Australian Labor Party (Queensland Branch)

Rules 2017

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**PART A. INTRODUCTION**

1 **NAME AND MEMBERSHIP**

(1) The name of the Party is “Australian Labor Party (State of Queensland)”.

(2) The Australian Labor Party (State of Queensland) is a member of the national Australian Labor Party (ALP) which consists of the Australian Labor Party (State of Queensland), other State Branches of the Australian Labor Party, the Northern Territory Branch and the Australian Capital Territory Branch of the Australian Labor Party.

(3) The Party shall consist of:

   (a) members accepted into membership in accordance with these Rules; and
   
   (b) such industrial Unions as affiliate in accordance with these Rules.

2 **ORIGINS, OBJECTIVES AND PRINCIPLES OF ACTION**

(1) The Party has its origins in:

   (a) the aspirations of the Australian people for a decent, secure, dignified and constructive way of life;
   
   (b) the recognition by the Trade Union movement of the necessity for a political voice to take forward the struggle of the working class against the excesses, injustices and inequalities of capitalism; and
   
   (c) the commitment by the Australian people to the creation of an independent, free and enlightened Australia.

(2) The Party is a democratic socialist party and has the objective of the democratic socialisation of industry, production, distribution and exchange, to the extent necessary to eliminate exploitation and other anti-social features in these fields. The political and social values of equality, democracy, liberty and social cooperation inherent in the objectives of the Party shall be achieved in conjunction with the expanded objectives set out in Appendix Three (AP3).

(3) The Party believes that the task of building democratic socialism is a cooperative process that requires:

   (a) constitutional action through the Australian and State Parliaments, municipal and other statutory authorities;
   
   (b) Union action; and
   
   (c) ongoing action by organised community groups.

(4) In all forums of the party, the rights of all Party members will be respected and their involvement and participation will be encouraged.

3 **AUTHORITY OF NATIONAL CONFERENCE, NATIONAL EXECUTIVE AND STATE CONFERENCE**

(1) These Rules are subject to the Rules of the National Conference and the National Executive and in the event of any inconsistency, the National Conference and National Executive Rules shall prevail in the event of a dispute:

   (a) as to who are entitled to be trustees of any personal property owned or controlled by the Party, the trustees shall be the persons recognised by the National Executive as the President and Secretary of the Party;
   
   (b) as to the membership of the Party of any Party organisation or as to membership of or as to who is the holder of any office in the Party or any Party organisation then notwithstanding the provisions of Rule 10 of the National Rules, any decision of the National Executive shall, subject to any subsequent decision of National Conference to the contrary, be final and binding on all members of the Party.

(2) All members of the Party are bound by these Rules as amended by State Conference from time to time.

4 **ADMINISTRATIVE REGULATIONS**

(1) The Administrative Committee may make, by no less than two-thirds of members present at a meeting, Administrative Regulations consistent with these Rules.

(2) A notice of motion to make, vary or discharge an Administrative Regulation shall be laid on the table at a meeting prior to the meeting at which the regulation is to be considered for determination.

(3) The notice of motion shall be forwarded to the Rules Committee for comment prior to the regulation being determined.

(4) Each regulation shall refer specifically to the Rule to which it is giving effect.

(5) State Conference shall have the power to re-instate, make, vary or discharge any Administrative Regulation/s. Further, State Conference shall have the power to make any new Administrative Regulations it deems necessary.

(6) All changes to the Administrative Regulations shall be circulated to all Party units and Unions.

5 **COMMENCEMENT OF RULES**

(1) Except where State Conference decides otherwise, all alterations to these Rules shall take effect upon their adoption by State Conference.

6 **INTERPRETATION**

(1) Except where the context otherwise requires, words and phrases used in these Rules have the meanings set out in the Glossary and Definitions in Appendix One (AP1).

(2) Appendices to these Rules form part of these Rules.
PART B. AFFIRMATIVE ACTION

7 AFFIRMATIVE ACTION

(1) The Party aims to develop the full potential of all persons regardless of gender, and seeks the improvement of the status of women in Australia as being fundamental to the achievement of this aim. In accordance with the National Rules, the following provisions shall apply to these Rules:

Definitions
(a) In this Rule:
(i) “minimum percentage” means 40%. From 2022 it means 45%. From 2025 it means 50%;
(ii) “seats”: includes council wards, seats in the Legislative Assembly, seats in the House of Representatives, and Senate positions;
(iii) A non-held but winnable Senate position is the next position on the Senate ticket below the held positions, but only if the number of quotas that the ALP had, on primaries, at the last election, was more than the number of held positions plus one half of one quota for the purposes of that election.

Note: By way of example, if, at the last election, the ALP got more than 2.5 quotas, and it was an ordinary half Senate election, then the third position on the Senate ticket is winnable. However, if the ALP got 2.5 quotas or less, then the third position on the Senate ticket is not considered winnable for the purposes of this Rule.

Party Positions
(b) All elections for, or appointments of, two or more Party positions shall comply with the Affirmative Action Rule so that not less than the minimum percentage of such positions shall be held by women. The minimum number of women to be elected shall be determined by the number of positions to be filled and in accordance with Appendix Two (AP2).

(ba) The Affirmative Action Rule shall apply to the election, or appointment of, the following groups of Party positions:
(i) State President, Vice-Presidents and Treasurer;
(ii) State Secretary and Assistant State Secretary; and
(iii) Permanently Employed Organisers.

(bb) The National Principles of Affirmative Action will be applied to the appointment of temporarily employed organisers, such as field organisers hired specifically for election campaign periods, so that as near as possible to 50 per cent shall be women.

(bc) Sub-rules (ba) and (bb) do not apply to the individuals who are occupying the position of Secretary or Assistant Secretary of Queensland Labor at the conclusion of the 2016 ALP State Conference, and have been continuously occupying those positions since that date. Where the number of positions in the group is less than 3, sub-rules (ba) and (bb) will only apply to appointments where the term commences after January 2020.

(bd) For all other party positions, the minimum number of women to be elected shall be defined by the number of positions to be filled and in accordance with Appendix Two (AP2).

Union Delegates
(c) For all union delegations to Party conference and forums, at least the minimum percentage of the delegates must be women, unless the proportion of women who are members of the union is less than the minimum percentage, in which case the number of delegates who are women must be at least equal to the proportion.

Held and Winnable Public Office Positions
(d) Labor will apply affirmative action to public office preselections in accordance with the following principles.
(e) For all public office preselections, at least the minimum percentage of the candidates preselected for each of the following groups of seats, in each sphere of government, must be women:
(i) the seats (including Senate positions) currently held by the ALP;
(ii) the seats that would be won by the ALP with a 5% increase in its two party preferred vote since the last election and any non-held but winnable Senate positions (“winnable seats”), and
(iii) all other seats to be preselected.

(f) The Administrative Committee must declare the winnable seats for each round of preselections before nominations for that round open.

For casual vacancies, including for by-elections, if less than the minimum percentage of the remaining positions in the relevant group of seats (as defined by sub-paragraph (e)), in the relevant sphere of government, are held by women, the vacancy must be filled by a woman.

The Enforcement Mechanism
(h) If:
(i) at the close of nominations for preselections for a group of seats, the requirements of paragraphs (d)-(g) cannot be met, the nominations of that group of seats shall automatically be void, and nominations for that group of seats must be re-opened;
(ii) after preselections (including by way of ballots) have been conducted for a group of seats, the requirements of paragraphs (d)-(g) have not been met, the preselections for that group of seats shall automatically be void, and nominations for that group of seats must be re-opened, and fresh preselections must be conducted in accordance with these Rules.
(i) This Rule shall be referred to as the Affirmative Action Rule in these Rules.

Implementation

(j) In calculating the minimum percentage for the purposes of this clause, a fraction 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.

(k) The State Secretary must, no later than 1 November each year, provide a report to the Administrative Committee and to the National Executive on the progress of implementation of this Rule.

Transition rules

(2) Subject to sub-rule (3), Rule 7(1)(h) does not apply to any seat that was a held seat at the conclusion of the 2015 ALP State Conference, and has been held continuously since that date.

(3) If

(a) a Councillor, Member or Senator, as the case may be, vacates a seat or position to which sub-rule (2) applies; and

(b) less than the minimum percentage of the remaining seats in the group of held seats, in the relevant sphere of government, are held by women,

then the vacating Councillor, Member or Senator must be replaced by a woman candidate.

(4) This sub rule, and the foregoing sub rules (2) and (3), are repealed effective 1 July 2023.

7A PROMOTING DIVERSITY

(1) All Party members shall endorse the objectives of the Party (Appendix Three) and the following objectives in support of diversity:

(a) The Party believes in equity and equality for all Australians.

(b) The Party believes that our membership base, candidates and members of parliament should reflect the broad cross section of our society, including, but not limited to, equity groups such as women, Aboriginal and Torres Strait Islander people, Lesbian, Gay, Bisexual Transgender, Intersex and Questioning people, people with disability and/or mental illness and their carers, people from culturally and linguistically diverse backgrounds and age cohorts.

(c) The Party is committed to taking appropriate action to encourage all Queenslanders to become members of the Party. We are committed to taking action to remove barriers to participation and to a more inclusive and diverse political party.

(2) All candidates and members of Australian parliaments and local government bodies shall actively support these principles (1 above) and consider the impact of policy decisions they make on all Queenslanders, consult widely with equity groups and consider the difficulties that equity groups may have in participating in such consultations.

(3) The State Secretary shall report annually to the Administrative Committee and State Conference on progress towards achieving and maintaining diversity, including levels of representation in Party membership, and in party and public office positions, barriers to participation, targets and level of adherence to those targets (including 8 and 9 below) and other matters determined by the Administrative Committee from time to time.

(4) The Administrative Committee may set targets for any equity group in order to encourage higher levels of participation and representation.

8 AFFIRMATIVE ACTION FOR ATSI CANDIDATES

(1) In accordance with the National Constitution of the ALP, minimum number of Aboriginal and Torres Strait Islander (ATSI) candidates for Federal Parliament, the Queensland Legislative Assembly, and each endorsed local government team shall be a minimum of 5 percent of held and winnable seats as determined in 7(1)(e-f).

(2) At each round of preselections, the Administrative Committee shall ensure the minimum number of ATSI candidates in held and winnable seats is met, and that this number shall not be less than:

(i) 1 candidate for Federal Parliament;

(ii) 2 candidates for the Queensland Legislative Assembly; and

(iii) 1 candidate for each endorsed local government team.

9 AFFIRMATIVE ACTION FOR LGBTIQ CANDIDATES

(1) The minimum number of Lesbian, Gay, Bisexual, Transgender, Intersex and Queer/Questioning (LGBTIQ) candidates for Federal Parliament, the Queensland Legislative Assembly, and each endorsed local government team shall be a minimum of 5 percent of held and winnable seats as determined in 7(1)(e-f).

(2) At each round of preselections, the Administrative Committee shall ensure the minimum number of LGBTIQ candidates in held and winnable seats is met.
PART C. MEMBERSHIP: UNIONS AND BRANCHES

10 AFFILIATION OF UNIONS

(1) A Trade Union wishing to affiliate with the Party may be admitted to membership of the Party by resolution of the Administrative Committee.

(2) When a Union affiliates, its President and Secretary shall provide signed correspondence to the State Secretary consisting of the following words:

“We hereby pledge the union to the principles of the Australian Labor Party’s National, State and Local Government Platforms, and to any alteration thereto made by a national or state conference. I also pledge to do everything in my power to further the objectives of the Party as set forth in its constitution and general rules. I hereby declare that I am not a member of a communist or fascist organisation or party or any political party or organised society or groups having objects, methods, policies or aims opposed to the objectives, policy and platform of the Australian Labor Party.”

and submit an independent audit report as required in Administrative Regulation Two (AR2).

(3) When a Union affiliates it shall pay affiliation fees as determined in accordance with Administrative Regulation Two (AR2).

(4) If a Union affiliates after the audit deadline as provided for in AR2(2) but before State Conference for the same year, the GRO shall recalculate the union delegations for that State Conference in accordance with Appendix 6 (AP6) and advise the Administrative Committee.

11 UNION AFFILIATION FEES

(1) Each affiliated Union shall pay an annual affiliation fee as determined in accordance with Administrative Regulation Two (AR2). This regulation shall include the following principles:

(a) a Union’s affiliation shall not exceed its maximum affiliation as determined by the Union’s auditors;

(b) a Union’s affiliation for the purpose of determining State Conference delegates shall be based upon the three year rolling average of the Union’s affiliation.

12 APPLICATION FOR MEMBERSHIP

(1) Any person aged 15 years of age or older, resident within Queensland, who lodges a signed application for membership in the prescribed form, (as approved from time to time by the Administrative Committee) may, upon payment of the prescribed fee, apply to the Administrative Committee for admission to membership to the Australian Labor Party (State of Queensland).

(1A) Each applicant shall agree to the following pledge:

“If admitted to the Australian Labor Party, I hereby pledge myself to the principles of the Australian Labor Party’s state, national and local government platforms and to any alteration thereto made by a national or state conference. I also pledge to do everything in my power to further the objectives of the Party as set forth in its constitution and general rules. I hereby declare that I am not a member of a communist or fascist organisation or party or any political party or organised society or groups having objects, methods, policies or aims opposed to the objectives, policy and platform of the Australian Labor Party.”

(2) The State Secretary shall ensure that all new membership applications are checked against the Electoral Roll to ensure that the applicant is appropriately enrolled at their current residential address. Where a discrepancy exists, the State Secretary shall immediately correspond with the applicant requesting them to correct their enrolment status in accordance with the Commonwealth and State Electoral Acts.

(3) The State Secretary shall report to each regular meeting of the Administrative Committee any irregularities or other concerns relating these new applications.

(4) The Administrative Committee may refuse an application for membership on any of the following grounds:

(a) that a refusal of membership is in the best interests of the Party; or

(b) that the applicant is a member of any communist or fascist organisation or party or of any political party or of an organised society or group having objects, methods, policies or aims which in the opinion of State Conference conflict with the objectives, policy or platform of the Australian Labor Party; or

(c) that the applicant is an employer of labour and has actively discouraged employees from Union membership;

(d) that the applicant works in an industry covered by a Union and is not a member of a Union having coverage;

(e) that the applicant has previously nominated for public office against an endorsed Australian Labor Party candidate and the applicant’s membership in the Australian Labor Party has not been explicitly approved by the Administrative Committee and endorsed by State Conference;

(f) that the applicant has not provided correct electoral enrolment details or the enrolled address does not match the applicant’s current residential address; or

(g) for any other reason placed before, and regarded as sufficient by the Administrative Committee;

provided that the Administrative Committee shall refuse an application where that person has been convicted of a disqualifying electoral offence as defined pursuant to the Electoral Act 1992, within a period of 10 years prior to such application for membership being made.

(5) Any applicant refused membership of the Party may resubmit the matter on notice to a later meeting of the Administrative Committee for further consideration.

(6) The Administrative Committee may, within two months of either its admission of an applicant to
SERIOUS OFFENCES

(10) Any member who is serving a sentence of more than one year’s imprisonment for an offence against the law of Queensland, another State or the Commonwealth, or is convicted of treason, sedition or sabotage under the law of Queensland, another State or the Commonwealth, shall automatically cease to be a member of the Party. No person so serving a current sentence or convicted of treason, sedition or sabotage shall be admitted to membership of the Party.

(11) Any member convicted of a disqualifying electoral offence, as defined pursuant to the Electoral Act 1992, shall cease to be a member of the Party immediately upon such conviction being recorded.

(12) The Administrative Committee may revoke the membership of a member found guilty of a serious criminal offence (punishable by imprisonment for 5 years or more). Before the Administrative Committee revokes the membership of a member:
   (a) the State Secretary must notify the member in writing of the proposed revocation; and
   (b) 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.

(13) 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.

13 BRANCH REGISTRATION

REGISTRATION OF A NEW MEMBER

(1) Subject to Rule C4(7), any member shall, upon proof of membership to a Branch meeting in the relevant Federal electorate, be registered as a member of that Branch, provided that:
   (a) a Branch registration is achieved by an applicant/member attending in person at a Branch meeting and a resolution of the registration being passed at the same meeting and recorded in the minutes.
   (b) the Administrative Committee may where a person is unable to attend a Branch, confirm registration of a member with a Branch.

(2) An applicant for membership shall be registered with a particular Branch by:
   (a) attending at a Branch meeting in the Federal Division where that member resides; and
   (b) presenting to the meeting a signed application for membership, accompanied by the signed pledge and relevant Party payment; and
   (c) the Branch passing a resolution recorded in its minutes that the applicant be registered with that Branch; and
   (d) receipt by the State Secretary of the completed application form and completed Branch registration form for consideration by the Administrative Committee at its next meeting.

REGISTRATION OF A NEW MEMBER WHO HAS BEEN ADMITTED TO UNREGISTERED MEMBERSHIP

(3) An unregistered member shall be registered with a particular Branch by:
   (a) attending, in person, at a Branch meeting in the Federal Division where that member resides; and
   (b) presenting to the meeting proof of membership; and
   (c) the Branch passing a resolution recorded in its minutes that the member be registered with that Branch; and
   (d) receipt by the State Secretary of the completed Branch registration form for consideration by the Administrative Committee at its next meeting.

REGISTRATION OF THE TRANSFER OF AN EXISTING MEMBER

(4) Subject to Rule C4(6), a member may transfer their registration to another Branch. A Branch shall not unreasonably withhold acceptance of such transfer or delay the forwarding of registration advice to the State Secretary.

(5) A Branch member seeking to transfer to another Branch shall do so by:
   (a) attending a Branch meeting in the Federal Division where that member resides; and
   (b) presenting to the meeting proof of membership; and
   (c) the Branch passing a resolution recorded in its minutes that the member be registered with that Branch; and
   (d) completing the Branch registration form in full; and
   (e) receipt by the State Secretary of the completed Branch registration form for consideration by the Administrative Committee at its next meeting.

(6) The Administrative Committee may transfer the registration of a member to another Branch.
REGISTER WITH A BRANCH OUTSIDE FEDERAL DIVISION OF RESIDENCY

(7) Notwithstanding Rule 13(1) the Administrative Committee can refuse to register a member if that member resides outside the Federal Division to which that branch is affiliated.

REGISTRATION RESTRICTIONS

(8) No more than 10 previously unregistered members shall be registered at a Branch meeting other than with the approval of the Administrative Committee.

GENERAL PROVISIONS

(9) It shall be the responsibility of the individual applicant/member to ensure that the membership application and/or certificate of registration is received by State Office.

(10) The Administrative Committee shall not have the power (even in cases where the failure to receive notice of registration is not the fault of the applicant) to backdate Branch registration.

(11) An applicant for membership may attend a meeting at a Branch in the relevant Federal division and seek registration with that Branch prior to the Administrative Committee meeting.

(12) A Branch shall refuse registration only on the following grounds, and the Branch Secretary shall advise the State Secretary of any such refusal, and the reason or reasons therefore, within fourteen days of such refusal:

(a) any ground under Rule 12(4) (b) to (e); or
(b) the person does not reside within the relevant Federal division unless permission has been granted by the Administrative Committee pursuant to Rule 13(6); or
(c) for any other reason of substance, which must be placed before, and regarded as sufficient by, the Administrative Committee.

14 SUBSCRIPTION AND RENEWAL

(1) A new application shall not be accepted unless:

(a) the application has been signed by the applicant or member and contains their residential and enrolled address (provided the member is eligible to be enrolled in Queensland) and a declaration of the applicant’s gross annual income level or

(b) the application is completed online and the applicant pays their membership fee by electronic funds transfer from their personal account, or with their personal credit card and the application contains their residential and enrolled address (provided the member is eligible to be enrolled in Queensland and can be verified on the roll) and a declaration of the applicant’s gross annual income level

(2) A membership renewal shall not be accepted unless:

(a) The renewal has been signed by the applicant or member and contains their residential and enrolled address (provided the member is eligible to be enrolled in Queensland) and a declaration of the member’s gross annual income level; or

(b) The member’s subscription is paid by electronic funds transfer, credit or cheque from the bank account of the member or a close family member.

(3) The annual membership subscription, payable with an application for membership, or on renewal of membership, shall be as determined by the Administrative Committee subject to any overriding decision of State Conference (see AR15).

(4) Members of affiliated unions shall be entitled to a discounted membership subscription as determined by Administrative Committee from time to time.

(5) Membership subscriptions fall due on 1 January of each year and, if a member does not pay to State Office the annual subscription for the current year by 31 March, that person becomes unfinancial and ceases to hold all rights of membership.

(6) A member may purchase multiple year subscription of up to three years.

(7) Where a subscription is received by the State Office after 31 March, but within twelve months of that date, that person’s membership shall be re-activated and membership and the privileges thereof shall commence from the receipt of such subscription by the State Office, subject to the power of the Administrative Committee to restore continuity subject to Rule 19(1)(f).

(8) If an unfinancial member fails to pay their annual subscription within the twelve months required by Rule 14(5), they shall only be admitted strictly in accordance with the Rules for application for membership (Rule 12).

15 RESIGNATION

(1) A member may resign his or her membership by notifying the State Secretary in writing.

(2) A notice of resignation from membership will be effected when a report of the resignation is provided to the Administrative Committee, and the date of the resignation will be:

(a) on the day on which the notice is received by the State Office; or
(b) on the day specified in the notice; whichever is later.

16 MERITORIOUS SERVICE AND LIFE MEMBERSHIP AWARDS

(1) Meritorious Service and Life Membership Awards shall be available to members who are nominated and accepted for an award in accordance with Administrative Regulation Four (AR4).
PART D. GOVERNANCE

17 STATE CONFERENCE

POWERS

(1) State Conference is the supreme rule, policy and decision making body of the Party. Subject to a specific Rule to the contrary, it is the only body that may:

(a) enact/amend, and where consistent with the provisions of the Electoral Act, suspend the operation of these Rules. Any such action must receive the approval of an absolute majority of credentialed delegates;
(b) enact and amend State and Local Government platforms;
(c) finally determine any matter in dispute affecting the welfare of the Party, subject only to the power of the National Rules of the National Conference and National Executive;
(d) elect such office bearers and officials and committee members as provided for under these Rules;
(e) refer such matters to the National Executive and National Conference as it sees fit;
(f) grant or revoke, on the recommendation of the Awards Committee, such Meritorious Service Awards, including life memberships, as it sees fit;
(g) readmit expelled members on such conditions as it shall see fit;
(h) receive and consider reports from the Administrative Committee and Party committees on agenda items submitted by constituent units, the State Parliamentary Labor Party and regional conferences;
(i) receive reports from the Administrative Committee and Party Treasurer on Party finances, including a report on the financial status and administration of all companies in which the Party owns an interest;
(j) elect for three year terms or until their successors are elected, the positions outlined in Appendix Four (AP4) in accordance with the Affirmative Action Rule;

COMPOSITION OF STATE CONFERENCE

(2) State Conference shall comprise of the following delegates:

EX-OFFICIO DELEGATES

(a) the President elected in accordance with Appendix Nine (AP9);
(b) the three Vice-Presidents elected in accordance with Appendix Nine (AP9);
(c) the State Secretary and the Assistant State Secretary elected in accordance with Appendix Nine (AP9);
(d) the Federal Parliamentary leader where the holder of a Queensland seat; otherwise a representative of the Federal Parliamentary Labor Party chosen by and from Queensland members of the Federal Parliamentary Labor Party;
(e) the State Parliamentary Party leader and deputy leader.

(f) the State Treasurer, who shall be a non-voting delegate, except where the Treasurer is otherwise a delegate provided for under this Rule;
(g) the General Returning Officer, who shall be a non-voting delegate.

OTHER DELEGATES

(h) the President/Chairperson/Convenor of each Party Organisation as determined in Appendix Eleven (AP11).
(i) a representative elected by and from endorsed Labor Councillors;
(j) Branch delegates, elected for a term of three (3) years, from each Federal Division elected by plebiscite of Branch members in accordance with Rule 17(3) in one ballot by proportional representation;
(k) Union delegates of a number to preserve the ratio of 50/50 between Union delegates and Branch conference delegates;

DETERMINATION OF BRANCH DELEGATES

(3) The number of Branch delegates to be elected from each Federal division shall be determined prior to the opening of nominations in accordance with the following procedure and in accordance with the Affirmative Action Rule:

(a) each Federal Division shall be ranked in order from largest to smallest by the number of eligible Branch members in each as determined by the current certified list.
(b) the three largest ranked seats shall elect 11 delegates each;
(c) the next seven largest ranked seats shall elect 9 delegates each;
(d) the next eight largest ranked seats shall elect 7 delegates each;
(e) the remaining seats shall elect 5 delegates each;
(f) in the event of additional Federal Divisions being created in Queensland, additional delegates shall be determined in accordance with Appendix Five (AP5).

(4) Federal Divisions that elect 9 or more State Conference Branch delegates shall include at least one delegate who shall be under the age of 26 in the year of opening of nominations.

(5) In the event of a federal redistribution being finalised or due to be finalised in the calendar year when new delegates are scheduled to be elected, the Administrative Committee shall have the power to defer elections of branch conference delegates for a period not exceeding 12 months to ensure new delegates are elected on the new federal boundaries.

ELECTION OF LOCAL GOVERNMENT REPRESENTATIVE

(5A) Following each quadrennial Queensland local government elections, but prior to the next scheduled State Conference, the General Returning Officer shall:

(a) call for nominations from endorsed ALP local government councillors;
(b) if required, conduct a ballot of all endorsed ALP local government councillors in accordance with these Rules;
(c) report outcome to the Administrative Committee, which shall endorse the successful candidate and include on the list of Conference delegates.

The delegate identified in Rule 17 (2) (g) shall remain so until a new delegate is elected or they resign from elected office or as representative, provided that they remain eligible to be a representative in accordance with these Rules. Failure to seek or obtain endorsement for the subsequent quadrennial local government elections, does not disqualify an existing delegate from remaining as representative in accordance with Rule 17 (2) (g).

QUALIFICATION FOR BRANCH, UNION AND OTHER DELEGATES
(6) Each delegate to State Conference must at the time of their election and subsequently comply with the following requirements:
(a) each delegate must be a financial member of the Queensland Branch of the Australian Labor Party;
(b) each Union delegate must be a bona fide financial member of the Union represented;
(c) each Branch member delegate must comply with Rule 46 (2).

(7) In the event of a federal redistribution occurring during the term of office for Branch member delegates, eligibility for delegates and proxies shall be determined in accordance with the federal boundaries in operation at the time the election of those Branch member delegates.

APPOINTMENT OF PROXIES
(8) No Branch delegate shall be entitled to appoint a proxy until such time as they have been duly credentialed and attended personally as a delegate to the Conference. Then from that time until the next election for the position of Branch member delegate to State Conference, the delegate concerned may nominate a proxy delegate provided that:
(a) each proxy must be a registered Branch member for not less than six months, and either enrolled in the relevant Division or a member of a Branch affiliated with the relevant Division for a period of not less than three months prior to the day of the commencement of the State Conference; and
(b) an appointment of each proxy must be signed by the delegate appointing the proxy and state for which sessions or days of the Conference that it applies and be given to the General Returning Officer.

(9) Changes to Union delegations must be submitted to the General Returning Officer and each notification of change to a union delegation must state for which sessions or days of the Conference it applies.

(10) Ex-officio conference delegates as determined in 17(2) shall not be entitled to appoint proxies.

CASUAL VACANCIES
(11) Where a Branch member, provincial city councillor, shire councillor, small Union’s delegate, AYL or Labor Women’s delegate ceases to be an eligible voter to the Conference, a casual vacancy shall arise and the General Returning Officer shall conduct a recount to fill the casual vacancy in accordance with this Rule. The recount shall be conducted by distributing the ballot papers that were used to elect the vacating delegate. In any case where a preference is indicated for the vacating delegate, the ballot is allocated to the next candidate indicated disregarding any candidates who were elected in the original ballot. The ballot papers used to elect the vacating delegate policy coordination shall be distributed until a candidate receives a majority of votes. Only the ballot papers used to elect the vacating member shall be counted in the recount. The candidate who receives a majority of votes shall, if that person is prepared to fill the casual vacancy, be declared elected. Should the recount not result in the casual vacancy being filled, the Party unit or Party organisation concerned shall call a special meeting for the purpose of electing a substitute delegate to fill the casual vacancy.

CALCULATION OF UNION DELEGATIONS TO STATE CONFERENCE
(12) Each individual Union’s delegation shall be allocated by the Administrative Committee before each Conference in a manner prescribed in Appendix Six (AP6).

QUORUM
(13) Quorum for State Conference shall be the next highest whole number of half the number of delegates entitled to attend, provided further that there are present at least half the Union delegates and half the Branch member and other delegates entitled to attend.

CONDUCT OF STATE CONFERENCE
(14) State Conference shall conduct itself according to its standing orders contained in Appendix Fourteen (AP14).

MULTIPLE VOTING
(15) Each Union delegate may exercise up to four votes at State Conference provided that the total number of votes exercised does not exceed the number of places allocated to the Union. Unions shall advise the State Secretary or the General Returning Officer at the time of nominating their delegates, which delegates are to exercise multiple votes. The General Returning Officer shall issue each delegate or such delegates with identification of entitlement to exercise multiple votes and the delegate shall receive multiple ballot papers, in accordance with entitlement, for all elections.
SPEAKING RIGHTS OF NON-DELEGATES

(16) Members of the Federal or State Parliamentary Labor Parties who are not delegates or proxies to Conference may address Conference for the purpose of giving information, but may not vote on any question before Conference.

(17) The Chairperson or any member of any Standing Committee who is not a delegate to Conference or proxy to Conference may address Conference and move or second motions or any matters coming within the jurisdiction of that Committee, but may not vote on any question before Conference.

SPECIAL STATE CONFERENCE

(18) A Special State Conference may be requisitioned by:
(a) at least one half of the number of Branches; or
(b) by affiliated Unions, such Unions to represent in number membership of at least half the affiliated Union membership based on their entitlement to representation at State Conference.

(19) The procedure for Branches or Unions to requisition a Special State Conference shall be a petition seeking a Special State Conference. This petition must first be sent to the State Secretary, endorsed by at least one quarter in number of Branches or Unions, as the case may be.

(20) Branch member delegates to a Special Conference shall be those who are credentialled for the preceding ordinary State Conference.

18 NATIONAL CONFERENCE AND NATIONAL EXECUTIVE

(1) The Union and Branch delegates to National Conference shall be elected by proportional representation in separate ballots in accordance with Rule 58 and the National Rules.

(2) Prior to each State Conference that will elect National Conference proxy delegates, the Administrative Committee shall determine the number of proxy delegates to be elected by proportional representation at the State Conference.

19 ADMINISTRATIVE COMMITTEE

POWERS AND FUNCTIONS OF THE ADMINISTRATIVE COMMITTEE

(1) The Administrative Committee shall, subject to the overriding authority of State Conference:
(a) determine all matters affecting the general welfare of the Party;
(b) be responsible for the overall administration of the Party;
(c) approve the formation of Branches of the Party, Young Labor Committees and electoral councils;
(d) supervise the efficient administration of Party units and organisations;
(e) admit applicants to membership of the Party, and subject to these Rules expel members from the Party;
(f) restore continuity of membership to members whose continuity has been broken unintentionally;
(g) approve an annual budget and approve such expenditure outside of the budget as the Administrative Committee considers appropriate upon recommendation of the Finance Committee;
(h) appoint the Party’s auditors in accordance with Rule 25(12);
(i) receive regular financial reports, including reports of actuals as against administrative and campaign budgets, and present financial reports to State Conference including a report on the financial status and administration of all companies in which the Party owns an interest;
(j) present an audited balance sheet and financial sheet to State Conference;
(k) approve levies on Party units in accordance with Rule 29(8);
(l) consent to Labor Legacies Pty Ltd acquiring or disposing of real property where such consent is required by Rule 25;
(m) determine, so far as it is able, the composition of the Board of Directors of Labor Holdings Pty Ltd, Labor Enterprises Pty Ltd and any other companies in which the Party has an interest;
(n) direct the trustees to purchase and dispose of real and personal property in accordance with these Rules;
(o) direct Labor Legacies Pty Ltd to purchase and dispose of real property in accordance with these Rules;
(p) call meetings, both ordinary and special, of State Conference in accordance with the Rules;
(q) call for and receive agenda items for State Conference;
(r) prepare and distribute the agenda for State Conference;
(s) report to State Conference on the administration of the Party since the previous State Conference;
(t) report fully to State Conference on actions taken and decisions made, and on the organisation and administration of the Party since the previous State Conference meeting;
(u) carry out the decisions of State Conference;
(v) arrange for and ensure the proper conduct of plebiscites to select Party candidates for public office and delegates to State Conference;
(w) submit items to National Platform Committees;
(x) organise regional conferences of members;
(y) elect an acting President to serve until the next State Conference where there shall be a ballot for the office of President to serve the balance of the term of office;
(z) elect a Finance Committee of such a number as the Administrative Committee shall from time to time determine;
(aa) select a Disputes Tribunal in accordance with Appendix Eight (AP8);
(ab) elect a sub-committee in December each year, of such a number as the Administrative
Committee shall from time to time determine, to draw up a list of certified voters and provide audits of Party records in accordance with Administrative Regulation Ten (AR10);

(ac) endorse the formation of Labor Women’s regional committees; and

(ad) at its discretion, appoint such sub-committees as the Administrative Committee considers desirable, which sub-committees shall exercise such of the authority of the Administrative Committee as is expressly delegated by the Administrative Committee.

POWERS AND FUNCTIONS OF THE ADMINISTRATIVE COMMITTEE WITH RESPECT TO PUBLIC OFFICE ELECTIONS

(2) The Administrative Committee shall, subject to the overriding authority of State Conference:

(a) call and close nominations for public office;

(b) supervise the conduct of the Party’s election campaigns, appoint a Campaign Director and Central Campaign Committee;

(c) levy Party units for campaign purposes;

(d) endorse candidates to contest preselection ballots; and

(e) determine the Party’s official order of preferences for election to Parliament, Local Government and other public offices.

SPECIAL POWERS AND FUNCTIONS OF THE ADMINISTRATIVE COMMITTEE TO ENSURE COMPLIANCE WITH COMMONWEALTH AND STATE INCOME TAX AND ELECTORAL LEGISLATION

(3) In order to enable the Party and its officials to comply with the provisions of taxation legislation and Commonwealth and State electoral legislation the Administrative Committee shall have the powers to:

(a) confirm all steps carried out by the State Secretary and State President to ensure compliance with the provisions of the Income Tax Assessment Act and the disclosure requirements of the Commonwealth Electoral Act and State Electoral Act as set out in the Rules and to call for reports from the State Secretary detailing compliance with the requirements under those Acts and Party Rules;

(b) determine all administrative procedures to ensure compliance by all constituent units (excluding Unions) with the requirements of the Income Tax Assessment Act and with the requirements of the Income Tax Assessment Act, Commonwealth and State Electoral Acts;

(c) levy any constituent unit (excluding Unions) an amount sufficient to cover the costs incurred in obtaining the information required for compliance with the provisions of the Income Tax Assessment Act and Commonwealth and State Electoral Acts;

(d) to ensure compliance with the provisions of the Income Tax Assessment Act and disclosure provisions of the Commonwealth and State Electoral Acts, the Administrative Committee be empowered to make any necessary consequential amendments to the Constitution and Rules of the Party to give effect to Rules 25 and 27.

COMPOSITION OF THE ADMINISTRATIVE COMMITTEE

(4) The Administrative Committee shall be comprised of the following members:

(a) the State President;

(b) the three Vice-Presidents;

(c) the State Secretary and the Assistant State Secretary;

(d) the leader of the State Parliamentary Labor Party;

(e) the leader of the Federal Parliamentary Labor Party (where a Queensland Member of Parliament) or otherwise a representative of the Federal Parliamentary Labor Party chosen by and from Queensland members of the Federal Parliamentary Labor Party; and

(f) twenty ordinary members;

(g) the State Treasurer, who shall also be elected by the Administrative Committee and shall have speaking but not voting rights;

(h) the President of the Labor Women’s Network who shall have speaking but not voting rights;

(i) the President of AYL who shall have speaking but not voting rights;

(j) the General Returning Officer who shall have speaking but not voting rights;

(k) the Chairperson of APTSIRC who shall have speaking but not voting rights;

(l) a Convenor of RLQ who shall have speaking but not voting rights;

(m) the Organisers referred to in Part F of these Rules, who shall have speaking but not voting rights.

(5) Subject to Rule 19(4), employees of the party are not eligible to be members of the Administrative Committee.

PROXIES

(6) A member who is unable to attend a meeting of the Administrative Committee may be represented by a proxy who must be a member of the Party, but must not be an employee of the Party. The appointment of the proxy must be in writing and signed by the member. The State and Federal Parliamentary representative members of the Administrative Committee may only appoint other State or Federal members as their proxies as the case may be. Women members should appoint women as proxies.

WHEN HELD

(7) The Administrative Committee shall meet at least monthly but shall not be required to meet in January unless it so resolves.

QUORUM

(8) A quorum of the Administrative Committee shall be fourteen voting members or their proxies.
NOTICE OF MEETING
(9) All members of the Administrative Committee shall be given written notice of every meeting of the Administrative Committee.

SPECIAL MEETINGS
(10) Special meetings of the Administrative Committee may be called by the President, the State Secretary or by a requisition of five voting members.

FLYING MINUTES
(11) The State Secretary may take a facsimile, written email and/or postal vote of members of the Administrative Committee with the written approval, which may also be conveyed by such means, of the State President and each State Vice President. The State Secretary shall be responsible for the conduct of the vote. Resolutions made pursuant to this sub-rule:
(a) shall have the same effect as a resolution of the Administrative Committee made in meeting;
(b) shall be notified to each member of the Administrative Committee immediately subsequent to being passed;
(c) be reported at the next ordinary meeting of the Administrative Committee and recorded in the minutes thereof; and
(d) to avoid any doubt, require the same majority as would be required for the resolution to be passed by a meeting of the Administrative Committee, provided that should the motion concern the conduct of a plebiscite, preselection, or election, the approval of the General Returning Officer shall also be required.

REPLACEMENT OF MEMBERS WHO FAIL TO ATTEND OR CEASE MEMBERSHIP
(12) Where an ordinary member of the Administrative Committee:
(a) ceases membership of the Party; or
(b) resigns from membership of the Administrative Committee; or
(c) is removed by State Conference, as provided for in AP7(2); the member shall be replaced as provided in Rule 55.

SPEAKING RIGHTS OF ADMINISTRATIVE COMMITTEE MEMBERS
(13) Members of the Administrative Committee may attend and speak at all meetings of Party units and Party organisations but shall not be entitled to vote on, or move or second, any motion in any Party unit or organisation of which they are not members.

20 PROXIES - GENERAL PROVISIONS
(1) Except where the Rules provide otherwise, proxies can only be credentialed under the following conditions:
(a) a proxy must be in writing and signed by the delegate or member;
(b) a proxy can be for a specified period and will be in effect for all meetings held during that period. If a period is not specified then the proxy is valid for only one meeting;
(c) a delegate or member who currently holds voting rights cannot hold a proxy for another delegate or member;
(d) except where multiple votes are allowed, a delegate, member or proxy can hold only one vote;
(e) a proxy can only be issued to a member who is from the same constituent group who appointed or elected the delegate or member issuing the proxy.

(2) A proxy cannot be issued for branch meetings, regional or party organisation conferences where members attend in their own right and exercise a personal vote.

(3) Women members and delegates should, in accordance with the principles of Affirmative Action, appoint women proxies.
PART E. COMMITTEES AND REGIONAL CONFERENCES

21 PARTY COMMITTEES
(1) The Party shall have the following standing committees:
   (a) a Rules Committee;
   (b) a Finance Committee;
   (c) a Policy Coordination Council;
   (d) a Central Campaign Committee; and
   (e) a Membership Review Committee.
(2) The governance, operation and membership of these standing committees shall be in accordance with Appendix Seven (AP7).

22 DISPUTES TRIBUNAL
(1) The Disputes Tribunal shall, subject to the powers of National Conference, the National Executive and State Conference, mediate, conciliate, arbitrate or otherwise hear and determine all matters in dispute within the Party properly referred to it.
(2) The Disputes Tribunal shall operate independently in its deliberations at all stages of the disputes process.
(3) The procedures for the operation and conduct of the Disputes Tribunal shall be in accordance with Appendix Eight (AP8).

23 REGIONAL CONFERENCES
(1) Regional conferences, properly resourced and coordinated by the State Secretary shall be held annually.
(2) The boundaries for such regional conferences, and other details relating to their organisation, shall be decided by the Administrative Committee after consultation with the Party units involved.
(3) Regional conferences shall be open to all members of the Party.
(4) Reports of regional conferences shall be forwarded to the State Secretary, who shall place relevant items from such conferences on the agenda of State Conference after referring the same to the Administrative Committee and/or standing committees.
(5) All agenda items for regional conferences must be forwarded by a Party unit except that further items may be placed on the agenda of a regional conference by a simple majority at its meeting.
(6) Regional conferences shall receive reports from relevant Party Officials, elected representatives, State Conference delegates, FECs, SECs and MECs, with responsibility in the region. These reports are to include membership, fundraising, political activities and a report on the outcome of previous resolutions forwarded to State Conference.
(7) Regional conferences shall discuss and formulate local authority policy.
(8) An Acknowledgement of Country shall be given at the commencement of each Regional Conference in the terms of AP14(1).
PART F. OFFICIALS

24 OFFICIALS

(1) The officials of the Party are:
   (a) State President, who shall chair the State Conference and Administrative Committee and participate in other Party committees in accordance with these Rules;
   (b) Vice-Presidents, who may assume the duties of President in the absence of the President, in accordance with these Rules;
   (c) State Secretary, who is the Chief Executive Officer of the Party and shall, subject to these Rules, be responsible for the administration of the Party on a daily basis;
   (d) Assistant State Secretary, who shall assist the State Secretary in the daily administration of the Party;
   (e) Organisers, who shall assist the State Secretary and Assistant State Secretary and shall liaise with Party units and members;
   (f) State Treasurer, who shall be responsible for overseeing the finances of the Party in conjunction with the State Secretary and Assistant State Secretary; and
   (g) General Returning Officer, who shall have authority to supervise the conduct of all Party ballots, in accordance with AP9(21).

(2) The officials of the Party shall have the powers and responsibilities set out in, and shall be elected in accordance with Appendix Nine (AP9).

(3) The State President and State Secretary shall be members of all committees of the Party (other than committees established by Party units and Party organisations).
PART G. FINANCES

25 PARTY PROPERTY AND FUNDS

THE TRUSTEES

(1) (a) All real and personal property of the Party (other than money) shall be held by Labor Legacies Pty Ltd as trustee for all of the members of the Party.
(b) Labor Legacies Pty Ltd shall keep a register of all such real and personal property.
(c) All money of the Party shall be held by the State President and State Secretary in trust for all of the members of the Party in accordance with these rules.
(d) The terms of the trusts referred to in this sub-rule are those contained in a Memorandum of Trust initialed by the Treasurer for identification and tabled at a meeting of, and approved by, the Administrative Committee after the 1994 State Conference of the Party. In the event of any inconsistency with the Memorandum of Trust, these rules are paramount.

INDEMNITY

(2) The Party hereby indemnifies the State President, State Secretary and State Treasurer against all liabilities, claims, actions, suits, proceedings, demands, losses, damages, costs, fees and expenses whatsoever incurred or arising out of or in connection with the State Secretary, State President and State Treasurer in their capacities as a State Secretary, State President or State Treasurer of the Australian Labor Party (State of Queensland) in the performance of duties imposed on them in relation to those officers by these Rules or applicable legislation, or failing, neglecting or omitting in good faith to perform any such duties other than those incurred or arising out of actual dishonesty on the part of the State Secretary, State President or State Treasurer.

SHAREHOLDERS

(3) Notwithstanding Rule 25(1):
(a) voting shares in Labor Resources Pty. Ltd, Labor Holdings Pty. Ltd and Labor Enterprises Pty Ltd shall be held as to one share each by the State President, State Secretary and five other members of the Party to be elected by proportional representation in accordance with the Affirmative Action Rule at every third ordinary State Conference; and
(b) shares in any other corporation promoted by or incorporated for the purposes of the Party shall be held in proportions determined by Labor Holdings Pty. Ltd. or as the Administrative Committee shall determine.

(4) A member shall, when nominating for election as State President, State Secretary or a shareholder, sign a deed stating that by accepting a transfer of such shares, the member acknowledges that the shares are held on behalf of the members of the Party. The deed is contained in AR16.

(5) Subject to Rule 25(6), Labor Legacies Pty. Ltd. and such trustees referred to in Rule 25(1) shall so far as they may lawfully do so act in accordance with such authority and directions as may be given from time to time by the Administrative Committee.

(6) The powers of Labor Legacies Pty. Ltd. shall include the power to do all such things as they deem expedient for the purposes of or incidental or conducive to giving effect to the authority conferred on them or directions given to them by the Administrative Committee.

(7) In relation to every company any share in which is held pursuant to the deed for members of the Party, the trustees shall, so far as they may lawfully do so, ensure that the President, Secretary, Treasurer and five other persons elected by (but not necessarily from) the Administrative Committee after a State Conference that elects shareholders, are Directors of such Company. The Administrative Committee should take account of the principles of Affirmative Action in relation to the election of Company Directors.

INCOME

(8) The assets and income of the Party shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to the members of the Party except as bona fide compensation for services rendered or expenses incurred on behalf of the Party.

INCOME TAX

(9) To enable the Party to comply with the income Tax Assessment Act (the Act) and to facilitate the provision of the Party’s income tax return:
(a) all Branches shall be provided with a tax file number by the State Secretary;
(b) all Party units shall within fourteen days of the end of each financial year provide details of income from all sources and expenditure together with a statement of assets and liabilities;
(c) all funds shall be banked in accordance with Rule 26(6) or as otherwise approved by the State President and State Secretary;
(d) to ensure compliance with the Act the State President and State Secretary are hereby empowered subject to ratification by the Administrative Committee to require any Party member and any Party unit to provide such information and such documentation as they deem to be necessary to comply with the Act;
(e) the powers vested in the State President and State Secretary pursuant to these Rules shall for the purpose of the Act overrule any other Rule contained within the Party’s Constitution and Rules.

FINANCIAL YEAR OF THE PARTY

(10) The financial year of the Party shall begin on 1 July and end on 30 June in each year.
26 PROPERTY AND FUNDS OF PARTY UNITS AND PARTY ORGANISATIONS

PROPERTY OF PARTY UNITS AND PARTY ORGANISATIONS

(1) All real and personal property of whatever nature shall be held in accordance with the provisions of Rule 25. The register of property (other than money) maintained by Labor Legacies Pty Ltd in accordance with Rule 25(1)(b) shall, where applicable, attribute the real property and personal property (or constituent parts of it) to the Party Unit or Party Organisation responsible for the acquisition of the same. In these rules, such property, or constituent part or parts of it, which is attributed to a Party Unit or Party Organisation in the register is referred to as the property of that Party Unit or Party Organisation, notwithstanding that it is held on trust for all members of the Party in accordance with Rule 25(1).

(2) All personal property (other than money) of a Party Unit or Party Organisation shall be administered by the Executive of that Party Unit or Party Organisation subject to any direction by the Administrative Committee or Labor Legacies Pty Ltd. All other personal property of the Party shall be administered by Labor Legacies Pty Ltd subject to any direction by Administrative Committee. A direction under this sub-rule can only be made consistent with the Memorandum of Trust, the Constitution of Labor Legacies Pty Ltd and these Rules.

(3) In the case of real or personal property and money held by a Party unit at the time of any electoral redistribution, the Party units may not disperse funds held by the Party unit, except with the permission of the Administrative Committee, and that the Administrative Committee should take into account the view of the outgoing Party unit or any other relevant body.

PERSONAL PROPERTY - PRUDENTIAL MANAGEMENT

(4) To assist it in discharging its responsibilities as trustee under Rule 26(2), Labor Legacies Pty Ltd may require a Party Unit or Organisation, at the unit or organisation’s cost:

(a) on the one occasion, or regularly, to commission an investment strategy report from an independent licensed investment adviser with respect to personal property held on trust by Labor Legacies Pty Ltd and attributed to the unit or organisation;
(b) to supply such reports to Labor Legacies Pty Ltd;
(c) to supply such other relevant documents held by the Party Unit or Organisation as Labor Legacies may reasonably require; and
(d) to commission an audit of the financial affairs of the unit or organisation to be conducted by an auditor nominated by Labor Legacies Pty Ltd, provided that such requirements shall not be imposed unreasonably or oppressively.

(5) All interests in real property of the Party shall be held as provided for in Rule 25(1). The Executive
of any Party Unit or Party Organisation must promptly provide a report to the State Secretary if it acquires in any manner any real property on behalf of the Party or wishes to dispose of or deal with in any way any real property on behalf of the Party. The State Secretary must provide a report to Labor Legacies annually, or as otherwise agreed with Labor Legacies, about such dealings.

**BANK ACCOUNTS**

(6) The Secretary and/or Treasurer of any Party unit or Party organisation shall:

(a) pay all monies received into an account or accounts at a bank or financial institution as approved by the Administrative Committee; and

(b) ensure any said account or details shall be in the name of the Party; and

(c) ensure online transfer service accounts, such as PayPal, can only be transferred to an account held by the Party Unit.

(7) The account of any Party unit or Party organisation shall be operated upon only by a resolution of a meeting of that unit or organisation.

(8) (a) The maximum amount of money held by a Branch, Party Unit or Party Organisation in a bank account or bank accounts to which Rule 26(7) applies, in aggregate, shall be $10,000.00 or such other greater amount as the Administrative Committee may, from time to time, determine by administrative regulation. Any money in excess of that amount shall be transferred to, and held within, the Central Operating Account and shall be attributed to the Party Unit or Organisation that has transferred it.

(b) The maximum donation that any Party Unit or Party Organisation may receive in a bank account or bank accounts to which Rule 26(7) applies, shall be $3000.00. All donations in excess of that amount shall be paid to the Central Operating Account and shall be attributed to the Party Unit or Organisation that has received the donation.

(c) Nothing in Rule 26(8)(a) shall prevent any Party Unit or Party Organisation, in its discretion, from using the Central Operating Account in relation to monies to which Rule 26(8)(a) does not apply, which monies shall be dealt with in accordance with these rules.

(9) The State President and State Secretary shall keep detailed records of all amounts so transferred to the Central Operating Account, and of the total amount held in the Central Operating Account and attributed to each Party Unit or Party Organisation at any time, such amount to include all interest accrued in respect of the money so transferred by the Party Unit or Party Organisation.

(10) Any amount held within the Central Operating Account and attributed to a Party Unit or Party Organisation shall be expended at the direction (on reasonable notice) of the Executive of the Party Unit or Party Organisation, in accordance with these Rules.

(11) All campaign accounts conducted for endorsed candidates and endorsed public office holders shall be controlled by the relevant Party unit using the signatories identified in Rule 26(7). Any such account shall include the Australian Labor Party in its title. Where no relevant Party unit exists, the accounts shall be operated by signatories approved by the Administrative Committee.

(12) Notwithstanding the preceding Rules the State President and State Secretary or their authorised nominees shall by virtue of their office be deemed to be joint signatories upon all accounts covered by Rules 26(7) and 26(11) and as such empowered to carry out any transactions upon such accounts as they deem necessary, but only where the Administrative Committee has approved such action. The provisions of this Rule will ensure that the Party’s best interests are advanced, and further, it will also allow such actions to be taken so as to ensure compliance with the requirements of the Rules, and for the purpose of the Income Tax Assessment Act and the Commonwealth and State Electoral Acts.

**EXPENDITURE OF PARTY UNIT OR ORGANISATION MONIES**

(13) The following Rules 26(14) to 26(17) inclusive apply to monies held in an account or accounts to which Rule 26(7) applies or within the Central Operating Account and attributed to a Party Unit or Party Organisation.

(14) Such monies shall be expended on the following only:

(a) Party Unit or Party Organisation administration;

(b) fundraising for the benefit of the Party;

(c) campaign and election costs;

(d) payment for services rendered to the Party Unit or Party Organisation;

(e) payments for the assistance of other Party Units or Party Organisations and/or the Administrative Committee.

(15) Notwithstanding Rule 26(14), such monies may, at the discretion of the Executive of the Party Unit or Party Organisation, be expended to make donations in accordance with Rule 26(16) to:

(a) an affiliated trade union; or

(b) a non-affiliated not-for-profit body whose rules prevent distribution of its fund amongst its members and whose aims, objective, purpose or charter do not substantially conflict with the objectives of the Party.

(16) Donations made under Rule 26(15) shall be in the amounts:

(a) without further approval, of no more than $500.00 per donee and of no more than $5,000.00 in aggregate for all donees per financial year (or such other amounts as the Administrative Committee, from time to time, determines by administrative regulation); or

(b) with the approval of the State President and the State Secretary, which approval must subsequently be ratified by the Administrative Committee, of such amounts as are so approved.

(17) In the event that any Party Unit or Party Organisation makes, in accordance with these rules, a donation to a non-affiliated body which
body has deductible gift recipient status, the Party Unit or Party Organisation shall obtain a receipt for the donation and shall provide a copy of the receipt to the State Secretary.

**FINANCIAL REPORT**

(18) The Secretary and/or Treasurer of each Party unit or organisation shall prepare and submit to each annual general meeting a duly audited statement of receipts and expenditure, together with a full statement of assets and liabilities. A report on the current financial position will be made to each ordinary meeting and accounts submitted for approval. Where no relevant Party unit exists, the signatories for each account shall submit an audited statement to the Administrative Committee.

**AUDIT**

(19) Such audit shall be conducted by one auditor to be appointed in the case of LWN at its conference and in all other cases at the last ordinary meeting in each financial year. Such auditors shall inspect all books of account, invoices, receipts, and other financial records of the organisation, and compare them with the statement prepared by the Secretary and/or Treasurer and furnish a report to the annual general meeting. In addition, Branch auditors shall ascertain that particulars have been properly entered in the membership register and that the Rules relating to membership are being complied with.

(20) The Administrative Committee may appoint an auditor other than provided for in Rule 26(19) to carry out an audit of a Party unit or organisation.

(21) The Administrative Committee may direct a Party unit or organisation to deliver to the State Secretary all books of account, invoices, receipts and other financial records.

**27 ELECTION FUNDING AND FINANCIAL DISCLOSURE**

(1) The State Secretary or the nominee of the State Secretary shall be the agent for the Australian Labor Party (State of Queensland) as required by the State and Commonwealth Electoral Acts.

(2) The Party at all levels must keep the necessary records to enable the agent to complete the required returns and to claim the Party’s maximum entitlement for reimbursement of expenditure incurred as soon as possible after each election.

(3) The Secretary, or Treasurer of every Party unit, every sitting Senator and Member and every candidate shall keep such records as may be required by the State Secretary and as is required by the relevant legislation.

(4) In particular, every Party unit, Senator, Member and candidate will keep:

- a record of the true name and address of all donors to the Party whether for a purpose related to an election or otherwise; and
- a record of expenditure incurred in relation to any election (whether or not incurred during the election period).

(c) the making of a gift by any person or organisation to:

(i) any Branch;

(ii) any candidate;

(iii) any FEC, SEC or MEC.

(5) All Party units shall within one month of the end of each financial year provide details of all gifts and donations from any source including the name of the donor and the amount of the donation to the State Secretary.

(6) The State Secretary shall furnish each financial year, to the relevant Electoral Commission, a return in accordance with electoral disclosure obligations.

(7) To ensure compliance with the legislation the State President and State Secretary are hereby empowered subject to ratification by the Administrative Committee to require any Party member and any Party unit to provide such information and such documentation as they deem to be necessary to comply with the legislation.

(8) The powers vested in the State President and State Secretary pursuant to these Rules shall for the purpose of the legislation overrule any other Rule contained within the Party’s Constitution and Rules.

(9) No endorsed candidate, parliamentarian or local authority member shall operate, be a signatory to, nor accept the benefit for campaign purposes of any account other than an account held by a Party unit or the State Branch or as otherwise provided for under the Rules.

(10) All endorsed candidates for public office are required to take all necessary steps to ensure that electoral funding is assigned to the ALP. The Administrative Committee may require a signed deed or form to direct electoral funding to be paid to the ALP as a condition of nomination for preselection under Rule 48(2).

(11) Sitting members and candidates may only accept political donations in accordance with the Electoral Act 1992 (Qld).

(12) The State Secretary shall be deemed to be the Agent for all endorsed candidates and members for the purposes of the Electoral Act 1992 (Qld).
PART H. PARTY UNITS

28 BRANCHES

OBJECTS
(1) The object of a Branch shall be to endeavour, by unity of purpose and action, to secure the Party’s objectives by assisting in the return, to Federal and State Parliaments and Local Government, of candidates pledged to the platform and policies adopted from time to time by the duly constituted National and State Conferences of the Australian Labor Party.

FORMATION
(2) A Branch or Branches of the Party may, if approved by the Administrative Committee, be established in any State electorate where no Branch organisation presently exists.
(3) Additional Branches of the Party may, if approved by the Administrative Committee after seeking the views of the relevant State electoral council, be established in any State electorate in Queensland.
(4) Subject to Rules 28(2) and 28(3), any seven persons resident within the relevant Federal division who are members or eligible for membership of the Party may, in accordance with these Rules establish (or re-establish) a Branch of the Party by:
   (a) passing a resolution as near as may be in the following form: ‘this meeting is in sympathy with the Labor Movement and accepts the platform and policies of the Australian Labor Party and resolves to establish (or re-establish) a Branch at…….’; and
   (b) electing Branch officers pro tem; and
   (c) advising the secretary of the local State electoral council and the State Secretary of what has been done (including names and addresses of those persons in attendance).
(5) Other specialist Branches may be established in any State electorate in accordance with the Rules of the Australian Labor Party. Such Branches shall have the same status and fulfil the same functions as any other Branch. These Branches shall include:
   (a) Women’s Branches
   (b) Aboriginal People and/or Torres Strait Islander Branches
(6) Where no relevant specialist Branch exists in a State electorate, a qualified member may, with the permission of the Administrative Committee, join a specialist Branch in an adjoining electorate.

RE-ESTABLISHMENT OF BRANCHES
(7) If a Branch is unable to obtain quorum for at least two consecutive meetings, then a member of that Branch may request that the Administrative Committee authorise a meeting, chaired by a nominee of the Administrative Committee to re-establish the Branch in accordance with Rule 28(4).

29 ELECTORAL COUNCILS

FORMATION
(1) No new electoral council shall be formed without the approval of the Administrative Committee.
(1A) Branches may affiliate with their local electoral councils and shall be entitled to send delegates to those electoral councils in accordance with these Rules. Any Branch wishing to change their affiliation shall seek the permission of the electoral councils affected by this change. The relevant electoral councils shall advise the Party of any changes to their Branch affiliations. In the event of a dispute over Branch affiliation to any electoral council, the Administrative Committee shall make a determination.

DELEGATES
(2) Delegates to an electoral council shall be elected by and from each Branch at its annual general meeting and the electoral council shall be advised in writing of this election.
(3) Electoral councils shall comprise an equal number of delegates from each Branch. However, where a Branch is affiliated to more than one FEC, SEC or MEC, it shall be entitled to one half; one third if affiliated to three — each being rounded, if necessary, to the next number above.
(4) In addition to Branch delegates, the sitting Member and/or endorsed candidate (except if already a Branch delegate) shall be non-voting delegates to the electorate organisation.
(5) The number of delegates from each Branch may be determined on notice of motion by the preceding annual general meeting of the electoral council, but shall not be less than two and not more than six.
(6) Electoral council executive positions may only be filled by and from delegates credentialled to the appropriate electoral council.
(7) Any vacancy in the position of a delegate may be filled by an ordinary or special meeting called in writing of members of the Branch.

LEVIES ON BRANCHES
(8) An electoral council wishing to raise funds by special levy upon Branches shall advise its intention to all Branches specifying such amounts and time proposed. It shall by notice of motion call a meeting to decide the levy and then submit it to the Administrative Committee for approval.
(9) Levies shall be applied to Branches in accordance with AR7.

FUNDRAISING
(10) An electoral council may raise funds by such means as it may deem desirable provided that it is in accordance with the Fundraising Code of Practice (AP10).

CAMPAIGN DIRECTOR AND CAMPAIGN COMMITTEE
(11) Each electoral council shall at an appropriate time before any election or anticipated election approve a campaign budget, appoint a campaign director and campaign committee consisting of not
fewer than five members, who need not be delegates to the electorate organisation.

(12) The duties of the Campaign Director shall be to:
(a) effectively coordinate the campaign activities and fund raising activities of all Branches within the relevant Division, Electorate, Local Authority area or Ward;
(b) present regular reports to the campaign committee and to the electoral council;
(c) work in close cooperation with the State Campaign Director;
(d) submit reports in writing or orally to the State Campaign Director when requested to do so;
(e) ensure that all material published for the campaign conforms with Party policy and that copies of it are forwarded to the State Secretary;
(f) ensure that all material forwarded from the State Campaign Director or Committee is distributed effectively within the relevant area; and
(g) furnish details of arrangements and itineraries for visiting speakers to the State Campaign Director or Committee for approval or alteration.

RETURNING OFFICERS

(13) Each electoral council shall appoint a local returning officer and, in the case of an FEC, at least two deputy returning officers elected by proportional representation. Local returning officers and their deputies shall act only in accordance with direction from the GRO.

BRANCH MEMBER CONFERENCES

(14) Electoral councils may call conferences of members of Branches within the relevant division, electorate, ward or area.

COMPULSORY CANDIDATE FORUMS

(15) Electoral councils, in consultation with the GRO, shall hold a candidate forum during the respective preselection for public office, unless the Administrative Committee determines otherwise.

30 OFFICERS AND EXECUTIVES FOR PARTY UNITS AND COMMITTEES OF PARTY UNITS

OFFICERS AND EXECUTIVES

(1) Every Party unit shall have an executive comprising:
(a) a president;
(b) two vice-presidents; and
(c) secretary;
(d) where the unit so resolves, a treasurer and/or a minutes secretary to assist the secretary;
(e) the unit may, from time to time, create other executive positions as required to fulfil its objectives, all to be elected at the annual general meeting, provided that any new executive positions to be filled at the annual general meeting are determined at a meeting prior to the annual general meeting and the appropriate notice in accordance with Rule 30(13) is given to delegates and Branch members. Any position not filled at the annual general meeting shall be filled under Rule 30(6).

SECRETARY

(2) The secretary shall:
(a) record the minutes of all meetings and conduct the correspondence and, where no treasurer is elected, carry out the duties of that office;
(b) return duly completed, after each annual general meeting of the unit, the standard form provided by State Office showing finances, property, balance sheet and other information relative to the unit;
(c) promptly forward completed ALP Membership Application forms and ALP Membership Renewal forms together with membership fees, and Registration forms (white Head Office copy only) to the State Secretary so that Membership Tickets may be issued as soon as possible; and
(d) except where the Party unit has resolved to elect a treasurer, the secretary shall carry out the functions of the treasurer required under the Rules; and
(3) A member on ceasing for any reason to be secretary, shall forthwith inform the State Secretary of that fact and of what has been done or is proposed to be done with the books and other property in the possession of the secretary.

TREASURER

(4) The treasurer shall receive all monies, issue receipts, and bank such monies as soon as possible. The treasurer shall keep records necessary to comply with Rules 26(5) and 26(8).

PROPERTY AND FUNDS

(5) The property and funds and appointment of auditors of Party units shall be governed by Rule 26.

VACANCIES AND ABSENCES

(6) Any vacancy in any position in a Party unit may be filled on notice of motion by an ordinary or special meeting called in writing of members or all delegates to that unit.

(7) The president of any Party unit shall be recognised as its chief executive officer and, in the absence of the secretary or any other officer through illness or for any other reason, the president shall carry out the duties of such officer. In the absence of the president, a vice-president shall fulfil the role.

COMMITTEE

(8) A Committee or subcommittee may be appointed for any special purpose.

(9) When appointing a committee, the Party unit must define the scope and functions of such committee.
(10) Any committee may present a report to the unit establishing it, and shall do so when that unit considers such a report necessary and gives notice to the Chairperson or Secretary of the committee no later than the previous general meeting of the unit.

(11) The number of members of any committee shall be determined by a resolution of the Party unit appointing it, and members of the committee shall be elected by ballot. No person other than a member of the unit establishing the committee shall be eligible for such election. The president and secretary of the Party unit shall be ex-officio members of each committee and shall exercise their respective official functions on such committee.

CREDENTIALS COMMITTEE

(12) Branches may appoint a Credentials Committee, which shall closely scrutinise all new applications for registration referred to it by the Branch and make recommendations in accordance with Rule 13(12).

ANNUAL GENERAL MEETINGS OF PARTY UNITS

(13) Each Party unit shall hold an annual general meeting called in writing with not less than 14 days notice for a Branch or one month notice for electoral councils, which shall be held:

(a) in the case of Branches, monthly, or less frequently where approved by the Administrative Committee to suit local conditions;
(b) in the case of MECs, SECs and FECs at least quarterly or at such other intervals as may suit local conditions subject to the approval of the Administrative Committee.

(14) The annual general meeting shall:

(a) elect its officers and other members of the executive and the returning officer, who shall hold office until their successors are appointed;
(b) in the case of Branches, elect delegates to the relevant electoral councils.

(15) The annual general meeting shall receive the financial report prepared by the secretary and/or treasurer pursuant to Rule 26(18) audited in accordance with Rule 26(19).

(16) At the completion of the annual general meeting a report regarding the general position of the Branch, including membership and financial position, shall be forwarded to the relevant SEC, FEC and MEC.

ORDINARY MEETINGS OF PARTY UNITS

(17) Ordinary meetings of members or delegates shall be held:

(a) in the case of Branches, monthly, or less frequently where approved by the Administrative Committee to suit local conditions;
(b) in the case of MECs, SECs and FECs at least quarterly or at such other intervals as may suit local conditions subject to the approval of the Administrative Committee.

(18) Meetings shall commence at the time appointed by the Party unit. If at the expiration of half an hour after the time appointed, a quorum is not present, the meeting shall lapse.

(19) The order of business of any ordinary meeting shall be dealt with as set out under Rule 59(7).

(20) The Branch executive shall endeavour to streamline meeting procedure and business to allow maximum time for political discussion.

SPECIAL MEETINGS OF PARTY UNITS

(21) Special meetings may be summoned at any time by the president and secretary, or on requisition to the president (or in the absence of the president, the secretary) signed by not less than seven financial members of, or delegates to, the Party unit. The nature of the business to be considered at any special meeting shall be set forth in the circular or advertisement convening it. Such special meetings cannot consider the registration of new members nor can the registration of new members be used as the reason for calling a special meeting.

QUORUM AND PROXIES

(22) The quorum for a meeting shall be not less than five members or in the case of electoral councils, five delegates from at least two Branches.

(23) Proxy delegates shall be allowed at meetings of electoral councils. Any such proxy delegate shall be a member of the Branch concerned, and credentialled in writing by the delegate.

(24) No member may cast a proxy vote at a Branch meeting.

(25) Voting at any meeting shall be confined to delegates and proxy delegates in attendance. No delegate or proxy delegate shall exercise any other vote than that delegate or proxy delegate’s own.

(26) Where the Chairperson of any meeting is satisfied that, whether intentionally or otherwise, any breach of the Constitution and General Rules has been, or is about to be committed and has ruled accordingly, the Chairperson shall, in the event of that ruling being opposed by a majority vote of such meeting, at once declare the meeting closed and report the facts to the State Secretary forthwith.

(27) Conduct of any meeting shall be governed by the standing orders contained in Rule 59.

31 MUNICIPAL ELECTORAL COUNCIL

(1) Municipal Electoral Councils (MECs) shall be established in each Ward of the City of Brisbane.
and for such local authorities as may be approved by the Administrative Committee.
(2) The purpose of an MEC is to conduct election campaigns and to discuss matters of local government nature.
(3) Where only one branch exists in a local authority or ward, that branch shall fulfil all responsibilities and obligations of an MEC.

32 STATE ELECTORAL COUNCIL
(1) State Electoral Councils (SECs) shall be established in each State electorate.
(2) The purpose of an SEC is to conduct state election campaigns, to coordinate and control the activities of Branches within an electorate and to advise the Administrative Committee in relation to the formation of new Branches within an electorate and to discuss matters of a state government nature.
(3) Where an SEC would not be practicable, Branches in an electorate shall agree that one of them shall carry out the functions of the SEC, and in default of agreement, the Administrative Committee shall determine which Branch will carry out this role.
(4) In electorates where there is only one Branch, there shall be no SEC, but such Branch shall act as the SEC and exercise all the functions of an SEC.

FUNCTIONS OF AN SEC
(5) The SEC shall exercise general control over Branches within the electorate and in particular shall perform the functions conferred on it by other provisions in these Rules.
(6) An SEC shall inform the Administrative Committee of any resolution to establish a new Branch within its area, and advise the Administrative Committee whether it supports the establishment of such new Branch.
(7) The SEC shall determine Branch boundaries, subject to the approval of the Administrative Committee in the event of a dispute.

33 FEDERAL ELECTORAL COUNCIL
(1) Federal Electoral Councils (FECs) shall be established in each Federal division.
(2) The purpose of an FEC shall be to conduct election campaigns for candidates for the House of Representatives, to discuss issues of a federal government nature and to coordinate the activities of Branches within a Federal division.

34 PARTY ORGANISATIONS
(1) The Party recognises the need for active strategies to promote equity in accordance with its objectives and seeks to further equity programs and outcomes, including resources, access and structure, through the following Party organisations:
(a) Australian Young Labor (Queensland)
(b) Labor Women’s Network
(c) Aboriginal People and Torres Strait Islander Reference Committee (APTSIRC)
(d) Lesbian, Gay, Bisexual, Transgender, Intersex and Queer / Questioning (LGBTIQ) Reference Committee
(2) The powers, membership, responsibilities and operation of Party organisations shall be in accordance with Appendix Eleven (AP11).

35 LABOR ASSOCIATIONS
(1) Branch members or affiliated Unions are entitled to establish Labor Associations in accordance with Rule 35(3-5) below.
(2) Labor Associations shall be formed to provide forums for branch members and affiliated unions to undertake policy research, discussion and debate, targeted campaigning and community engagement.
(3) A Labor Association may be established by the Administrative Committee or State Conference provided the following administrative conditions are met:
(a) at least 30 financial Branch members have agreed to join the Labor Association. Each intending member must sign the Labor Association application form (see AR16);
(b) a member of the SPLP, a member of the Queensland FPLP or an affiliated Union agrees to act as patron for the Labor Association; and
(c) proposed rules and a statement of objectives endorsed by the Labor Association’s interim executive is provided with the application.
(4) A Labor Association shall cease to exist if any of the administrative conditions in Rule 35(3) are no longer met.
(5) A Labor Association shall not be established if its objectives are similar to existing Party Organisations as determined by Rule 34.
(6) A Labor Association shall only be established if its objectives are consistent with the State and Federal Policy Platforms.
(7) Proposed changes to the structure, rules and objectives of a Labor Association must be ratified by the Administrative Committee before taking effect.
(8) Labor Associations shall be entitled to the same level of administrative support afforded to party organisations and must adhere to the same administrative, meeting and financial requirements in accordance with these Rules.
(9) Labor Associations are entitled to submit motions directly to State and Regional Conferences, state and federal policy committees.
PART I. PUBLIC OFFICE

36 ELECTORAL OBJECTIVE
(1) The Party will take united action to secure the election to the Australian and Queensland Parliaments of endorsed candidates who undertake to join the Federal or State Parliamentary Labor Party (as the case may be) with its own leader and its own policy consistent with the policy of the Australian Labor Party or of the Australian Labor Party (State of Queensland) and who pledge not to oppose any other endorsed candidate of the Party.
(2) The Party will endeavour to secure the election to local government of endorsed candidates who shall caucus in like manner to that set out in Rule 37(5).

37 CAUCUS
(1) The State Parliamentary Labor Party and each Municipal Party shall have a caucus constitution, a copy of which shall be lodged with the State Secretary and any changes advised forthwith. All caucus constitutions and rules shall be subject to the Rules of the Party and in the event of any conflict the Rules of the Party shall prevail.
(2) The Chairperson and members of committees in local government shall be elected by optional preferential ballot at the first duly constituted meeting of caucus held after a general election.
(3) Any member of Parliament or representative in local government who refuses or fails to abide by the decisions of their caucus is liable to be expelled from the Party provided that the caucus decision is not contrary to any National or State Conference decision.
(4) Any member of Parliament or representative in local government who violates the platform or policies of the Party shall not be eligible to attend or take part in any caucus.

STATE PARLIAMENTARY LABOR PARTY CAUCUS
(5) Not later than 14 days after the last poll is declared for a State general election, the leader, or failing the leader, the deputy leader, or failing them both, the secretary of the Parliamentary Party, or failing all of these, then the member most senior in occupancy or some other member agreed upon by a majority of the members, shall call a meeting of the successful candidates, and the decisions of that caucus and any other caucus of such members shall, subject to the authority given to the National Executive and National Conference by the National Rules and the authority given to the Administrative Committee and State Conference by these Rules, be binding on all members of Caucus.

38 PARLIAMENTARY LEVY FUND
(1) All members in Parliament and endorsed local government councillors shall pay a levy of 7 per cent of their salaries into a special account to be operated on by the State Secretary and State President upon the recommendations of the State Treasurer and Finance Committee.
(2) Contributions to the levy fund are to be paid not less frequently than three months in arrears.

39 DIRECT ELECTION OF LEADER OF STATE PARLIAMENTARY LABOR PARTY
(1) The Leader of the State Parliamentary Labor Party (SPLP) shall be elected by a combined democratic vote, in three separate ballots, consisting of:
   (a) individual members of the SPLP (one third);
   (b) individual branch members who are eligible in accordance with Rule 44 (one third); and
   (c) Unions affiliated to the ALP allocated votes in accordance with AP16(6) and Rule 56(3) (one third).
(2) The General Returning Officer (GRO) shall be responsible for the conduct of each ballot.
(3) Eligible branch members, Unions and members of the SPLP shall vote in separate optional preferential ballots in accordance with these Rules. Members of the SPLP and Union delegates casting a vote on behalf of their Union, cannot also vote as Branch members.
(4) Votes shall not be counted until all three of the SPLP, Union and Branch ballots have been conducted and voting papers shall be stored in a secure location until that time.
(5) The General Returning Officer shall convert the results of each candidate for each ballot to an equivalent of 50 votes, so that the total combined, converted votes shall equal 150.
(6) The converted votes for each candidate shall be combined and the candidate with the highest number of combined votes, after the distribution of preferences (if required) shall be the successful candidate. Preferences shall be distributed in accordance with AP13(14-18).
(7) A ballot for Leader of the SPLP shall be called if any of the following conditions are met:
   (a) a state general election loss;
   (b) a casual vacancy where the Leader resigns or becomes permanently unavailable; or
   (c) not less than 50% of members of caucus petition the State Secretary for a ballot.
(8) The Administrative Committee must, as soon as practical, once any of the conditions in Rule 39(7) are met, call for nominations for SPLP Leader and approve a timetable for elections on the advice of the GRO.
(9) The Administrative Committee may determine limits on campaign expenditure and other matters, including a code of conduct for candidates and third parties supporting candidates.
(10) Unions must provide equal access for candidates as part of the democratic process they undertake to determine their vote, in accordance with the Administrative Regulations.

40 SELECTION OF CANDIDATES FOR THE HOUSE OF REPRESENTATIVES, THE LEGISLATIVE ASSEMBLY AND LOCAL GOVERNMENT
(1) Candidates for the House of Representatives, the Legislative Assembly and the Brisbane City Council shall be selected by a joint vote of the Electoral College and preselection ballot of Branch members in the particular electorate using
optional preferential voting with preferences not being distributed until combined with those of the Electoral College.

(2) The preselection ballot of Branch members shall be valued up to a maximum of 70 per cent of the joint vote depending on the number of formal votes cast by eligible Branch members. The branch member proportion of the joint vote shall be determined in accordance with the procedures for calculating and counting the joint vote in Appendix 12.

(3) Such preselection ballot of Branch members shall be conducted in accordance with Rule 53.

(4) The vote of the Electoral College required by 40(1) shall be conducted in accordance with these Rules, including Rule 45 and Appendix 12.

(5) Candidates for other local authorities shall be selected by a preselection ballot of Branch members in the particular electorate or group of electorates: the method of selection and groupings, if any, to be determined by the Administrative Committee.

41 SELECTION OF SENATE CANDIDATES
(1) Senate candidates shall be elected in accordance with the Direct Election Rule (Rule 56), or by the Administrative Committee in the event of a double dissolution or casual vacancy, and candidates will appear on the Senate team in the order in which they are elected.

(2) The Administrative Committee shall determine the number of candidates to be included on the Senate team.

(3) All nominations for Senate candidate must be accompanied by a petition of two hundred (200) eligible Branch Members supporting the nomination of that candidate (see AR16).

(4) Each Senate vacancy shall stand alone and a candidate selected in any Senate team shall not have prior rights in any future Senate selection where a normal or casual vacancy occurs.

(5) When a double dissolution is announced, the General Returning Officer will call nominations and the State Secretary will call the Administrative Committee together to meet within 48 hours.

42 SELECTION OF MAYORAL CANDIDATE FOR THE CITY OF BRISBANE
(1) The candidate for the Mayor of Brisbane shall be elected in accordance with Rule 40(1-4), except in extraordinary circumstances by the Administrative Committee.

(2) The ballot of branch members shall be restricted to all members who are enrolled in the Brisbane City Council local government area and are eligible in accordance with Rule 44.

(3) All nominations for Mayoral candidate must be accompanied by a petition of fifty (50) eligible Branch Members supporting the nomination of that candidate (see AR16).
PART J. PLEBISCITES AND PRESELECTIONS

43 DEMOCRATIC PRINCIPLES OF PRESELECTION AND PLEBISCITE PROCESSES
(1) All returning officers and presiding officers, officers of the Party at all levels, Party units, Party organisations and employees of the Party shall deal with all nominees for selection under these Rules in a completely impartial and evenhanded way.
(2) The processes outlined in these Rules and related Administrative Regulations for the preselection ballots of candidates for election to public office shall satisfy the principles of free and democratic elections as described in the Electoral Act 1992.

44 ELIGIBILITY TO VOTE
(1) In order to be eligible to vote in a plebiscite for an internal party position or a preselection ballot for a candidate for public office, a member must have not less than six months continuous financial membership in a Branch on the day of opening of nominations; and
(a) if they are a continuing member, is only entitled to vote in the division/electorate/ward where he/she is listed as being enrolled as at 31 January immediately prior to the date of opening of nominations; or
(b) if they are a new member, joining between February 1 and July 31, is only entitled to vote in the division/electorate/ward where he/she is listed as being enrolled as at 31 July immediately prior to the date of opening of nominations.

(3) The State Secretary shall be responsible for verifying all eligible voters in accordance with Administrative Regulation Ten (AR10).

45 CALLING OF NOMINATIONS
(1) The procedures for calling of and submitting nominations shall be the responsibility of the Administrative Committee, in consultation with the General Returning Officer, in accordance with Administrative Regulation Eleven (AR11).

EMERGENT SITUATIONS
(2) Notwithstanding anything else in these Rules, in the case of an emergent situation, of which the Administrative Committee shall be the sole judge, the Administrative Committee may, by a two-thirds majority decision, determine the procedure for the calling of nominations and for selecting and endorsing a candidate.

(3) In this Rule, “emergent situation” includes a determination of the Disputes Tribunal to:
(a) declare the selection result void; or
(b) make recommendations as to the further conduct of the preselection.

RETIRING REPRESENTATIVES
(4) Sitting Federal, State and Local Government representatives shall give written notice to the State Secretary of their intention to retire prior to the close of nominations. Each public office holder shall be required to renominate or advise of their intention to retire at least fourteen days prior to the close of nominations or such longer period of time as determined by the Administrative Committee. Where the public office holder does not indicate such intention within the time period or does not renominate, the General Returning Officer shall recall nominations in that area. To avoid any doubt, nominations shall remain open for a period not less than fourteen days.

46 QUALIFICATIONS OF CANDIDATES
(1) Subject to Rule 46(3), every nominee for selection as a candidate for the Senate, the House of Representatives, the Legislative Assembly, Local Government must be a registered member of the Australian Labor Party (State of Queensland) and have no less than six months continuous Branch membership immediately prior to the opening of nominations.

(2) Subject to Rule 46(3), every nominee for selection as a delegate to State Conference must be a registered member of the Australian Labor Party (State of Queensland) and have no less than six months continuous Branch membership immediately prior to the opening of nominations and be enrolled in the relevant Division, or be a member of a Branch affiliated with the relevant Division, for a period of not less than three months prior to the opening of nominations for election of Branch member delegates.

(3) In special circumstances, the Administrative Committee may, by a two-thirds majority of
delegates present and voting, endorse a member with less than the required continuity.

(4) If no candidate is available who is fully qualified by reason of membership, a candidate not so qualified may be selected if approved by the Administrative Committee. Provided always that if a candidate has been previously endorsed for the same level of government, in accordance with the provisions of this Rule, then that candidate may be endorsed on any future occasion, even though other candidates are available with the necessary continuity of membership.

(5) Every nominee who is eligible by occupation to be a member of a Union must be a financial member of a Union covering that calling.

(6) Candidates for Branch delegate to State Conference must also comply with Rule 46(2).

(7) A member may only nominate in one electorate for the House of Representatives, the Legislative Assembly and Local Government in the relevant pre-selection round or as a delegate to State Conference.

47 CANDIDATE SUITABILITY PANEL

(1) A person seeking preselection for public office must be assessed for suitability for candidacy by the Candidate Suitability Panel (‘the Panel’) prior to the Administrative Committee’s consideration of their nomination under Rule 49(1).

(2) The members of the Panel shall be:
   (a) the State President;
   (b) the State Secretary; and
   (c) three ordinary members.

(3) The ordinary members of the Panel shall be appointed by resolution at each State Conference in accordance with the Affirmative Action Rule.

(4) The ordinary members of the panel must:
   (a) have not less than five years continuous financial membership;
   (b) not hold elected public office, nor be involved in the day-to-day political activity of the Party;
   (c) not be an employee of the Party;
   (d) not be a provider of paid professional services to the Party; and
   (e) be a Party member of such standing that he or she would be regarded by party members as an eminent Party member, through distinguished service in public office, the trade union movement or as an executive member of the Party, thereby understanding the role and responsibilities of those who service in elected public office.

(5) Expressions of interest shall be called periodically by notice to party members and affiliated unions. An expression of interest may be submitted at any time.

(6) Each meeting of the Panel must have a minimum of four (4) members present. The Panel shall meet regularly throughout the year to assess EOIs.

(7) The Panel will determine whether or not a person is suitable by reference to criteria to be determined by the Administrative Committee.

(8) The suitability criteria shall be determined by resolution of two-thirds of the Administrative Committee.

(9) The Panel must provide its report on the suitability of individuals who have submitted an expression of interest to
   (a) the individual submitting the expression of interest; and
   (b) the Administrative Committee for consideration of endorsement under Rule 49.

(10) The Administrative Committee may determine the disclosures, reports and checks including criminal history that a person must submit to the Panel when submitting an expression of interest. The Panel may also request further information to support its deliberations.

(11) Once a person has lodged an Expression of Interest, they must provide all outstanding required documentation within fourteen (14) days or their EOI may be invalidated by the Candidate Suitability Panel.

48 PARLIAMENTARY LEVY FUND

(1) Any nominee who is a sitting member and is subject to Rule 38 and is in arrears by more than three months, shall not be endorsed.

(2) In addition to the above, candidates for public office must forward to the relevant returning officer before the time set out for the closing of nominations:
   (a) the appropriate Levy Deduction Authority, signed by the candidate, as set out in AR16; and
   (b) the agreement to comply with the Fundraising Code of Conduct, signed by the Candidate, as set out in AR16; and
   (c) a signed Candidate Party Building and Fundraising Commitment as determined by the Administrative Committee.

(3) A person shall not be endorsed for public office if such person’s record shows failure, without good and cogent reasons, to vote for and/or defend Labor’s legislation or if that person’s candidature may prejudice Labor’s prospects.

(4) A person shall not be endorsed for public office if that person is not an Australian citizen.

(5) The Administrative Committee may withdraw the endorsement of any candidate on the grounds of unfitness for the position, or whose past career renders the candidate unworthy of confidence, or for failure to acknowledge receipt of copy of model procedures as required by AR11(13)(d).

(6) A person who is a member of any association, Union or group of persons or society having objectives contrary to the Party platform or policy shall not be endorsed.
(7) Any member who is an employer and has actively discouraged employees from Union membership shall not be endorsed.

(8) Branches being aware of any action of or circumstances in connection with a person nominated as an Australian Labor Party candidate that would prejudicially affect such person in the matter of endorsement shall advise the State Secretary of any such action or circumstance.

(9) A nomination shall not be rendered informal by any merely technical irregularity. The Administrative Committee shall decide whether any irregularity is such as to render a nomination informal.

(10) A candidate who has been knowingly and willingly selected or endorsed by any Party unit or affiliated Union, or any section of an affiliated Union for the purpose of furthering that candidate in any selection shall not be endorsed.

(11) No endorsement may be revoked and no endorsed candidate may withdraw unless found not to be qualified under the Rules, or unless such withdrawal or revocation is approved by the Administrative Committee.

50 AUTOMATIC EXPULSION — STANDING AGAINST ENDORSED CANDIDATE

(1) Any member who stands for election to public office against an endorsed candidate shall automatically cease to be a member of the Party, and shall not be readmitted to membership without the approval of State Conference.

51 ELECTORAL COLLEGE

(1) The Electoral College shall comprise:
   (a) The State President;
   (b) (i) in the case of federal elections, where the leader of the Federal Parliamentary Labor Party is a Queenslander, the leader or the leader's nominee, and otherwise a representative of the Federal Parliamentary Labor Party chosen by Queensland members of the Federal Parliamentary Labor Party;
   (ii) in the case of state elections, the State Parliamentary Leader or the Leader's nominee;
   (iii) in the case of Brisbane City Council elections, the leader of the Brisbane Municipal Labor Party or the leader's nominee; and
   (c) Delegates from each affiliated Union equivalent to their State Conference entitlement as determined at the most recent audit and calculated in accordance with Appendix Six (AP6). The Administrative Committee shall credential a list of delegates for each Electoral College.

(2) Unions shall provide a list of Electoral College delegates to be credentialled by the Administrative Committee and that list shall remain in authority until replaced or amended by the Union at any time. All changes to Electoral College delegates will need to be approved by the Administrative Committee. The Votes of Union delegates for Electoral College shall be converted to a total of 28 votes in accordance with AP12(4).

(3) Electoral College shall be conducted in accordance with the procedures outlined in Appendix Twelve (AP12).

52 CONDUCT OF PLEBISCITES AND PRESELECTION BALLOTS

CANVASSING

(1) Candidates shall be entitled to canvass personally all eligible voters but no member shall circulate any printed material that is defamatory of any candidate or damaging to the Party. Any material circulated shall be authorised by its author.

(2) No candidate in a plebiscite or preselection ballot shall collect ballot papers in person from any voter.

BALLOTS

(3) Preselection ballots shall be held for the preselection of candidates for House of Representatives, Queensland Parliament, Brisbane City Council and other endorsed local authority teams, and plebiscites shall be held for the selection of Branch delegates to State Conference.

VOTING RIGHTS

(4) Voting in a plebiscite or preselection ballot shall be by secret ballot.

(5) An eligible voter shall have only one vote in a plebiscite or preselection ballot.

(6) A vote in a plebiscite or preselection ballot shall be informal unless it complies with the provisions of Rule 53(7) and further makes the voter’s intention clear.

SCRUTINEERS

(7) A candidate in a plebiscite or preselection ballot is entitled to appoint a scrutineer in accordance with Administrative Regulation Twelve (AR12).

DISPUTES

(8) Any dispute as to the consequence of a plebiscite or preselection ballot shall be notified in writing to the State Secretary within seven (7) days of the declaration of that preselection ballot, otherwise the result shall not be open to challenge.

(9) Before the expiration of the time referred to above, no Party Member or Party official shall hold out any candidate as having been endorsed by the Party except that the State Secretary with the authority of the Party Officers may announce the successful candidate at any time after the preselection ballot.

53 VOTING METHODS

(1) Where these Rules provide for the application of the system of proportional representation, Appendix Thirteen (AP13) shall apply.

(2) In any other cases except where these Rules provide otherwise:
   (a) for single positions, voting shall be by optional preferential ballot in accordance with Appendix Thirteen (AP13);
(b) for other Branch positions, voting shall be by the system of simple majority voting (first past the post) with each person entitled to vote having one vote for each position to be filled but not to cast more than one vote in favour of any one candidate.

(3) Except in the case of a plebiscite and/or preselection ballot, where Rule 52 applies, when the system is simple majority voting, and the vote is tied, another vote shall be taken, and if that vote is tied, the result shall be determined by lot.

(4) Instructions on the method of voting and the number of persons to be elected shall be placed on the ballot paper. Notwithstanding such instructions the vote shall be counted provided that the intention of the voter is clear.

(5) In all plebiscites and/or preselection ballot, ballot papers for postal ballots shall be initialled by the returning officer or presiding officer in a colour different from that on which the ballot paper is printed.

(6) The ballot paper shall have placed on it the following instructions: "For your vote to be valid you must indicate your first preference by placing the number (1) opposite the candidate of your first choice. You may then, if you so desire, show continuing preferences for some or all of the remaining candidates by placing the numbers 2, 3, 4, etc. opposite their names, in the order you desire them elected. Use each number only once."

(7) For a vote to be formal it must have the number (1), a tick or a cross, placed against only one of the candidates to indicate the voter's first preference. Then, optionally, the voter may write the numbers 2, 3, 4 etc against other candidates. (Online votes can only be numbers.)

(8) The vote shall be transferred and distributed as set out in the Rules until it lacks a sequential number or a number is duplicated. At that point the voting paper shall be declared exhausted.

54 OVER-RIDING PROVISION TO ENSURE ELECTION OF CANDIDATES OF A PARTICULAR QUALIFICATION

(1) Where the actual Rules require the election of a particular number of candidates of a particular qualification (including of a particular sex) and the number of vacancies remaining to be filled is equal to the number of persons with the particular qualification still required to be elected to comply with that Rule, then all candidates that do not meet that particular qualification are declared excluded and the voting papers allocated to those excluded candidates shall be allocated in descending order of their progressive total, to the remaining qualified candidates to the preferences indicated and at an unchanged transfer value.

(2) If it unavoidably occurs that an excess number of candidates not possessing the particular qualification have obtained a quota then these excess candidates shall be declared excluded but shall have their voting papers allocated to the remaining qualified candidates as in Rule 53(1).

55 ORDER OF SIGNIFICANCE/CASUAL VACANCIES

(1) Where an election under this section is held to fill vacancies that are not of the same standing, then the order of significance will be determined by the order of election under these Rules.

(2) The returning officer shall retain ballot papers in proportional representation elections for the term of the elected members.

(3) Where a casual vacancy occurs in any elected position appointed using proportional representation, it shall be filled in accordance with this sub-rule. The relevant returning officer shall conduct a countback, by distributing the ballot papers that were used to elect the vacating member. In any case where a preference is indicated for the vacating member, the ballot is allocated to the next candidate indicated, disregarding any candidates who were elected in the original ballot. The ballot papers used to elect the vacating member shall be distributed until a candidate receives a majority of votes. Only the ballot papers used to elect the vacating member shall be counted in the countback. The candidate who receives a majority of votes shall, if that person is prepared to fill the casual vacancy, be declared elected.

56 DIRECT ELECTION RULE

(1) Direct Election shall be by joint vote of Union conference delegates and plebiscite of eligible Branch members using optional preferential voting with preferences not being distributed until all votes have been combined, in accordance with the relevant rules for nomination and election.

(2) Each ballot of Branch members and Union delegates shall constitute 50 per cent of the total vote.

(3) Union delegates shall vote at State Conference. If a State Conference is unable to be held, the GRO shall conduct a postal ballot of union delegates credentialled by a meeting of the Administrative Committee.

(4) Eligible branch members shall vote by online or postal ballot in accordance with these Rules.

(5) Votes shall not be counted until both Union and Branch ballots have been conducted and voting papers shall be stored in a secure location until that time.

(6) The General Returning Officer shall convert the results of the Branch member ballot to an equivalent of the total of Union delegate votes counted as formal.

(7) Those votes shall be combined with the Union delegate votes. The candidate in single-position ballots with the highest number of combined votes, after the distribution of preferences (if required) shall be the successful candidate. Subject to the Affirmative Action Rule, and of any appendix or administrative regulation by which the Affirmative Action Rule is given effect, candidates in multi-position ballots shall be deemed successful in the order that they are elected until all vacant positions are filled.

(8) All positions elected in accordance with this Rule shall take effect immediately after the ballot is declared, subject to any dispute determination as
allowed by Rule 52(8), unless the Administrative Committee, by a two-thirds majority determines otherwise.

(9) Ballots conducted in accordance with the Direct Election Rule shall not occur at the same time as Branch State Conference delegate plebiscites.

57 ONLINE VOTING

(1) The Administrative Committee may determine that eligible members shall vote using an approved online voting platform.

(2) Authorised access to any online voting platform shall be only with the express approval of the General Returning Officer. Unauthorised access to any such platform shall be deemed to be a serious offence and shall require any offender to show cause to the Administrative Committee as to why they should not be immediately expelled from the Party.

(3) All rights and responsibilities of eligible voters shall, as far as is possible, be maintained during any online voting process.

(4) Eligible voters shall be obligated to keep any email, SMS or other electronic communications confidential. Any deliberate actions by any member of the ALP to disclose or obtain confidential voting information as determined by the Administrative Committee, shall constitute an offence and may be subject to disputes proceedings in accordance with Appendix Eight (AP8).

(5) Any eligible member not able to access online voting shall be entitled to apply for a postal vote.

(6) All Party members shall be obliged to obtain and maintain a unique email and advise Party Office of that email, for the purpose of receiving communications connected with any online ballot in which they may be eligible to participate.

(7) The GRO shall determine a time and place, prior to the commencement of online voting, for the scrutiny of the online platform settings and voter lists. Scrutineers shall be required to sign an approved form to indicate they have inspected the settings and voter lists.

58 ELECTION OF NATIONAL CONFERENCE BRANCH DELEGATES

(1) The number of base and supplementary component National Conference Delegates allocated to Queensland in accordance with National Rule 15(v) shall be divided equally between delegates elected by Union delegates at State Conference and Branch delegates elected directly by eligible Branch members.

(2) Union delegates shall be elected at the State Conference prior to the scheduled date of National Conference, in accordance with these Rules.

(3) Branch delegates shall be elected in separate proportional representation ballots in accordance with these Rules, consisting of:

(a) a Brisbane North zone, consisting of the federal electorates of Brisbane, Lilley, Petrie and Ryan.

(b) a Brisbane South zone, consisting of the federal electorates of Bonner, Bowman, Griffith, Moreton, Oxley and Rankin.

(c) a South-East Queensland Zone, consisting of the federal electorates of Blair, Dickson, Fadden, Fairfax, Fisher, Forde, Longman, McPherson, Moncrieff, Wide Bay, Wright.

(d) a Regional Queensland Zone, consisting of the federal electorates of Capricornia, Dawson, Flynn, Groom, Herbert, Hinkler, Kennedy, Leichhardt, Maranoa.

(4) The number of delegates in each zone shall be determined by dividing the number of eligible branch members in Queensland at the time of opening nominations, by the number of delegates to be elected in total. This is the delegate quota.

(5) The number of eligible Branch members in each zone shall be divided by the delegate quota determined in (4) above to determine the number of full quotas in each zone. Any remaining delegate positions shall be allocated to zones on the basis of descending order of the greatest fraction of remaining quota.
PART K. MEETING PROCEDURES
AND STANDING ORDERS

59 MEETING PROCEDURES AND STANDING ORDERS

(1) The procedure at meetings of State Conference, the Administrative Committee or Party units or organisations shall be governed by the particular Rules relating to such bodies and the following Rules relating to such bodies.

(2) If a quorum is required for any meeting of such body by these Rules, and at the expiration of half an hour after the time appointed for the meeting, a quorum is not present, the meeting shall lapse.

(3) All members, delegates and visitors shall sign the attendance book. Before the close of each meeting the chairperson shall publicly sign the attendance book under the name of the last member to sign. No further names may then be added.

(4) The meeting shall be chaired by the President of the body or in the absence of the President, a vice-president. Should there be no president or vice-president present, the meeting shall elect a temporary chairperson.

(5) The chairperson shall have the right of speech at the meeting but must leave the chair to exercise such right, and during the absence of the chairperson from the chair, the senior executive officer present shall preside, or if no executive officer is present, a chairperson appointed by and from the meeting shall preside. The president or person occupying the chair shall exercise a primary vote only, and, in the event of the voting upon any question being equal, shall declare it not carried.

(6) Notwithstanding anything elsewhere contained in these Rules relating to order of business, the meeting may at any time on motion without debate, by majority decision, determine some other order of business.

ORDER OF BUSINESS

(7) The usual order of business at ordinary meetings of Party units of the Australian Labor Party shall be:

(a) Roll Call or signing of an attendance book, to be signed by the chairperson at the end of the meeting.

(b) Apologies.

(c) Minutes of the previous meeting to be read or circulated, confirmed, and signed by the chairperson when confirmed.

(d) Business arising from the Minutes.

(e) New members - applications referred to Credentials committee and election to membership of approved applicants.

(f) Correspondence received and endorsed.

(g) Finance Reports and accounts for payment.

(h) Reports: Executive, SEC, FEC, MEC, elected representatives, and from committees or subcommittees.

(i) Notices of motion for next meeting.

(j) General Business:

(i) discussion of business for which notice has been given; and

(ii) other business.

(8) There shall be no electronic taping of the business of any meeting except with the express permission, by way of resolution of the meeting.

BRANCH MEETING PROCEDURE

(9) Branch meetings shall be conducted using the following procedure:

(a) The Chairperson of the Branch shall encourage and oversee discussions, debates and decision-making, and ensure members have a fair chance to contribute.

(b) The Branch meeting can discuss issues without a formal motion or the need for a formal resolution. Such discussion shall take place during General Business.

(c) To encourage debate and discussion the Chairperson shall ensure all members are given an opportunity to contribute. The Chairperson shall ensure speakers are brief, and can direct members to conclude their remarks.

(d) A member who places an item on the agenda for discussion, shall be entitled to make the first contribution to the debate.

(e) Following a discussion the Branch may reach a decision or make a resolution on the issue through the moving and passing of a formal motion.

(f) The Branch shall use the voting procedure in accordance with Rule 59(23), provided that where not less than two members request the meeting to be conducted in accordance with the formal rules of debate, the Chairperson shall conduct the meeting in accordance with Rules 59(11) to (24).

FORMAL RULES OF DEBATE

(10) A Branch may resolve to apply formal rules of debate in accordance with 59(11) to (24).

(11) No discussion shall be allowed except on motion or amendment duly proposed and seconded.

(12) Any member desiring to propose a motion or amendment, or to discuss any matter, shall rise and address the chair. No member shall address the meeting unless called by the Chairperson.

(13) All questions shall be determined in the following manner:

(a) the mover of the motion shall have seven minutes to present argument in support of the motion and five minutes to reply; and

(b) the seconder, and all other speakers, shall be limited to five minutes.

(14) The movers and secondees of motions and amendments must exercise the right to speak at the time of moving and not subsequently, subject to the right of reply by the mover of the motion.

(15) No member shall speak more than once to any question before the chair, unless by way of personal explanation or with the consent of a majority of members present at the meeting.

(16) After a motion has been moved and seconded, if no speaker rises to oppose or to move an amendment, the chairperson shall proceed to put such motion to a vote of the meeting.

(17) A member may move an amendment at any time during debate on any motion. All amendments must
be seconded. Motions may be amended by adding words, by deleting words and inserting others in their place, provided that the effect of any proposed amendment is not to establish a direct negative to the question contained in the motion.

(18) Any number of amendments may be proposed and discussed simultaneously with the original motion. At the close of debate amendments shall be put in the order in which they were moved.

(19) The chairperson shall call attention to the time of all speakers one minute before the speaker’s time expires. Motions for extension may be made when the chairperson so calls, but not later, and on such motion, without debate the meeting may extend the time of any speaker. Such extension of time shall not exceed five minutes. The meeting may agree to further extensions on the same basis.

(20) At any time after at least two speakers have spoken for or against a motion, the chairperson may accept a motion ‘that the question be now put’, or ‘that the question be now adjourned’. A member having spoken to the question shall not be competent to so move. Such motions shall be put immediately without debate provided that in the event of the meeting agreeing ‘that the question be now put’, the mover of the original motion shall have the right to reply. Thereupon all amendments as well as the motion shall be put.

(21) No more than two members in succession shall speak for or against any question.

(22) No question shall be debated for a longer period than one hour, provided that the meeting may agree by a motion supported by two-thirds of members present to extend such time.

(23) Votes of a meeting shall be taken according to the following procedure:

(a) (i) The chairperson shall call upon those who support the question by a show of hands and shall then call upon those opposed by a show of hands.

(ii) The chairperson shall then declare the question carried or lost.

(b) Any member present not satisfied with the chairperson’s decision may, by standing in that member’s place, call for a show of hands. The chairperson shall then appoint two tellers to take the count who shall be representative of the opposing view points. The Chairperson shall then call upon those who support the motion to raise their right hands and those votes shall be counted. When the tellers are agreed upon their count, the Chairperson shall declare the result by quoting the figures for and against.

(c) Any member present not satisfied with the count as declared by the chairperson may, by standing in the member’s place, call for a division. If that call is supported by not fewer than seven other members standing in their places, the chairperson shall proceed to conduct a division. This shall be done by the roll of members eligible to vote being called with each member’s response being recorded against the member’s name.

(d) The names of all members participating in such a division shall be recorded in the minutes.

(24) In the case of a tied vote, where the vote is by the way of an election, then the results shall be determined in accordance with Rule 53(3). In all other cases, the chairperson shall declare such question lost.

OTHER GENERAL MEETING PROCEDURES

(25) Motion directed towards the reconsideration of any decision reached by a meeting at that same meeting shall fail unless carried by a three-fourths majority of members present at the meeting.

(26) All questions involving an interpretation of policy or any section of the platform or the direction of members of Parliament in accordance with the principles and the methods of the Party shall be subject to decision by the meeting on the basis of these standing orders and not by a ruling of the president.

(27) Any motion or amendment affecting the pledge, platform or constitution of the Party shall be declared lost if less than a majority of the members credentialled to the meeting vote for it.

(28) Rulings given by the chairperson on any question will be subject to a motion calling upon the meeting to disagree with the ruling. In the event of such a motion, the mover shall be permitted not more than five minutes to support the motion and the chairperson shall be permitted not more than five minutes to defend the ruling. There shall be no other speakers. A vice-president or any other member appointed by the meeting shall occupy the chair until such motion is determined.

(29) A member may give notice of motion for the purpose of:

(a) rescinding and/or amending any motion carried at a meeting of the Branch; and

(b) placing business on the business paper for the next Branch meeting.

The notice of motion shall be read to the meeting and handed to the chairperson. The chairperson shall not allow discussion on the notice of motion at the meeting at which the notice is given. The notice of motion shall take precedence in the order in which it stands in the minute book in relation to other similar notices unless otherwise ordered by the meeting that finally determines the notice. Should the mover in whose name the notice of motion stands be not present, then the said motion shall lapse. The submission of a notice of motion to rescind does not nullify the decision of the motion it seeks to rescind until the motion itself is carried at the subsequent meeting by a majority vote. A rescission motion that is defeated shall not be moved again until three months have lapsed.

60 STANDING ORDERS FOR STATE CONFERENCE

(1) Specific standing orders pertaining to the conduct of State Conference are in Appendix Fourteen (AP14).
APPENDIX ONE

AP1 GLOSSARY AND DEFINITIONS

UNLESS THE CONTEXT OTHERWISE REQUIRES IN THESE RULES, THE FOLLOWING MEANINGS APPLY:

AFFILIATED UNION means a Union affiliated to the Australian Labor Party (State of Queensland) in accordance with these Rules.

AFFILIATION FEES means fees paid by unions as a condition of their affiliation.

AFFIRMATIVE ACTION RULE means the procedure by which candidates are determined in accordance with Rule 7.

ALP or Australian Labor Party means the national Australian Labor Party referred to in Rule A1(2).

ANNUAL MEMBERSHIP SUBSCRIPTION means fees paid by Party members and applicants as a condition of Party membership.

APTSIRC means Aboriginal People and Torres Strait Islander Reference Committee.

AP means Appendix.

AR means Administrative Regulation.

ATTENDANCE at a meeting means a member physically attending in person or at one (1) or more other venues by means of the use of any technology including video or telephone link, provided that this technology gives all members present at the meeting reasonable opportunity to participate in the meeting and permits each member in attendance to hear and be heard by each other member in attendance.

AYL means Australian Young Labor (State of Queensland).

BONA FIDE means genuine (of good faith).

BRANCH means a branch of the Party established in accordance with these Rules.

BRANCH REGISTRATION FORM/CERTIFICATE OF REGISTRATION means the approved form by which applicants and members register with a Branch.

BRANCH MEMBER DELEGATE means a Branch member elected in a ballot of Branch members to represent them at State Conference.

BRISBANE MUNICIPAL LABOR PARTY means endorsed members of the Party elected to the Brisbane City Council.

CAMPAIGN ACCOUNT means an account set up for endorsed candidates in accordance with Rule 26(7).

CANDIDATE means any person who has applied for an elective public office or position within the Party. This applies also to former candidates.

CAPITATION FEES are the fees payable to State Office by constituent units calculated by reference to the membership of the constituent unit.

CAUCUS means a meeting of endorsed members of a Federal or State Parliamentary, or Municipal Labor Party, or any other local authority or other public body.

CERTIFIED LIST means a list of eligible members who are entitled to vote in preselections or plebiscites in accordance with AR10.

COMMITTEE means a committee established by any body but does not mean an executive of a Party organisation or Administrative Committee.

CONCESSIONAL RATE of membership means the lowest rate of membership as determined on the Schedule of Fees (AR15), not including Life Membership.

CONSTITUENT UNIT includes Party units and organisations and Unions.

CONTINUITY (of membership) means an unbroken specified period in which a member has maintained financial membership and/or Branch registration.

CREDENTIALLED in relation to a delegate means a delegate to a State Conference, or a Party unit or organisation who has been accepted by the body in question as entitled to attend and vote at deliberations of that body.

CUT-OFF DAY means the date from which a member’s eligibility to vote in a preselection or plebiscite is determined.

DOUBLE DISSOLUTION means when both Houses of the Australian Parliament are dissolved and elections are called.

ELECTORAL COUNCILS include MECs, SECs and FECs.

ELIGIBLE PRESELECTION VOTER means a member of the Party who is eligible to vote in a preselection ballot and has the same meaning as that defined under the Electoral Regulation 2002.

ENDORSED CANDIDATE means a candidate whose qualification to participate in an election has been approved by the relevant body.

EX-OFFICIO means membership is determined by virtue of the position a member holds.

FEC means Federal Electoral Council.

FEDERAL PARLIAMENTARY LABOR PARTY means endorsed members of the ALP elected to the Senate and the House of Representatives.

FINANCIAL MEMBER means a member who has paid all fees due to the Party.

FORMER MEMBER means a member who has been unfinancial for 12 months or more and has been removed from the list of current members.

FINANCIAL YEAR means the period from 1st July to 30th June.

GRO means General Returning Officer.

ISSUING OFFICER shall have the same meaning under these Rules as it does under the Electoral Regulation 2002.

JOINT VOTE means separate ballots for the same election are combined to determine the result.
APPENDIX ONE

LGBTIQ - see RLQ

LOCAL RETURNING OFFICER means the returning officer for a Branch, MEC, SEC or FEC.

LWN means the Australian Labor Party (State of Queensland) Labor Women’s Network.

MEC means Municipal Electoral Council.

MEMBERSHIP RENEWAL means annual subscription or fees paid and confirmation of membership by a person already admitted to membership of the Party.

MERITORIOUS SERVICE means a member’s continuous years of membership and activity from date of branch registration.

MUNICIPAL LABOR PARTY includes the Brisbane Municipal Labor Party and endorsed members of the Party elected to any other local government body.

NATIONAL CONFERENCE means the National Conference of the Australian Labor Party.

NATIONAL EXECUTIVE means the National Executive of the Australian Labor Party.

NATIONAL RULES mean the Rules of the National Conference and the National Executive of the Australian Labor Party.

NON-VOTING MEMBER or DELEGATE means a person who holds all rights of membership to a body except the right to cast a vote.

PARLIAMENT means the Parliament of the State of Queensland or Australia as the context requires.

PARTY ORGANISATION includes AYL, LWN, QILN and RLQ.

PARTY UNIT means a Branch, MEC, SEC and FEC.

PCC means the Policy Coordination Council.

PDC means a Policy Drafting Committee.

PLATFORM means the policies of the ALP adopted by National Conference or State Conference.

POLICIES means the policies of the Party determined by any body of the Party having authority in that regard.

POSTAL BALLOT means a ballot of eligible members conducted by post.

PLEBISCITE means a process under these Rules where Party members elect member/s to internal positions established by these Rules.

PRESELECTION means that part of the process under these Rules where Party members participate in the selection of a candidate to contest a Federal, State or Local Government election. For these purposes, the term shall have the same meaning as is defined under the Electoral Act 1992.

PRO TEM means a position held until a permanent replacement is elected.

PROPORTIONAL REPRESENTATION means a system of electing multiple members to a body by use of a quota as determined by these Rules.

PROXY means a member who holds a vote on behalf of a delegate or committee member.

QUORUM means the minimum number of eligible members or proxies who must be present before a meeting can proceed.

RETURNING OFFICER/S means the General Returning Officer, Assistant Returning Officers, or such other person/s as appointed under these Rules, who shall conduct preselection ballot/s held pursuant to these Rules and shall have the same meaning as defined under the Electoral Regulation 2002.

PRESELECTION ROLL means the roll of eligible preselection voters prepared for a preselection ballot under these Rules and has the same meaning as defined under the Electoral Regulation 2002.

REGISTERED OFFICER means the same as that defined under the Electoral Act 1992.

RLQ means Rainbow Labor Queensland - the LGBTIQ (Lesbian, Gay, Bisexual, Transgender, Intersex and Queer / Questioning) Reference Committee.

SCRUTINEER means a member endorsed by a candidate to represent that candidate during aspects of the conduct of the ballot.

SEC means State Electoral Council.

SECRET BALLOT means the casting of a vote by a member shall not be disclosed to another member unless the voter so wishes.

SENATE TEAM means endorsed Senate candidates as determined in accordance with Rule 41.

SIMPLE MAJORITY means a candidate who attains the highest number of votes in a ballot is elected.

SPECIAL LEVY means an amount as determined by Administrative Committee that Branches shall pay to an electoral council.

SPECIAL MEETING means a meeting called to discuss specific topic/s only as provided in the notice of meeting.

STAND-UP BALLOT means a ballot of eligible members conducted on a specified day at a specified location.

STATE BRANCH includes all bodies comprising the Australian Labor Party (State of Queensland).

STATE PARLIAMENTARY LABOR PARTY means endorsed members of the Party elected to State Parliament.

STATE OFFICE means the principal office of the Party.

THE PARTY means the Australian Labor Party (State of Queensland).

TWO THIRDS MAJORITY means two-thirds of members and proxies present and voting.

UNFINANCIAL MEMBER means a member who has not paid fees by 31 March and has lost all rights of membership.

UNION means an affiliated Trade Union.

UNREGISTERED MEMBER means a member of the Party who has not yet registered with a Branch.

WRITING includes correspondence by facsimile transmission or by electronic mail.
## APPENDIX TWO

### AP2 AFFIRMATIVE ACTION GENDER REPRESENTATION FOR MULTI-MEMBER ELECTIONS

AFFIRMATIVE ACTION SCHEDULE FOR MULTI-MEMBER ELECTIONS BY PROPORTIONAL REPRESENTATION IN ACCORDANCE WITH THE AFFIRMATIVE ACTION RULE (RULE B1)

<table>
<thead>
<tr>
<th>To be elected</th>
<th>40% (rounded)</th>
<th>45% (rounded)</th>
<th>50% (rounded)</th>
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<tbody>
<tr>
<td>2</td>
<td>1</td>
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<td>4</td>
<td>5</td>
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<td>7</td>
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<tr>
<td>20</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

### POSITIONS REQUIRING APPLICATION OF THIS RULE

- **2 to be elected:**
  - Branch Vice-Presidents

- **2-6 to be elected:**
  - Electoral Council delegates

- **3 to be elected:**
  - State Vice-Presidents
  - AYL Vice-Presidents

- **5 to be elected:**
  - GRO and AROs
  - Shareholders
  - State Conference Branch Member Delegates
  - Awards Committee
  - AYL Policy Development Committee

- **7 to be elected:**
  - State Conference Branch Member Delegates

- **8 to be elected:**
  - RLQ Executive – ordinary members

- **9 to be elected:**
  - State Conference Branch Member Delegates
  - QILN Executive - committee members

- **10 to be elected:**
  - Policy Coordination Council (Branch)
  - Policy Coordination Council (Union)
  - AYL State Management Committee

- **11 to be elected:**
  - State Conference Branch Member Delegates

- **15 to be elected:**
  - Rules Committee

- **20 to be elected:**
  - Administrative Committee
APPENDIX THREE

AP3 EXPANDED OBJECTIVES OF THE PARTY

(1) The Party believes that to achieve the political and social values of equality, democracy, liberty and social cooperation inherent in the objectives of the Party, the Party must explicitly seek:

(a) redistribution of political and economic power so that all members of society have the opportunity to participate in the shaping and control of the institutions and relationships which determine their lives;

(b) establishment and development of public enterprises based upon Federal, State and other forms of social ownership, in appropriate sectors of the economy;

(c) democratic control and strategic social ownership of Australian natural resources for the benefit of all Australians;

(d) maintenance of and support for a competitive non-monopolistic private sector, including small business and farming, controlled and owned by Australians, operating within clear social guidelines and objectives;

(e) the right to own private property;

(f) recognition and encouragement of the right of labour to organise for the protection and advancement of its interests;

(g) the application of democracy in industry to increase the opportunities for people to work in satisfying, healthy and humane conditions, and to participate in and to increase their control over the decision-making processes affecting them;

(h) the promotion of socially appropriate technology, and the monitoring of its introduction to ensure that the needs and interests of labour, as well as the requirements of competitive industry and consumer demand, are taken into consideration;

(i) the restoration and maintenance of full employment;

(j) the abolition of poverty, and the achievement of greater equality in the distribution of income, wealth and opportunity;

(k) social justice and equality for individuals, the family and all social units, and the elimination of exploitation in the home;

(l) equal access and rights to employment, education, information, technology, housing, health and welfare services, cultural and leisure activities and the law;

(m) reform of the Australian Constitution and other political institutions to ensure that they reflect the will of the majority of Australian citizens and the existence of Australia as an independent republic;

(n) recognition and protection of fundamental political and civil rights, including freedom of expression, the press, assembly, association, conscience and religion; the right to privacy; the protection of the individual from oppression by the state; and democratic reform of the Australian legal system;

(o) the development of a democratic communications system, as an integral part of a free society, to which all citizens have opportunities for free access;

(p) elimination of discrimination and exploitation on the grounds of class, race, sex, sexuality, religion, political affiliation, national origin, citizenship, age, disability, regional location, or economic and household status;

(q) recognition of the prior ownership of Australian land by Aborigines and Islanders, recognition of their special and essential relationship with the land as the basis of their culture, and a commitment to the return of established traditional lands to the ownership of Aboriginal and Islander communities;

(r) recognition and encouragement of diversity of cultural expression and lifestyle within the Australian community;

(s) the proper management of Australian resources and protection of the environment, whether created by people or nature, to safeguard the rights of present and future generations;

(t) maintenance of world peace; an independent Australian position in world affairs; the recognition of the right of all nations to self-determination and independence; regional and international agreement for arms control and disarmament; the provision of economic and social aid to developing nations; a commitment to resolve international conflicts through the United Nations; and a recognition of the inalienable right of all people to liberty, equality, democracy and social justice;

(u) commitment to and participation in the international democratic socialist movement as represented by Progressive Alliance;

(v) recognition of the right of citizens to work for progressive changes consistent with the broad principles of democratic socialism;

(w) to take united action to secure the promotion and election of its endorsed candidates to the Australian and Queensland Parliaments and to Local Government.
APPENDIX FOUR

AP4 POSITIONS ELECTED AT STATE CONFERENCE AND TIMETABLE FOR ELECTIONS

(1) State Conference shall elect the following for three year terms or until their successors are elected, in accordance with the Affirmative Action Rule:

(a) twenty ordinary members of the Administrative Committee elected by proportional representation;
(b) a General Returning Officer and four Assistant Returning Officers to be elected in one ballot by proportional representation. The first person declared elected shall be the GRO;
(c) five shareholders of Labor Holdings Pty Ltd, Labor Enterprises Pty Ltd and such other companies as State Conference resolves, to be elected in one ballot by proportional representation;
(d) such delegates and proxy delegates to National Conference of the Australian Labor Party in the manner provided by Rules 18;
(e) fifteen (15) members of the Rules Committee elected in one ballot by proportional representation;
(f) an Awards Committee consisting of a Convenor and Deputy Convenor to be elected in one ballot by proportional representation and a five-member committee to be elected in a separate ballot by proportional representation;
(g) such other positions, office bearers, committee members as provided for under these Rules or as Conference may from time to time resolve to appoint.

(2) State Conference shall elect the following for a one year term or until their successors are elected, in accordance with the Affirmative Action Rule:

(a) a Convenor of the Policy Coordination Council provided for in AP7(9) by optional preferential ballot;
(b) members of the Candidate Suitability Panel as provided for in Rule 47.

(3) Each person elected to the above positions shall take office upon the conclusion of the State Conference at which they were elected or fourteen (14) days after the date of their election, whichever is the earlier.

(4) State Conference shall also elect the State Secretary and Assistant State Secretary in accordance with AP9.

(5) Union and Branch delegates only, as determined by 17(2) shall be entitled to vote for the positions listed in (1) and (2) above.
**APPENDIX FIVE**

**AP5 DETERMINATION OF BRANCH DELEGATIONS FOR STATE CONFERENCE**

SCHEDULE FOR DETERMINATION OF STATE CONFERENCE BRANCH DELEGATIONS FOR EACH FEDERAL DIVISION (RULE 17(3))

<table>
<thead>
<tr>
<th>Number of Federal Divisions</th>
<th>Eleven (11) Delegates</th>
<th>Nine (9) Delegates</th>
<th>Seven (7) Delegates</th>
<th>Five (5) Delegates</th>
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<tr>
<td>37</td>
<td>3</td>
<td>8</td>
<td>8</td>
<td>18</td>
</tr>
</tbody>
</table>
APPENDIX SIX

AP6 CALCULATION OF UNION DELEGATIONS TO STATE CONFERENCE

(1) Each individual Union’s delegation shall be allocated by the Administrative Committee before each Conference in the following manner:
   (a) determining a quota by dividing the total number of Union conference affiliation members (in accordance with AR2(6)) by the number of available Union delegate positions;
   (b) each Union, including the Small Unions Group, will be allocated one delegate per quota. Each Union with greater than one half of a quota will be allocated at least one delegate. Any remaining delegates shall be allocated to Unions on the basis of descending order of the greatest fraction of remaining quota;
   (c) any Union with half a quota or less will be included in the Small Unions Group, which will have its entitlement aggregated as if it was one Union;
   (d) all affiliated Branches within the State of a federation or amalgamation shall be regarded as one Union.

(2) Except in the case of the Small Unions Group, each Union’s delegates shall be elected according to the registered Rules of that Union subject to those delegates being financial members of that Union and of the Party. Each Union shall inform the State Secretary in writing prior to State Conference the name of each delegate appointed.

(3) The Small Unions Group shall elect its delegate(s) in the following manner:
   (a) the Administrative Committee shall call for nominations by circular to each Union concerned;
   (b) every candidate for selection shall be nominated in writing on a form, which shall be supplied by the State Secretary, by the executive of any of the Unions concerned;
   (c) if more than the required number of candidates is nominated, an election shall be held by means of an online or postal ballot and the General Returning Officer shall send to each Union concerned a ballot paper marked with the name of the Union and such ballot paper shall be returned to the General Returning Officer by not later than the time and date fixed for closing of the ballot. Any ballot paper reaching the General Returning Officer after that time shall not be counted;
   (d) each Union concerned shall have its vote weighted proportionate to the number of members for which it is affiliated.
APPENDIX SEVEN

AP7 COMMITTEES – GOVERNANCE AND OPERATIONS

A. RULES COMMON TO ALL COMMITTEES
(1) Each Committee, at its first meeting after its election, shall elect from amongst its own members a Convenor (except as otherwise provided in these Rules) who, with the assistance of State Office, shall be responsible for the calling and notification of meetings and the receipt of business. Committees shall also be entitled to appoint a secretary with such other functions as it sees fit.
(2) Where a member of a Committee is absent without approval of the Committee or tendering an apology satisfactory to the majority of the meeting for three or more consecutive meetings of the Committee, that member may be removed and replaced by State Conference except in the case of committees elected by the Administrative Committee, by the Administrative Committee.
(3) Any member of a Committee (other than Rules, Policy Coordination Council or Finance Committee) unable to attend a particular meeting may appoint in writing any other Party member as a proxy, providing same is lodged with the convenor.
(4) Unless otherwise provided in these Rules, the quorum shall be at least half of the voting members of each committee, including members on video or telephone link. Any committee meeting unable to form quorum with half an hour of the scheduled time of the meeting shall lapse.

B. RULES COMMITTEE
(5) The Rules Committee shall report to State Conference with its recommendations upon:
(a) rule change proposals submitted by constituent units, the State Parliamentary Labor Party and regional conferences;
(b) matters considered by the Committee to make Rule changes desirable.
(6) The Administrative Committee may refer matters to the Rules Committee for its opinion as to clarification of the meaning of and any gaps in the Rules.

C. FINANCE COMMITTEE
(7) The Finance Committee shall meet a minimum of every two months, shall be chaired by the State Treasurer and shall consider such matters as are placed before it by the State Secretary or State Treasurer, or as are requested by the Finance Committee.
(8) Without limiting the operation of the previous sub-rule, the Finance Committee shall:
(a) approve annual administration budgets;
(b) approve campaign budgets;
(c) receive regular financial reports, including reports of actuals against administrative and campaign budgets, and recommend, to the administrative committee, expenditure outside of budget.

D. POLICY COORDINATION COUNCIL
(9) The Policy Coordination Council (PCC) shall comprise:
(a) a Convenor elected annually by State Conference; and
(b) 10 branch members elected by ballot of all eligible branch members, two of whom must also be regional members as defined by AP11(57);
(c) 10 Union members elected by ballot of union delegates to State Conference, two of whom must also be regional members as defined by AP11(57);
(d) four members elected by and from the State Parliamentary Labor Party;
(e) one member elected by and from the Queensland members of the Federal Parliamentary Labor Party; and
(f) one member elected by and from the Brisbane Municipal Labor Party;
(g) a representative from the QILN Policy Action Group, appointed by the QILN Executive each year.
(10) The PCC has the following objectives and responsibilities:
(a) to facilitate policy debate and development amongst the SPLP, Party members and Union affiliates;
(b) provide a framework for developing the Policy Platform by providing templates for policy drafting;
(c) collating and coordinating draft chapters in the Policy Platform to ensure cohesive and comprehensive drafting;
(d) maintain the relevance of the Policy Platform by conducting reviews;
(e) planning and supporting branch member debate through policy forums, calls for submissions and discussion papers;
(f) to take into account all policy resolutions passed by Party Units;
(g) monitoring State Caucus compliance with the Policy Platform and reporting on non-compliance;
(h) policy development training for members; and
(i) establish relevant Policy Drafting Committees and appoint members to those Committees;
(j) appoint Convenors to Labor Policy Networks;
(k) to provide leadership on matters of public concern and interest.
(l) to develop and maintain a Policy Bank, as a knowledge base for detailed and local policy proposals not suitable for inclusion in the Policy Platform.
(11) The PCC should meet at least four times a year and shall submit for approval each year to the Administrative Committee, a timetable of meeting times and policy forums as well as a work schedule.
(12) The PCC should report regularly to the Administrative Committee on the implementation of work schedule.

E. POLICY DRAFTING COMMITTEES
(13) Policy Drafting Committees (PDCs) will be formed from time to time and, if necessary, dissolved by the PCC.
(14) A PDC shall comprise:
(a) a Shadow Minister/Minister who will convene the PDC; and
(b) five members appointed by the PCC, following an expression of interest process open to all financial members of the Party
(c) any other members that the PCC sees fit to appoint.
(15) PDCs should have responsibility for:
(a) drafting policy;
(b) considering submissions from Party Units;
(c) meeting with Community Stakeholders; and
(e) preparing discussion papers to accompany Draft Policy to support branch debate.
(16) Quorum for a Policy Drafting Committee meeting shall be three.

F. LABOR POLICY NETWORKS
(17) Labor Policy Networks (LPN) are open forums for branch members to engage and work collaboratively with SPLP Caucus members on policy issues.
(18) There will be a LPN for each Parliament Committee of the Queensland Parliament.
(19) A Convenor and Deputy Convenor will be appointed to each LPN by the PCC after each State Conference.
(20) Quorum for Labor Policy Network meeting shall be the Convenor or Deputy Convenor, at least one member of the SPLP Caucus and at least four Branch members.

G. CENTRAL CAMPAIGN COMMITTEE
(21) The Central Campaign Committee shall
(a) develop and implement ongoing campaign strategies after each Federal, State and BCC election;
(b) develop and implement campaigns around each significant Labor policy announcements;
(c) develop and implement campaigns around significant and strategic decisions by other parties;
(d) encourage appropriate campaign training; and
(e) encourage best-practice and continuous campaigning.
(22) Membership of the Central Campaign Committee shall be appointed from time to time by the Administrative Committee, but there shall be not less than six members, with significant campaign experience and expertise, and representatives of the Brisbane Municipal Labor Party, State Parliamentary Labor Party and Federal Parliamentary Labor Party.

H. MEMBERSHIP REVIEW COMMITTEE
(23) The Membership Review Committee shall be responsible for developing strategies and making recommendations with respect to Party rules, structures, processes and/or procedures, directed at improving recruitment, retention, engagement, involvement and empowerment of members, or any other matter referred to it by the Administrative Committee or State Conference from time to time.
(24) Membership of the Membership Review Committee shall be appointed every two years by the Administrative Committee, but there shall be not less than six members.
APPENDIX EIGHT

AP8 DISPUTES TRIBUNAL – GOVERNANCE AND OPERATIONS

MEMBERSHIP OF DISPUTES TRIBUNAL

(1) The Disputes Tribunal shall comprise three panels of three members and three alternate members, with each panel selected by separate resolution of the Administrative Committee. Tribunal members shall hold office for a term of three years or until their successors are selected.

(2) The Administrative Committee may select a replacement member, for any Disputes Tribunal member who resigns, dies or otherwise vacates office in accordance with these Rules, to serve the remainder of the original member’s term of appointment.

(3) No member or alternate member of the Disputes Tribunal will have less than five years continuous financial membership, will not hold public office, nor be an employee or a provider of paid professional services to the Party. Members or alternate members selected to the Disputes Tribunal shall not be involved in the day-to-day politics of the Party and demonstrate some knowledge of procedural fairness and natural justice.

(4) Any five members of the Administrative Committee can successfully object to the nomination of any member for selection to the Disputes Tribunal.

(5) Each member of each Disputes Tribunal panel shall serve a period as Convenor of their panel, not exceeding twelve months in rotation in an order determined by the Administrative Committee.

METHOD OF OPERATION

(6) After the determination of the membership of the Tribunal, the Administrative Committee shall determine the order in which each panel of the Tribunal shall receive a dispute in the first instance. Thereafter, disputes shall be allocated in order of rotation.

(7) Each panel of the Tribunal shall sit alone in the mediation and arbitration phase of a dispute.

(8) The State Secretary shall number each claim as it is received and allocate it immediately to the next panel in order of rotation for mediation of the dispute. The State Secretary shall keep a register of disputes and for each dispute shall record the parties, the date lodged, and the details and date of each step taken. The State Secretary shall also keep a record of any determinations made, or outcomes reported to the State Secretary, in relation to the dispute.

(9) The first panel determined under AP8(5) shall conduct the mediation of the first dispute referred by the State Secretary and so on.

(10) Where mediation is unsuccessful, the second panel shall arbitrate the matter and so on.

(11) The matter for arbitration or appeal shall be determined by a majority of the Tribunal hearing the arbitration or the appeal.

(12) Where a designated member is unavailable, then such member shall be substituted by his/her nominated alternate member for the duration of the processing of the dispute.

(13) All members of a panel, or their nominated alternate, who participated in the hearing, must be present when decisions of arbitration or appeal are being made.

INITIATING A DISPUTE

(14) Disputes shall be initiated by a Party Member or, providing the Administrative Committee determines to refer the application to the Disputes Tribunal, by a Party unit, by an application forwarded to the State Secretary. The Administrative Committee may also initiate a dispute by resolution by a two-thirds majority. Applications shall set out the facts said to constitute the dispute, or the Rules or Party practice to be interpreted and Rules or Party practice said to be relevant to the dispute. Disputes regarding pre-selection shall be initiated in accordance with S2(8) and AR12(9).

(15) The application shall also contain the names and addresses of any persons (“respondents”) against whom or in respect of whose conduct the applicant requires determination/s to be made. The applicant may also set out such material to which access is required for the further prosecution of the dispute. The applicant (except the Administrative Committee) shall pay an administration fee (see AR15) to the Party at the time of lodging an application.

(16) Without limiting the generality of matters that may be the subject of a dispute an applicant may allege in an application that another member or members of the Party (“the respondent”) has:

(a) been disloyal to the Party;

(b) engaged in conduct severely harmful to the best interests of the Party;

(c) infringed the Party’s National or State Rules, Platform or Policy;

(d) wilfully disobeyed a decision of National Conference, National Executive, State Conference or the Administrative Committee;

(e) not providing full and frank disclosure to the Candidate Suitability Panel when seeking nomination for public office; or

(f) engaged in conduct in contravention of AP15 - Code of Conduct.

(17) The State Secretary shall forward a copy of the application to any named respondent.

(18) The State Secretary shall supply the Tribunal with such material, documents and assistance as may be required.

MEDIATION OF A DISPUTE

(19) Upon receipt of a complaint, the Disputes Tribunal panel shall mediate with the parties involved in the dispute in an attempt to reach an agreement. The panel may by unanimous decision appoint one of its members to undertake the mediation. The mediation panel may require the parties to attend the mediation.
The mediation session shall be undertaken within 28 days of the complaint being received by the State Secretary, or such other time as may be determined by the panel.

If an agreement can be reached, then the Disputes Tribunal panel shall endorse the agreement and shall report to the State Secretary.

If an agreement cannot be reached, then the Disputes Tribunal panel involved in the mediation shall advise the State Secretary of the outcome.

If an agreement cannot be reached through mediation, or if the mediation has not been finalised within two months of the day on which the complaint was received, then a party may, by request to the State Secretary, refer the matter to the next Disputes Tribunal panel in the rotation order for arbitration. The request for referral to arbitration must not be made later than fourteen days after the date on which the mediation panel advises the State Secretary that agreement cannot be reached.

If, after initial mediation of a dispute, the Disputes Tribunal panel considers that a dispute is frivolous or vexatious, it may, after giving the parties an opportunity to be heard in that regard, dismiss the dispute.

The Disputes Tribunal shall make such directions as to the conduct of its proceedings as it sees fit. The Tribunal shall not be bound by rules of evidence and shall be entitled to inform itself without the need of proof by any of the parties of such Party Rules, practices, history, and generally known matters within the party concerning any particular dispute.

The Tribunal shall conduct its proceedings in camera. The Tribunal shall allow such parties and their representatives and witnesses as are relevant to address it at such time and in such manner as it sees fit.

Where a party fails unreasonably to comply with the directions of the Tribunal, the Tribunal may take such steps as are appropriate in the light of such failure including but without limiting the generality thereof:

(a) where the party is the applicant dismiss the application without further hearing; or
(b) where the party is not the applicant restrict the party’s participation in the hearing of the dispute including restrictions of the party’s right to adduce certain evidence and including a total exclusion of the party from the hearing.

If a member of the Disputes Tribunal panel has a conflict of interest in relation to any matter before the Tribunal, that person must declare that conflict of interest and disqualify themselves from the Tribunal and their nominated alternate shall take their place.

Any panel determining a matter by arbitration shall provide written reasons for such decision.

Within fourteen days of the decision of the arbitration panel, a party may lodge a request for leave to appeal and the grounds for appeal with the State Secretary.

The appeals panel shall not grant leave to appeal unless it considers it is in the best interests of the Party to do so.

A party to a dispute may only appeal on the grounds that the arbitration panel has, in hearing and determining the matter, exceeded its jurisdiction in accordance with these Rules or is wrong in law.

Any appeal arising out of leave granted by the appeals panel under AP8(31) shall be presided over by that panel.

The question of leave to appeal a decision of the panel sitting in arbitration, and the appeal, shall be heard and determined within 28 days, or such other time as may be determined by the appeals panel.

The appeals panel shall provide written reasons for its decision.

POWERS OF THE DISPUTES TRIBUNAL

All parties to a dispute may be represented at the hearing of the application by any other member of the Party.

The Tribunal shall take all reasonable steps to ensure that all parties are given a full opportunity to properly present their case.

In determining a dispute the Tribunal may:

(a) where the dispute is pursuant to a preselection in accordance with Rule J:
   (i) declare the selection result void; or
   (ii) make recommendations to the General Returning Officer and the Administrative Committee as to the further conduct of the preselection.

(b) where the dispute is pursuant to AP8(16) impose no penalty or impose any of the following penalties on the person or persons against whom the conduct is alleged:
   (i) an admonition;
   (ii) a reprimand;
   (iii) a severe reprimand;
   (iv) a suspension for a specified period not exceeding twelve months of some or all of the rights of membership, including loss of continuity;
   (v) recommend to the Administrative Committee that the respondent be expelled (and in which case the person or persons shall be immediately suspended from membership until the next meeting of the Administrative Committee);

(c) in respect of any application (including applications referred to in (a) and (b) hereof):
   (i) make findings of fact;
   (ii) make declarations as to the validity or otherwise of acts or purported acts of Party Officers, members or units;
   (iii) make declarations as to the validity or otherwise of practices within the Party;
   (iv) make recommendations to the Administrative Committee to take certain courses of action either in respect of the subject matter of the dispute or generally;
(v) make recommendations to the Rules Committee as to proposed changes to the Rules;
(vi) dismiss the application;
(vii) allow amendment of an application at any time; or

(39) The State Secretary shall report to each regular meeting of, and shall advise, the Administrative Committee as to the status of all live disputes, listing all current complaints; dates of meetings held to consider these complaints; and any determinations and deliberations made.

(40) The Administrative Committee shall review any dispute that has not been concluded within twelve months of being initiated. The Administrative Committee may, by a two thirds majority, after reviewing a dispute and giving the parties an opportunity to be heard, dismiss the dispute if it has not been concluded within twelve months of the day on which it was initiated and if there are no reasonable prospects of resolution.

PUBLIC COMMENT

(41) Other than the State Secretary, no member shall make public comment concerning any matter that is before the Disputes Tribunal except with the permission of the Administrative Committee.

OTHER

(42) If, as part of the Disputes Tribunal’s deliberations, any member of the Disputes Tribunal reasonably believes an act of criminal dishonesty (including electoral fraud) has been committed, the matter should be immediately referred to the State Secretary for referral to the relevant law enforcement authority.

(43) Any Party member found guilty by the Disputes Tribunal of deliberate falsification of Branch records relating to membership shall be automatically expelled.

(44) The Tribunal shall notify all parties and the State Secretary of any determination made by it. Administrative Committee shall not endorse any report of the Disputes Tribunal until the disputes process has been completed in accordance with these Rules.

(45) A party to a dispute may also require the Disputes Tribunal to undertake further deliberation or clarification in order to ensure that all parties to a dispute are given natural justice in the determination of any matter.

(46) A complaint must be lodged with the State Secretary within 28 days of the event/matter that gave rise to the complaint.

(47) Any complaint not lodged within this time period in AP8(46) shall not be proceeded with unless otherwise determined by the Tribunal.
APPENDIX NINE

AP9 PARTY OFFICIALS – GOVERNANCE AND OPERATIONS

STATE PRESIDENT
(1) The State President shall be elected for a three-year term in accordance with the Direct Election Rule (Rule 56).
(2) All nominations for State President must be accompanied by a petition of two hundred (200) eligible Branch Members supporting the nomination of that candidate (see AR16).
(3) A candidate for State President must have five (5) years continuous financial Branch membership immediately prior to the opening of nominations and must not be an employee or a provider of paid professional services to the Party.
(4) No person may hold the position of State President for more than two consecutive terms, provided that an appointment to a casual vacancy in the position of State President shall not constitute a term for the purposes of these rules.
(5) The Administrative Committee may, by a two-thirds majority, appoint a person to fill a casual vacancy in the position of State President.
(6) If a casual vacancy in the position of State President has not been filled by the conclusion of the second ordinary meeting of the Administrative Committee following the casual vacancy arising, a fresh election shall be conducted for the position of State President in accordance with AP9.
(7) To avoid any doubt, regardless of whether the casual vacancy is filled by the Administrative Committee or by ballot, the period commencing on the date on which the casual vacancy is filled, and concluding at the next ordinary election of the State President, is not a term for the purposes of Rule AP9(4).

STATE SECRETARY
(8) The State Secretary is the chief executive officer of the Party and shall, subject to these Rules, be responsible for the administration of the Party on a daily basis.
(9) The State Secretary shall be elected by State Conference by an optional preferential ballot for a period of four years.
(10) In the event of the State Secretary leaving office for any reason, the Administrative Committee may appoint an Acting State Secretary to serve until the next State Conference.
(11) The State Secretary shall deliver a report to each meeting of the State Conference and Administrative Committee.
(12) The State Secretary shall be responsible to the Administrative Committee and shall sign a Contract of Employment agreed upon by the Administrative Committee.

ASSISTANT STATE SECRETARY AND ORGANISERS
(13) State Conference shall elect an Assistant State Secretary by optional preferential ballot for a term of four years.
(14) The Administrative Committee shall appoint Organisers from time to time as it sees fit.
(15) Each of the officials shall sign a Contract of Employment agreed upon by the Administrative Committee.
(16) In the event of the Assistant State Secretary leaving office for any reason the Administrative Committee may appoint an acting Assistant State Secretary to serve until the next State Conference.

STATE TREASURER
(17) The State Treasurer shall be appointed by the Administrative Committee for a term of three years.
(18) The State Treasurer shall be responsible for overseeing the finances of the Party in conjunction with the State and Assistant State Secretaries.
(19) The State Treasurer shall convene the Finance Committee and shall report to the Administrative Committee on a regular basis.
(20) The State Treasurer shall develop an annual budget for approval by the Administrative Committee.

GENERAL RETURNING OFFICER AND ASSISTANTS AND LOCAL RETURNING OFFICERS AND DEPUTIES
(21) The General Returning Officer shall be responsible for the organisation and conduct of all preselection ballots and plebiscites, including all elections by State Conference or by direct election, Electoral College and all Party Organisations in accordance with these Rules, except in the conduct of the ballot for GRO and AROs, the State President and State Secretary shall be responsible for the conduct of such ballot.
(22) The General Returning Officer and Assistant Returning Officers shall not:
(a) be an officer or employee of the Party;
(b) be a voting member or proxy of the Administrative Committee, Disputes Tribunal, Rules Committee or Electoral College;
(c) be a delegate or proxy to State Conference. The General Returning Officer shall have speaking but not voting rights as an ex-officio member of the Administrative and Rules Committees.
(23) All returning officers shall discharge their functions in accordance with the directions of the General Returning Officer.
(24) The General Returning Officer shall have sole authority to declare the results of each ballot referred to in AP9(21) and returning officers shall seek the authorisation of the GRO prior to declaring or releasing the results of any ballot.
(25) A returning officer who intends to nominate for selection as a delegate or candidate for the position for which that person is returning officer shall first stand down as returning officer. Any returning officer who has a conflict of interest in relation to any ballot they are involved in shall declare that interest and stand down as returning officer.
In particular the GRO and AROs shall declare an automatic conflict of interest in any ballot pertaining to their branch or local electoral council.

(26) For the purposes of conducting any preselection ballot under these Rules, the terms “General Returning officer” and “Assistant Returning Officer/s” shall have the same meaning as that given to the term “Returning Officer/s” under the Electoral Regulation 2002.

(27) Any person appointed under these Rules as a returning officer for a preselection ballot, who is otherwise eligible to vote in the preselection ballot, shall remain eligible to vote notwithstanding their appointment as the returning officer.

(28) In the event of the GRO leaving office for any reason, the Administrative Committee may appoint an Acting GRO to serve until the next State Conference. State Conference shall then elect the GRO and AROs for a new three-year term.

**VICE-PRESIDENTS**

(29) Three Vice-Presidents shall be elected by proportional representation for a three-year term in accordance with the Direct Election Rule (Rule 56).

(30) The election for Vice-Presidents shall occur in the calendar year following the election of State President.

(31) All nominations for Vice-President shall be accompanied by a petition of one hundred (100) eligible Branch Members supporting the nomination of that candidate (see AR16).
APPENDIX TEN

AP10 ALP CODE OF CONDUCT FOR FUNDRAISING

(DECISION OF THE 1994 CONFERENCE)

PREAMBLE

(1) Australia's political and economic stability is dependent on the strength of our democracy. The Labor Party believes that democracy in Australia will be strengthened by moderate and equal financial contributions from corporate Australia to both sides of politics.

(2) This code of conduct establishes the conditions that govern fundraising by the Labor Party at State, Territory and National levels. It is binding on all Labor Party branches, units and candidates for public office.

(3) Funds are raised by the Organisational wing of the Labor Party to assist candidates for public office to gain and/or maintain office.

(4) Funds are needed for policy development, Party administration and, most importantly, campaigning. All these political tasks must be carried out Federally and in each State and Territory.

(5) Each State, Territory and National Secretaries of the Labor Party have a responsibility to raise funds.

(6) Campaign responsibilities can overshadow the need for adequate funds to support a strong and effective Party organisation. Lack of funding for Party maintenance and administration not only drains the Party's ability to develop policy and membership, but also undermines Labor's ability to campaign effectively and therefore undermines the stability of Australia's political system.

ORGANISATION OF FUNDRAISING

(7) The Party's National Director of Fundraising is the National Secretary. State and Territory Directors of Fundraising are the relevant State or Territory Secretary.

(8) Each State and Territory Branch and the National Secretariat raise funds cooperatively but separately.

(9) The National Secretariat and each State and Territory Branch has a Finance Committee and a Fundraising Director. These individuals and their committees and/or donation collectors have sole responsibility for fund raising for their respective Branches. Each Branch organises its efforts independently and according to its own methods.

(10) The National Secretariat collects funds for national campaigning, maintenance of the National Secretariat and the support of various State Branches. These funds support the National Secretariat's role of national policy development, assistance to the Federal Parliamentary Party and maintenance of the Party's professional and voluntary organisation throughout Australia.

(11) State and Territory Finance Committees, all of whose members act in a voluntary capacity, collect funds from individual unions and corporations. Such funds complement the Party's income from normal membership dues and affiliation fees.

(12) State, Territory and National offices shall operate systems of 'centralised banking'.

(13) All local campaign and other Party accounts will be held under the relevant State or Territory central banking system with the relevant Tax File Number.

CONDITIONS

(14) The Labor Party observes a fundraising code of conduct. This code is fundamental to the integrity of the Party and its organisational and Parliamentary members.

(15) Parliamentarians can, and should, voice the Party's needs for funds or services and on occasions sign appeal letters.

(16) On reasonable request, Parliamentarians can, and should, speak or appear at Labor Party fundraising events.

(17) Members of the Parliament or candidates should not accept money or services on the Party's or their own behalf, above the amount of $3000 from any one source. Donations that are accepted must be held in appropriate Labor Party central banking accounts styled in the form: Australian Labor Party Campaign Account.

(18) Any funds held in accounts, or otherwise not under a State or Territory central banking system with the relevant Tax File Number, will be regarded by the Australian Labor Party and any other interested party as "personal accounts".

(19) Cheques should be made payable to the Australian Labor Party named account, not individuals.

(20) It is the legitimate responsibility of the relevant Fundraising Director, Finance Committee members and/or collectors to accept money on behalf of the Party.

(21) On the written authority of the relevant State, Territory or National Secretary, Parliamentarians or Candidates may act as fundraising agents for the Labor Party.

(22) Members of parliamentary executives may not be asked to act as fundraising agents or collectors.

(23) The detail of donations shall be publicly disclosed as per the requirements of the Commonwealth Electoral Act 1918.

(24) The Labor Party does not accept funds that are subject to conditions of any kind.

(25) Under no circumstances will the Labor Party accept funds which, even if only by inference, are intended to obtain the Party's support for specific actions, attitudes or public statements.

(26) Donors have a right to put views to the Party, but a right to no more than that.

(27) The Labor Party never raises funds on behalf of any other Party or Organisation.

(28) Candidates for public office who act outside these guidelines will be liable to sanctions by the relevant Labor Party Caucus or State or Territory Administrative Committee or other interested parties.
APPENDIX ELEVEN

AP11 PARTY ORGANISATIONS – GOVERNANCE AND OPERATIONS

AUSTRALIAN YOUNG LABOR (QUEENSLAND)

(1) All members of the Australian Labor Party (State of Queensland) shall between the date of their 15th birthday and 31 December preceding their 26th birthday be members of Australian Young Labor (AYL) (State of Queensland).

(2) A State Conference of AYL (Queensland Branch) shall be held annually on a weekend in April/May at a date and venue approved by the Administrative Committee on recommendation from the AYL State Management Committee. The State Secretary shall notify all Party units of the time and venue of the Conference.

(3) AYL State Conference shall be composed of all members eligible under AP11(1)

(4) Any member of AYL as determined by AP11(1) shall be eligible to nominate for any AYL position, provided that only women may nominate for Women’s committee.

AYL STATE MANAGEMENT COMMITTEE

(5) The AYL State Management Committee shall consist of:
   (a) a State President elected by optional preferential ballot;
   (b) three vice-presidents elected in one ballot by proportional representation;
   (c) a State Secretary and an Assistant Secretary/Treasurer to be elected in one ballot by proportional representation at least one shall be a woman provided a woman nominates;
   (d) 10 ordinary members, to be elected in one ballot by proportional representation, and at least one of whom shall be a regional member.

AYL STATE POLICY DEVELOPMENT COMMITTEE

(6) The AYL Policy Development Committee shall consist of:
   (i) a Convenor
   (ii) five ordinary members, to be elected in one ballot by proportional representation in accordance with the Affirmative Action Rule

AYL STATE WOMEN’S COMMITTEE

(7) The AYL State Women’s Committee shall consist of:
   (i) a woman Convenor and woman Deputy Convenor elected by proportional representation in one ballot;
   (ii) seven ordinary women members elected by proportional representation in on ballot; provided that only women delegates shall vote in (i) and (ii);
   (iii) women Management Committee members, who shall have speaking but not voting rights

ELECTION OF AYL COMMITTEES

(8) The positions as determined in AP11(5-7) and delegates and alternates to AYL National Conference as required, shall be elected annually in a plebiscite of all eligible members that shall be scheduled prior to AYL State Conference.

(9) The Administrative Committee shall determine the terms and conditions of the conduct of the ballot not covered otherwise by these Rules and shall be available to all candidates who seek office in accordance with this Rule.

(10) AYL State Conference shall consider reports from the AYL State Management Committee, other Committees of AYL and delegates and agenda items submitted by Young Labor Committees and Party units. Such other matters that are deemed of importance by the Administrative Committee or by the State Conference itself shall also be considered.

(11) The AYL State Management Committee shall, subject to the over-riding authority of the Administrative Committee:
   (a) be responsible for the overall administration of AYL;
   (b) liaise with and organise Young Labor Committees;
   (c) implement the policies and decision agreed to by the AYL State Conference;
   (d) conduct recruiting campaigns in conjunction with Young Labor Committees and Party units;
   (e) organise an annual State Conference, and such other conferences and meetings as are deemed necessary;
   (f) promote programs to educate industrially;
   (g) supervise the operation of all committees established under these Rules; and
   (h) create such other non-voting positions as may be deemed necessary.

(12) The AYL State Management Committee shall meet monthly. The quorum for such meetings shall be seven. Proxies shall be allowed in accordance with Rule 20.

(13) State Conference delegates who are members of AYL (Qld) and Women’s Committee Convenor may attend meeting of AYL State Management Committee, where they shall have speaking but not voting rights.

(14) Young Labor Associations may be established in each Federal Division or in special circumstances, part of a Federal Division or State Electorate when the Administrative Committee so approves on the recommendation of the Management Committee.

(15) The Administrative Committee shall also be empowered to establish Young Labor Committees in such other geographical areas as it and the relevant Party units see fit on recommendation of the AYL State Management Committee.

(16) All ALP members as described in Rule AP11(1) in areas where committees are established under AP11(11) shall be members of the Committee.

(17) Each local committee shall hold an annual general meeting not later than 31 March in each year. The
annual general meeting shall elect a Committee Convenor and a Committee Secretary and such other officers as are deemed necessary by the meeting, all of whom shall hold office until their successors are appointed.

(18) Young Labor Committees shall meet at least once in each quarter.

(19) Decisions made by Young Labor Committees on policy and other matter shall form agenda items for the AYL Annual State Conference.

(20) AYL Regional Conference may be held with the approval of the Administrative Committee, on the recommendation of the AYL State Management Committee.

LABOR WOMEN’S EXECUTIVE

(21) The objects of LWN are:
   (a) to further the objects, methods and platform of the Party;
   (b) to promote the organisation of women in the Party;
   (c) to educate women politically and industrially;
   (d) to promote affirmative action programs in favour of women; and
   (e) to support the selection and election of women candidates for public office.

LABOR WOMEN’S CONFERENCE

(22) A conference of women members of the Party shall be held first weekend in October at a venue determined by the Administrative Committee, including regional centres.

(23) All women who are members of the Party are members of the Labor Women’s Network, and shall be entitled to attend the Labor Women’s Conference and those women who have been registered members six months prior to the Conference shall be eligible to vote at the Conference.

(24) The agenda for the Labor Women’s Conference shall be prepared by the executive of LWN. Items for inclusion in the agenda shall be called from all Branches and Unions, and from individual women members.

(25) Labor Women’s Conference may submit items for inclusion in the agenda for State Conference.

LABOR WOMEN’S EXECUTIVE

(26) Labor Women’s Executive shall consist of:
   (a) (i) a President and two vice-presidents elected in one ballot by proportional representation;
      (ii) Secretary/Treasurer;
      (iii) seven ordinary members, at least one of whom shall be a regional member; and
   (b) an indigenous member nominated by the QILN for the term of the Labor Women’s Executive.

(27) The Labor Women’s Executive shall call meetings of rank and file women members of the Party at regular intervals.

(28) The Labor Women’s Executive shall elect:
   (a) an auditor;
   (b) a member of the Central Campaign Committee;
   (c) any other delegate that may be required.

(29) The Labor Women’s Executive may establish a Policy Working Group.

ELECTION OF LABOR WOMEN’S EXECUTIVE

(30) The positions as determined in AP11(26)(a) shall be elected in a plebiscite of all eligible women members in a ballot that shall be scheduled with and held in accordance with the Rules for the plebiscite for State Conference Branch delegates, provided that only women may nominate and vote for these positions.

(31) The Administrative Committee shall determine the terms and conditions of the conduct of the ballot not covered otherwise by these Rules and shall be available to all candidates who seek office in accordance with this Rule.

(32) No person shall hold the position of president, vice president or secretary for more than three consecutive terms, unless determined otherwise by a two-thirds majority of delegates at the Labor Women’s Conference.

(33) The Women’s Policy Committee shall report regularly to the Labor Women’s Executive.

(34) Members who are elected to the positions identified in AP11(26) and AP11(28) shall be elected for a term of three (3) years.

LABOR WOMEN’S NETWORK

(35) The Labor Women’s Network shall constitute the Queensland branch of the National Labor Women’s Network.

LABOR WOMEN’S REGIONAL COMMITTEES

(36) The Administrative Committee shall endorse the formation of Labor Women’s Regional Committees on recommendation of the Labor Women’s Executive. Each Labor Women’s Regional Committee shall be responsible for raising awareness of Labor Women’s Network activities and issues and shall be responsible for local fundraising.

QUEENSLAND INDIGENOUS LABOR NETWORK

(37) Membership of the QILN is open to all Aboriginal and Torres Strait Islander members of the Party.

(38) The objects of the QILN are:
   (a) to further the objects, methods and platform of the Party;
   (b) to promote the organisation of Aboriginal People and Torres Strait Islanders in the Party.

(39) Aboriginal and Torres Strait Islander members may form local Branches in accordance with Rule 13.

(40) The QILN Executive shall consist of:
   (a) Chairperson;
   (b) Deputy Chairperson;
   (c) Secretary/Treasurer; and
   (d) nine committee members, at least three members of whom shall be regional members providing sufficient regional candidates nominate.

(41) QILN Executive shall call meetings at least bimonthly. A quorum at such meetings shall be half plus one of the total number of filled executive positions, or four, whichever is the greater.
The QILN Executive shall appoint:

(a) a Policy Action Group Convenor and a Policy Action Group consisting of four other members in accordance with the Affirmative Action Rule;
(b) any other delegate that might be required.

QILN Executive shall be responsible for:

(a) the overall conduct of QILN activities;
(b) liaising with and organising QILN Branches;
(c) implementing policies and decisions of the QILN Executive;
(d) conducting awareness raising activities for Party units;
(e) encouraging Aboriginal People and Torres Strait Islanders to stand for office at all levels, particularly for Local, State and Federal elections.
(f) conducting recruiting campaigns in conjunction with other Party units; and
(g) convening meetings and other such events as are deemed necessary.

A representative of the QILN Policy Action Group shall represent QILN interests within formal Queensland Labor Party policy mechanisms and processes, including the Policy Co-ordination Council.

Election of the QILN Executive shall be held every three years.

LESBIAN, GAY, BISEXUAL, TRANSGENDER, INTERSEX AND QUEER / QUESTIONING (LGBTIQ) REFERENCE COMMITTEE

The LGBTIQ Reference Committee shall be known as Rainbow Labor Queensland (RLQ)

The objects of RLQ are:

(a) to further the objects, methods and platform of the Party;
(b) to promote the organisation of LGBTIQ members in the Party;
(c) to raise awareness of LGBTIQ issues within the Party;
(d) to educate members of the LGBTIQ community politically and industrially; and
(e) to support the selection and election of LGBTIQ candidates for public office.

A conference of RLQ members of the Party shall be held each year.

All LGBTIQ self-identifying members of the Party are members of RLQ, and shall be entitled to attend the Rainbow Labor Queensland Conference and those LGBTIQ self-identifying members who have been registered Branch members twelve months prior to the conference shall be eligible to vote at the Conference.

RLQ Conference may submit items for inclusion on the agenda for State Conference.

RLQ Executive shall consist of:

(i) two Convenors of different genders elected in one ballot by proportional representation.
(ii) Secretary/Treasurer
(iii) eight ordinary members; one of whom must be a regional member.

The RLQ Executive shall determine each year which Convenor shall attend State Conference as an delegate in accordance with Rule 17(2).

The RLQ Executive shall be elected for a term of three years in a ballot of all eligible LGBTIQ self-identifying members, provided that only LGBTIQ self-identifying Party members may nominate and vote for these positions, provided that only those LGBTIQ self-identifying Party members who have been registered Branch members six months prior to the opening of nominations shall be eligible to vote.

The Rainbow Labor Executive shall elect:

(a) an auditor;
(b) a member of the Central Campaign Committee; and
(c) any other delegate that may be required.

RULES COMMON TO ALL PARTY ORGANISATIONS

All ballots for Party Organisations shall be conducted in accordance with these Rules, including in accordance with Affirmative Action and regional representation procedures.

Casual vacancies for Party Organisation Executives that cannot be filled by countback shall be filled for the remainder of the term of office by resolution of the Party Organisation Executive.

A member shall be considered a regional candidate provided that they reside outside the region identified as the Brisbane City Council and adjoining local government authorities of Moreton Bay, Ipswich, Logan and Redlands.

Executive members of Party Organisations shall be entitled to seek leave to speak at State Conference during debates on motions relevant to their Party Organisation's area of policy interest.
APPENDIX TWELVE

AP12 ELECTORAL COLLEGE – OPERATIONS

1) The GRO shall conduct the local preselection ballot and the Electoral College ballot at the same time. The Electoral College ballot shall be counted at the same time as the local preselection ballot is counted.

2) Except where the Administrative Committee determines otherwise, the Electoral College shall be conducted by online or postal ballot. This ballot shall close no later than the close of the local preselection ballot. A locked ballot box shall be provided by the GRO for the hand delivery of postal ballots. The ballot box shall be sealed at the time of the close of the postal ballot and not opened until the ballot is counted.

3) Where there is more than one candidate in a preselection, each candidate shall be provided a list of Electoral College members and delegates including contact details. Each candidate may provide a personal and policy statement of up to 500 words to be circulated to all members of the Electoral College at the time members are provided balloting details.

4) The result of the Union component of the Electoral College shall be converted to the equivalent of 28 votes.

5) In a preselection for a state electorate or BCC Ward the General Returning Officer shall determine the value of the local preselection ballot as follows:
   (a) If the number of formal votes cast is 70 or less, no further conversion or recalculation of votes is required.
   (b) if the number of formal votes cast is more than 70 then the branch member ballot result must be converted to an equivalent of 70 votes in accordance with AP12(7).

6) In a preselection for a federal electorate the General Returning Officer shall determine the value of the local preselection ballot as follows:
   (a) If the number of formal votes cast is 210 or less, then the formal vote for each candidate is reduced to a value equal to 1/3 of the total number of formal votes received by that candidate.
   (b) if the number of formal votes cast is more than 210, then the branch member ballot result must be converted to an equivalent of 348 votes in accordance with AP12(7). Next, the formal vote for each candidate is reduced to a value equal to 1/3 of the total number of formal votes received by that candidate.

6A) In a preselection for the BCC Mayoral candidate the General Returning Officer shall determine the value of the local preselection ballot by
   (a) dividing 70 by the number of formal votes cast in the ballot to obtain the converted value of each vote.
   (b) multiply the votes received by each candidate by the converted value calculated in (a) above to obtain the converted vote for each candidate. The total of the converted votes for all candidates should equal 70 votes.

7) The converted votes for each candidate shall be calculated as follows:
   (a) divide 70 or 210, as appropriate, by the number of formal votes cast in the ballot to obtain the converted value of each vote.
   (b) multiply the votes received by each candidate by the converted value calculated in (7)(a) above to obtain the converted vote for each candidate. The total of the converted votes for all candidates should equal 70 votes.

8) The final votes for each candidate, as determined in AP12(5) or AP12(6) above shall be combined with the votes from the Electoral College and the candidate with the majority of the combined votes after the distribution of preferences, if required, shall be declared provisionally elected.

9) Before voting in accordance with sub-rule (4), the Electoral College shall receive a report from the General Returning Officer about whether the vote may trigger the Affirmative Action Rule and cause existing preselections to be rendered void.


APPENDIX THIRTEEN

AP13 PROPORTIONAL REPRESENTATION AND OPTIONAL PREFERENTIAL VOTING

PROPORTIONAL REPRESENTATION

(1) After the close of the ballot, voting papers shall be removed from the ballot boxes and scrutinised to exclude as informal all voting papers not complying with the requirements of Rule 53(7). The formal voting papers shall then be sorted according to the first preference shown for each candidate and the tally of each candidate shall be recorded in columns in a ‘count sheet’ on the basis of 1000 points for each vote on the voting paper.

THE QUOTA

(2) A ‘quota’ is to be calculated in accordance with the following formula: Total number of votes cast multiplied by 1000 divided by the number of vacancies to be filled plus 1. The result obtained is taken to the next whole figure, which becomes the quota.

(3) Subject to the Affirmative Action Rule, all candidates whose value of first preference votes equals or exceeds the quota shall be declared elected in the order of the number of points obtained commencing with the highest.

Note:
If declaring candidates elected, based on their having met quota, would result in fewer women being elected to the positions than required under these rules, then sufficient positions would need to be held open (ie by not declaring the relevant positions, and lower, elected) to allow for the AA requirements to be met. In other words, if one of the top two positions is not a woman, then the second man to meet quota, would result in fewer women being elected to the positions than required under these rules.

TRANSFER VALUE

(4) If the number of candidates elected in accordance with AP13(3) does not fill all vacancies, the preference votes of the elected candidates shall be distributed among the remaining candidates in the following manner:

(a) The first preference papers of the highest candidate shall be re-sorted according to the next preference shown for a candidate not yet recorded as elected or defeated (called a continuing candidate) and the total such papers allotted to each continuing candidate shall be counted. Voting papers that show no further useable preferences (called exhausted papers) shall also be counted.

(b) (i) The transfer value of each voting paper of the candidate whose surplus of first preference papers is being transferred shall be calculated by subtracting the quota from the value of that candidate’s preference papers and dividing the surplus by the number of useable papers (that is to say the total number of papers less the exhausted papers). The whole number part of the result shall be the transfer value and any remainder shall be entered opposite a remainders entry on the counting sheet.

(ii) If the transfer value found by AP13(4)(b)(i) is more than 1000, then each useable paper is given a value of 1000 points, and the remaining unused total shall be entered on the count sheet as exhausted papers.

(c) The value of the papers allocated to each continuing candidate shall be calculated by multiplying the number of papers allotted by the transfer value of each paper.

(d) Calculate the progress total for each continuing candidate and ensure that the grand total of all continuing totals agrees with the grand total of the first allocation of votes and of each previous progress total.

(5) The provisions of AP13(3) and AP13(4) shall then be applied successively until all surpluses have been allocated. Those Rules shall be applied to subsequent counts by allocating the surpluses of candidates in order of their elections, notwithstanding that a candidate subsequently elected may have been elected with a larger surplus than the candidate earlier elected.

(6) If a candidate receives an exact quota and no surplus, the candidate’s papers shall be set aside, and not used further in the election.

(7) When a candidate receives a surplus of points as a result of the preference distribution of another elected candidate, then only the last bundle of papers received producing the surplus is to be used in calculating the surplus to be distributed among the continuing candidates at a new transfer value and the earlier papers shall be set aside and not used further in the election.

EQUAL POINTS

(8) When two candidates are elected with an equal number of points, then the candidate with the highest number of points when they were last unequal shall be deemed to be first elected or elected as the case may be. If every previous progress total was equal, then the returning officer shall determine by lot which candidate is deemed to be elected first or elected as the case may be.

OPTIONAL DEFERMENT OF TRANSFER OF SURPLUS

(9) The returning officer may delay the transfer of a surplus, if the value of that surplus together with the value of any other surplus not yet transferred:

(a) is less than the difference between the quota and the highest progress total of a continuing candidate; and

(b) is also less than the difference between the progress totals of the two lowest continuing candidates.
ELIMINATION OF DEFEATED CANDIDATES FROM COUNT

(12) If all surplus points of elected candidates have been allocated and vacancies remain to be filled, then the vacancies shall be filled as follows:
(a) All affected candidates shall be eliminated as soon as affirmative action or regional representation requirements are met and shall have their papers distributed in accordance with (c) and (d) below except that the candidate with the highest total points shall be declared eliminated and that candidate’s papers shall be distributed.
(b) Subject to (a) above, all candidates with no points shall be recorded as defeated and their names removed from the count sheet.
(c) The candidate with the lowest total of points shall be declared defeated and that candidate’s papers shall be distributed bundle by bundle in the order in which they were received and allotted to each continuing candidate indicated as being preferred to any other continuing candidate at the same values at which the papers were originally received by the defeated candidate. Every bundle of papers is to be kept separate even though a candidate has other papers of the same transfer value.
(d) Rules AP13(7) to (12) shall apply to each bundle of papers dealt with in accordance with (c) above.
(e) When a candidate receives a quota by this method, no further papers shall be allotted to that candidate beyond the bundle which gave that candidate a surplus and the distribution of the defeated candidate’s papers shall be completed before the new surplus is transferred.
(f) The new surplus shall be transferred or delayed in accordance with the preceding Rules before another candidate is eliminated pursuant to this Rule.
(g) When it is necessary to eliminate a candidate and two or more candidates have equal progress totals lower than other progress totals, the candidate whose progress total was lower when they last had unequal totals shall be eliminated first. If those candidates were equal at every progress total, the returning officer shall decide by lot which candidate is to be eliminated first.

COMPLETION OF COUNT

(13) The procedure of transferring the surplus of successful candidates and of eliminating in succession the defeated candidate shall be continued until the election is finished. The election shall be finished when:
(a) the number of candidates recorded as elected equals the number of vacancies; or
(b) only one vacancy remains unfilled and two continuing candidates remain, in which case the candidate with the highest progress total shall be recorded as elected; or
(c) where the number of continuing candidates is equal to the number of vacancies not yet filled, all such candidates shall be recorded as elected.

OPTIONAL PREFERENTIAL VOTING

(14) The vote shall be formal if the number (1) is placed opposite one and only one of the candidates. Voters may express subsequent preferences for some or all of the remaining candidates if they so desire.
(15) A candidate who receives a number of votes greater than half the total number of formal votes (an absolute majority) shall thereupon be declared elected.
(16) If no candidate receives an absolute majority of votes the returning officer shall exclude the candidate with the lowest vote and distribute those votes according to the preference indicated. The returning officer shall continue to do this until either:
(a) a candidate receives an absolute majority; or
(b) only two candidates remain - in which case the candidate with the highest vote shall be declared elected.
(17) In the event of the final two candidates in a ballot obtaining an equal number of votes, the General Returning Officer shall declare the candidate with the highest primary vote to be the successful candidate. In the event that both candidates have equal primary votes the Administrative Committee shall select one of the candidates who received equal votes as the successful candidate.
(18) In the event that there are two or more candidates with the same lowest vote, the candidate to be eliminated shall be that candidate with the lowest vote who had the fewest votes at the previous distribution. In the event that this does not produce an elimination, then the returning officer shall eliminate on the same basis by the previous distribution, and so on. If after completing this procedure the returning officer is unable to eliminate an individual candidate, then the returning officer shall select the candidate to be eliminated by lot.
APPENDIX FOURTEEN

AP14 STANDING ORDERS: STATE CONFERENCE

ACKNOWLEDGEMENT OF COUNTRY

(1) The following Acknowledgement of Country is to be given at the commencement of each State Conference: The Australian Labor Party acknowledges the generations of traditional custodians who have performed ceremonies, conducted trade and maintained cultural practices on this country. In the spirit of reconciliation, the Australian Labor Party affirms its equal partnership with Aboriginal People and Torres Strait Islanders for the ongoing custodianship and maintenance of country throughout this state.

CHAIRPERSON

(2) The State President shall preside over State Conference. In the President’s absence a Vice President shall preside. If none of these Officers is available, a Chairperson shall be elected by and from Conference.

CREDENTIALS

(3) Each body represented at State Conference shall lodge with the State Secretary the names and addresses of delegates as early as practicable.

(4) In the event of any dispute to the credentials of any nominated delegate, State Conference shall appoint a Credentials Committee to take evidence and advise the proper delegate for the body concerned.

SESSION TIMES

(5) Conference shall meet at a time and place determined by the Administrative Committee, subject to the Constitution and Rules and in accordance with the agenda as recommended by the Agenda Committee.

ORDER OF BUSINESS

(6) The order of business shall be as recommended by the Agenda Committee and endorsed by resolution of State Conference.

(7) No discussion shall be allowed except on motion or amendment duly proposed and seconded.

(8) Any member desiring to propose a motion or amendment (in accordance with (10)), or to discuss any matter under consideration, must rise and address the Chair. No member shall address the Conference unless called by the Chairperson.

(9) All questions shall be determined in the following manner:

(a) The mover of the motion shall have five minutes to present argument in support of the motion and three minutes to reply.

(b) The seconder of such motion, and all other speakers, shall be limited to three minutes.

(c) The movers and seconders of motions and amendments must exercise the right to speak at the time of moving and not subsequently subject to the right of reply by the mover of the motion.

(d) Conference, on motion without debate, may extend the time of any speaker; such extension of the time shall not exceed three minutes. Conference may agree to further extensions on the same basis.

(e) The Chairperson shall call attention to the time of all speakers one minute before such time expires. Motions for extensions may be made when the chairperson so calls, but not later.

(f) After the motion has been moved and seconded, and no speaker rises to oppose or move an amendment, the chairperson shall proceed to put such motion to vote of Conference.

(g) All votes of Conference shall be subject to the following procedure:

(i) the Chairperson shall call upon those who support the question by calling “Yes” and those who are opposed by calling “No”; and

(ii) the Chairperson shall then declare the question carried or lost on the voices.

(iii) the Chairperson can repeat the call or ask for a show of hands if unable to judge the outcome of the vote.

(h) Any delegate not satisfied with the Chairperson’s decision may, by standing in that delegate’s place, call for a show of hands. The Chairperson shall proceed to determine the question by calling upon those who support the motion to raise their hand or bat and those opposed to act similarly. The Chairperson shall appoint two tellers to take the count and they shall be representative of the opposing viewpoints. When the tellers are agreed upon their count, the Chairperson shall declare the result by quoting the figures for and against.

(i) Any delegate not satisfied with the count as declared by the Chairperson may, by standing in that delegate’s place, call for a division. If supported by not less than seven (7) other delegates standing in their places, the Chairperson shall proceed to conduct a division. This shall be done by the roll of members eligible to vote being called with each member’s response being recorded against the member’s name.

(j) The names of all delegates participating in a division shall be recorded in the Minutes.

(k) When any question voted upon by Conference results in equal numbers for and against, the Chairperson shall declare such a question carried or lost.

(l) Any motion or amendment affecting the Pledge, Platform or Constitution of the Party shall be declared lost if less than a majority of delegates credentialled to the Conference vote for it.

(m) If a show of hands or division is called, the Chairperson shall allow three minutes for delegates to assemble on the floor of Conference to participate in the vote.
AMENDMENTS

(10) During debate on any motion it shall be competent for any delegate to move an amendment, provided the amendment has been submitted to the Conference secretariat for consideration by the relevant policy committee. All amendments must be seconded. Motions may be amended by adding words, by deleting words, or by deleting words and inserting others in their place, providing that the effect of any proposed amendments is not to establish a direct negative to the question contained in the motion. Minor changes to the wording of an amendment or motion can be accepted from the floor of Conference without notice, provided leave has been granted by the Conference.

(11) Any number of amendments may be proposed and discussed simultaneously with the original motion, notwithstanding Rule 59(17). At the close of debate amendments shall be put in order they have been moved.

IN COMMITTEE

(12) The Conference may resolve to suspend paragraphs 9 and 12-16 of these standing orders and move into committee in order to facilitate general discussion on a cognate matter. The Conference must resolve to resume standing orders in order for matters to be formally resolved.

OTHER PROVISIONS

(13) No member shall speak more than once to any question before the chair, unless by way of personal explanation or with the consent of the Conference. Such consent shall not be given unless by a majority of those present.

(14) At any time during debate on any question it shall be competent for the chairperson to accept a motion: ‘That the question be adjourned’, provided at least two speakers have spoken for and against. A member having spoken to the question shall not be competent so to move. Such motion shall be immediately put without debate.

(15) At any time during debate on any question it shall be competent for the Chairperson to accept a motion: ‘That the question be now put’, provided at least two speakers have spoken for and against. A member having spoken to the question shall not be competent so to move. Such motion shall be immediately put, however the mover of the original motion shall have the right of reply.

(16) On conference agreeing ‘That the question be now put’ it shall mean not only the question contained in the motion, but in any and all amendments.

(17) No question shall be debated for a longer period than half an hour, subject to Conference agreeing on motion or amendment put without debate to extend such time. A two-thirds majority of those present shall be required to approve any such extension.

(18) Motions directed towards the reconsideration of any decision reached by Conference shall fail unless carried by a three-fourths majority of the delegates credentialled to Conference.

(19) Not more than two delegates in succession shall speak for or against any question.

(20) All questions involving an interpretation of policy on any section of the Platform, or the direction of members of the Parliament in accordance with the principles and methods of the Party, shall be subject to decision by Conference on the basis of these Standing Orders and not by ruling of the President.

(21) Questions other than those contained on the agenda shall not be discussed unless agreed to by an absolute majority of the delegates credentialled to Conference, and no delegate shall canvass the subject matter of the proposed new business when seeking Conference approval for discussion of same.

(22) Rulings given by the Chairperson on any question shall be subject to motion calling upon Conference to disagree with any ruling. In the event of such motion, the mover shall be permitted not more than five minutes to support the motion and the Chairperson shall be permitted not more than five minutes to defend the ruling. There shall be no other speakers. A vice-president or any other delegate appointed by Conference shall occupy the chair during the currency of such motion.
APPENDIX FIFTEEN

AP15 CODE OF CONDUCT
BULLYING AND HARASSMENT POLICY

(1) All members of the Party should be able to participate in a wide range of activities in the Party free from fear of bullying and harassment.

(2) This policy emphasises the obligation of branch and party office officials of ALP (Qld) to maintain order at meetings and other events, and to emphasise the value that the Party places on participation by all members.

(3) The Party recognises that the occurrence of bullying, harassment, racism, sexism, homophobia or any other form of discrimination is contrary to its social justice policy. Social justice is the achievement of equality of opportunity and participation for all in society.

(4) This policy operates in conjunction with other provisions in these Rules and meeting procedures.

BULLYING AND HARASSMENT

(5) It is not acceptable for any member to bully or harass another member of the Party.

(6) Bullying is behaviour that is repeated and unreasonable, directed towards a member. Bullying can be engaged in by an individual member or by actions of a group of members.

(7) Harassment is behaviour that is unwelcome, unsolicited and usually unreciprocated behaviour by one member of another member that gives that member reasonable cause to feel offended, humiliated or intimidated.

(8) Conduct of this kind has no place in the Party and is at odds with the expanded objectives of the Party in AP3.

SEXUAL HARASSMENT

(9) Sexual harassment is a specific type of harassment by one member of another member.

(10) Sexual harassment is unwanted or unwelcome sexual behaviour, which reasonably makes a person feel offended, humiliated or intimidated.

(11) It is not acceptable for any member to sexually harass another member of the party.

(12) Conduct of this kind has no place in the Party and is at odds with the expanded objective of the Party in AP3.

MATTERS FOR DISPUTES TRIBUNAL

(13) For the avoidance of doubt, bullying and harassment is a matter that may be subject to a dispute referred to the Disputes Tribunal under AP8.
Administrative Regulations

Australian Labor Party (State of Queensland)

In accordance with Rule 4 of the Rules

As at July 2017
AR1 AFFIRMATIVE ACTION (RULE 7)
(1) Child-minding facilities shall be provided as required at State Conference, Labor Women’s Conference, and be recommended for all other Party units and forums.
(2) Party units should hold meetings in places where all members but especially women feel that they will be able to attend in safety.

AR2 UNION AFFILIATION (RULE 11)
(1) Each affiliated Unions’ affiliation shall be determined each year by an audit of the Union’s membership as at 30 June of the preceding year. This audit shall determine the Union’s maximum affiliation as:
(a) 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
(b) the number of members identified in (a) 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.
(2) Before 4:00pm on the last Friday in February in each year, each Union shall provide an independent audit report from the previous year and advice on the number of members the Union will affiliate on for the current year.
(3) The independent audit report and affiliation fee advice shall be provided to the General Returning Officer in a sealed envelope addressed “Confidential – Union Affiliation”. These envelopes shall be secured in a ballot box and opened in the presence of scrutineers at an agreed time and place following the date determined in AR2(2). Each affiliated Union is entitled to send a scrutineer.
(4) The affiliation fee is calculated by multiplying the Union capitation fee as determined by the Administrative Committee (AR15) by the number of members advised by the Union in accordance with AR2(1).
(5) Each Union’s affiliation fees shall be paid in full to the State Secretary by close of business on the last Friday in March. A Union shall be deemed to be unfinancial until such fees are paid in full.
(6) A Union’s affiliation for the purpose of determining State Conference delegates shall be based upon the three year rolling average of the Union’s affiliation for the current and two preceding years.
(7) If a Union fails to lodge an independent audit report by the date determined in AR2(2), the GRO shall use the Union’s previous year’s affiliation reduced by 15 per cent.
(8) A Union whose affiliation fees are in arrears shall be deemed unfinancial and shall not be entitled to exercise any rights conferred on Unions by these Rules.
(9) If an unfinancial Union fails to pay its annual affiliation fee within twelve months of the due date (see AR2(2)) that Union shall cease to be an affiliated Union. Such Unions shall only re-affiliate in accordance with Rule 10.
(10) Each Union shall comply with the following conditions in preparing the independent audit report:
(a) engage a registered company auditor; and
(b) request that the work performed in the audit be in accordance with Australian Auditing Standard 802 “The Audit Report on Financial Information Other than a General Purpose Financial Report” and Auditing Guidance Standard 1044 “Audit Reports on Information Provided Other than a Financial Report”.
(11) The independent audit report shall include:
(a) an audit certificate signed by the auditor which shall include advice as set out in AR16; a statistical return which shall include a figure determined to be equal to or less than the Union’s maximum; and
(b) affiliation as of 30 June of the year in question.

AR3 MEMBERSHIP (RULE 14)
MEMBERSHIP RENEWALS
(1) All membership subscriptions are payable to the Australian Labor Party (State of Queensland) through the State Secretary and all membership tickets shall be issued from the State Office.
(2) Party Members can choose to have Party membership automatically renewed by bank or credit card deduction. To do so, a member must provide the appropriate approval to the State Secretary. A membership card will automatically be forwarded following the bank or credit card deduction being honoured each year.
(3) The State Secretary shall post an ALP membership renewal notice to each member (other than those whose Party membership is automatically renewed by bank or credit card deduction) as soon as possible after 1 November in each year.
(4) The State Secretary shall issue membership tickets direct to members on receipt of the membership subscription and completed form.
(5) The State Secretary shall in January and February each year send the current membership print-out to each Branch Secretary, together with copies of the ALP membership ticket request form for issue to members who have not already renewed.
(6) Branch Secretaries shall notify, by circular, all members who have not renewed by February that they must renew with the State Secretary by 31 March otherwise their membership will lapse.
(7) Where membership subscriptions and completed ALP membership renewal notices are received by a Branch Secretary they shall be sent forthwith to the State Secretary.
(8) As soon as possible after 31 March, the State Secretary shall send to each Branch Secretary the current membership print-out.

STATE BRANCH MASTER LIST
(9) The State Secretary shall cause a list to be kept of the names, addresses and such other information as may be appropriate, of all financial members of the Party. This list shall be updated on a regular basis.
Applications for membership, registration with Branches and transfer from Branches (intrastate and interstate) shall be retained by State Office.

**TRANSFERS FROM INTERSTATE**

A member of a Branch of the Australian Labor Party outside Queensland shall, on taking up residence in Queensland and before the expiry of their existing membership, be allowed continuous membership of the Party (current to 31 December of the year in question) provided the member:

(a) applies to join the Queensland Branch and obtains a clearance from their current State Branch; and

(b) receives the approval of the Administrative Committee.

The member then has six months from the date of Administrative Committee approval to register with a local Branch in accordance with Rule 13 otherwise the member will be reclassified as an unregistered member.

**BRANCH MEMBER VISITING RIGHTS**

A Branch member may not be registered with more than one Branch, but may attend any meeting of any other Branch or Party unit or Party organisation. Visiting members shall announce themselves as such, may address members with the approval of a resolution of that meeting, but shall not originate a motion nor cast a vote nor in any other way participate in the business of the meeting.

**OBSERVERS AT STATE CONFERENCE**

Branch members, who are not delegates or their proxies, may attend meetings of State Conference as observers. The Chair may require such members to withdraw from the meeting where in the opinion of the Chair, there is sufficient reason why they should be excluded. Following the withdrawal of observers, the reason shall then be made known to State Conference. State Conference may decide by a majority vote that the observers be admitted or excluded and what, if any, conditions are imposed.

**IMPERIAL TITLES**

Any member who accepts an imperial title shall automatically cease to be a member of the Party. No person possessing an imperial title shall be admitted to membership of the Party, unless otherwise determined by the Administrative Committee.

**AR4 MERITORIOUS SERVICE AND LIFE MEMBERSHIP AWARDS (RULE 16)**

State Conference, and in exceptional circumstances the Administrative Committee, may on the nomination of a Branch or the Administrative Committee, made on the prescribed form (AR16) and taking into account the recommendation of the Awards Committee, grant any of the following Meritorious Service Awards:

(a) a Certificate of Merit to a member with 15 years meritorious service;

(b) a Long Service Certificate to a member with 25 years meritorious service;

(c) a Dedicated Service Award & Badge to a member of a Branch who has given 30 years dedicated service to the Party or where, in its opinion, extraordinary circumstances prevail which warrant the granting of the award.

(d) A Posthumous Meritorious Service Award.

Awards shall not be granted to any serving Member of Parliament (State or Federal) or full-time local government representative.

Meritorious Service Awards shall be numbered consecutively, and recorded in a registry at the State Office.

State Conference may award to members falling outside the requirements of AR4(1) if, in its opinion, extraordinary circumstances warrant the granting of such award.

A life member shall be presented with a gold badge at an appropriate ceremony approved by the State Secretary in consultation with the member’s Branch and the State Secretary shall issue a Life Membership Certificate that shall be sufficient for the member to obtain full Branch and plebiscite voting rights. A life member shall pay no membership fee. However, the State Secretary will issue a membership ticket each year to the life member.

State Conference may revoke the Life Membership granted to any person who in its opinion has acted against the interests of the Party. In all such cases, the reasons shall be recorded in the register.

Any person whose Life Membership is terminated (either by State Conference as provided above or otherwise under these Rules) or any person wishing to terminate their Life Membership shall return the gold badge and Life Membership Certificate to State Office and the State Secretary shall delete their name from the register and other records accordingly.

A life member of another State or Territory Branch shall, on taking up residence in Queensland, and complying with the provisions of AR3(11), be recognised and treated by the Queensland Branch as if they were admitted to Life Membership by the Queensland Branch itself.
AR5 STATE CONFERENCE (RULE 17)

VENUE FOR STATE CONFERENCE
(1) State Conference shall determine the host city for State Conference two years in advance that shall be either Brisbane or an appropriate provincial city, provided that no more than two successive ordinary State Conferences are held in Brisbane. The Administrative Committee shall then choose an appropriate venue within that city.

WHEN HELD
(2) State Conference must be held each year. State Conference shall be held on the long weekend in June each year, provided that in consideration of contemporary political circumstances, the Administrative Committee may set an alternative date for the Conference.

STATE CONFERENCE AGENDA
(3) Items for consideration by State Conference must be received by the State Secretary at least two months before the State Conference to which they are directed. They are to be submitted in writing and bear the name of the constituent unit submitting them. The State Secretary shall refer any item received to each relevant Policy and Standing Committee, which shall report to State Conference on the matters referred to it.
(4) The State Conference or the Administrative Committee may give leave to allow late items to be placed on the State Conference agenda.

AGENDA COMMITTEE
(5) At least three months prior to each State Conference, the Administrative Committee shall elect by proportional representation five persons, at least two of whom shall be women, to serve on the Agenda Committee for the State Conference.
(6) The State President, State Secretary and the GRO shall be ex-officio members of the Agenda Committee.
(7) A quorum for meetings of the Agenda Committee shall be four.
(8) The powers and duties of the Agenda Committee shall be:
(a) recommend the conference agenda to the meeting of State Conference;
(b) after consultation with the Administrative Committee, Policy and Standing Committees, to recommend to Conference the time of the presentation by each Committee of its report and recommendations; and
(c) to circulate to each delegate, at least 21 days before Conference, an agenda for all relevant Committee reports.

FINANCIAL DELEGATION FEES, EXPENSES AND EQUALISATION LEVIES
(9) Each constituent unit represented at State Conference shall pay a fee in respect of each delegate in attendance or, in the case of a Union, a fee for each vote exercised by that Union (see AR15). Parliamentary and Brisbane Municipal Labor Party delegates will have their fee paid from the relevant Parliamentary Levy Fund.
(10) Subject to equalisation of Branch member travel, travelling and other expenses shall be the responsibility of the constituent unit involved, provided that delegates elected by endorsed Labor Councillors may lodge a claim for reasonable expenses with the State Secretary.
(11) The Administrative Committee shall strike a levy on all FECs based to equal half the cost of the Branch delegate travel. The levy will be struck based on the estimated cost of delegates travel at least six (6) weeks prior to the State Conference. No delegate from an FEC will be entitled to be credentialed to the Conference until the FEC has paid the above levy owing to the Administrative Committee. The difference between the actual and estimated cost of the travel equalisation will be either credited or debited to the FEC, as soon as practicable after the Conference.

AR6 UNIONS (RULE 10)

QUEENSLAND LABOR ADVISORY COUNCIL
(1) The Queensland Labor Advisory Council shall meet regularly and shall consist of:
(a) the Leader, Deputy Leader and members of the Cabinet/Shadow Cabinet of the State Parliamentary Labor Party;
(b) the State President and State Secretary, who shall be responsible for convening the Advisory Council;
(c) a party member nominated by the QCU;
(d) a party member nominated by each affiliated union; and
(e) other union and/or political representatives that the Advisory Council agrees to invite.
(2) The role of the Queensland Labor Advisory Council shall be to provide a formal consultative and campaign mechanism between the Party and the union movement.

AR7 PARTY UNITS (PART H)

ELECTORAL COUNCILS

LEVIES ON BRANCHES
(1) The procedure for applying levies to Branches shall be:
(a) Notice of Motion of the levy shall be given at a meeting of the electoral council.
(b) Such notice shall be conveyed in writing to each Branch.
(c) At the subsequent meeting Branches shall indicate, preferably in writing, their attitude towards the proposed levy.
(d) If a majority of Branches is in favour of the levy or an amended levy, then the electoral council shall agree, by motion, to this.
(e) A Branch that does not indicate an attitude to the proposed levy shall be taken as being in agreement with the levy.
(f) The Secretary of the electorate organisation shall then convey to the State Secretary the terms of the proposed levy together with a statement that the Rules have been complied
with and that a majority of Branches approve.

(g) The State Secretary shall place this correspondence before the Administrative Committee and if the Administrative Committee so desires before a levy subcommittee of the Administrative Committee.

(h) The State Secretary shall inform the electoral council secretary of the Administrative Committee’s decision and the levy shall be binding on constituent Branches from that date.

(2) If the levy is struck on a per capita basis an average of the number of members per Branch is calculated by dividing the total membership in the electorate by the number of Branches. No Branch shall pay a levy less than the average, while Branches above the average will pay on their actual number of members.

(3) A levy shall be payable and due six months after it has been approved by the Administrative Committee. After that date a Branch that has not paid the levy shall be deemed unfinancial and application may be made to the Administrative Committee to remove the vote from delegates until all arrears are paid.

(4) Where a Branch has simultaneous affiliation with more than one FEC, SEC or MEC, it shall pay half levy if affiliated to two (or one third if affiliated with three) FECs, SECs or MECs.

(5) Branches that have not paid registration fees under these Rules shall be deemed unfinancial and no delegates from such Branches shall be eligible to vote.

EXPENSES OF DELEGATES

Each delegate claiming reimbursement of expenses shall at the close of each meeting present to the secretary a detailed statement of such expenses actually incurred. The secretary shall calculate the total of such expenses, and each Branch shall be liable forthwith, subject to AR7(4), to an equal proportion of such total expenses.

CIRCULARISING PARTY UNITS AND OTHER PARTY ORGANISATIONS

Party units and other Party organisations shall not consider any resolution originating outside the Party affecting the platform or policy of the Party, or its general welfare, which does not reach it through the Administrative Committee.

Officers of Party Units and other Party organisations shall not submit to their organisations, and Party units and other Party organisations shall not receive or consider any communication from any communist party or fascist party, or any affiliate of any such party, or from any society, association, Union or group of persons having a constitution, platform or objective contrary to the policy of the ALP as set out in this Constitution and these Rules.

Any propaganda put out by a Party unit or other Party organisation shall be in complete agreement with the Rules and Platform of the Party. A copy of all propaganda produced must be sent promptly to the State Secretary.

(10) Any questions relating to the organisation, platform and policies of the Party on which Party units wish to seek a general opinion shall be circularised by the State Office on payment of a fee that will meet the cost of such correspondence. Until the Administrative Committee otherwise decides the fee shall be $33.00.

DISSOLUTION OF PARTY UNITS

(11) When any Party unit has organisational problems the president and/or Secretary shall immediately notify its SEC and the State Secretary.

(12) The Administrative Committee may dissolve any Party unit where the Administrative Committee is satisfied the Party Unit: (a) is violating the Constitution and Rules or infringing the principles or platforms of the Party; or (b) has ceased to function in accordance with the Rules; or (c) has failed to meet the financial reporting and electoral disclosure requirements of Party Units.

(13) The Administrative Committee shall, in the event of cancellation taking place, be free to re-organise a new Party unit in the area in which the cancelled Party unit operated.

(14) No motion for closure of a Party unit shall be voted upon unless notice of motion has been given in writing to the relevant SEC, if any, and to the Administrative Committee.

(15) In the event of the number of financial members of a Branch falling below seven, the Branch may be dissolved. This determination shall be made by the Administrative Committee, following a report from a State Organiser.

(16) On dissolution of a party unit for any reasons, the funds remaining to its credit, as well as the books and all other property in the actual possession of the unit, shall be forthwith forwarded to the State President and State Secretary of the party to be held by them for such purposes as the Administrative Committee may from time to time determine.

(17) On dissolution of a Branch, the Administrative Committee may transfer the members of that Branch to another Branch.

(18) Where two or more Branches have resolved to amalgamate to form one Branch, the Administrative Committee may amalgamate the affected branches to form one branch and transfer membership and assets of the affected branches to the new amalgamated branch.

(19) When a Party unit closes or ceases to function, whether voluntarily or by direction of the Administrative Committee, another such unit shall not be established in the same area until the financial obligations of the closed Party unit to State Office and to the MEC, SEC, and FEC (if any) have been discharged to the satisfaction of the Administrative Committee, or waived by it.
AR8 PUBLIC OFFICE (PART I)

MEMBERS’ OFFICES AND RESIDENCES

(1) Members in Parliament and members in the Brisbane Municipal Labor Party will immediately after election establish an office at an appropriate site, able to service the electorate represented. Any Member proposing to establish or transfer an office shall advise the State Secretary.

(2) Following each Senate election, elected Senators shall agree and advise the Administrative Committee on the location of a senate office in Central Queensland and a senate office in North or Far North Queensland. If agreement cannot be reached, the Administrative Committee will determine which Senator’s offices shall be located in the regions above.

(3) Newly-elected senators must seek approval from the Administrative Committee on the location of their senate office prior to making a request to the Commonwealth Government.

(4) Each Queensland Senator, Federal Member and State Member shall reside in Queensland.

ADOPTED MEMBERS

(5) A system of Federal and State Adopted or Duty Electorates shall be established under the control of the State Secretary to cover those electorates where there is no sitting Federal or State member. The allocation of Adopted or Duty Member/Senator shall be done in consultation with the appropriate Federal (Queensland Members/Senators only) or State caucus.

MEMBERS’ PERSONAL STAFF

(6) Each Queensland Senator, Federal Member, State Member and B.C.C. Councillor shall ensure that each person employed on the Member’s personal staff is a financial member of a relevant Union.

AR9 NOTICE FOR CALLING OF NOMINATIONS

DELETED 2015 STATE CONFERENCE

AR9 EXPENDITURE OF FUNDS (RULE 26)

(1) Funds can only be expended under Rule 26(8) in reliance upon a resolution properly made prior to the funds being expended by a Party Unit or Party organisation which:

(a) identifies the purpose for the expenditure and the amount of funds to be expended; or

(b) identifies the purpose for the expenditure and the maximum amount to be expended if that maximum is consistent with an expenditure budget previously adopted by the Party Unit or Party organisation.

(2) If an expenditure is urgent and cannot be reasonably authorised by the Party Unit or Party Organisation prior to being expended and is less than $500, the Executive of the Party Unit or Party Organisation may by resolution authorise the expenditure. The Executive must obtain the endorsement of any such expenditure forthwith from the Party Unit or Party Organisation.

AR10 VERIFICATION AND VOTING ROLLS (RULE 44)

VERIFICATION

For continuing members:

(1) On or immediately after the 31 January (the cut-off day) in each year the State Secretary shall acquire an electronic electoral roll for the entire State from the Commonwealth or State Electoral Commissions and the place at which each Branch member is enrolled shall be deemed their enrolment address regardless of their alteration of enrolment until the next cut-off day.

For new members joining 1 February to 31 July:

(2) On or immediately after the 31 July (the cut-off day) in each year the State Secretary shall acquire an electronic electoral roll for the entire State from the Commonwealth or State Electoral Commissions and the place at which each new Branch member (joining 1 February to 31 July) is enrolled shall be deemed their enrolment address regardless of their alteration of enrolment until the next cut-off day.

(3) A sub-committee, appointed by the Administrative Committee in December each previous year, shall verify each member based on data matching Party records with the electronic roll obtained according to AR10(1) or (2) taking into account any alterations required.

(4) The verification process shall determine the following:

(a) all members who are currently eligible or will become eligible in the 6 month period from the cut-off day, whose enrolment and party records match at the cut-off day (verified);

(b) all members who are currently eligible or will become eligible in the 6 month period from the cut-off day, whose enrolment and party records DO NOT match at the cut-off day (unverified); and

(c) all other members who will not qualify (see Rule 44) in the 6 month period from the cut-off day.

(5) The State Secretary shall also prepare a list of members under 18 and Special Category Visa holders (Subclass 444), and verify in accordance with (4) above, and residency in lieu of the “enrolment address” for the purposes of (1) or (2) above shall be verified on completion of a residency verification form (see AR16) and the presentation of certified proof of identification documents provided before the relevant cut-off day.

(a) member must submit a combination of documents for verification. A total of three verification documents are required. These include:

- Current driver license issued by an Australian State or Territory
- Proof of age card or Photo Card issued by an Australian state or territory or an Australian education institution.
- Medicare Statement
- Centrelink Statement
- Motor vehicle registration or insurance papers
Voting Roll

The General Returning Officer with the assistance of the sub-committee appointed by the Administrative Committee, shall prepare a roll of eligible plebiscite or preselection voters from the lists provided for in AR10(3–5), provided that members on the certified list have maintained continuous financial Branch membership and and (with the exception of members who qualify in accordance with Rule 44(2)) remain enrolled in accordance with the Commonwealth and State electoral acts at the close of nominations. This document shall be the “Voting Roll”. The following provisions apply to the preselection roll:

(a) the Voting Roll shall include each member who resides or is enrolled in the relevant electorate, pursuant to AR10(1) and AR10(2);

(b) any party member whose name appears on the preselection roll but is not eligible to vote in the ballot because they have not complied with the Party’s Rules for eligibility to vote in a ballot, shall have a line drawn through their name and shall not be eligible to cast a vote. A notation must also be made against the name of such person indicating the reason for their ineligibility. The roll must contain for each eligible voter, the member’s name and address as shown on the Party’s membership records;

(c) the Party’s registered officer must certify that the persons on the Voting Roll of eligible voters are eligible to vote in the ballot pursuant to the Rules of the Party;

(d) the certification referred to in (c) above shall form part of the report required under the provisions of the Electoral Act 1992 and Electoral Regulation 2002.

(11) The returning officer shall make the Voting Roll available for inspection by any candidate in the ballot or any other Party member enrolled in the relevant electorate or ward:

(a) free of charge;

(b) at the address indicated in the notice that called for nominations of candidates for the preselection ballot; and

(c) at such times as indicated in the Notice calling for nominations, during a period that commences the day after nominations close and ends 30 days after the closing time for the preselection ballot;

(12) The General Returning Officer shall ensure that copies of the Voting Roll for the relevant division, electorate, area or ward are provided to all candidates at the same time, either on the close of nominations or on the completion of the Voting Roll as soon as possible thereafter so the candidates will have the maximum opportunity to canvass eligible voters.

(13) Candidates in any plebiscite and/or preselection ballot shall be supplied with regular updates of pre-poll and absentee requests.

(14) Each candidate shall be responsible for providing any challenges to the Voting Roll to the General Returning Officer, who shall provide a written response to all candidates either agreeing with or rejecting the challenge.

(15) Any issues relating to the Voting Roll must be raised with the GRO who shall make any relevant ruling. The GRO’s ruling may be challenged by further reference to the Disputes Tribunal in accordance with these Rules.

(16) Any candidate who fails to advise the GRO of any challenge or related matter and takes these issues into forums outside the Party shall be referred immediately to the Disputes Tribunal that shall have the power to withdraw the candidate’s endorsement.

AR11 NOMINATIONS (RULE 45)

(1) The Administrative Committee shall determine the time and date for the opening and subsequent closing of nominations. The General Returning Officer shall then provide the notification to the Party membership pursuant to the provisions of these Rules.

(2) When first calling nominations for public office, the Administrative Committee shall, except where otherwise decided by two thirds majority, call nominations for all seats in that tier of government within the 40 per cent range as defined in AP12(9).
(3) In the case of nominations for elections for public office the General Returning Officer shall, unless otherwise decided by the Administrative Committee (and such decision shall not be inconsistent with the provisions of the Electoral Act 1992 and Electoral Regulation 2002 make arrangement for notification to be placed in relevant Party publications to be circulated to Party members and affiliated Unions.

(4) In the case where no nominations are received by the closing date, nominations shall remain open until the Administrative Committee decides otherwise, at which point the Administrative Committee shall determine the process for calling and notifying further nominations.

(5) A period of at least one month must elapse between the publication of the advertisement and the closing of nominations, provided that in cases of urgency the period may be reduced by the Administrative Committee.

(7) A fee shall be paid to the General Returning Officer by each nominee at the time of lodgement of a nomination for any internal plebiscite as provided for in AR15.

(8) The nomination of a candidate for preselection must:
   (a) be in writing;
   (b) be signed by the nominee;
   (c) be received by the General Returning Officer before the closing time for nominations;
   (d) comply with any other requirement for nomination as set out in these Rules; and
   (e) comply with all relevant provisions of the Electoral Act 1992 and Electoral Regulation 2002.

(9) A nomination shall be informal for any of the following reasons:
   (a) if it is received in the hands of the General Returning Officer or the nominee of the General Returning Officer at State Office after the advertised hours of closing nominations. It is the responsibility of the nominee to ensure that the nomination is properly received;
   (b) if it is not accompanied by the Party’s pledge, duly signed by the candidate and witnessed.

(10) A candidate shall nominate on the required form (see AR16), as appropriate. Candidates in accordance with Rule 38, must submit with their nomination form, a Levy Deduction Authority (see AR16).

(11) A nominee for a preselection ballot may withdraw his or her nomination by giving, before the closing time for nominations, by written notice of the withdrawal to the General Returning Officer for that preselection ballot. If the nomination is withdrawn under this Rule, then the candidate’s nomination is taken never to have been made or accepted.

(12) As soon as possible after the closing time for nominations the General Returning Officer must decide in relation to each nomination whether it will be accepted. The General Returning Officer must and may only accept a nomination if the nomination complies with the (8) above. If a nomination is not accepted the nomination is taken never to have been made.

(13) Where the General Returning Officer at the time for the closing of nominations has received more than one eligible nomination then the provisions of this Rule shall apply:
   (a) as soon as possible after the closing time for nominations for a preselection ballot the General Returning Officer must give written notice to each of the candidates for the preselection ballot whose nomination is accepted;
   (b) the notice to candidates for the preselection ballot must state the following:
      (i) how the preselection ballot will be held;
      (ii) if voting is to be by attendance voting when and where a person will be able to vote;
      (iii) if voting is to be by postal voting:
         (a) the closing time for postal voting; and
         (b) the address at which the postal vote must be received.
      (iv) if voting is to be partly by attendance and partly by postal voting, the information contained in paragraphs (ii) and (iii) above; and
      (v) that a candidate for the preselection ballot or any other Party member enrolled in the relevant electorate or ward may inspect the preselection roll for the preselection ballot:
         (a) free of charge;
         (b) at the address stated; and
         (c) at the time stated and during the period that starts the day after the closing time for nominations and ends 30 days after the closing time for the preselection ballot.
   (vi) a candidate may appoint a scrutineer to act for the candidate.

(b) the information contained in the notice shall not in any way be inconsistent with information that was contained in the notice that called for nominations for the particular preselection ballot.

(d) in the case of preselection ballots for state and local authority elections, a copy of the model procedures (Schedule 1 of the Electoral Regulation 2002) shall be provided to each candidate, who must give the GRO a written acknowledgement of receipt of the procedures (AR16).

AR12 CONDUCT OF BALLOTS (RULE 52)

(1) The General Returning Officer shall advise all Branches affiliated to the relevant division, electorate, local authority area or ward of the calling of nominations for a preselection ballot and advise each eligible voter in writing of the date and places where the poll is to be taken and the hours of polling.

BALLOT PAPERS

(2) The GRO must as soon as possible after the closing time for nominations prepare ballot papers for the preselection ballot, which must:
(a) list the surname of each candidate for the preselection ballot followed by the candidate’s other names; and
(b) describe how a voter is to mark the ballot paper to indicate unequivocally for whom the voter intends to vote. The ballot paper shall have printed on it instructions as stated in Rule 53(6).

(3) For a vote to be formal it must have the number 1 placed against only one of the candidates. If the number 1 is duplicated or missing that will render the vote informal. A formal vote shall be transferred and distributed as set out in these Rules until it lacks a sequential number or a number is duplicated. At that point the voting papers shall be declared exhausted.

(4) The GRO must decide by lot, the order that the candidates names shall appear on the ballot paper. The drawing of such lots shall be open for any candidate and/or their designated scrutineer to observe.

VOTING

(5) A person may assist an eligible preselection voter who is unable to vote without the help of another person, where that person does not themselves attempt to improperly influence the preselection voter in the casing of their vote.

(6) Where in any plebiscite or preselection ballot the number of impounded votes could affect the result the General Returning Officer will make a determination in respect of each impounded vote. Any information or documents required by the GRO shall be forwarded by registered mail. Should an unsuccessful candidate dispute the decision all relevant material will be placed before the Disputes Tribunal for a decision.

(7) Following the count of votes the marked register identifying ordinary voters and absentee voters differently will be made available to candidates and scrutineers for examination.

(8) A vote shall be ruled formal if the voter’s intention is clear.

(9) Each returning officer shall, at the earliest opportunity report to the GRO any irregularity or breach of Rules or any complaint in connection with a plebiscite or preselection ballot, so that the matter may be determined by the GRO. If that determination results in further complaint or protest, the matter will be placed before the Disputes Tribunal for decision.

SCRUTINEERS

(10) A scrutineer for a preselection ballot may be present on any of the following occasions:
(a) for a stand up/attendance ballot, when a ballot paper is given to an eligible preselection voter;
(b) for a postal vote, when the return envelope is opened and the declaration envelope is scrutinised;
(c) when votes are scrutinised and counted;
(d) when online votes are released and online vote reports are generated.

(11) The scrutineer for a preselection ballot may:
(a) be the candidate; or
(b) a person, who is a member of the ALP, who is appointed by the candidate to act as their scrutineer;

(12) An appointment under AR12(11)(b) must:
(a) be in writing; and
(b) be signed by the candidate; and
(c) be given to the preselection returning officer before that person acts as scrutineer.

COUNTING THE VOTE

(13) No counting of any votes in any preselection ballot shall be commenced until such time as the returning officer has given reasonable written notice to each candidate of the time and location where the ballot will be counted. Under no circumstances will the returning officer break or interfere with the seal or cover on any packet of ballot papers or ballot boxes until the time so notified for the count.

(14) The returning officer shall, at the appointed time and in the presence of scrutineers, open the ballot box/es and count the votes received.

(15) If the preselection ballot includes postal voting, the returning officer:
(a) must open each returned envelope; and
(b) must take out each declaration envelope; and
(c) after ensuring:
(i) the declaration on the declaration envelope is signed; and
(ii) that the preselection returning officer is satisfied as to the identity of the signatory;
(iii) the preselection roll does not indicate that the voter mentioned on the declaration envelope has previously voted; must:
(d) beside the voter’s name, mark the preselection roll with a notation to indicate a declaration envelope has been received from the voter; and
(e) take the ballot paper out of the declaration envelope in a manner that preserves the secrecy of the ballot; and
(f) place the ballot paper into the sealed ballot box.

(16) After the completion of the count all ballot papers and ballot material relating to that preselection ballot shall be placed into a sealed envelope and shall be delivered to the General Returning Officer immediately after the count.

(17) In the event that two candidates record the same number of votes in a preselection ballot, then Rule AP13(17) shall apply.

PRESELECTION BALLOT REPORT

(18) At the conclusion of the count of a preselection ballot, the GRO shall certify the result and prepare a written report and forward that to the Administrative Committee.

(19) The report on the conduct of the preselection ballot must:
(a) include a reconciliation of the preselection ballot papers as at the time the preselection ballot closes; and
(b) be included in the Minutes of the next meeting of the Administrative Committee.
(20) The reconciliation of preselection ballot papers must show the aggregate of:
(a) the number of ballot papers issued (including duplicate ballot papers issued at the request of eligible postal voters and replacement ballot papers issued at the request of stand up/attendance voters when previously issued ballot papers are spoiled); and
(b) the number of ballot papers unused equals the number of preselection ballot papers printed.

RETENTION OF DOCUMENTS

(21) For each preselection ballot for public office, the GRO must forward each of the following documents to the Party’s registered officer:
(a) a copy of the notice calling for nominations;
(b) all nominations of candidates for the preselection ballots, including nominations that were withdrawn or not accepted;
(c) any notice of withdrawal of nominations;
(d) a copy of the relevant sections of the certified list used to compile preselection roll for the ballot;
(e) a copy of the notice given to candidates detailing the preselection ballot process;
(f) a copy of the preselection roll;
(g) all ballot papers that were issued in duplicate or not issued but printed;
(h) where the preselection ballot included postal voting, any return declaration envelopes received by the returning officer;
(i) for each scrutineer for the preselection ballot appointed to act for a candidate, a copy of their written appointment letter;
(j) a document indicating the total number of formal votes and the number recorded for each candidate and the number of informal votes;
(k) the certification and report mentioned in AR12(18); and
(l) a copy of any minutes of any Party unit or organisation for which the preselection ballot was conducted.

(22) The Party’s registered officer shall retain these documents:
(a) for a preselection ballot for an election, until the day the writ is issued for the next General Election after that Election; or
(b) for a preselection ballot for an election for a Local Government, until the cut off day for the voter’s roll for the next quadrennial election of a Local Government after that Election.

(23) The GRO shall retain all relevant documents for all other Party ballots.

POSTAL BALLOTS

(24) Each candidate may send a scrutineer to be present when ballot papers are prepared for posting. Such scrutineers may examine the register and may accompany the local returning officer to the letter receiver where the voting material is posted. Where no scrutineer is available the local returning officer shall arrange for a witness nominated by the president, or in the president’s absence the secretary, of the relevant electorate organisation.

(25) The returning officer shall cause to be sent to each person on the register:
(a) an initialised ballot paper;
(b) an instruction sheet;
(c) a declaration envelope; and
(d) a tamper proof return envelope addressed to the returning officer for the purpose of returning the ballot paper.

(26) The returning officer must post the voting material to each eligible postal voter in sufficient time for that voter to receive the voting material and to return the ballot paper to the preselection returning officer before the closing time for postal voting.

(27) If at the voter’s request, the returning officer gives the voter duplicate voting material, the returning officer must beside the voter’s name mark the preselection roll with a notation to this effect;

(28) The returning officer must give the voting material to an eligible postal voter in a sealed envelope:

(29) If the voter has given the return envelope written notice of an address for that voter other than the address that is shown on the preselection roll, then the voting material must be posted to the alternative address, otherwise, the voting material must be posted to the voter’s address as is shown on the preselection roll.

DECLARATION ENVELOPE FOR POSTAL VOTING

(30) A declaration envelope for a postal vote will include:
(a) the voter’s name; and
(b) the following statement: “I certify that I am the person whose name appears on this envelope and I have voted on the enclosed ballot paper”;
(c) a space for the voter’s signature below the statement mentioned in paragraph (b) above.

(31) To make a postal vote in a preselection ballot, an eligible postal voter must:
(a) complete the ballot paper; and
(b) put the completed ballot paper inside the declaration envelope described in AR12(30); and
(c) complete the declaration envelope; and
(d) place the declaration envelope inside the return envelope; and
(e) return the return envelope to the returning officer so that it is received by the closing time for postal voting.

(32) Each candidate may appoint in writing one scrutineer to be present at the clearance of the locked bag, the opening of the ballot box and for subsequent counts relating to that Division, Electorate, Local Authority area or Ward.

(33) Where the ballot closes with the GRO the locked bag shall be cleared and ballot box opened by the GRO only in the presence of an Assistant Returning Officer and scrutineers where available. Where the ballot closes with the local returning officer the locked bag shall be cleared and ballot box opened in the presence of scrutineers or where no scrutineers are available the returning officer shall arrange for a witness nominated by the President.
or in the President’s absence, the Secretary of the relevant electorate organisation.

(34) On removing any envelope from the locked bag, the returning officer shall place the envelope unopened into a locked ballot box.

(35) Before opening the ballot box and before counting the votes on any occasion, the returning officer shall given reasonable notice to each scrutineer or candidate of where and when the ballot box will be opened and the ballot papers counted.

(36) Under no circumstances may the returning officer or an assistant or any other person open the ballot boxes or open the outer envelope containing the ballot papers until the time appointed for the count.

AR13 UNION DELEGATE LISTS (RULES 51 & 56)

(1) By 31 March each year, each Union shall provide an list of financial delegates that can be credentialled by the Administrative Committee in April for any and all direct election and Electoral College ballots, not held at State Conference.

(2) Each delegate may exercise multiple votes in accordance with the requirements of Rules 17(12) and 17(15).

(3) A separate list of delegates shall be required for State Conference.

(4) Each Union shall be given the opportunity to amend their delegate list prior to each ballot.
AR14 TIMETABLE FOR ELECTIONS

The timetable for future elections to be held at State Conference and by Direct Election is as follows (indicative and may change):

2018
State President (Direct Election Rule)
Senate Candidates (Direct Election Rule) TBC
Branch State Conference Delegates
Policy Coordination Council members (following State Election)
National Conference Delegates*
National Conference Proxies*
* depending on timing of National Conference
Labor Womens Network

At State Conference:
Administrative Committee
General Returning Officer & Assistant Returning Officers
Shareholders—Labor Holdings & Labor Enterprises
Rules Committee
Awards Committee

2019
State Secretary
Assistant State Secretary

2020
Rainbow Labor
Indigenous Labor Network

Annual Elections
Australian Young Labor
Policy Coordination Council Convenor
Candidate Suitability Panel
AR15 SCHEDULE OF FEES

MEMBERSHIP FEES*

For 2017 (including GST)

<table>
<thead>
<tr>
<th>Annual Income</th>
<th>If paid before 31 January</th>
<th>If paid after 31 January</th>
<th>Members of Affiliated Unions</th>
<th>If paying for 3 year membership</th>
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</thead>
<tbody>
<tr>
<td>New Member</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Concession*</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
<td>$67</td>
</tr>
<tr>
<td>Up to $50,000</td>
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<td>$50</td>
<td>$40</td>
<td>$122</td>
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<td>$85</td>
<td>$75</td>
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<tr>
<td>Above $85,000</td>
<td>$90</td>
<td>$100</td>
<td>$90</td>
<td>$243</td>
</tr>
</tbody>
</table>

*Concession cardholders including full-time student, home duties, retired, unemployed, pensioner.

OTHER PARTY FEES:

- EXPRESSION OF INTEREST
  - CANDIDATE SUITABILITY PANEL $350.00 (for Background Check)

- DELEGATION FEE - STATE CONFERENCE $110.00 Per Vote (incl. GST)
  (See AR5(9))

- DISPUTES TRIBUNAL ADMINISTRATION FEE $55.00 (incl. GST)
  (See AP8(15))

- UNION CAPITATION FEE $5.50 Per Member (plus GST)
  (See AR2(4))

- CIRCULARISING PARTY UNITS FEE $33.00 (incl. GST)
  (See AR7(10))

- PLEBISCITE NOMINATION FEE Nil

* Subject to change by the Administrative Committee. Make sure you have the latest version of the Rule Book.
AR 16 FORMS

FORM A: PARTY PROPERTY AND FUNDS
FORM B: UNION AFFILIATION AUDIT CERTIFICATE
FORM C: DELETED 2017
FORM D: MERITORIOUS SERVICE AWARD
FORM E: NOMINATION FOR CANDIDATE FOR PRESELECTION FOR PUBLIC OFFICE
FORM F: NOMINATION FOR CANDIDATE FOR INTERNAL PLEBISCITE
FORM G: AUTHORITY TO DEDUCT PARLIAMENTARY LEVY
FORM H: PETITION FOR NOMINATION OF CANDIDATE
FORM I: APPLICATION FOR ESTABLISHMENT OF LABOR ASSOCIATION
FORM J: SIGNATURE REGISTRATION FOR POSTAL VOTING
FORM K: RESIDENCY VERIFICATION
I, ____________________________

of, ____________________________________________

being a proposed Transferee of a certain share in LABOR RESOURCES PTY. LTD., LABOR HOLDINGS PTY. LTD. and LABOR ENTERPRISES PTY. LTD. hereby undertake to and covenant with the President and Secretary for the time being of the Australian Labor Party that should any share in such company be transferred to me I will hold such share until I cease to be a member of the Australian Labor Party (State of Queensland) (“the Party”) or until new shareholders are elected (whichever shall first occur) and will:

(a) Upon my cessation of membership of the Party immediately upon demand take all steps as are necessary to transfer such share to and vest such share in the person recognised by the State Conference of the Party if one shall take place within three months of my cessation of membership and, if not, the person entitled pursuant to the Rules of the Party.

(b) Upon the election of another Party member as holder of the said share in my stead at the State Conference of the Party next occurring after the date hereof immediately upon demand take all steps as are necessary to transfer such share to and vest such share in the person so elected and not otherwise dispose of or deal with such share AND I HEREBY ACKNOWLEDGE that should there be any dispute as to who was validly elected to hold such share as directed by the President and Secretary for the time being of the Australian Labor Party and that in the event of such dispute I will not otherwise dispose of or deal with such share AND I HEREBY COVENANT to exercise the powers, rights and privileges (including the election of Directors of the aforesaid company) conferred upon me by my holding the said shares so far as I may lawfully do so for the benefit of the Party as shall be determined from time to time by the Administrative Committee of the Party AND I HEREBY APPOINT the President and Secretary from time to time of the Australian Labor Party jointly and severally as my attorney(s) for the purpose of executing a transfer of my said share in any of the events hereinbefore mentioned.

DATED: ____________________________

(SIGNED) ____________________________

(SIGNATURE) ____________________________

IN THE PRESENCE OF: ____________________________

(WITNESS NAME) ____________________________

(WITNESS MEMBERSHIP NUMBER) ____________________________

(WITNESS SIGNED) ____________________________

NOTE: The State President and State Secretary will each hold a share whilst remaining in office in accordance with Rule 25(3) and the Deed signed on accepting the nomination for the position will provide accordingly.

To obtain a copy of this form, click here to download a fillable PDF, or contact the ALP Office on (07) 3844 8101.
UNION AUDIT CERTIFICATE

Form B

Statistical Return
Membership of Affiliated Union

Union ________________________________

Year of Statistical Return ________________________________

In accordance with Rules AR2 (1) and AR2 (2) stated below, this Union seeks to affiliate for 2017 to the Australian Labor Party (State of Queensland) the number of members listed below:

Females _______ Males _______ Total* _______

* This figure should be equal to or below the maximum affiliation determined by your union audit.

We certify that the above statement is correct and in accordance with Rules AR2 (1) and AR2 (2):

AR2 (1) Each affiliated Unions’ affiliation shall be determined each year by an audit of the Union’s membership as at 30 June of the previous year. This audit shall determine the union’s maximum affiliation as:

(a) 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

(b) the number of members identified in (a) 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.

AR2 (2) Before 4:00pm on the last Friday in February in each year, each Union shall provide an independent audit report from the previous year and advice on the number of members the Union will affiliate on for the current year.

(Union President or Secretary):

______________________________

Signed:

______________________________

Audit scope

To the Union
We have audited this Statistical Return of Union membership numbers as at the 30 June of the year of statistical return. The President and Secretary of this Union are responsible for this Statistical Return.

We have conducted an independent audit of the Statistical Return in order to express an opinion on it to the Union for the purposes of the Australian Labor Party’s reporting requirements for the Union’s annual affiliation to the Party.

This Statistical Return has been prepared pursuant to the Rules established by the Australian Labor Party for the purpose of determining that the Union’s proposed affiliation to the Party is less than or equal to its full audited membership.

We disclaim any assumption of responsibility for any reliance on this statistical return or the statement of the President and Secretary of this Union to which it relates, to any party other than this Union and the Australian Labor Party or for any purpose other than that for which is was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included an examination, on a test basis, of evidence supporting the information included in the Statistical Return. These procedures have been undertaken to form an opinion whether, in all material respects, the Statistical Return is presented accurately in accordance with the Rules of the Australian Labor Party.

Audit Opinion

In our opinion, the Statistical Return presents accurately the union membership number as required by the Australian Labor Party in accordance with its Rules as at 30 June of the year of statistical return.

Firm: ________________________________

Partner: ________________________________

Address: ________________________________

Date ________________________________

To obtain a copy of this form, click here to download a fillable PDF, or contact the ALP Office on (07) 3844 8101.
MERITORIOUS SERVICE AWARD

TO THE STATE SECRETARY
A meeting of the
Party Unit: ____________________________________________
on (date): ____________________________________________
resolved to recommend to State Conference that it recognise
the service given to the Party by:
Name: _______________________________________________
Address: ____________________________________________
and submits the following information in support of the
nomination.
Length of party membership (years): ______________________
Branch first joined: __________________________________
Date first joined: ______________________________________
The nominee has been a member of the following Branches
(give years of Membership of each Branch)
Branches: ____________________________________________

Positions held (state the office and years held)
Branch Executive:

Delegate or Officer of an MEC, SEC, or FEC:
__________________________________________
__________________________________________
__________________________________________
__________________________________________
Campaign Director (list electorates and dates):
__________________________________________
__________________________________________
__________________________________________
__________________________________________
Officer of Party Organisation (LWN, AYL, QILN, RLQ):
__________________________________________
__________________________________________
__________________________________________
__________________________________________
Member or Officer of Party Committees or Disputes Tribunal:
__________________________________________
__________________________________________
__________________________________________
__________________________________________

This is the first page of a two-page form.

To obtain a copy of this form, click here to download a fillable PDF, or
contact the ALP Office on (07) 3844 8101.
Has the nominee been a State or National Officer, served on the Administrative Committee, or as a delegate to State Conference or National Conference? (give details)

What further information can you supply in support of the nomination?

Has the nominee been endorsed by the Party as a candidate for Parliament or Local Government? (give details)

The nominee is/has been a member of or held office in the following Trade Union(s) or Union Organisations (QCU, ACTU): (list organisations, positions and dates)

Please note that for a Life Membership nomination, the following information must accompany this nomination form as per Party Rules:

1. History of Service which details the nominee’s involvement and contribution to the Party; and,

2. Recommendation and support letters from a minimum of two recommendations (one each) from either:
   a) A Life Member who resides in the same FEC as the nominee,
   b) An elected representative;
   c) A Party Unit Executive; or
   d) An affiliated Union

The nomination of the member for recognition of Party service was approved by the Party Unit and is recommended to receive a Meritorious Award.

Party Unit President/Secretary:

Name ____________________________

Signed: ____________________________

Date: ____________________________

Send completed form to State Secretary,
Australian Labor Party Queensland Branch

This is the second page of a two-page form.

To obtain a copy of this form, click here to download a fillable PDF, or contact the ALP Office on (07) 3844 8101.
FORM E

Nomination for Candidate for Preselection for Public Office

Surname ___________________________ Given Names ___________________________

Name to appear on ballot paper (if different) ___________________________ Date of Birth ___________________________

Home Address ___________________________ Postcode ___________________________

Postal address (if different) ___________________________ Postcode ___________________________

E-mail ___________________________ Phone ___________________________

I am a registered member of:

ALP Branch ___________________________

ALP Membership Number ___________________________

Union ___________________________

(Candidates must be members of their relevant union)

☐ Male ☐ Female ☐ Gender not specified

☐ I identify as an Aboriginal or Torres Strait Islander person

☐ I identify as lesbian, gay, bisexual, transgender, intersex or queer/questioning

Occupation ___________________________

Nomination as candidate for:

☐ State MP for: ___________________________ (Electorate)

☐ Federal MP for: ___________________________ (Electorate)

☐ Local Authority Councillor for: ___________________________ (Division/Ward)

☐ Senator for Queensland

Pledge:

The following pledge must be signed in exactly the form printed below and witnessed by a member of the ALP (State of Queensland)

Name ___________________________

being a candidate for selection by the Australian Labor Party hereby give my pledge that if not selected I will not in any way oppose the candidature of the duly selected nominee, and if selected, I will go through with the contest. I agree, if selected to advocate and support the principles contained in the Australian Labor Party’s latest National, State and Local Government platforms, and on all questions affecting the platform to vote as a majority of the Parliamentary or Municipal Labor Party may decide at a duly constituted Caucus meeting, in the event of the question of the interpretation of any plank in the platform being in dispute, it shall be referred to the State Conference or the National Executive as appropriate for decision and that decision shall be final. I also pledge myself to do everything in my power to further the objects of the Party as set forth in its Constitution and General Rules. I hereby declare that I am not a member of a communist or fascistic organisation or Party, or of any political party having objects and methods in any way opposed to the Australian Labor Party.

I hereby acknowledge that I have received a copy of Schedule 1: Model Procedures for the Conduct of a Preselection Ballot (Electoral Regulation 2013).

Signed ___________________________ Date ___________________________

Witness name ___________________________

Witness membership number ___________________________

Signed ___________________________ Date ___________________________

This nomination shall be informal if it is received after the advertised time for the close of nominations. It is the nominee’s responsibility to ensure the nomination is received on time.

This form must be accompanied by Form G

Authority to Deduct Parliamentary Levy

This is the first page of a two-page form.

To obtain a copy of this form or nomination forms for Party Organisation and other ballots, contact the General Returning Officer at returning.officer@qld.alp.org.au.
Candidate Assignment of Public Funding

In accordance with Rule 27:

I hereby commit:

1. Upon request from the State Secretary or other nominated Party officer, I will provide a direction to the Queensland Electoral Commission, in the form required by that officer directing that any election funding to which I may be entitled as a candidate is to be paid to the Party.
2. I will not nor will any agent acting on my behalf, make claim for payment for election funding except as directed by the relevant Party officer.
3. I will comply with all reasonable requests from and provide all relevant information to the nominated Party officer concerning all my election expenditure and will take all reasonable steps necessary for myself and the Party to comply with the requirements of the Electoral Act within any time period required by the officer.
4. If any funds are paid by the Queensland Electoral Commission to my electorate State campaign account or any other account which I have the legal or beneficial ownership, I hereby assign all rights to those funds to the Party and will take all reasonable steps to have such funds transferred to the Party.

Signed ____________________________

Date ____________________________

Candidate Commitment to Party Building and Fundraising

In accordance with Rule 48(2)(c):

I hereby commit to:

1. Develop a fundraising plan which includes a fundraising strategy, fundraising goals, budget and timeline agreed to by the State Secretary and State President;
2. Increase the local branch membership by 20 per cent by the end of the campaign;
3. Attend campaign training and briefings provided by the Party;
4. Establish a local campaign committee; and
5. Develop a detailed campaign plan which includes voter contact targets, communications, and campaign organisation;
6. Provide regular reports, when requested, to the State Secretary on these matters.

Signed ____________________________

To obtain a copy of this form or nomination forms for Party Organisation and other ballots, contact the General Returning Officer at returning.officer@qld.alp.org.au.
To obtain a copy of this form or nomination forms for Party Organisation and other ballots, contact the General Returning Officer at returning.officer@qld.alp.org.au.
To be completed by candidates for pre-selection
(To be attached to the Nomination of Candidate for Preselection for Public Office form – Form E)

TO:
☐ Clerk of Parliament, Parliament House, Canberra
☐ Clerk of Parliament, Parliament House, Brisbane
☐ Paymaster, Brisbane City Council, City Hall, Brisbane
☐ Other

This letter will serve to authorise you to deduct an amount of my salary each month as advised by the State Secretary and in accordance with Rule 38 and pay such deduction to the credit of the Australian Labor Party, Queensland Branch. Details of the account are listed below:

COMMONWEALTH BANK
A.L.P. State of Queensland Parliamentary Levy Account
BSB: 064 007 ACCOUNT NUMBER: 00901950

The authority to commence from the first pay period following my election to public office and to remain in force until further advised by an officer of the Queensland Branch of the Australian Labor Party.

All amounts remitted on my behalf pursuant to this authority shall be deemed to be payments by me personally:

Name

Signature

Date

To obtain a copy of this form, click here to download a fillable PDF, or contact the ALP Office on (07) 3844 8101.
PETITION FOR NOMINATION OF CANDIDATE

Form H

NOTE: Petition must be attached to the appropriate nomination form.

I am a financial member of the Australian Labor Party (Queensland) eligible to vote in accordance with Rule J2.

I hereby endorse the nomination of

Name ____________________________

to stand as a candidate for:

☐ State President ☐ Vice-President ☐ Senate ☐ BCC Lord Mayor

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APPLICATION FOR ESTABLISHMENT
OF LABOR ASSOCIATION

See Rule 35 for details on how to apply.

Proposed Name of Association: ________________________________

Contact person: ___________________________ Phone ___________________________

Email: ___________________________

Patron Name: ___________________________ Signature ___________________________

**Intending members:**  
( ALP # = Membership number )

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To obtain a copy of this form, [click here to download a fillable PDF](#), or contact the ALP Office on (07) 3844 8101.
SIGNATURE REGISTRATION FOR POSTAL VOTING

Form J

For use in preselection and other ballots within the Australian Labor Party (Qld).

Surname: ___________________________ Given Names _______________________

Date of Birth: ___________________________

Address: ___________________________
(Home/Enrolled Address as at 31 January)
_________________________________________ Postcode __________

Postal Address: ___________________________
(Current Postal address if different)
_________________________________________ Postcode __________

Phone: ___________________________ Email ___________________________

I am enrolled to vote (as at 31 January) in:

State Electorate: ___________________________

Federal Electorate: ___________________________

Local Government: ___________________________

I am a registered member of:

ALP Branch: ___________________________

ALP Membership Number: ___________________________

I understand that I will be automatically issued with a postal ballot/paper for any preselection ballot for the above electorates, for ballots for State Conference delegates, and for Direct Election when an online ballot is conducted and that the signature below will be used for comparison with the signature I use on the declaration envelope which I return with my ballot papers.

Signed: ___________________________
Date: ___________________________

Witness:
(Witness to print full name)

ALP Membership Number: ___________________________
Signed: ___________________________
Date: ___________________________

Send completed form to:
General Returning Officer
P.O. Box 611 Carina Q 4152

To obtain a copy of this form, click here to download a fillable PDF, or contact the ALP Office on (07) 3844 8101.
RESIDENCY VERIFICATION

Surname: ___________________________  Given Names: ___________________________

Email: _____________________________  Phone: _______________________________

Residential Address: ___________________________  Postcode: ___________________

I am a registered member of:

ALP Branch: ___________________________  Membership Number: __________________

Select at least three verification documents from the list and attach a certified copy of each document. Each document must verify the above address as the member’s permanent residential address.

☐ Current drivers license issued by an Australian State or Territory
☐ Proof of age card or Photo Card issued by an Australian state or territory or an Australian education institution.
☐ Medicare statement
☐ Centrelink statement
☐ Motor vehicle registration or insurance papers
☐ Property rates notice
☐ Property lease agreement
☐ Home insurance papers
☐ Utilities bills
☐ Bank or credit card statements
☐ Statement from an educational institution which confirms residence (school report card, enrolment form, school fees invoice)
☐ A Statutory Declaration
☐ Other (as agreed to by the Credentialling Committee) ___________________________

Signed: _____________________________  Date: __________________

Witness name: ______________________  Witness Signature: __________________

Witness Membership Number: __________________

Date: __________________

Send completed form to:
General Returning Officer
P.O. Box 611 Carina Q. 4152

For Official Use

Date received: __________________

Date approved: __________________

Authorised by: __________________
ENDNOTES

Affiliation of Unions
r 10 (2) amended 2017

Affirmative Action for ATSI candidates
r 8 inserted 2016

Affirmative Action for LGBTIQ candidates
r 9 inserted 2016

Affirmative Action for Party Positions
r 7 [B1] (1) (b) amended 2016; (1) (ba), (bb), (bc), (bd) inserted 2016
AP (9) (32), (33), (34) deleted 2016

Affirmative Action Gender Representation
AP2 amended 2016
AP2 amended 2017

Annual General Meetings of Party Units
r 30 [H3] (13) amended 2016

Candidate Suitability Panel
r 47 [J5] (5), (6) inserted 2016
r 47 (11) inserted 2017

Code of Conduct
AP15 inserted 2016

Composition of State Conference
r 17 [D1] (2) amended 2016
r 17 (2) amended 2017

Disputes Tribunal
AP8 (16) amended 2016

Election of Local Government Representative
r 17 [D1] (5A) inserted 2016

Electoral College
AP12 (6A) inserted 2016

Eligibility to Vote
r 44 [J2] heading amended 2016
r 44 [J2] (2) inserted 2016

Expanded Objectives of the Party
AP3 (u) amended 2017

Forms
AR16 All forms revised and updated Dec 2016
AR16 Form C deleted 2017
Members’ Offices and Residences

Meritorious Service
AP1 inserted 2016
AR4 (2) amended 2016

Nominations
AR11 amended Dec 2016

Policy Coordination Council
AP7 (9) amended 2016

Powers and Functions of the Administrative Committee
with Respect to Public Office Elections
r 19 (2) amended 2017

Promoting Diversity
r 7A inserted 2017

Property of Party Units and Party Organisations
r 26 [G2] (2) amended 2016

Queensland Indigenous Labor Network
AP11 (37-45) amended 2016

Regional Conferences
r 23 (2) amended 2017

Registration of a New Member who has been Admitted
to Unregistered Membership
r 13 (3) (a) amended 2017

Schedule of Fees
AR15 amended Dec 2016

Secretary
r 30 (2) amended 2017

Selection of Mayoral Candidate for the City of Brisbane
r 42 [I7] (1), (3) amended 2016

State Conference
AR5 (10) amended 2017

State Treasurer
AP9 (20) amended 2017

Timetable for Elections
AR14 amended Dec 2016

Verification and Voting Rolls
AR10 heading amended 2016
AR10 amended 2016
AR10 (5) inserted 2016
AR10 (5) amended Dec 2016

How to understand the Endnotes notations:

r = Rule; AP = Appendix; AR = Administrative Regulation

Subject (in alphabetical order)

Annual General Meetings of Party Units
r 30 [H3] (13) amended 2016

Election of Local Government Representative
r 17 [D1] (5A) inserted 2016

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Subject (in alphabetical order)
RULES COMMITTEE MEMBERS—2017

Convenor: Terry Wood

Members:
Doreen Awabdy
Zoe Bos
Jo Briskev
Michael Caisley
Brendan Crotty
Nita Green
Laura Gowdie
Zosia Kilmartin
Mitchell Kingston (from 10 April 2017)
Nino Lalic
Luke Moore
Jacki O’Mara (from 10 April 2017)
Troy Spence
James Stedman

Daniel Cheverton (resigned)
Anika Wells (resigned)

Ex-officio:
State President: John Battams
State Secretary: Evan Moorhead
General Returning Officer: Hazel Hubbard