherwise provided, a question shall be carried on a simple majority of members voting. The chair, if entitled to vote, shall have a deliberative vote only and not a casting vote. When the votes are equal the question shall be negative.

18.18

(a) Motions decided may be recommitted at the same meeting only by resolution carried by a two-thirds majority of members voting.

(b) Except as provided in clause (a), no decision shall be reconsidered except on notice of a motion.

18.19

(a) Notices of motion shall be dealt with in the order in which they are received.

(b) If the member who has given notice is not present when the item is called, another member may move the motion in his or her place.

(c) If no member moves the motion, the motion shall stand over until the next meeting and, if not moved at that meeting, it shall lapse.

Schedule C

Australian Labor Party - Tasmanian Branch

Annual Report From Local Branch

(as required by Rule 3.14)

This report should be completed and sent to State Office (GPO Box 1115 Hobart 7001) as soon as possible after the Branch's April meeting but in any case no later than 30 April.

Branch: Branch elections held/...../.....

BRANCH OFFICERS ELECTED: (Please provide names and contact phone numbers below)

NAME	HOMEPHONE	WORKPHONE
President
Vice-Presidents

.....
Secretary
Treasurer

AUDIT: I have enclosed audited Branch accounts
(please tick where appropriate) Audited accounts following under separate cover

MEMBERSHIP LISTS: The list sent by State Office is correct
(please tick where appropriate) The attached changes need to be made

DETAILS OF BANK AND OTHER ACCOUNTS HELD BY OR FOR THE BRANCH:

Account Number.....
Bank.....
Branch.....
Account Number.....
Bank.....
Branch.....

Signed Date/...../.....
Secretary

Schedule D

Australian Labor Party - Tasmanian Branch

Representation of Affiliated Unions At State Conference

The 100 union delegates shall be allocated as follows:

- (a) a union with 0-49 members: nil;
- (b) a union with 50 or more members: 1 delegate;
- (c) the remaining positions shall be allocated proportionally amongst the unions according to the number of members in each union in excess of 250 by totalling the numbers of members in excess of 250 in all affiliated unions and dividing that figure by the number of remaining positions, and allocating a representative in respect of that resulting figure.

Schedule E

Australian Labor Party - Tasmanian Branch

Union Delegates and Membership Delegates to State Conference

The 100 State Conference Branch membership shall be allocated as follows:

each electorate shall be allocated 10 delegates; and

the remaining positions shall be allocated proportionally among the electorates by totalling the number of financial members as at 31 March in the year of the Conference and dividing that figure by the number of remaining positions and allocating a representative in respect of that figure according to the number of financial members in each electorate as at 31 March in the year of the Conference.

Schedule F

Australian Labor Party - Tasmanian Branch

Application for Endorsement for Public Office

I, (full name)

of (full address)

being a financial member of the Australian Labor Party, hereby apply for endorsement as a candidate for

..... (House of Parliament, and division thereof)

I was born on the day of 20.....,

at

I hereby certify that I am eligible under the Constitution and/or relevant Electoral Act for nomination as a candidate for the above election.

As an applicant for endorsement as an Australian Labor Party candidate, I pledge myself:

- (a) to proceed to the election if endorsed;
- (b) if endorsed, I undertake to abide by the National Rule Code of Conduct
- (c) not to contest the election if not endorsed;
- (d) if not endorsed, to support the endorsed candidate or candidates;
- (e) if elected, to record my vote in my elected capacity, on any matter dealt with by the Platform of the Australian Labor Party or by the Platform of the Australian Labor Party (Tasmanian Branch), as shall be decided by a majority at a duly convened meeting of Australian Labor Party members of the body to which I am so elected; and
- (f) if elected, I undertake to work full time as a Member of Parliament and shall resign from any position which would prevent me from fulfilling this undertaking.

Signed(applicant) Date

Signature of witness

This application must be accompanied by a deposit of \$50 which shall be refunded if the applicant is not endorsed, or if endorsed, the applicant proceeds to the election but which shall be forfeited to the Party if the applicant is endorsed but subsequently withdraws from the election, unless in exceptional circumstances the Administrative Committee decides that the deposit should be refunded.

Schedule G
Australian Labor Party
Tasmanian Branch

Nomination Form

I the undersigned nominate for the position of

.....
(Full description of position)

Name

Address.....
.....
.....

Signed..... Date.....

Schedule H

Australian Labor Party - Tasmanian Branch

Union Credential Form

Name of Union

This is to certify that the following:

DELEGATES

NAME	ADDRESS	No. OF VOTES (circle 1 or 2)
		1 / 2
		1 / 2
		1 / 2
		1 / 2
		1 / 2
		1 / 2
		1 / 2
		1 / 2
		1 / 2

PROXIES

all of whom are financial members of the ALP in accordance with Rule 5.4 and who were eligible to be selected, were selected at a meeting held on/...../..... in accordance with the Rules of the ALP and of the Union (if applicable) to be representatives at the ALP State Conference to be held/...../.....

Signed Date/...../.....

Secretary

NOTE: This credential form must be forwarded by the affiliated Union Secretary to the ALP State Secretary as per Rule 4.11(b).

Schedule I
Australian Labor Party
Tasmanian Branch

Australian Indigenous Aboriginality
Declaration of Rights

I (print full name)

of (full address).....

.....

Hereby certify that I am an indigenous person and declare that I meet the provisions of the ATSTIC Act as an eligible indigenous person.

Signed..... Date.....

Schedule J
Australian Labor Party
Tasmanian Branch

Indigenous, Aboriginal State Conference
Delegate Nomination Form

I (print full name)

of (full address).....

.....

Being a member of the ALP Tasmanian Branch, and having completed Schedule I, I nominate for the State Conference as an Indigenous Aboriginal Delegate from the following area:

Bass

Braddon

Denison

Franklin

Lyons

Signed..... Date.....

