



## **Lewisham Borough Labour Party Local Campaign Forum (LCF)**

### **Rule Book**

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#### **Introduction**

This document contains the rules under which the LCF will operate in Lewisham.

All rules agreed by the LCF will be considered provisional prior to approval of London Region, and subject to review should the national party rules and NEC procedural advice subsequently be updated.

#### **Glossary of Terms**

CLP - Constituency Labour Parties: Lewisham Deptford, Lewisham East, and Lewisham West and Penge.

LG - Labour Group: The Labour Mayor and Labour Ward Councillors.

Leader of the Labour Group - The Labour Mayor, or if the Mayor is from another party the Chair of Labour Group.

Affiliated Organisations - Trade Unions, Co-operative Party, Socialist Societies, etc.

NEC - The London Region Labour Party Regional Director.

## **Clause I - Name**

1. Name - "Lewisham Borough Labour Party Local Campaign Forum"
2. Short Name - "Local Campaign Forum"
3. Abbreviation - "LCF"

## **Clause II - Objects**

1. To co-ordinate the activities of CLPs and branches within the area for the purpose of securing the return of Labour representatives to the borough/district/ unitary/ county borough/ county council ('the council').
2. To work with the Labour Group to organise opportunities for individual members, branches, trade unions, affiliated organisations and community organisations to enter into dialogue with the Labour Group on current local government policy issues and ideas for the Party's future programme and manifesto.
3. To compile a panel of candidates in accordance with the provisions of chapter 5 of the national rules of the Party.
4. To undertake activities within the area for the purpose of new candidate recruitment.
5. The LCF shall seek to contest all seats in each electoral area in consultation with the CLPs concerned.

## **Clause III – General Principles**

1. The Campaign Forum will be structured to deliver the best organisation and campaigns in pursuit of the objects above and to secure the best possible representation for Labour in the authority.

## **Clause IV – Membership**

1. The membership of the LCF shall be focussed around campaign delivery, the recruitment and selection of candidates and the development of opportunities for wider engagement with council issues.
2. The LCF shall consist of the following members (total 22, excluding non-voting members):
  - A. Labour Group (2): Two members nominated by the Labour Group, one of which must be the Leader of the Labour Group.

- B. CLP Executive Officers (3): One Executive Officer per CLP to be nominated by the CLP.
- C. Campaign Co-ordinators (4): One campaign co-ordinator for each of the CLPs and Group.
- D. CLP representatives (3): One representative selected by each CLP
- E. Trade Union representatives (3): One Trade Union representative nominated by each CLP provided the Trade Union is affiliated to that CLP.
- F. Co-op Party (1): One representative provided the party sponsor candidates in local elections
- G. Young Labour (3): One representative from each CLP.
- H. Additionally, any sitting Mayor, MP, AM, MSP, MEP and / or PPC; any local and regional organisers; and any local and regional Election Agent; may attend the LCF without voting power.

3. Each CLP delegation (including affiliate representatives) must be gender balanced.

4. The local Party should work to ensure that the membership of the LCF is representative of the communities in which it will work.

### **Clause V - Officers and Executive Committee**

1. The officers and Executive Committee shall be elected at the first meeting of the LCF and annually thereafter.

2. Where the number of LCF members make it practicable, the LCF may resolve that the whole LCF shall perform the functions of the Executive Committee

3. The officers shall consist of a chair, vice-chair, and secretary. At least one of the officers shall be a woman.

4. Where this LCF is an accounting unit of the Party with regard to the Political Parties, Elections and Referendums Act 2000, it shall have additional officers of Treasurer and Deputy Treasurer. The Chair shall also be the deputy treasurer to be notified to the Electoral Commission. In exceptional circumstances, and with the prior approval of the General Secretary, a different person may be appointed.

5. The Executive Committee shall consist of the officers, the two LCF members nominated by the Labour Group and three members elected from the LCF. The three elected members must be representative of each CLP. Accredited Party organisers within the area may attend Executive Committee meetings without voting power.

## **Clause VI - Meetings**

1. The annual meeting shall be held as soon as possible after all CLP's and Labour Group Annual General Meetings.

2. The LCF shall meet whenever necessary to deliver the best organisation and campaigns to secure the best possible representation for Labour in the authority. As a minimum, the LCF shall have at least one meeting a year for each of: the creation of a campaign strategy, the creation of a recruitment strategy, the creation of a selection strategy and to convene a selection panel.

3. The Executive Committee shall meet as required.

4. The quorum for LCF meetings is 1/3rd of members rounded up to the nearest whole number, with one member of each CLP represented.

5. Meetings should be conducted in a comradely fashion. No one entitled to attend shall be precluded because they cannot gain access to the meeting room for any reason. Harassment or intimidation of members on the basis of gender, age, sexual orientation and gender identity, disability or race is unacceptable.

## **Clause VII - Finance**

1. The administrative expenses of this LCF shall be met from contributions subscribed by the CLPs concerned in agreed proportions.

2. The CLPs shall be responsible for the expenses incurred in contesting elections and by elections within their area. They shall also meet a proportionate share of any expenses which the CLPs agree shall be incurred by this LCF in contesting such elections.

3. The LCF may invite a CLP Treasurer to manage funds allocated to the body.

## **Clause VIII - General**

1. The electoral policy and programme for the appropriate elections shall be decided by the council Labour group or by this LCF where no Labour Group exists. In each case this LCF shall work to organise opportunities for wider consultation to assist the development of policy.
2. The Executive Committee of this LCF shall seek to contest all seats in each electoral area in consultation with the CLP concerned.

## **Clause IX - Candidates**

1. The LCF shall select and convene an interview pool from which an interview panel will be convened for the selection of candidates. The interview pool shall include members of the LCF, and respective CLPs and Labour groups may nominate members to be part of this pool. The LCF may co-opt additional members, including members from other Labour parties, when it is deemed necessary, in line with the selection guidelines approved by the NEC. The interview panel shall consist of three people.
2. Candidates for the appropriate elections shall be selected in accordance with the rules for the selection of local government candidates laid down in Chapter 5 of these rules and in the selection guidelines appended thereto along with any other regulations approved by the NEC.
3. In the event of a by-election arising the Executive Committee shall consult with the executive committees of the CLP and branches concerned to ensure that a candidate is selected as far as possible following the procedure referred to above. In the case of an emergency, it shall take whatever action that may be necessary to meet the situation and to ensure that the vacancy is contested by the Party.
4. The LCF (with NEC approval) would introduce candidate contracts which may include the following: Campaigning elements, including specific objectives for all year round campaigning and community engagement activity. Candidates and elected members will be expected to provide the leadership to achieve those objectives, and failure may lead to a candidate's rights to stand being reassessed, and may be taken into account when an elected representative is up for re-selection.

## **Clause X - Relations with the Labour Group**

1. For the purpose of maintaining contact between the group and the local Party, representatives of the LCF and CLPs ('group observers') may attend group meetings with the right to speak on all matters coming before the group (subject to Chapter 13 Clause IX below and Chapter 13 Clause XIII below of the group rules) but not to propose or second motions or amendments or to vote. Each constituency shall determine one of their LCF representatives to be the group observer.

## **Clause XI - Miscellaneous**

1. The general provisions of the constitution and rules of the Party shall apply to this Local Campaign Forum.

2. Where this LCF is an accounting unit of the Party with regard to the Political Parties, Elections and Referendums Act 2000, it shall co-operate fully with regard to its legal and financial obligations.

A. All accounting units will comply with their legal obligations under PPERA 2000 including using 1 January to 31 December as the financial year, maintaining adequate financial records, identifying and reporting donations and loans, producing an annual statement of accounts and providing all relevant information as requested to the Party. Failure to meet these obligations may lead to the NEC taking disciplinary action against individual members, the suspension of the appropriate Party unit or both.

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

C. The annual statement of accounts must be presented to and approved by a general meeting in the first quarter of the year following the year in question. Where required by PPERA 2000, the annual statement of accounts must be forwarded to the Electoral Commission by 30 April of the year following the year in question.

3. Where this LCF is not an accounting unit of the Party with regard to the Political Parties Elections and Referendums Act 2000, it shall liaise with and cooperate with the Regional Office to ensure that the CLPs which have a geographical interest in the LCF are able to meet their legal and financial obligations.

4. Should this LCF fail to co-operate with the Party with regard to its obligations under the Act, the NEC will not hesitate to take appropriate disciplinary action against individual members and/or suspend this LCF.

5. Any insertions or proposed changes to these rules for Local Campaign Forums are subject to the approval of the NEC.

6. The NEC shall have the authority to determine how these rules shall be applied in particular circumstances and make any adaptations necessary to suit different or new levels of local government as they arise.

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