

COVENTRY CITIZENS PARTY

Party Constitution

October 2021



Your city. Your voice.

1. Party name and registration

- 1.1 The Party Constitution sets out the party's aims, structure, general procedures, and rules of conduct and behaviour.
 - 1.2 The party's name will be **Coventry Citizens Party**. The party can register more than one description on the ballot paper if approved by the Party Leader.
 - 1.3 The party will be registered to contest elections in the England region of Great Britain. The party intends to field more than 1 candidate in local elections.
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2. Party aims and objectives

- 2.1 The party's main aim is to change the culture of local politics and promote democratic participation in Coventry.
 - 2.2 The party does not have a core ideology but will set out its vision in a local policy agenda.
 - 2.3 The party's main objectives are to recruit candidates and contest local elections in the Coventry City Council area.
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3. Candidate selection

- 3.1 Prospective candidates will be asked to apply online via the party's website. Applicants may apply to stand in any local ward within the Coventry City Council area. The candidate application process may include an informal interview and checks of social media profiles (if any).
 - 3.2 The decision to approve candidates to stand for the party must be taken by two party officers.
 - 3.3 Applicants may be barred from selection if they have committed a serious offence or have associations which might bring the party into disrepute. The Party Leader or the Second Officer reserve the right to bar any applicant from selection if there is reason to believe they will bring the party into disrepute. Applicants will be informed in writing of any decision to bar them from selection by an appropriate party officer. There is no right of appeal.
 - 3.4 Successful applicants will be asked to sign a declaration of compliance with the party's rules of conduct and behaviour unless they have already signed a declaration as part of their application or as a party official.
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4. Party structure

- 4.1 The party's main administrative functions will be carried out by two party officers:
 - 4.1.1 The Party Leader is responsible for achieving the party's aims and objectives, including general management and preparing the party for elections. The Party Leader will also act as the main spokesperson and provide direction to the party and promote the local policy agenda. The Party Leader can also select target wards in local elections.
 - 4.1.2 The Party Leader is also the Treasurer and is responsible for managing the party's accounts in compliance with English law.
 - 4.1.3 The Party Leader is also the Nominating Officer and is responsible for authorising candidates to use the party's name and description on the ballot paper.
 - 4.1.4 The Second Officer is responsible for assisting the Party Leader with general management of the party.
- 4.2 The term of office for each appointment will continue for 1 year, unless:
 - 4.2.1 The officer resigns;
 - 4.2.2 The officer is removed or suspended as set out under the party's disciplinary procedures.
- 4.3 New officers must be appointed by a majority of voting members (if any) at a general or annual meeting chaired by the current Party Leader or Second Officer. Members must be notified in writing (including email) to invite new applications.
- 4.4 New officers must be a fully paid member and sign a declaration of compliance with the party's rules of conduct and behaviour. Changes to party officers must be reported to the Electoral Commission.
- 4.5 The Party Leader can create appointments to other roles e.g. spokespersons, research assistants and policy advisors.

5. Party governance

5.1 The party will be governed by the Party Constitution and its rules of conduct and behaviour.

5.2 The party will promote a local policy agenda which must be approved by the Party Leader and a majority of voting members (if any) at the party's annual meeting. Members and supporters can submit policy ideas to the Party Leader or the Second Officer at a general meeting or by personal communication.

5.3 The local policy agenda can be amended and updated at any time at the discretion of the Party Leader to reflect important changes to information and/or public interest.

5.4 Meetings must follow a set agenda and should be held regularly. Members should be notified of a meeting at least 14 days in advance.

5.5 There is no quorum required for meetings but they must be chaired by the Party Leader or the Second Officer.

5.6 Payments and transactions from party accounts must be approved by the Party Leader.

5.7 The party will use email and mobile communications to contact members about meetings and administrative functions.

5.8 The party will act fully in compliance with the Data Protection Act (2018).

5.9 The party will hold an annual meeting each year in October.

5.10 The Party Constitution can be changed at any time to reflect the state of the party if approved by all of the party officers. Any changes must be reported to the Electoral Commission.

5.11 The party can be dissolved at any time (except during an election) if all of the party officers wish to discontinue and there are no other officers appointed to take charge of the party thereafter.

6. Party rules of conduct and behaviour

6.1 All members are expected to treat each other with respect and consideration and not to bring the party into disrepute.

6.2 The party will not tolerate discrimination in any form or abusive and threatening language towards any other person.

6.3 Members may not produce promotional material on behalf of the party or a candidate without approval from the Party Leader. All publications must include an authorised imprint.

7. Party disciplinary procedures

7.1 If a complaint is received about the conduct or behaviour of a member, party official or candidate in relation to the activities and functions carried out by the party the matter will be investigated by an appropriate officer who is not related to the complaint. If a member has broken the party's rules of conduct and behaviour they will be given a warning and asked to apologise. Any matter of a serious nature could result in escalation of the party's disciplinary procedures.

7.2 If a second complaint is received about the same person and they have acted in an inappropriate way they can be suspended from the Party for up to 3 months. If the matter persists beyond or during this time their membership can be permanently revoked by the authority of an appropriate party officer. If the second complaint is about a party official and the complaint is upheld that person will be asked to resign or be removed from their post. New officers cannot be appointed until a complaint has been resolved.

7.3 If a candidate brings the party into disrepute through their own actions in the present time (including on social media) they will be given a warning and asked to correct any mistakes where possible. If the matter is more serious or becomes persistent, further disciplinary action can be taken to deselect the candidate (where possible) by the Party Leader.

8. Party membership

8.1 The party will create an electronic database and recruit new members. Only authorised party officers can access the database which must be kept securely on an electronic device. Officers who require access to the database must sign a declaration of compliance with the party's privacy policy.

8.2 Membership of the party will last 1 year and must be renewed within 1 month of expiry with the correct fee.

8.3 Members can vote to appoint new officers and adopt new policies at the party's annual meeting.

9. Party financial scheme

The party has adopted its financial scheme which is set out in a separate document to accompany the Party Constitution.

10. Declaration of party officers

We, the party officers stated below hereby endorse the Coventry Citizens Party Constitution and its rules of conduct and behaviour. We will uphold its standards and report any changes to the Electoral Commission:

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Cameron Baxter	Marcus Fogden
_____ Party Leader	_____ Second Officer
_____ Date	_____ Date



Coventry Citizens Party 2021