

Lib Dem Friends of Cycling, Walking and Wheeling Executive Committee

Standing Orders

Version 1.0

1. General

- 1.1. These Standing Orders are supplementary to the Constitution of the Liberal Democrat Friends of Cycling, Walking and Wheeling (hereafter referred to as “the Group”).
- 1.2. The Constitution of the Group shall take precedence wherever there is conflict with these Standing Orders or any matter on which these Standing Orders are silent.

2. Meetings

- 2.1. The Executive Committee (hereafter referred to as “the Executive”) shall meet not less than once a quarter and not less than 4 times in a year. Meetings may be held in-person or virtually. Any of these meetings may take place at the same time as the AGM.
- 2.2. The first Executive meeting in each calendar year shall set a schedule of meetings up to and including the first meeting of the following calendar year. The Executive may amend the dates and times of these meetings at subsequent meetings of the Executive to accommodate members’ availability.

- 2.3. The Vice-Chair (Organisation) shall give at least 7 days written notice of meetings to all members of the Executive. The notice shall include the agenda for the meeting. Supporting papers and reports shall, if possible, be circulated with the minutes of the previous meeting.
- 2.4. The agenda for each Executive meeting shall normally include written or verbal reports from:
- the Chair;
 - each Vice-Chair;
 - the Membership Officer;
 - the Treasurer; and
 - Any sub-committees of the Executive.
- 2.5. A special meeting may be called at the discretion of the Chair, or on the written application of at least one-third of the members of the Executive. Such a meeting shall contain no business other than that specified in the notice summoning the meeting.
- 2.6. The Chair shall normally chair the meeting and will do so according to normal standards of debate. Anyone disrupting the good conduct of the meeting can be excluded from the rest of that meeting. The Chair's ruling on any matter shall be final unless challenged by an immediate vote.
- 2.7. One of the Vice-Chairs shall be responsible for taking the Chair's role in their absence, and for chairing any parts of the meeting over which it is inappropriate for the Chair to preside.
- 2.8. Members of the Group shall be entitled to attend, but not necessarily to speak, at meetings of the Executive, as agreed by the Executive. The Chair shall decide if speaking rights are given to any such members attending.
- 2.9. Minutes shall be kept of any meetings of the Executive. In the absence of an Executive member charged with the duty, the Meeting shall appoint a member to take minutes.

3. Votes of No Confidence

- 3.1. Members of the Executive or its sub-committees may be removed for negligence, incompetence, or incapacitation.
- 3.2. Negligence or incompetence must have caused the party to have been politically, legally, or reputationally exposed as a result of/from their acts or omissions or could have been so exposed if the circumstances had become more widely known.
- 3.3. Incapacitation does not refer to the legal definition of incapacitation but occurs where the executive believes an individual is risking themselves, others, or the party as a result of their physical or mental health.
- 3.4. Any removal requires a complaint by a member of the Group being raised with either the Chair or one of the Vice Chairs. In receipt of the claim, the officer informed must then raise this with the Executive. A panel discussion will be held, where evidence may be raised by any member of the Executive and where the individual accused shall have the right to respond to evidence and present evidence in their defence, After the panel discussion a vote of the Executive will be held. A majority vote of two thirds of members of the Executive present and voting will be enough for the member to be removed.
- 3.5. In the event of the complaint being about the Chair or one of the Vice Chairs, then the Treasurer shall raise this with the Executive.

4. Vacancies and Elections

- 4.1. Any Executive members who fail to attend 3 executive meetings consecutively, regardless of sending apologies, will have deemed to have resigned, unless their special circumstances have been agreed, by the Executive, by or at the fourth meeting, to excuse the absences.
- 4.2. The Executive may fill any vacancy occurring among the Officers or the Ordinary Members. Any vacancy in the Chair shall be filled from amongst the existing Executive members.

- 4.3. When members of the Executive are required to elect a person or persons to any post, an election shall be held by secret ballot and Single Transferable Vote at a meeting of the Executive.
- 4.4. An election shall only occur at a meeting of the Executive meeting if notice was given in the final agenda for that meeting.
- 4.5. The Chair shall as necessary, appoint a Returning Officer, who shall be someone who is neither a candidate nor an elector in any of the elections concerned. The Returning Officer's rulings shall be final.
- 4.6. The Executive Committee may co-opt up to 2 additional 'Ordinary' members, for a term expiring not later than the next following AGM. Co-opted members may speak but not vote.

5. Votes on resolutions

- 5.1. All resolutions must be proposed and seconded by members of the Executive present at the meeting. Voting on resolutions may be by show of hands and require only a simple majority, except where otherwise specified within these standing orders.
- 5.2. In the event of a tied vote, the Chair shall have an additional casting vote.

6. Sub-committees

- 6.1. The Executive may establish sub-committees as it deems necessary to support its work but may not delegate decision-making authority or responsibilities.
- 6.2. Each sub-committee shall have clear terms of reference and membership which shall be agreed by the Executive Committee. Membership of sub-committees may be drawn from the members of the Executive only.
- 6.3. Each sub-committee shall at its first meeting appoint a Chair from among its members. No person may Chair more than one sub-committee at any one time.

7. Quorum

- 7.1. The quorum for a meeting of Executive or any sub-committee of Executive shall be one-third of the members of Executive or of that sub-committee (as the case may be). A quorum is not required to receive reports.

8. Confidentiality

- 8.1. Reflecting the party's commitment to open government and freedom of information, all items discussed by the Executive and its subcommittees shall be treated as open. The Chair shall, however, have the right to rule a specific item confidential, for example, in the case of a sensitive issue of finance or staffing. A simple majority can overrule an item being confidential. Respect for individual rights will generally require specific views not to be attached or ascribed to individuals.

9. Disclosure

- 9.1. To preserve high standards of openness, members of the Executive and its sub-committees should disclose:
- Any professional or financial relationship which influences, or be reasonably seen by others to influence, their actions during particular discussions;
 - Any professional interest when the pecuniary interests of the profession are directly affected by an issue under discussion.
 - Any particular professional circumstances that may influence, or be reasonably seen to influence, their pursuit of a specific issue at the Executive or any sub-committee of the Executive (as the case may be).

10. Access

- 10.1. The agenda and non-confidential papers for the Executive and its sub-committees, shall be posted on the members' only section of the Group's website at the same time as they are sent to members of the committee or subcommittee.
- 10.2. The non-confidential minutes shall be posted after they have been agreed as a true and correct record of the meeting by the Executive.

11. Amendments to Standing Orders

- 11.1. Any motion to amend these Standing Orders shall, when proposed and seconded, be adjourned without discussion to the next meeting. Such a motion shall require a two-thirds majority.
- 11.2. Any motion to suspend these Standing Orders shall require a two-thirds majority.

Version History

Version	Date	Notes
1.0	04/07/2025	Initial version; adopted at first meeting of LD FoCWW Executive Committee.