

0625RULES/AGM14

RULES OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION UK BRANCH

TRACKED CHANGES AND COMMENTS RE PROPOSED CHANGES JUNE 2019

NAME, OBJECTS AND WORK

1. **Name.** The name of the Society is the “Commonwealth Parliamentary Association United Kingdom Branch”, hereinafter called the “Branch”.

2. **Objects and Mission.** Since December 2002 the Branch has been both a charity and a company limited by guarantee whose charitable objects are “*the advancement and promotion of knowledge and education in the social, economic, cultural, constitutional, and legislative systems within a parliamentary democratic framework with particular reference to the countries of the Commonwealth of Nations and to countries outside the Commonwealth having close historical and parliamentary associations with it.*” The mission of the Branch is to strengthen parliamentary democracy.

3. **Work of the Branch.** Inter alia the Branch should achieve its mission by holding conferences, seminars, workshops, organising parliamentary strengthening activities and international visits by means of which parliamentarians of such countries, provinces, states and territories and other persons in a position to spread information may exchange points of view and generally inform themselves with regard to problems which affect the countries mentioned above or any of them; disseminating information with regard to such problems by publishing reports of such conferences, seminars, workshops and activities and by all other such means as are available. In furtherance of the above aims and not otherwise the Branch shall do all or any of the following acts or things:

- a. **Delegations.** Appoint the delegates from the Branch to attend conferences, seminars, workshops, parliamentary strengthening activities, and meetings of the Association, and appoint and make all requisite arrangements for members of the Branch to visit other branches of the Association.
- b. **Conferences, Seminars, Workshops, Parliamentary Strengthening Activities, Visits and Other Events.** Make arrangements for conferences, seminars, workshops, parliamentary strengthening activities and visits based at Westminster and elsewhere, and for other events as decided by the Branch Executive Committee.
- c. **International Executive Committee.** Cooperate with the International Executive Committee in all matters affecting the Association.

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- d. **British-American Parliamentary Group.** Cooperate with the British-American Parliamentary Group at Westminster in promoting closer relationships and understanding between members of both Houses of Parliament and members of the Senate and House of Representatives of the United States of America.
- e. **Inter-Parliamentary Union.** Cooperate with the British Group of the Inter-Parliamentary Union for achievement of its respective objectives.
- f. **All Party Parliamentary Groups (APPG).** Cooperate with relevant country and subject APPGs.

MEMBERSHIP

4. **Members.** Any member of the House of Lords or House of Commons of the United Kingdom shall be ~~entitled to become~~ a member of the Branch ~~without election on application to the Secretary of the Branch (hereinafter called 'the Secretary') and on registering with the Secretary.~~ He or she may be a member of the Branch for only so long as he or she is a member of either House of Parliament.

Commented [DJ1]: To reflect existing practice

~~5. **Associate Members.** Former members of either House of Parliament of the United Kingdom who cease to be a member of either House of Parliament may become a Life Associate Member of the Branch, on application to the Executive Committee of the Branch (hereinafter called 'the Executive Committee'). Similarly, former members of any overseas branch permanently resident in the United Kingdom may become Life Associates of the Branch on application to the Executive Committee. Associate Members shall not be entitled to take part in the management of the Branch.~~

Commented [DJ2]: No longer seems desirable or necessary to have this category of membership

~~6. **Associate Members – Officers from the Staff.** At its discretion the Executive Committee may extend the privilege of Associate Membership to Officers of the Branch from the Branch Secretariat and to Officers of either House of Parliament of the United Kingdom.~~

7. **Resignation.** A Member ~~or Associate Member~~ may resign his or her membership of the Branch at any time by giving notice in writing to the Secretary.

MANAGEMENT GOVERNANCE

8. ~~**Officers.** The Officers of the Branch shall be:~~

Commented [DJ3]: Establishment of "Officers" covered later. Distinction between Members/Secretariat an unnecessary complication at this point.

~~a. **Members.** The Presidents, Vice Presidents, a Chair of the Branch, a Chair of the Executive Committee, an Honorary Treasurer, three Vice-Chairs.~~

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~~b. Secretariat. Headed by the Chief Executive, also the Secretary of the Branch; supported by as appropriate by a Deputy Chief Executive, also the Deputy Secretary of the Branch, and by other members of staff.~~

Commented [DJ4]: Moved to more appropriate place lower down

9. **Presidents.** The Presidents of the Branch shall be the Speaker of the House of Commons and the Lord Speaker of the House of Lords. Each shall be ex-officio Presidents while he or she holds the respective office of Speaker and Lord Speaker.

~~10. Vice-Presidents. The Vice-Presidents of the Branch shall be the Prime Minister, the Leader of the Opposition, the Secretary of State for Foreign and Commonwealth Affairs, the Secretary of State for International Development, and those Members of either House of Parliament who have previously held one or more of the following appointments:~~

Commented [DJ5]: Hard to see any benefit in retaining this category, which is in abeyance.

~~1~~

- ~~• Lord Speaker of the House of Lords, (or Lord Chancellor before November 2006)~~
- ~~• Speaker of the House of Commons~~
- ~~• Prime Minister~~
- ~~• Secretary of State for Foreign and Commonwealth Affairs~~
- ~~• Secretary of State for International Development~~
- ~~• Secretary of State for Commonwealth Relations~~
- ~~• Secretary of State for the Colonies~~
- ~~• Chairman of the Executive Committee of the Branch~~

~~11. Appointment of Officers of the Branch - Members.~~

~~-~~

~~a. The Prime Minister shall be the Chair of the Branch ex-officio.~~

Commented [DJ6]: As with previous change, no clear benefit in retaining this.

~~Executive Committee - Membership. The management of the affairs of the Branch shall be vested in the Executive Committee for which twenty members shall be elected following a General Election, at an Annual or Special General Meeting. Fourteen shall be members of the House of Commons. Six shall be members of the House of Lords. In both cases, their party membership should reflect as far as possible the then state of the parties in the relevant House, as advised by the respective Clerks.~~

Commented [DJ7]: Highlighted section added, and some removal of repetitive language

~~Every member of the Branch shall be eligible for election to the Executive Committee on the nomination of a single proposer who shall give written notice of the nomination together with the nominee's consent, to the Secretary seven clear days prior to the Annual General Meeting. All Members are eligible to vote. Not more than one vote may be cast in favour of any one candidate. If more than twenty votes are cast on one ballot paper, that paper will be invalid. Two Members who are not standing for election to the~~

Commented [DJ8]: Inserted – not clear before.



~~Executive Committee shall be appointed by the Chair at the General Meeting to act as tellers to count the votes cast for the Executive Committee. Those elected will serve until Parliament is dissolved. House of Lords members may be asked to exercise a “caretaker” function between dissolution and election of a new Committee.~~

Commented [DJ9]: Key change: ExCo members to serve for whole parliament. Worth adding caretaker point, to reflect practice?

~~Executive Committee - Officers. The Chair of the Executive Committee, and the Honorary Treasurer and three Vice-Chairs shall be elected annually by the incoming Executive Committee from among their body at its first meeting, and each one~~Each shall hold office until his or her successor is appointed until Parliament is dissolved.

Commented [DJ10]: The key change here.

~~b. Three Vice-Chairs may be elected annually by the Executive Committee from among their body and each one shall hold office until their successors are appointed.~~

~~12. Terms of Office.~~

~~a. The United Kingdom has fixed term parliaments. The term of the Chair of the Executive Committee and the Honorary Treasurer shall be for the period of the Parliament. The Annual General Meeting at which the new Chair and Honorary Treasurer shall be elected shall take place as soon as is practicable after the general election. Having served as Chair or Honorary Treasurer for the period of the Parliament, neither person shall be eligible for re-election during the period of the next Parliament.~~

Commented [JD11]: A key change, to reflect ExCo discussion.

~~b. The term of the Vice-Chairs shall be one year save that in the event of the said year elapsing other than at the time of the Annual General Meeting they shall continue in office until the next Annual General Meeting following, or a Special General Meeting if such occurs sooner.~~

13. **Ex-Officio Officers.** Should any of the ex-officio Officers of the Branch be unwilling to serve, the Executive Committee shall have the power to appoint officers in their place. Any such appointment shall be submitted for approval to the Annual General Meeting next ensuing.

~~14. Tenure of Officers - Secretariat. The Officers of the Branch from the Secretariat shall be appointed by the Executive Committee and their terms and conditions shall be laid down in their contracts of employment as approved by the Committee.~~

Commented [DJ12]: Text carried into consolidated para on Secretariat further below

~~15. Executive Committee - Election. The management of the affairs of the Branch shall be vested in the Executive Committee for which twenty members shall be elected annually; of whom fourteen shall be members of the House of Commons, the party membership of which shall reflect directly the current state of the parties in the House of Commons as advised by the Clerk of the House, and six shall be members of the House of Lords, the party membership of which shall reflect directly the current state of the parties in~~

Commented [DJ13]: Largely copied above, with some changes including the key point about not annually elected



~~the House of Lords as advised by the Clerk of the Parliaments. Not more than one vote may be cast in favour of any one candidate. If more than twenty votes are cast on one ballot paper, that paper will be invalid. Two Members who are not standing for election to the Executive Committee shall be appointed by the Chair at the Annual General Meeting to act as tellers to count the votes cast for the Executive Committee.~~

~~a. In addition to the elected members and the ex-officio members under Rule 12 (a), the Prime Minister and the Secretary of State for Foreign and Commonwealth Affairs shall be ex-officio Members of the Executive Committee.~~

Commented [DJ14]: Not realistic

~~b. In the event of a casual vacancy arising between the dates of succeeding Annual General Meetings the same may be filled by co-option by the Executive Committee.~~

Commented [DJ15]: Duplicates old para 18

~~16. Executive Committee Members - Term of Office. At the Annual General Meeting all the members of the Executive Committee shall retire from office, but shall be eligible for re-election.~~

~~17. Executive Committee Members - Eligibility. Every member of the Branch shall be eligible for election to the Executive Committee on the nomination of a single proposer who shall give written notice of the nomination together with the nominee's consent, to the Secretary seven clear days prior to the Annual General Meeting.~~

18. **Executive Committee Members - Co-option.** ~~Between Annual General Meetings, the~~The Executive Committee may fill by co-option any vacancy among ~~the Officers or the members of the Executive Committee~~ and plus up to two additional members. ~~Any person so co-opted shall hold office until the conclusion of the Annual General Meeting next ensuing.~~

19. **Executive Committee - Business and Responsibilities.** The Executive Committee may meet for the dispatch of business, adjourn, and otherwise regulate its meetings as it thinks fit. Questions arising at any such meetings shall be decided by a majority of votes. In case of an equality of votes, the Chair of the meeting shall have a second or casting vote. The Secretary shall, at the request of ~~the Honorary Chair of the Branch or~~ the Chair of the Executive Committee or of any three members of the Executive Committee, at any time summon a meeting of the Committee. Six members shall be a quorum of any meeting of the Committee. As a Director of the Company and a Trustee of the Charity, each member of the Executive Committee has a legal responsibility to discharge his or her statutory obligations under both the Companies Act 1985 and Charities' legislation.

Commented [DJ16]: Consequent to deletion of this post above

20. **Finance, Audit and Remuneration Committee.** The Executive Committee shall have power to elect a Finance, Audit and Remuneration Committee consisting of the Chair of the Executive Committee,

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the ~~Honorary~~ Treasurer, and not more than six other members of the Executive Committee, of whom three shall form a quorum. The Executive Committee may delegate such of its powers as it thinks fit to the Finance, Audit and Remuneration Committee and, subject to the general authority of the Executive Committee, the Finance, Audit and Remuneration Committee shall have the power to deal with matters of general administration.

~~21. Policy, Planning and Programmes Committee. The Chair, Honorary Treasurer and the three Vice-Chairs shall form a Policy, Planning and Programmes Committee to which the Executive Committee may delegate the authority to discuss and agree immediate matters of policy, planning and programmes of this Branch.~~

~~Secretariat. Headed by the Chief Executive, also the Secretary of the Branch, supported by as appropriate by a Deputy Chief Executive, also the Deputy Secretary of the Branch, and by other members of staff. All members of the Secretariat shall be appointed by the Executive Committee and their terms and conditions shall be laid down in their contracts of employment as approved by the Committee.~~

22. Delegations.

- a. The Executive Committee shall nominate the members of delegations to attend Conferences of the Association and to make other visits overseas. The Executive Committee shall have power to delegate the duties of selection for all or any of the above purposes to a sub-Committee appointed by them whose nominations shall be brought before the Presidents of the Association for final selection.
- b. The Executive Committee shall give appropriate guidance to delegates attending the Regional Conference, and the Commonwealth Parliamentary Conference and General Assembly as to the proposals of the Branch concerning the election of the United Kingdom Regional Representative and the election to other appointments on the International Executive Committee of the Commonwealth Parliamentary Association.

23. **Annual Budget.** Each year the Secretary shall prepare and lay before the Executive Committee an estimate of the budget of the Branch for the following year.

THE ANNUAL GENERAL MEETING

24. **When Held.** The Annual General Meeting of the Branch shall be held in each year on such a date as the Executive Committee shall direct, and if the occurrence of a general election or other event affecting the work of Parliament should render the holding of the Annual General Meeting in any one year

Commented [DJ17]: This Committee no longer exists. If required, Exec can form ad hoc committees.

Commented [DJ18]: Consolidated para, text pasted from various above



a matter of difficulty, then in such case the Executive Committee shall have the power to postpone the Annual General Meeting to such a date in the year next following as it, in its discretion, deems suitable.

25. **Notice.** Notice of the Annual General Meeting of this Branch, with copies of the Annual ~~Report~~ Review and of the Accounts of the preceding year, shall be available and put on the website of the Branch (www.uk-cpa.org) not less than fourteen clear days before the date appointed for such a Meeting, and shall show the business to be transacted thereat; provided that any member may bring before the Annual General Meeting any business other than that stated in the said notice if, seven clear days before the date of the Meeting, notice in writing of an intention to do so shall have been received by the Secretary.

26. **Business.** At the Annual General Meeting the Annual ~~Report-Review~~ of the Executive Committee and the audited Accounts of the Branch for the preceding year shall be received and considered, ~~and the Members of the Executive Committee shall be elected.~~ The ~~retiring~~ Executive Committee shall determine any other business to be put before the Meeting.

SPECIAL GENERAL MEETING

27. A Special General Meeting of the Branch may be summoned at any time and place by the Executive Committee to consider and determine any matter of interest or importance that may arise. If a requisition in writing of not less than twenty-five members of this Branch, stating the objects for which a Special General Meeting is demanded, shall be addressed to the Secretary, the Executive Committee shall thereupon summon a Special General Meeting to be held within twenty-one days of receipt of the requisition, such days only to be counted as fall within a period when Parliament is in session. No business shall be transacted at a Special General Meeting other than that stated in the notice convening the Meeting.

QUORUM

28. No business shall be transacted at any General Meeting unless a quorum is present at the time when the Meeting proceeds to business. Until otherwise determined by the Executive Committee, twenty members present shall form a quorum.

ALTERATION OF RULES

29. Notice thereof having been given in accordance with these Rules, any alteration in the Rules may be proposed at the Annual General Meeting or at any Special General Meeting.

DISSOLUTION

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HOUSES OF PARLIAMENT

30. In the event of the dissolution of the Branch any surplus funds shall be given or transferred to such other charitable body having objects similar to the Association as the Branch shall in general nominate at a meeting summoned to consider the same at or before the time of dissolution; in default thereof to such charity as shall be determined by the Charity Commissioners of England and Wales, or any similar functions in the United Kingdom.

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