



POLICY STANDING COMMITTEE BY-LAWS

UNDERSTANDING THIS BY-LAW

1. These By-laws may be referred to as the Policy Committee By-laws.
2. The Policy Committee Standard applies to all Policy Committees and comprises the following criteria –
 - (a) at least three meetings in each calendar half year, with at least one meeting in each quarter,
 - (b) draft minutes of each meeting are provided to the Party Secretary promptly after the meeting,
 - (c) if the minutes as subsequently adopted differ from the draft, a copy of the final minutes is provided to the Party Secretary promptly after adoption,
 - (d) the Chairman or Deputy Chairman attends each Policy Standing Committee meeting except where the Policy Standing Committee has given leave,
 - (e) the Chairman or a member of the Policy Committee appointed under clause K.17(d) of the Constitution attends each meeting of State Council and Annual State Convention,
 - (f) the Committee substantially meets its obligations under clauses M.18 and M.28 of the Constitution,
 - (g) the Committee engages with reasonable frequency with its corresponding Minister or Shadow Minister,
 - (h) the Committee makes a significant contribution to policy development, which may be in the form of one or more of the production of a draft party policy document, research, discussion papers, articles for Dialogue Magazine and the Policy Grab newsletter (or equivalent publications), and the formulation of motions for consideration by the Policy Standing Committee for submission to State Council or State Convention, and
 - (i) the Committee supports and educates other Party Units in the formulation of Party policy.
3. A Status Declaration is a declaration by the Policy Committee Monitoring Committee that a specified Policy Committee is not an Active Policy Committee.
4. Each Policy Committee is an Active Policy Committee unless there is a current Status Declaration in force in relation to it.

ELECTION OF CHAIRMEN OF THE POLICY STANDING COMMITTEE AND POLICY COMMITTEES

5. The Party Secretary must call for nominations for chairman of the Policy Standing Committee and for chairman of each Policy Committee in the notice of the meeting of State Council to be held in conjunction with each State Convention.
6. The notice must provide for nominations to close no later than 30 days before the commencement of the State Convention.
7. Each nomination must be –
 - (a) in such form as the Party Secretary may prescribe,
 - (b) accompanied by a curriculum vitae for the nominee and references from at least two Members, and
 - (c) accompanied by such other documents and information as may be stipulated in the nomination form or by the Party Secretary.
8. After consulting with the relevant Minister or Shadow Minister, and after having given the nominee an opportunity to be heard, State Executive may make such decision in relation to the nomination as it considers is in the best interests of the Party, including that the nomination will not be allowed to proceed.

9. Subject to clause 8, if there is only one nomination for a chair, at the meeting of State Council at which the elections are to be conducted, the President or Vice-President as the case may be will declare the nominee duly elected.
10. If there are no nominations for a chair, nominations will be called from the floor at the State Council meeting.

POLICY COMMITTEE MONITORING COMMITTEE

11. At its first meeting after each State Convention State Executive will appoint a committee to be known as the Policy Committee Monitoring Committee.
12. Unless State Executive decides otherwise –
 - (a) The Policy Committee Monitoring Committee will comprise the chairman of the Policy Standing Committee and two members of State Executive chosen by it, and
 - (b) the chairman of the Policy Standing Committee will be the chairman of the Policy Committee Monitoring Committee.

MAKING A STATUS DECLARATION

13. The Policy Committee Monitoring Committee will monitor and review the performance of each Policy Committee against the Policy Committee Standard and such other factors as it considers appropriate to a fair assessment of the performance of the relevant Policy Committee.
14. Subject to these By-laws, if the Policy Committee Monitoring Committee is of the opinion that a Policy Committee has not made reasonable efforts to comply with the Policy Committee Standard, it may make a Status Declaration that the Policy Committee is not an Active Policy Committee.
15. In considering whether to make a Status Declaration the Policy Committee Monitoring Committee must have regard to –
 - (a) the length of time for which the Policy Committee's chairman has been in the role,
 - (b) the history of any changes in the composition of the Policy Committee,
 - (c) events and circumstances which may have affected the Policy Committee's ability readily to meet the Policy Committee Standard,
 - (d) any representations made by or on behalf of the chairman of the Policy Committee, and
 - (e) the views of the corresponding Minister or Shadow Minister,and may have regard to such other matters as it considers relevant.
16. Before making a Status Declaration the Policy Committee Monitoring Committee must give the chairman of the Policy Committee an opportunity to be heard.
17. In accordance with clause 14, the Policy Committee Monitoring Committee must only make a Status Declaration if, in its opinion, the Policy Committee has not made reasonable efforts to achieve substantial compliance with the Policy Committee Standard.
18. If the Policy Committee Monitoring Committee makes a Status Declaration it must –
 - (a) give prompt written notice to the Party Secretary of the making of the Status Declaration, and
 - (b) make a recommendation to the Party Secretary as to whether in its opinion –

- (i) a new chairman of the Policy Committee should be appointed, and
- (ii) any and if so what arrangements should be implemented to improve the performance of the Policy Committee with a view to its early return to active status.

19. Following receipt of a notice under clause 18 the Party Secretary must give written notice of the making of the Status Declaration to each member of the Policy Committee.
20. The State Executive may take such action in consequence of the making of a Status Declaration as it considers to be appropriate in the interests of the Party.

REVIEW BY STATE EXECUTIVE

21. The chairman or any member of a State Executive for which a Status Declaration is in force may by written notice to the Party Secretary request the President's Committee to review the decision of the Policy Committee Monitoring Committee. The notice must be accompanied by a statement of the grounds upon which the review is requested, and the supporting documents (if any) upon which it is sought to rely.
22. Upon the making of a request under clause 20 the State Executive must review the decision of the Policy Committee Monitoring Committee.
23. In making its review the State Executive –
- (a) may inform itself as it sees fit, and
 - (b) will not be required to hear the chairman or member who made the request or any member of the Policy Committee Monitoring Committee, but may elect to do so.
24. The State Executive may take such action in consequence of its review as it considers to be appropriate in the interests of the Party, and without limiting that power, it may –
- (a) confirm the Status Declaration, or set it aside,
 - (b) decide to delay the operation of the Status Declaration for such period and on such terms as it considers to be appropriate in the interests of the Party,
 - (c) appoint a new chairman of the Policy Committee,
 - (d) give directions as to the future conduct of the Policy Committee,
 - (e) change the composition of the Policy Committee, and or
 - (f) abolish or reconstitute the Policy Committee.
25. The decision of the State Executive will be final.

REVOCATION OF A STATUS DECLARATION

26. The Policy Committee Monitoring Committee may revoke a Status Declaration at any time.
27. If the Policy Committee Monitoring Committee revokes a Status Declaration it must give prompt written notice of the revocation to the Party Secretary.
28. Following receipt of a notice under clause 27 the Party Secretary must give written notice of the revocation of the Status Declaration to each member of the Policy Committee.