

Pack C

Guidance for Councillor candidates

This Pack contains essential information to help you with your application to become a local Councillor candidate.

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**Basingstoke
Labour**

Qualification and disqualification

Introduction

There are both party requirements and also certain legal provisions about who can and cannot be a local councillor.

The Labour party's rules state that:

'Nominees must be legally qualified, and not disqualified, to stand for the local authority at the election concerned. It is required of LCFs that they take steps to check on disqualifications under the relevant legislation as well as any party requirements when compiling their panel of prospective candidates.' NEC procedural rule D.iv.

and

'This party shall not accept as qualified for inclusion in its panel of approved candidates any sitting councillor whose sole legal qualification for standing for election in the local government area is existing service as a councillor.' NEC procedural rule D.viii.

Party expectations

In addition to meeting the legal requirements, the Labour Party expects that nominees for the panel of local election candidates should:

- be normally resident in the area of the relevant local authority, and
- hold their party membership in the area of the relevant local authority, and
- have been members of the party for at least 12 months – although Local Campaign Forums may decide to make exceptions after advice for Regional Office

Legal provisions

In addition, there are legal provisions relating to qualification and disqualification.

Each nominee for the panel is required to sign a declaration confirming that he/she knows of no legal reason or party rule that would prevent him/her from being a candidate or being elected as a councillor in the local elections.

It is absolutely essential that every nominee is properly questioned to establish that s/he is both qualified and not disqualified. If there is any question about this – especially arising from employment – s/he must seek advice from the council's solicitor before being appointed to the panel of approved candidates. Every approved candidate must be reminded of the importance of remaining qualified and of checking the implication for qualification of any change in circumstance (eg employment).

Qualification

The law says that, on the day of nomination, you must:

- have attained the age of 18 years, and
- be a British subject or citizen of the European Union and
- be and thereafter continue to be on the electoral roll for the area of the authority, or
- during the whole of the previous 12 months have occupied, as owner or tenant, land or premises in that area, or
- had your principal or only place of work in the area during the previous 12 months, or
- have resided in the area for the whole of the previous 12 months.

See also: https://www.electoralcommission.org.uk/sites/default/files/pdf_file/Part-1-Can-you-stand-for-election-LGEW.pdf

The role of the councillor – a job description

Responsible for:

- ☐ representing people as a Labour Party member of the local council
- ☐ helping to form or scrutinise policies to improve the lives and opportunities of people in the area
- ☐ providing leadership and engaging in partnerships in their community
- ☐ Duties will include representation, policy making, policy review, regulation of services, scrutiny of services, partnership working and consultation.

Key objectives:

- ☐ to oversee the work of the council and ensure that quality public services are provided to local people, and that the services continuously improve and give best value
- ☐ to seek improvements in the social, economic and environmental well-being of the area
- ☐ to participate in community planning and the production of a corporate strategy and vision for the authority
- ☐ to represent and act as an advocate for the people of the ward they represent
- ☐ to provide community leadership and build partnerships with other agencies and organisations in the area
- ☐ to promote the values and policies of the Labour Party

Key duties on the council:

- ☐ to attend full council, the council executive and/or overview and scrutiny committee(s) and other committee meetings as necessary
- ☐ to contribute effectively to the work of the council, in line with Labour group policy as appropriate
- ☐ to help to decide service priorities and participate in agreeing and setting a budget, in line with Labour group policy
- ☐ to monitor performance against targets in all areas of the council activity
- ☐ to engage with local residents to consult them, feedback on council activity, take up their concerns as appropriate and be their voice in the council

Key duties within the community:

- ☐ to develop links with all parts of the community eg visiting schools, meeting local businesses, attending tenants' meetings, visiting local projects and community groups
- ☐ to conduct regular walkabouts in the ward to identify issues of concern and tackle nuisance eg fly-tipping, graffiti, abandoned cars
- ☐ to promote and represent the council in the local community and on community bodies (eg school governing bodies, residents associations)

- ☐ to conduct regular surgeries to allow constituents to raise issues of importance or personal concern with their elected representatives
- ☐ to take action on issues raised by constituents and lobby for resources for the ward within the constraints of the group's overall priorities and financial strategy for the council
- ☐ to attend local community events on a regular basis
- ☐ to support consultative arrangements organised by the council in the ward and its locality
- ☐ to provide regular newsletters and letters to help build relationships with the residents the councillor is elected to serve
- ☐ to promote Labour's values and represent the Labour party locally

Key duties within the Labour group:

- ☐ to participate actively in Labour group meetings and contribute to effective decision-making
- ☐ to assist in the formulation of the Labour group's strategies and policies, within a framework of national Labour Party policy
- ☐ to be a part of the Labour team working to deliver Labour's policies locally
- ☐ to support regular campaign and communications in the local community, raising the profile of Labour and its work for local residents
- ☐ to be an ambassador for the Labour Party

Key duties with the local branch Labour Party:

- ☐ to attend branch meetings and report and consult on all council activity undertaken
- ☐ to campaign with branch members on local issues
- ☐ to support policy discussion eg partnership in power, the big conversation
- ☐ to recruit new members and mobilise existing ones into action
- ☐ to build a healthy party locally

Code of conduct for local government selections

- ❑ This code of conduct has been produced for all potential candidates in the selection of candidates for the Basingstoke & Deane Borough Council, in order to assist the smooth running of all stages of the process.
- ❑ No materials calling for support in the selection process will be produced or distributed by or on behalf of any individual prior to the publication of the timetable for selections in Basingstoke & Deane.
- ❑ Potential candidates who are on the approved panel of candidates are entitled to a list of ward secretaries from the Secretary of the Local Campaign Forum. Once shortlisted by a ward, potential candidates will be entitled to a list of eligible members for that ward from the CLP Secretary. In order to receive this list, potential candidates will have to pay the relevant CLP an administration charge of £5.
- ❑ The list of eligible members (or list of Party Units and Affiliates) is supplied solely for the purposes of the current selection/election campaign of the aspiring candidate to which it is supplied and is not transferable to any other campaign or person or for any other use whatsoever. Use of the list for any other purpose will lead to disqualification as an aspiring candidate and potential further disciplinary action. The selling or providing a list for commercial purposes will lead to automatic exclusion from the party for five years.
- ❑ Following publication of the timetable for a ward potential candidates are permitted to mail eligible members directly, as well as Labour Party Units and affiliated organisations, with any canvassing/promotional material.
- ❑ No potential candidates or persons acting on behalf of any potential candidate will use their own material or access to publicity to disparage any other potential candidate.
- ❑ Canvassing is specifically allowed following publication of the timetable and from this period onwards potential candidates may approach members personally or by telephone to seek their support. Contact with members must not be carried out in a manner likely to cause offence or be seen as applying pressure to any member.
- ❑ No financial inducement or inducement in kind may be offered to attempt to secure support.
- ❑ Only designated officers will be authorised to issue statements to the media about any aspect of the selection procedure, and then only after consultation with appropriate senior Party Officers. This does not preclude potential candidates undertaking press, Radio or TV interviews on other matters, though under no circumstances should any potential candidate disparage any other potential candidate.
- ❑ Party staff will not use or abuse their position, Party resources or time in the process of an internal selection or election so as to further the interests of themselves or their personal preferred candidate(s). This does not preclude normal contact or general conversation undertaken in their capacity as a member of the Party. The General Secretary is answerable to the NEC for the conduct of staff in all internal elections.
- ❑ Once a potential candidate has declared an interest in an elected position s/he cannot attend the part of any meeting that is dealing with selection business of the ward in question, unless specifically invited in their role as a potential candidate.

- No potential candidate or members acting on her/his behalf will interfere with or put under duress any member in regard to how they vote at any stage during the process.
- Potential candidates (and those making donations of money or in kind to their selection campaign) are regulated by the Political Parties, Elections & Referendum Act and are required to comply with the provisions on accepting and reporting of donations of £500 or more. Contact the Governance & Legal Unit for more information.
- Any member breaching this code of conduct or knowingly allowing others to do so on her/his behalf will be liable for disciplinary action. The NEC will not hesitate to use its powers of disqualification and suspension to impose sanctions to enforce the code.

Appendix 4 of the Labour Party rules - NEC Procedures for the selection of local government Candidates

These procedural rules supplement Chapter 5 of the Party rule book – selections for election to public office, and provide a framework for Local Campaign Forums (LCFs) and Constituency Labour Parties (CLPs) to follow when conducting selections of local government candidates.

Local Campaign Forums and CLPs must also follow the good practice advice on these procedures as provided from time to time by the NEC.

A. Selection timetable

- i. The executive of the Local Campaign Forum ('LCF') shall prepare a timetable for the selection procedure. All timetables and/or any variance to any of the selection procedures must be approved by the RD(GS) or other national officer as determined by the General Secretary on behalf of the NEC.
- ii. The timetable should be set so that, as far as possible, candidates are selected six months in advance of the election (12 months where the council elects on a two or four yearly cycle).
- iii. The timetable should identify various stages as follows:
 - a. invitation for nominations to the panel of approved candidates
 - b. initial closing date for receipt of nominations
 - c. proposed interviewing procedure for those who require an interview
 - d. date of LCF to decide on endorsement of initial applications
 - e. submission of initial list of approved nominees ('the panel') to CLPs and ward selection committees
 - f. the agreed order for selection meetings (i.e. first priority to Labour seats, second to winnable seats and last to other seats)
 - g. date for reopening of endorsement procedure, where this is appropriate
 - h. final date for completion of selections.
- iv. The panel remains in existence following an election until a new panel is nominated and endorsed. The panel is therefore available for any by-elections in this period. This later date (iii.g above) is so that LCFs can plan for a period without new endorsements whilst high priority selections are taking place. The panel cannot be closed as such so all nominations must be dealt with at an appropriate time.

B. Positive action procedures

- i. For authorities with all-out elections
 - a. The Regional Director (or General Secretary in Scotland and Wales) will agree a list of winnable wards with the LCF
 - b. In winnable wards with two or three members, at least one candidate must be a woman
 - c. For selection in a winnable ward, the ballot will take place in two parts. The first ballot will select a woman from the shortlist and the second ballot will select the remaining candidates from the entire shortlist.
 - d. If the ward fails to implement these positive action procedures then the selection will be invalid and the RD(GS) will require the ward to re-run its selection procedures.
- ii. For authorities with elections where one third or one half of seats are up for election

- a. In all winnable wards/divisions where a sitting councillor is retiring, at least one other councillor or candidate must be a woman.
- b. If there are more women retirees than men then the current proportion of women candidates must be maintained.
- iii. For each local authority area the RD(GS) will:
 - a. agree a list of winnable seats with the LCF; and
 - b. determine which winnable seats will be selected from an all-woman shortlist and which from an open shortlist.
- c. If a ward fails to implement the agreed positive action procedure then the selection will be invalid and the RD(GS) will require that the ward to re-run its selection process.
- iv. The RD(GS) has the authority to vary the arrangements within a given ward due to what they regard as exceptional circumstances, provided reciprocal arrangements are made to ensure that the overall level of women's representation is achieved.
- C. Panel of approved candidates
 - i. The LCF will invite nominations for the Panel of Candidates which will be in the form of self-nominations using an official nomination form produced by the LCF. The form may include a number of questions (as well as a section for personal details) as approved by the LCF executive, but must include an undertaking to abide by the Party's rules and procedures relating to local government candidature and by the standing orders for the Labour group if elected.
 - ii. The LCF must ensure that all eligible members are informed of their right to self-nominate to the panel of approved candidates together with details of the timetable described in section 1 above.
- D. Qualification of nominees
 - i. Each nominee must be an individual member of the Party, in accordance with the conditions of membership which include, where applicable, membership of an appropriate trade union.
 - ii. Each nominee must have paid the Party membership contribution at the appropriate rate and have at least 12 months' continuous national individual membership of the Party in the electoral area concerned at the date of nomination. This 12 month continuous membership and residency qualification may be waived in exceptional circumstances to be decided by the LCF and endorsed by the RD(GS) on behalf of the NEC.
 - iii. All nominees must undertake, if elected, to accept and conform to the standing orders of the appropriate Labour group as approved by the NEC.
 - iv. Nominees must be legally qualified, and not disqualified, to stand for the local authority at the election concerned. It is required of LCFs that they take steps to check on disqualifications under the relevant legislation as well as any Party requirements when compiling their panel of prospective candidates.
 - v. Sitting councillors must be nominated and considered for endorsement and selection in accordance with the provisions set out in section E.ii.A.1 below, unless varied by section F.i.A. below.
 - vi. If a sitting councillor, the nominee must also have paid their annual elected representatives levy, and be fully paid up to date with their Party membership subscriptions at the standard rate and pay by direct debit.
 - vii. Sitting councillors who have had the Labour group whip withdrawn from them indefinitely are not eligible for membership of any panel.

viii. This Party shall not accept as qualified for inclusion in its panel of approved candidates any sitting councillor whose sole legal qualification for standing for election in the local government area is existing service as a councillor.

E. Endorsement of applicants to the panel of approved candidates

i. All applicants recommended for inclusion in its panel of candidates must be submitted to a meeting of the LCF concerned.

ii. There are three ways that applicants will be considered for membership of the approved panel of candidates. The particular method of approval depends upon the individual circumstances of the applicant as set out below:

a. Sitting councillor

1. To be reviewed by a written form from the chief whip regarding discipline and attendance, and by a written report from the branch secretary covering the ward they represent. An update form should be completed should circumstances have changed since a previous application form was completed. The LCF Officers, or a panel duly authorised by the LCF, may request an interview if the reports raise concerns about discipline, attendance, campaigning record or competence. Should they feel the circumstance dictate, the RD(GS) may instruct the LCF that an interview is undertaken and must give such reasons in writing. Should an interview not be requested, the sitting councillor will be recommended for inclusion on the panel without interview. Should an interview be required, this will be undertaken by an assessment team.

b. Recent candidate who had not been elected

1. To be reviewed by a written report confirming there has been no change in circumstances and updating the applicant's campaign and Party record. It will require an endorsement of the application by the branch in which they reside and the CLP campaign coordinator or similar officer. The LCF Officers, or a panel duly authorised by the LCF, may request an interview if the report raises concerns about their campaigning record or competence. Should they feel the circumstance dictate, the RD(GS) may instruct the LCF that an interview is undertaken and must give such reasons in writing. Should an interview not be requested, the applicant will be recommended for inclusion on the panel without interview. Should an interview be required, this will be undertaken by an assessment team.

c. New applicant

1. By completion of the nomination form and a full interview by an assessment team.

iii. An assessment team, which will be drawn up by the LCF with the agreement of the RD(GS) in line with NEC recommendations, will carry out interviews for applicants where required. At the discretion of the RD(GS), the assessment team may be required to include assessors from outside of the local authority area.

iv. The assessment team will supply a decision sheet to each nominee following their assessment interview. The assessment team will prepare a report for the LCF on which candidates they are recommending to endorse. The LCF may refuse endorsement as it thinks fit to any candidate recommended for acceptance by the assessment team, on a secret ballot of eligible delegates at a duly notified meeting. The suitability of candidates for endorsement is a matter of judgement by members of the LCF. Candidates not endorsed by the assessment team will be given reasons for such decision.

v. The LCF shall not endorse any candidate the assessment team have interviewed and not recommended for endorsement. However, the individual concerned (or the organisation responsible for his/her nomination) may appeal within 14 days of receiving written notice against

the refusal of the assessment team or LCF endorsement to the appeals panel of the appropriate regional board, who where practicable shall hear the appeal within 14 days.

vi. Such appeals shall be to establish the suitability or otherwise of the nominee for inclusion in the panel of candidates and on this basis the panel established to hear the appeal shall consider submissions from the appellant and representatives of the LCF concerned. The panel shall receive any submissions from both sides in the presence of the other and, within reason, witnesses may be called to support the submissions. A reasonable opportunity shall be given for witnesses and submissions to be questioned by either side. The panel may conduct the appeal hearing as a re-interview should they consider this is required by the circumstances. Should any appeal be conducted by the panel as a re-interview then, in the absence of any express decision to the contrary by the panel, the result of such a re-interview shall constitute the final determination of the appeal. When an appeal hearing against withdrawal of endorsement is heard, the hearing may be conducted where the panel consider it appropriate solely in relation to the changed circumstances leading to the LCF withdrawal of endorsement. The panel shall also rule on any procedural issues. The decision of the appeals panel shall be final and binding on all parties in accordance with the rules for local government selections. The reasons for the decision shall remain confidential to the panel concerned.

F. Authority to vary assessment procedures

i. The RD(GS) may, with the agreement of the LCF and the endorsement of the NEC, vary the assessment procedures in the following ways:

a. waive section E.ii.A.i above and/or section E.ii.B.i above to allow for all sitting councillors and/or recent candidates to be interviewed before endorsement;

b. waive the requirement in section E.ii.A.i or E.ii.B.i above for the branch secretaries to submit a written report to the LCF if this is not appropriate due to local circumstances. Such a waiver shall apply for all applicants.

G. Withdrawal of endorsement from a member of the approved panel

i. The LCF may withdraw its endorsement of any nominee if, in its opinion, there are changed circumstances relating to that nominee including failure to meet the requirements of the candidate's contract. Again, the individual concerned (or the organisation responsible for her/his nomination) may appeal within 14 days of receiving written notice against such withdrawal of endorsement to the appeals panel of the regional board who where practicable shall hear the appeal within 14 days on the same basis as in section E.vi above.

H. Rights and responsibilities of members of the approved panel of candidates

i. Potential candidates who are on the approved panel of candidates are entitled to a list of ward secretaries from the Secretary of the LCF. Once shortlisted by a ward, potential candidates will be entitled to a list of eligible members for that ward from the CLP Secretary. In order to receive this list, potential candidates will have to pay the relevant CLP an administration charge as set out in the code of conduct.

ii. The NEC maintains a code of conduct that applies to all candidates at all stages of this process including candidates applying to the panel of approved candidates.

I. Shortlisting and selection

i. Insufficient nominations

a. In the event of an insufficient number of valid nominations, the LCF executive shall have power to take whatever action may be necessary to meet the situation and ensure that there are Labour candidates available to contest any election to the appropriate authority.

b. In cases of dispute the matter shall be submitted to the LCF whose decision shall be final.

ii. Shortlisting and selection meetings – general

a. Shortlisting and selection meetings shall be convened by the Executive Committee of the CLP concerned after consultation with and in accordance with the timetable (referred to in A.iii.F above) laid down by the executive of the LCF. This is to ensure that meetings are convened on a priority basis so that candidates are selected first for Labour-held and winnable seats.

b. Notice of such meetings must be sent to all members entitled to attend. The notice shall state the business to be conducted and give appropriate details of the procedure to be adopted.

c. Notice of such meeting shall include notice of any positive action procedures as agreed under section B above, i.e. whether at least one woman candidate is to be selected or the candidate will be selected from an all-woman shortlist

d. Notice of such meetings shall be sent out at least seven days in advance, except in an emergency where the LCF executive has approved a contracted timetable for a particular selection.

e. Where only one branch is involved, notices shall be sent out by the branch secretary on the instructions of the CLP secretary. Where more than one branch is involved, the CLP secretary shall be responsible for sending out the notice. Where more than one constituency is involved, the LCF secretary shall be directly responsible for convening such meetings on the instructions of the LCF executive.

f. Such meetings shall comprise only those fully paid-up individual members of the Party who are registered as electors or who reside in the electoral area concerned. Where this is impractical (for instance on the grounds of geography or travelling involved) the RD(GS) shall act on behalf of the NEC to approve arrangements for a special meeting of delegates appointed by branches within that electoral area.

g. Only those members who have been a member for at least 6 months are eligible to attend any meeting in this procedure. A freeze date for calculating this 6-month eligibility may be set by the LCF with the approval of the RD(GS). If no such freeze date is set the 6 months shall be counted from the date of the first meeting convened to discuss a shortlist for a particular electoral area.

h. A meeting in this procedure may be attended by not more than three representatives of the LCF executive who shall act in an advisory capacity without voting power. Any CLP concerned may send one member of their Executive Committee as an observer.

i. The LCF shall decide the number of members who shall comprise a necessary quorum for these meetings, which must be reviewed prior to each round of elections, subject to the agreement of the RD(GS).

j. A list of eligible members for such meetings shall be provided by the CLP secretaries involved from information supplied by the national membership system. Where appropriate a check against such list shall be made at the door and membership cards and/or other credentials shall be examined. At the commencement of the meeting the opportunity shall be given for the eligibility of any member present to be challenged. The LCF representatives present shall rule on the eligibility of any member over which the meeting is not satisfied. The notice of the meetings should indicate by when and where subscriptions should be brought up to date to ensure eligibility.

iii. Shortlisting procedure

- a. The list of nominees endorsed by the LCF ('the panel') shall be sent to CLPs for forwarding to the meetings of individual members covering the electoral areas where selections have been approved.
- b. The shortlisting procedure shall incorporate any positive action procedures as agreed under section B above.
- c. Those in attendance at the special shortlisting meeting convened as above shall decide which of the nominees shall be invited to the subsequent selection meeting.
- d. Once a member has been nominated or expresses an interest in being nominated s/he must withdraw from the meeting and take no further part in it.
- e. Where a vote is to be taken at a shortlisting meeting the following procedure must be adopted:
 1. Members present shall be invited to make nominations from those names on the approved panel of candidates. Nominations should be moved and seconded.
 2. Once all desired nominations have been made, those that have been moved and seconded shall be confirmed to the meeting and nominations closed.
 3. When nominations have closed the meeting shall have to make a decision on how many nominees to invite to the selection meeting. It is not acceptable to shortlist only the number of candidates who are ultimately to be selected, unless either:
 - a. the shortlist comprises only sitting councillors for the electoral area concerned who are seeking re-election to the relevant authority, or
 - b. only that number have been nominated at the commencement of the procedure.
 4. In all other cases the meeting must agree to invite at least one more nominee than the number of candidates to be ultimately selected and normally a greater choice should be ensured for the subsequent selection meeting.
 5. Once the number to be shortlisted has been agreed, if required, the meeting should proceed to a vote using an eliminating ballot until only the number required to be shortlisted remain.
 6. Following the result of the ballot the meeting should agree the period of time to be offered to each nominee to address the selection meeting and answer questions and agree any other arrangements necessary. These agreed arrangements shall be communicated to the shortlisted nominees.
- f. If the required quorum is not present at a shortlisting meeting, then the meeting should proceed to draw up a shortlist which shall then be put to the subsequent selection meeting for approval or rejection before the business of that selection meeting may commence.
- g. Any member arriving at the shortlisting meeting after consideration of the shortlist has commenced shall be ineligible to take part or to vote and this should be made clear in the notice convening the meeting.
- iv. Selection procedure
 - a. The following procedure should be adopted at the special selection meeting:
 1. Lots should be drawn for the order of appearance before the meeting of the shortlisted nominees. (This may be done in advance.)
 2. Each shortlisted nominee in attendance should be invited to address the meeting and answer questions for the specified period of time which shall be the same for all nominees.
 3. In the event of a nominee not being in attendance and having indicated a continued interest in the selection, her/his name shall remain in the ballot.

4. Once all nominees in attendance have addressed the meeting and answered questions the meeting shall consider a procedural motion 'to proceed to ballot'. If members are dissatisfied with the shortlist as presented they shall vote against the motion and a secret ballot shall be held if one is requested by any member.

5. If the 'proceed to ballot' motion is not carried then the meeting may suggest new dates for shortlisting and selection to be agreed by the CLP Executive Committee, or they may proceed to draw up a new shortlist. Any new selection meetings shall be convened in accordance with the procedure above.

6. If it is agreed to ballot, then the method of balloting will depend on whether or not the ward is subject to positive action procedures as set out in section B above. Where at least one woman candidate must be selected from a multi-seat selection then a two-part ballot shall be held in accordance with section viii below. In all other cases the ballot will proceed as set out in section vii below.

7. Where there is no positive action requirement, or you are selecting candidate(s) from an all women shortlist in line with positive action procedures, the ballot shall be held as follows:

a. There shall be a secret paper eliminating ballot. Members may vote for as many as, or less than, the number of candidates required to be selected.

8. Where there is a requirement to select at least one woman candidate from a multi-seat selection, the vote to decide which nominees shall be selected as candidates shall be held as follows:

a. The ballot will be held in two parts. The first ballot will select a woman candidate (or two women candidates, if two seats are set aside for women) from amongst those women nominees on the shortlist. If there is only one woman nominee (or two where two seats are set aside for women) then that woman or women will be deemed selected. The second ballot will select the remaining candidate(s) from all shortlisted nominees with the exception of the woman candidate(s) selected in the part one ballot.

b. Voting in both ballots shall be a secret paper eliminating ballot. In the first ballot, members may cast one vote to select one woman candidate (or up to two votes where two seats have been set aside for women). In the second ballot members may vote for as many as, or less than, the number of candidates required to be selected.

9. A successful candidate must have an overall majority of votes cast. Spoilt and blank papers shall be deducted from the total number of ballot papers returned before deciding whether a nominee has a clear majority.

10. Should no nominee have an overall majority, the nominee at the bottom of the poll shall be eliminated from the next round of voting together with any others whose votes added to those of nominees lower in the poll do not equal the number of votes cast for the nominee immediately above.

11. Where there is more than one candidate to be selected the eliminating ballot must continue removing the name(s) with the lowest votes until only the number required to be selected remain.

12. Where there is a tie at the bottom of any ballot and the two (or more) votes added together are equal to or more than the next vote above, a separate ballot shall be held to break the tie and decide which nominee shall be eliminated from the following round.

13. If there is a tie on the final round of any ballot, the chair is not allowed a casting vote so a further ballot must be held to determine the result. Before taking this further ballot the nominees

tying may be recalled separately for a further period of questions. If there is still a tie then a fresh selection meeting shall be convened

14. If after a further meeting no decision is reached there shall be a joint meeting convened on the same basis as in xvi below.

15. No shortlisted nominee shall take part or vote as a member of the branch in the selection meeting unless they have formally withdrawn from the selection.

16. If the required quorum is not present at a selection meeting then the selection of the candidate(s) shall be deferred to a subsequent joint meeting of those individual members eligible to attend the first meeting plus members of the Executive Committee of the CLP concerned who are registered as electors within the area of operation of the LCF and who have the 6-month membership qualification. Executive members who have an interest in the outcome of the selection shall not participate in this joint meeting. Such a meeting shall proceed however many members are present. However, the Executive Committee members present at the deferred meeting shall have the right to vote in any ballot only if again insufficient members from the electoral area concerned attend to form a quorum.

17. Any member arriving at the selection meeting after the first nominee has started to address it shall be ineligible to take part or to vote and this should be made clear in the notice convening the meeting.

18. In the case of any dispute arising in connection with a selection it shall be referred to the LCF whose decision shall be final.

v. Exceptional selections

a. In the event of a local government by-election occurring within a constituency, the Executive Committee of the CLP concerned shall consult with the executive of the appropriate LCF and the officers of any branches concerned to ensure that the vacancy is contested by the Party. Wherever possible a selection should be made in accordance with the procedures detailed above, but where necessary the CLP Executive Committee, in consultation with the executive of the LCF, shall take whatever action is required to meet the situation and endorsed by the RD(GS) on behalf of the NEC.

b. Where any situation requires that a candidate be imposed for a local government election, the appropriate LCF may only do so with the approval of the appropriate RD(GS) of the Party on behalf of the NEC. In exceptional circumstances the NEC shall require a panel of the Regional Board to make a decision which shall be final and binding on all parties.

J. Alternative Procedures

a. An LCF may apply to the NEC to pilot new or innovative procedures. Any such procedure must retain procedures for ensuring the Party's objectives under positive action are met.