

## **NEC Guidance Note – January 2017**

### **Quorums for All-Member Meetings and Party Branches**

The Party's rules state that the quorum (the number of members who must be in attendance to enable the meeting to make decisions) for Party meetings – whether at CLP or branch meetings – is 25% or a fixed number to be agreed with the regional office.

The NEC have been asked to clarify this ruling to ensure that standard advice is available to all CLPs, branches and regional offices.

Chapter 15 states:

*"The quorum for business meetings of (this body) shall be 25 per cent of those members entitled to vote in attendance {or a fixed number to be agreed with the regional office of the Party}."*

If your CLP uses the delegate model, then 25% [or a fixed number agreed with your regional office] of those delegates must be in attendance at your CLP meeting for it to vote on motions or make decisions.

If you use an all-member meeting structure at CLPs (all branch meetings are 'all member') then it may be difficult to get 25% of your members to attend every meeting.

The NEC advises that in these circumstances your CLP or branch agree a number or percentage with your regional office which reflects your membership and attendance. CLPs should set this number at the same time as your standing orders which should be agreed by the Regional Office and then at your AGM. Branches will choose and agree this number at the branch AGM.

This number or percentage should be set at a level which allows the functioning of business meetings but does not allow one small group of members to dominate decision-making. CLPs and branches may wish to choose a number of members, or set a percentage such as 5%, 10%, 15% etc.

The NEC advises that any changes to the quorum must be subject to a minimum number to remain quorate of 6 members for a branch meeting and 25 for an all-member CLP meeting.

Affiliated Supporters are not entitled to take part in votes at CLP or branch meetings, and so do not count towards the quorum, which comprises full members only. Registered Supporters are not entitled to attend or vote at CLP or branch meetings.