

# The Queensland Greens Inc. Constitution

as at the 19 February 2017 (Note bylaws updated after this time)

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# Chapter One: Principles And Objectives

## 1. Name and Constitution

- 1.1. The name of the association is "The Queensland Greens Inc.", hereinafter referred to as 'the party'.
- 1.2. This constitution identifies the principles governing the conduct of the party's affairs and the bodies responsible for implementing them.
- 1.3. The Queensland Greens is a member body of the Australian Greens, the national confederation of state and Territory Green parties.
- 1.4 All other party documents are subordinate to this constitution. This constitution is subordinate to the constitution of the Australian Greens.

## 2. The Charter of The Greens

### Basis For Action

We live at a crucial time in history. Never before have we had so many answers to the problems that have dogged our developing world.

Solutions now exist that could greatly decrease the poverty, hunger and ill health of our fellow humans and we now have technologies to reduce and repair much of the ecological damage to our planet.

Clean air, clean water and ecological sustainability are possible. Yet this is not being achieved. World-wide, governments lack the political will to make the necessary adjustments that will bring an end to the conflict, pollution, poor health and social inequity that characterise our time.

The Greens have evolved in this climate to show a new way forward. A Green response to the ecological crisis proceeds on the basis of a respect for all life, both human and non-human.

We recognise the mutual interdependence between humanity and the rest of nature and we seek to move toward an ecologically sustainable path.

We seek to eradicate poverty, oppression and discrimination and to build a society underpinned by values of participatory democracy, social justice, and the respect for cultural and ecological diversity.

We aim to transform the political, social and economic structures that disempower and oppress people and to develop a rich, participatory cultural life that enables the flourishing of new democratic movements for progressive change.

We believe that contesting elections is a necessary step toward the building of an ecologically sustainable and socially just society, but that it is by no means the only step.

We seek to encourage and facilitate grassroots movements and community initiatives that are working towards ecological responsibility, social justice, affirmative action and global equity.

We seek to avoid parochialism and to cultivate a global, ecological consciousness and a long-term perspective in order to safeguard the interests of both existing and future generations and nonhuman species.

We believe Australia should play an active role in building a more cooperative world that is capable of addressing the glaring disparities in energy and resource consumption and quality of life between rich and poor.

We aim to extend recognition and assistance to progressive social movements in other countries and to international institutions that are working toward these ends.

Reflecting an awareness of the interrelatedness of all ecological, social and economic processes the general principles of The Greens are:

### 2.1. Ecology

- a) To ensure that human activity respects the integrity of ecosystems and does not impair biodiversity and ecological resilience of life-supporting systems.
- b) To encourage the development of a consciousness that respects the value of all life.

### 2.2. Democracy

- a) To increase opportunities for public participation in political, social and economic decision-making.
- b) To break down inequalities of wealth and power which inhibit participatory democracy.

### 2.3. Social justice

- a) To eradicate poverty by developing initiatives that address the causes as well as the symptoms of poverty.
- b) To provide affirmative action to eliminate discrimination based on gender, age, race, ethnicity, class, religion, disability, sexuality, or membership of a minority group.
- c) To introduce measures that redress the imbalance of wealth between rich and poor.

### 2.4. Peace

- a) To adopt and promote the non-violent resolution of conflict.
- b) To develop an independent, non-aligned foreign policy and a non-nuclear, defensive, self-reliant defence policy.

### 2.5. An ecologically sustainable economy

- a) To develop economic policies that will ensure greater resource and energy efficiency and development and use of environmentally sustainable technologies.
- b) To reduce dependence on non-renewable resources and ensure sustainable use of renewable resources.
- c) To adopt more comprehensive social, environmental and technology assessment practices.
- d) To facilitate socially and ecologically responsible investment.

### 2.6. Meaningful Work

- a) To encourage, develop and assist work that is safe, fairly paid, socially useful, personally fulfilling and not harmful to the environment.
- b) To encourage and facilitate more flexible work arrangements (such as job sharing, part-time work, self-employment), on-going education, training and social welfare (including child-care) so that more people can engage in meaningful work.

### 2.7. Culture

- a) To respect and protect ethnic, religious, racial diversity.
- b) To recognise the cultural requirements of the original Australians and to assist in ensuring the achievement

of Aboriginal land rights and self-determination.

## 2.8. Information

- a) To facilitate a free flow of information between citizens and all tiers of government.
- b) To ensure that Australians have the benefit of a locally responsible, diverse, democratically controlled and independent mass media.

## 2.9. Global responsibility

To promote equity between nations and peoples by:

- a) facilitating fair trading relationships.
- b) providing for increased development assistance and concerted international action to abolish Third World Debt
- c) providing increased green technology transfer and skills to developing countries
- d) opposing human rights abuses and political oppression
- e) ensuring that Australia plays an active role in promoting peace and ecological sustainability.

## 2.10. Long-term future focus

- a) To avoid action which might risk long-term or irreversible damage to the environment.
- b) To safeguard the planet's ecological resources and values on behalf of future generations.

# 3. Means

3.1. To seek the election or appointment to public office of people who are committed to the Greens' principles, policies and objectives.

3.1.1 To promote the election to the Federal Parliament and the Queensland Legislative Assembly candidates endorsed by the party or by a body or organisation of which it forms a part.

3.2. By electoral strategies and direction of voting preferences, to encourage other political parties to adopt our objectives.

3.3. Our view of social change involves more than merely the substitution of one lot of decision makers with another lot who will act more responsibly.

We aim for changes that will empower all people and allow them to act in greater harmony with each other and the rest of nature. Therefore, while contesting elections is an important part of our strategy it is by no means the only one. We will also be involved in grassroots campaigns which are essential, if destructive and undemocratic values in the community are going to be seriously challenged by our movement. These campaigns shall include:

- a) Resistance to oppressive and destructive practices, using non-violent direct means.
- b) Promote research and education of ourselves and the community which allows us and others to analyse more vigorously, act more effectively, and envision the future with more compassion and understanding.
- c) Co-operation with like minded green organisations both in Australia and overseas so that their complementary efforts for human rights and environmental protection are seen part of a multi-faceted and global project.



# Chapter Two: Membership

## 4. Members

Individuals only (Natural persons) will be welcomed as members provided they:-

- 4.1. Agree to the constitution, aims, objectives, code of ethics and means of the party.
- 4.2. They are not members of a proscribed organisation or the subordinate body of a proscribed organisation and intend to refrain from joining a proscribed organisation whilst remaining a member of the Greens.
- 4.3. They pay an annual membership fee and complete a membership form, either online or on paper.
- 4.4. They agree to join the Queensland Greens and to be allocated to a Local Group that they wish to be a member of (By default a new member shall be allocated to a Local Branch according to their residential address). Members who are unable to join a Local Branch may apply directly for membership with a state body.
- 4.5. Their application for membership is accepted provisionally by 2/3 vote of a duly constituted and quorate general branch meeting.
  - 4.5.1 If any person's membership has not be ratified or rejected by a branch within 60 days from the Queensland Greens receiving the person's application and subscription fees, then the Secretary shall present to State Council a list of such persons for State Council to ratify or reject the application.
- 4.6. The name, suburb/town of membership applicants who do not reside within an endorsed branch boundary, shall be placed on a Forum of the members-only website for one month. If there are no objections to the applicants within that time, the Management Committee may accept the applicants.
- 4.7.
  - a) List of rejected members is to be ratified at the next State Council meeting
  - b) applicants rejected or excluded by one branch can apply to join another branch subject to satisfying conditions in clause 4.5
  - c) members rejected by branch may apply to Management Committee for acceptance as a state member to be ratified by state council.
- 4.8. For purposes of membership, the State Council can rule on whether an organisation is to be considered a proscribed organisation or a subordinate organisation.
- 4.9. The State Council will be charged with, from time to time, publishing a list of proscribed parties and organisations. The State Council is empowered to decide whether an organisation is another proscribed organisation or a subordinate body of another proscribed organisation.
- 4.10. The number of members is unlimited.

## 5. Associates (Supporters)

- 5.1. Associates (Supporters) are not members and have none of the rights and privileges of members.

5.2. Associates (Supporters) of The Queensland Greens are not entitled to:

5.2.1. vote or block consensus;

5.2.2. hold any official position within the Queensland Greens organisation as defined in this constitution or be a delegate;

5.2.3. stand as candidates or hold public office in the name of The Queensland Greens;

5.2.4. attend any meeting of The Queensland Greens without the consent of that meeting or place items on the agenda without the co-sponsorship of a member;

5.2.5. make public statements in the name of The Queensland Greens.

5.3. Associates (Supporters) shall apply for membership in a similar way to membership applications as defined in this constitution.

5.4. Associates (Supporters) shall pay an annual fee as set by the State Council.

5.5. Associates (Supporters) must agree to abide by the Charter and Constitution of The Queensland Greens.

5.6. The number of Associates (Supporters) is unlimited.

## **6. Membership Entitlements**

All financial members are entitled to the following benefits:-

6.1. To be Office Bearers at state, local and/or electorate branch levels.

6.2. To participate in discussion, debate and decision-making in their branch meeting and at Qld Greens general meetings. To attend as observers at Qld Greens State Council meetings. Participation at other meetings requires the approval of those with voting rights at that meeting.

6.3. To receive a copy of the Constitution upon being accepted as a member.

6.4. To receive upon request a copy of the audited accounts of the previous year. The request is to be made in writing, shall be subject to a reasonable charge to cover printing and postage, and shall be provided in a reasonable time.

6.5. To communicate about pertaining to the Queensland Greens with the entire membership through the Queensland Greens publications within reason constrained by space, cost and time limitations.

6.6. To participate in policy formation according to the Constitution.

6.7. To seek nomination for Public Office as a candidate for the Queensland Greens.

6.8. To receive the recognised Members Bulletin of the Queensland Greens.

6.9 A Suspended member shall have none of the rights and privileges of membership.

## **7. Joining Procedure**

7.1. Any natural person may apply for membership by completing the membership form which shall have the following components:-

- a) Name of Applicant.
- b) Residential Address of Applicant.
- c) Postal Address of Applicant.
- d) Preferred Local or Electorate Branch.
- e) Applicant must sign a declaration that they agree to be bound by the Queensland Greens constitution and Code of Ethics.
- f) Applicant must sign a declaration that they are not a member of any other proscribed organisation or its subordinate organisation and intend to refrain from joining such proscribed organisations while remaining a member of the Greens.

7.2. The application for membership must be delivered to the QLD Greens head office with the full membership fees. The State Membership Secretary will advise branches of any person applying for membership with their branch within one month of the fees being accepted.

7.3 A person who has been convicted of a disqualifying electoral offence within ten years before the person applies to become a member of the party is prohibited from joining the Queensland Greens.

7.4 A person who has been convicted of a disqualifying electoral offence is prohibited from continuing as a member of the Queensland Greens.

## **8. The Register**

8.1. A Party Register shall be maintained by the State Secretary which shall include:

- a) Members of the Queensland Greens.
- b) Members of the State Council.
- c) Local Branches and their Membership.
- d) Working Groups and their membership.
- e) A record of persons endorsed and supported for public office.

8.2. Membership details will not be passed on to any outside organisations without the written permission of the member except as required by the law.

## **9. Subscription Fees**

9.1. Each member shall pay membership fees to the QLD Greens head office, which shall pass on an agreed amount per membership to the National body and the branch allocated for that member.

9.2. The rate of the subscription fee for members shall be determined at State Council.

9.3. Members are not financial until the Queensland Greens State Office has received the State and National

component of the membership fee. On payment of a membership fee a member is financial for a period of one year. In a case where a member fails to pay the renewal fee they will remain financial for a period of 90 days after which time the member will become unfinancial. Unfinancial members are subject to the constraints of clauses 5.2 to 5.2.5 and shall be transferred from the members register to the friends register twelve months from the due date for renewal. In any cases of late payment, the due date for renewal shall be backdated to carry on from the original due date.

9.4. There shall be no special joining or other fees.

9.5 Membership fees may be waived by Management Committee or State Council in lieu of work done or on application. Such members will be deemed to be financial.

## **10. Resignation**

10.1. A person may resign from the Queensland Greens by notifying the Local Branch in writing which shall in turn inform the State organisation. The notice shall be presented at the next meeting of the State Council.

10.2. Notification of resignations received by the Council shall be advised to the Local Branch to which the member belonged within one month of the resignation.

## **Chapter Three: Complaints, Discipline and Disputes**

### **11. Complaints, Discipline and Disputes**

11.1 Complaints concerning breaches of the Charter, the Constitution, bylaws or the Code of Ethics of the Greens or natural justice are to be directed to the Convenor of the Constitution and Arbitration Committee.

11.2 The Constitution and Arbitration Committee (CAC) will determine the merits of any complaints about a member or members or body of the Queensland Greens, and should a complaint be found to have merit determine and order the disciplinary actions and other measures necessary to address it.

11.2.1 The CAC will deal with complaints as per the bylaws.

11.2.2 The CAC can dismiss a complaint as frivolous or vexatious.

11.3 The Constitution and Arbitration Committee (CAC) will facilitate the mediation and/or arbitration of disputes if so requested by a member or body of the Party.

11.3.1 The CAC can dismiss a request for mediation and/or arbitration as frivolous or vexatious.

11.4 The State Council or the Constitution and Arbitration Committee may expel, suspend or censure any Member if their conduct is considered to be inconsistent either with the Charter, the Constitution, Code of Ethics, or the policy frameworks of the Greens (or it brings The Greens into disrepute or is contrary to the interests of The Greens).

11.5 Where conflict emerges in any Branch, it shall be the responsibility of the branch to initiate conflict resolution procedures. If disputes cannot be resolved within the Branch, they can be referred to the Constitution and Arbitration Committee.

## **12. Termination of membership**

- 12.1 The Constitution and Arbitration Committee may expel or suspend a person's membership if the person:-
- 12.1.1 is charged with an indictable offence; or
  - 12.1.2 does not comply with any of the provisions of these rules; or
  - 12.1.3 conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the The Greens.
- 12.2 Before the Constitution and Arbitration Committee terminates a person's membership, the committee must give the person a full and fair opportunity to show why the membership should not be terminated.
- 12.3 A person whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision. Such a notice of intention to appeal must be given to the Secretary within one (1) month after the person receives written notice of the decision. If the Secretary receives a notice of intention to appeal, the Secretary must ensure the matter is on the agenda for a State Council to decide the appeal.
- 12.4 State Council to decide appeal:-
- 12.4.1 The meeting to decide an appeal must be held within 3 months after the Secretary receives the notice of intention to appeal.
  - 12.4.2 At the meeting, the person must be given a full and fair opportunity to show why the membership should not be terminated.
  - 12.4.3 Blocking the reinstatement of the membership of the person making an appeal must be decided by a majority vote of the members present, including proxies, and eligible to vote at the meeting.
- 12.5 A false declaration as to membership of a proscribed organisation shall be sufficient grounds for expulsion.

## **Chapter Four: Structure**

### **13. Composition Of The Greens**

- 13.1 The Queensland Greens shall be composed of individual members who form the following bodies:
- 13.1.1 Branches;
  - 13.1.2 State Council;
  - 13.1.3 Management Committee;
  - 13.1.4 Working Groups;
  - 13.1.5 Queensland Campaign Committee;
  - 13.1.6 Queensland Policy Committee;
  - 13.1.7 Constitution and Arbitration Committee;
  - 13.1.8 Queensland Greens Legislative Assembly Party Room;
  - 13.1.9 Queensland Greens caucus of the Australian Greens Federal Party Room.

### **14. Local Autonomy**

- 14.1. The Greens will operate in State, Regional and Local Branches. Local Branches may be formed into regional groupings.

14.2.1. Local Branches and Regional Groups will have the autonomy to make decisions relating to their own affairs provided that:-

- a) These decisions are consistent with the principles, objectives of the Greens.
- b) They remain within the Greens' policy frameworks.
- c) That they take into account national and state campaign priorities and election strategies.

14.2.2. A duly constituted general meeting of a local branch may vote by a 2/3 majority to exclude a member from the branch. Unless disciplinary proceedings are commenced against the member, that member continues to enjoy the full rights of financial membership of the Queensland Greens and may apply to join another branch.

## **15. Local Groups Or Electorate Branches**

15.1. Any ten members may apply in writing to the State Council for accreditation to form a Local Branch which shall be known as The [adopted name] Branch of the Queensland Greens.

15.2 Branches have the discretion to create other branch positions beyond the following required branch Office Bearers:-

- 15.2.1 Convenor;
- 15.2.2 Secretary;
- 15.2.3 Treasurer.

15.3 The Office Bearers for Branches shall be individuals who are members of the branch, and are members of the Queensland Greens. These Office Bearers shall be elected by secret ballot or by a method otherwise determined by the branch at the Annual General Meeting of the branch.

15.3.1 In the event of a casual vacancy for any branch office-bearer position, an ordinary branch meeting can make an interim appointment until the next general meeting.

15.4 Following accreditation, either the State Council or the new Local Branch shall notify members in that area of the formation of the Local Branch and invite them to join. The formation of Local Branches shall be reported in the State Newsletter.

15.5 Local Branches shall conduct meetings as follows: -

- a) Meet at least once every four months.
- b) Agree to the procedure and order of business to be followed.
- c) Ensure that minutes of the meetings are kept which shall include a record of attendance and decisions reached.
- d) Ensure that a copy of the minutes of the meeting shall be sent to the State Secretary within 60 days of the meeting.
- e) Send to the State Secretary copies of any newsletters, publications, and media statements emanating from a Local Branch.
- f) Ensure that any incoming or outgoing correspondence is tabled.
- g) Ensure that a Member having a direct or indirect pecuniary interest in any matter shall declare such interest and shall not block consensus on that matter; if the matter is voted on, the Member may not vote.
- h) Discuss agenda items on notice from subsidiary groups or individual Members ahead of other business unless the meeting determines otherwise.
- i) Local branches shall usually meet within the local area of the branch

15.6 Local Branches shall be entitled to raise and expend funds, but not incur debts in the name of the

Queensland Greens, for the purpose of attaining the objectives and implementing the policies of the Queensland Greens, provided that the Branch shall forward the financial statements for the year to the State Council at least twenty-eight days before the State Council subsequent to the Annual General Meeting.

15.7 Local Branches shall not borrow funds from lending institutions.

15.8 Local Branches shall require a quorum of 10 per cent of their membership if they have a membership greater than 50. If a Local Branch is smaller than 50 members the quorum is 5 members.

15.9 A Local Branch, with the approval of the State Council, may amalgamate with another Local branch.

15.10 A Local Branch may be dissolved by unanimous decision of the Local Branch or by State Council if its membership falls below the required minimum membership of ten for more than 4 consecutive months.

15.11 If a Local Branch is unable to meet the requirements of section 15 for a period longer than 4 months, the State Secretary must notify the State Council of this situation.

15.12 On dissolution of a Local Branch, any surplus funds or property shall be transferred to the Council.

## **16. The Management Committee**

16.1 The Management Committee shall consist of a:-

- 16.1.1 State Convenor
- 16.1.2 State Secretary
- 16.1.3 State Treasurer
- 16.1.4 Campaign Convenor
- 16.1.5 Membership Convenor
- 16.1.6 Policy Convenor
- 16.1.7 Lead National Delegate
- 16.1.8 Rural and Regional Convenor

16.2 The Management Committee is the Management Committee as per the Incorporated Associations Act and is responsible for the business and operations of the incorporated association. Subject to these rules or a resolution of the members of the association carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the association.

16.2.1 Management Committee will authorise particular members to sign cheques and authorise or make payments, on behalf of the Queensland Greens.

16.3 Members of the Management Committee shall be individuals who are resident in the state, and are financial members of the Queensland Greens. Members of the Management Committee shall be elected by secret postal or online ballot to be declared and ratified at the Annual General Meeting.

16.3.1 An individual may only hold one position on Management Committee, but may nominate for more than one position.

16.4 Candidates for Management Committee shall have consented to stand in writing.

16.5 The elections for Management Committee, and other positions to be elected as per this constitution, are subject to relevant by-laws.

- 16.6 The Management Committee shall convene at least once every two months either by electronic bulletin board or by teleconference or in person. An electronic bulletin board conference may be of an ongoing nature.
- 16.7 All ratified minutes of the Management Committee must be presented to the next state Council meeting. State Council may by simple majority determine to as far as practicable reverse decisions of Management Committee.
- 16.8 A quorum for a Management Committee meeting shall consist of a simple majority of the members of the Management Committee.
- 16.9 If a voting member of the Management Committee is unable or refuses to act to fulfil their designated responsibilities, or without apology or leave fails to attend three meetings, or ceases to be a member of the party, the committee may declare the position vacant and make an interim appointment for the period until the next State Council.
- 16.10 At each meeting a facilitator shall be appointed by nomination and acceptance. Decisions shall be made by consensus or at least a two-thirds majority vote, unless otherwise specified.
- 16.11 Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a State Council where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a State Council.
- 16.12 If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- 16.13 Management Committee may make interim appointments to fill casual vacancies on Management Committee until the next State Council meeting.
- 16.13.1 Management Committee will make an interim appointment to fill a casual vacancy for the position of Secretary until the next State Council meeting.
- 16.13.2 If and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.
- 16.14 a) Management Committee may process membership applications received directly at the office, when it is clear that there is no branch covering a region or where the application has already been rejected by a branch, or the applicant does not want to be a member of a local branch. A list of names of any rejected applicants must be tabled at the next State Council meeting.
- 16.14 b) Membership Committee may reject the memberships of renewing, provisional, or past members who are not members of a local branch. These decisions must be reported to the next State Council for confirmation.



16.15 The State Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee, State Council and general meeting are recorded.

16.16 To ensure the accuracy of the minutes, the minutes of each Management Committee, State Council and general meeting must be signed by the Convenor of the meeting, or the Convenor of the next Management Committee, State Council or general meeting, verifying their accuracy.

16.17 If asked by a member the State Secretary must, within 28 days after the request is made give the member a copy of the ratified minutes of a Management Committee, State Council or general meeting.

16.18 The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

16.19 The State Secretary must make available a copy of the ratified minutes of a Management Committee meeting to State Council delegates within 7 days of the minutes being ratified.

## **17. State Council**

17.1 State Council shall comprise:-

17.1.1 Members of Management Committee

17.1.2 Delegates as per the State Council Delegates bylaw;

17.1.3 Two delegates from the Queensland Greens federal parliamentary caucus;

17.1.4 Two delegates from the Queensland Greens Legislative Assembly & Legislative Council Party Room;

17.2 The State Council shall convene at least once every four months either in person or by means of telecommunications technology. State Council will determine the meeting schedule of State Council.

17.2.1 Management Committee may schedule a State Council meeting if State Council neglects to schedule a meeting.

17.2.2 Management Committee may reschedule a State Council meeting if there is a conflict with a state or federal election, or with a significant campaigning opportunity.

17.2.3 State Council may convene online in an ongoing nature.

17.3 State Council members shall have at least seven days notice of any face to face or teleconference meetings.

17.4 The powers of a State Council include the following, unless otherwise specified:

17.4.1 To adopt policy on behalf of the Queensland Greens, subject to constitutional provisions.

17.4.2 To appoint spokespersons who shall publicly articulate policy.

17.4.3 To endorse persons for public office to stand in seats where no Branch exists.

17.4.4 To ratify the preselection of a nominee for the Australian Senate or Legislative Council.

17.4.5 To accredit or disaccredit Branches.

17.4.6 To establish Working Groups.

17.4.7 To remove members of Management Committee.

17.4.8 To fill vacancies on Management Committee until the Annual General Meeting.

17.4.9 To authorise the Queensland Greens budget.

17.4.10 To authorise Management Committee to incur debts in the name of the Queensland Greens to a specified limit.

17.4.11 To elect delegates to the National Delegates Committee

17.4.12 Appoint a Returning Officer in due time for the Annual General Meeting.

17.5 A special State Council can be called for in any of the following ways:

- 17.5.1 A resolution passed by State Council;
- 17.5.2 A petition signed by 4% of the membership;
- 17.5.3 A petition supported by three branches;
- 17.5.4 A resolution passed by Management Committee.

17.6 In the event of a Special State Council being called as per section 17.5, the Management Committee shall give notice of a State Council as soon as practicable.

17.6.1 At least 7 days notice of a Special State Council is required.

17.7 Members of Management Committee shall be ex-officio non-voting members of State Council. They shall have speaking rights and the ability to block consensus. These members may otherwise hold votes.

17.8 Delegates from parliamentary caucuses shall be non-voting members of State Council. They shall have speaking rights and the ability to block consensus. These members may otherwise hold votes.

17.9 The State Council shall be open to all members of the Greens. It will be a decision of the delegates to the State Council whether non-delegated members may be permitted to speak.

17.10 With the approval of the State Council or Management Committee, people who are not members of the Greens may be invited to address the Council.

## **18. Working Groups**

18.1 The Council may establish Working Groups and in so doing shall determine their membership, terms of reference and duration.

18.2.a) A Working Group shall be established and maintained to produce and circulate a Newsletter to be published not less than four times a year at regular intervals. The Newsletter shall be an organ for communication amongst members for the purposes of information and notification of meetings

18.2.b) The members website shall be maintained to encourage plural and open debate among members in confidence and consistent with the Code of Ethics.

## **19. Queensland Campaign Committee (QCC)**

19.1 The Queensland Campaign Committee (QCC) is responsible for:-

- 19.1.1 Development and implementation of campaign strategies;
- 19.1.2 Developing and managing campaign budgets within the framework of the Queensland Greens budget;
- 19.1.3 Appointing campaign co-ordinators;
- 19.1.4 Facilitating preselection of candidates;
- 19.1.5 Review of nominations for House of Representatives and Legislative Assembly preselections,
- 19.1.6 Ratification and endorsement of the preselections for the House of Representatives and Legislative Assembly;
- 19.1.7 Review of nominations for Senate preselections for eligibility;
- 19.1.8 Ratification and endorsement of the preselections for the Senate if the writs have been issued for

a Senate election or if so delegated by State Council;

19.1.9 Suspension, or if the election has been called disendorsement, of candidates (excluding Senate candidates) until the next State Council;

19.1.10 Act as a candidate selection committee if there is insufficient time for the usual preselection processes to be completed before the official close of nominations for an election;

19.1.11 Appointment, oversight and direction of any preference negotiators;

19.1.12 Appointment, oversight and direction of any representation to Australian Greens campaigning bodies;

19.1.13 Regulation of Spokespersons;

19.1.14 Regulation of the Queensland Greens' public website.

19.2 The members of the Queensland Campaign Committee (QCC) will be:-

19.2.1 the Campaign Convenor;

19.2.2 Campaign Secretary;

19.2.3 Campaign Treasurer;

19.2.4 At least three and no more than six other members as per the bylaws.

19.3 The convenor of the Queensland Campaign Committee (QCC) will be the Campaign Convenor.

19.4 The Queensland Campaign Committee (QCC) will have a subcommittee comprising the Campaign Convenor, Campaign Secretary and Campaign Treasurer known as the Queensland Campaign Executive (QCE).

19.4.1 The QCE is empowered to make decisions on behalf of QCC in situations when the full committee cannot reasonably be expected to make a decision in the time allowed by circumstances.

19.4.2 Decisions of the QCE must be by consensus and must be reviewed by the full committee at their next meeting.

## **20. Constitution and Arbitration Committee (CAC)**

20.1 The powers and responsibilities of the Constitution and Arbitration Committee (CAC) are:

20.1.1 To determine the merits of any complaints, and should a complaint be found to have merit determine and order the disciplinary actions and other measures necessary to address it.

20.1.2 To facilitate the mediation and/or arbitration of disputes.

20.1.3 To interpret the meaning of the constitution and bylaws.

20.1.4 To evaluate constitutional or by-law proposals to general meetings or State Council and make recommendations.

20.1.5 To evaluate constitutional or by-law proposals to National Council or National Conference and make recommendations to State Council and the National Delegates.

20.1.6 To prepare proposals for general meetings to improve the constitution.

20.1.7 To prepare proposals to improve the by-laws.

20.1.8 To provide up-to-date copies of the Queensland Greens Constitution and By-laws.

20.1.9 To provide a report on the constitutionality of any matter referred by State Council, a general meeting, Management Committee, the Queensland Campaign Committee, or the CAC.

20.2 The Annual General Meeting will elect three members as voting members of the Constitution and Arbitration Committee (CAC).

20.2.1 To nominate for CAC a member must not have had an adverse finding against them in a complaint in the previous three (3) years.

20.3 Queensland Greens delegates to Australian Greens constitutional bodies are ex officio a non-voting member of CAC.

20.4 The Queensland Greens Secretary is an ex officio non-voting member.

20.5 The CAC may co-opt other members as non-voting members.

20.6 A voting member of either the Management Committee or the Queensland Campaign Committee cannot simultaneously be a voting member of the Constitution and Arbitration Committee (CAC).

20.7 Remaining members of the CAC can appoint a member who meets the criteria in 20.2 to fill any casual vacancy on CAC on an interim basis until the vacancy is filled by State Council.

20.8 State Council will appoint a member who meets the criteria in 20.2 to fill any casual vacancy on the Constitution and Arbitration Committee (CAC).

20.9 The Secretary will have the right of first refusal to be the Convenor of the CAC. Should the Secretary decline to be the Convenor then the CAC will appoint a Convenor by consensus. In the event that consensus cannot be reached then there will be a vote.

20.10 The Constitution and Arbitration Committee (CAC) will operate via consensus, requiring consent of all voting members to make a decision.

## **21. Queensland Policy Committee (QPC)**

21.1 Responsibilities of the Queensland Policy Committee (QPC):-

- 21.1.1 Reviewing of Queensland Greens policy and developing policy proposals and amendments;
- 21.1.2 Liaising with, and providing representation to Australian Greens policy bodies and officeholders;
- 21.1.3 Facilitation of the involvement of members and supporters in policy development.
- 21.1.4 Making interim decisions relating to policy as per Chapter 7.

21.2 The members of the Queensland Policy Committee (QPC) will be:-

- 21.2.1 the Policy Convenor;
- 21.2.2 at least four (4) members appointed as per the bylaws-

21.3 The convenor of the Queensland Policy Committee (QPC) will be the Policy Convenor.

## **Chapter Five: Procedures: Meetings And Decision-Making**

### **22. Annual General or General Meetings**

22.1 The first general meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Association, and at such place as the Management Committee may determine.

22.2 The annual general meeting shall be held within six months of the close of the financial year.

22.3 The business to be transacted at every annual general meeting shall be -

- 22.3.1 the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;
- 22.3.2 the receiving of the auditor's report upon the books and accounts for the preceding financial year;
- 22.3.3 declaration and ratification of the ballot to elect the Management Committee; and
- 22.3.4 the appointment of an auditor.
- 22.3.5 declaration and ratification of the ballot to elect the Campaign Secretary;
- 22.3.6 declaration and ratification of the ballot to elect the Campaign Treasurer.
- 22.3.7 the election of the voting members of the Constitution and Arbitration Committee.

22.4 The election of office bearers may be conducted via postal or online ballot. The close of all ballots must occur simultaneously and may occur prior to the opening of the meeting.

22.5 The secretary shall convene a special general meeting -

- 22.5.1 when directed to do so by the Management Committee; or
- 22.5.2 on the requisition in writing signed by not less than one-third of the voting members at the previous State Council meeting
- 22.5.3 on the requisition in writing signed by not less than the number of ordinary members of the party which equals double the number of voting members at the previous State Council meeting plus one
- 22.5.4 Use of any of the mechanisms in 22.5.1-22.5.3 shall require clearly stating the reasons in writing why such special general meeting is being requisitioned and the nature of the business to be transacted thereat.

22.6 At any general meeting the number of members required to constitute a quorum shall be equal to double the number of members presently on the Management Committee plus one.

22.7 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy.

22.8 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

22.9 The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

22.10 The secretary shall convene all general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.

22.11 Notice of all general meetings shall be given in writing to all members. The notice of AGM shall be included in a newsletter to all members. Notice of a general meeting shall clearly state the nature of the

business to be discussed thereat.

22.12 Unless otherwise provided by these Rules, at every general meeting:

- a) the Convener shall preside as Chair, or if they is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, then the members present shall elect one of their number to be Chair of the meeting;
- b) the Chair shall maintain order and conduct the meeting in a proper and orderly manner;
- c) every question, matter or resolution shall be decided by a majority of votes of the members present;
- d) every member present shall be entitled to one vote and in the case of an equality of votes the Chair shall have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if their annual subscription is more than three months in arrears at the date of the meeting;
- e) voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chair shall appoint two members to conduct the secret ballot in such manner as shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting of which the ballot was demanded;
- f) a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote;
- g) the instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointor or of their attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy must be a member of the Party. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
- h) where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

*I, of, , being  
a member of the above named Association,  
hereby appoint of, or  
failing him/her, of, as  
my proxy to vote for me on my behalf at the  
(annual) general meeting of the Association,  
to be held on the day of, 19 ,  
and at any adjournment thereof.  
Signed this day of, 19 .  
Signature  
This form is to be used \*in favour of the  
resolution \*against\*  
Strike out whichever is not desired.*

- i) the instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote;
- j) for branch meetings:
  - (i) proxies cannot be used to establish a quorum;
  - (ii) proxies may only be used in votes on motions (or amendments thereof) of which at least 7 days notice has been given to members and for which background information has been provided;
  - (iii) proxies cannot be used in the procedural vote to vote;
- k) except as otherwise provided, meetings of constituent groups shall be regulated in accordance with

the foregoing clauses.

### **23. Cost Sharing of State Organisation**

23.1 The costs of sending the specified number of allowed delegates to annual conferences shall be shared across the organisation.

23.2 The costs of teleconferences shall also be shared.

23.3 The expenses of working groups and the expenses of State Office Bearers shall be a shared State expense.

### **24. Decision-Making**

24.1 Decisions at meetings shall be made by co-operative decision-making processes, which include the options of consensus and various forms of voting. A serious attempt at all times will be made towards achieving consensus. Sufficient time will be allowed for discussion of different views, including provision for non-decision making meetings and referral of controversial questions to working groups for development of a consensus proposal.

24.2 Where, after a reasonable period of time, disagreement persists, the question shall be resolved by vote. A procedural question to this effect shall be deemed to have been carried if it is carried by a two thirds majority.

24.3 A substantive motion, to be carried, unless provided for elsewhere in the Constitution, requires a two thirds majority of those eligible votes cast in affirmative or negative. Abstentions shall not be counted in the calculation of the result. (Amended September 2006 AGM)

24.4 Voting shall be conducted by a show of hands except in the case of contested elections which shall be determined by secret ballot.

24.5 Provision shall be made for important or contentious issues at the state level to be resolved by all members. A plebiscite may be convened if initiated by 10% of the individual membership, or 30% of properly constituted Local Branches. The text of the question put to the plebiscite must have the endorsement of all those calling the plebiscite. For the results of the plebiscite to be valid, a minimum of one tenth of the membership must have participated in the plebiscite. For a motion to succeed it needs to be approved by a two thirds majority of those voting to change the status quo.

24.6 Under special circumstances, the State Council of Local Branches may designate persons to make certain kinds of decisions within prescribed parameters. These parameters include the aims, objectives, means and policies of the Queensland Greens. To ensure that this option is not exercised lightly, the decision and the process through which it was mandated shall be brought to the attention of the membership at the next general meeting.

## **Chapter Six: Candidates And Representatives**

## **25. Endorsement And Preferences**

25.1 The executive of all branches included in an electorate area will work cooperatively with each other to invite at least all members in the electorate to join a Local Campaign Committee (LCC). In the absence of branch cooperation, Queensland Campaign Committee (QCC) can invite all members of an electorate to form an LCC.

25.1.1 Where there is only one branch in an electorate, the branch will perform the functions of the LCC.

25.2 Preselection of candidates will be run by a Returning Officer appointed by the LCC or the Queensland Campaign Committee (QCC) who will follow the By-laws governing preselection of candidates for public office.

25.3 For selection purposes, Branches or the Queensland Campaign Committee (QCC) may appoint a selection panel comprised of no fewer than five members.

25.4 The process for selecting Candidates for the Federal Senate shall be according to the bylaws.

25.5 State Council may not exercise a veto against the decision of a Senate ballot unless there is a determination that the conduct of the preselection was so flawed as to have been likely to have altered the outcome.

25.6 If there is only one Candidate for an election to Public office, endorsement shall nevertheless be required from the Branch or State Council or their delegated authority.

25.7. Any Candidate selection panel shall be established under bylaws that set out the criteria under which Potential Candidates are to be evaluated.

25.8 Where a selection panel is empowered to decide selection, rather than make recommendations on selection to its relevant Electorate Branch or the State Council, a potential Candidate not selected or not satisfied with the running order may appeal to that relevant body for a review of the decision.

25.9 All preselected candidates for the House of Representatives or Legislative Assembly or Lord Mayor or Mayor must be reviewed and ratified by the Queensland Campaign Committee to be considered endorsed candidates.

25.10 All proposed Candidates must be Members of the Greens.

25.11 Candidates for public office who are members of the Greens whose application has been appropriately approved shall be recognised as endorsed candidates of the Greens.

25.12 Sitting Parliamentary Members (and Local Government Members if applicable) shall also go through the Candidate selection process before each relevant election.

25.13 The LCC for each electorate will elect a preference committee who will provide local guidance to the Queensland Campaign Committee for the determination of preferences within the parameters of guidelines formulated by State Council.

25.14 Pre-selection ballots must satisfy the general principles of free and democratic elections, specifically:

25.14.1 only members of the party who are electors may vote



- 25.14.2 only members of the party who are eligible to vote in the ballot under the party's constitution may vote
- 25.14.3 each member has only one vote
- 25.14.4 voting must be done by secret ballot
- 25.14.5 a member must not be improperly influenced in voting
- 25.14.6 a member's ballot paper must be counted if the member's intention is clear
- 25.14.7 members' votes must be accurately counted; and
- 25.14.8 each person who is seeking selection may be present personally, or may be represented by another person, at the ballot and for scrutiny, and counting of votes.

25.15 The preselection process will reopen after one year from the time of endorsement by the Queensland Campaign Committee, unless that date is between the issuing of the writs and the return of the writs for the relevant election.

25.15.1 Candidates who face election will be deemed to be an endorsed candidate until four weeks after the return of the writs for that election.

## **26. Greens in Public Office**

26.1 The actions and activities of all members of the Queensland Greens in public office will be consistent with the Charter of The Greens.

26.2 An elected Member of Parliament will also adhere to the policies of the Queensland Greens.

26.2.1 except that where, in the opinion of the elected Member, their duty to the constituents is in conflict with the Queensland Greens policy then elected Members may vote according to their duty to their constituents;

26.2.2 and where the views of an elected Member are in conflict with the Queensland Greens policy, then the elected member may vote in accordance with their conscience.

26.3 When an elected member recognises a conflict between either their conscience or their duty to the electorate and the Queensland Greens policy, then such an elected representative will furnish a statement accounting for this position to their electorate, the State Council and the National Council for their information.

26.4 When an elected member votes against the Queensland Greens policy, then they will at the earliest opportunity furnish a statement to the State Council and the National Council accounting for the reason why they so voted.

## **Chapter Seven: Policy**

### **27. Formulation And Adoption Of Policy**

27.1. Policies for local government elections may be formulated by the relevant local campaign committee.

27.1.1 Branch policies must be consistent with Queensland Greens' and Australian Greens' policies.

27.1.2 Copies of all proposed draft policies and policies adopted by Branches shall be forwarded immediately to the Policy Convenor.

27.1.3 Local government policies adopted by a local campaign committee only become official policy

upon ratification by the Queensland Policy Committee or State Council.

27.2 State Council shall deal with proposed policy as per usual for a proposal under the standing orders with the additional option of submitting the proposal, or part thereof, to a binding ballot of the party membership. A proposal submitted for ballot:-

27.2.1 May be amended from the original proposal submitted to State Council;

27.2.2 May include options;

27.2.3 May be conducted electronically;-

27.2.4 Must have at least 5% of the financial membership participate in the ballot for it to be valid;-

27.2.4.1 In the event that this threshold is not reached then State Council has the option to adopt the policy.

27.2.5 Must have the proposed policy made available on the members' only section of the Party's website for at least four weeks before balloting;-

27.2.5.1 State Council or the Queensland Policy Committee will be able to indicate support and/or opposition to proposed policies or amendments to policy.

27.2.5.2 Proposed amendments to proposed policies will be made on the members' only section of the Party's website for at least one week before the ballot.

27.3 The Queensland Policy Committee may make interim amendments to Queensland Greens' policy. Any such amendment will require endorsement by the subsequent State Council or will lapse. Any such amendment must be:-

27.3.1 Urgent, meaning if the amendment waits until the next State Council the party will be disadvantaged;

27.3.2 Agreed by consensus of the QPC;

27.3.3 Subject to appeal to the Constitution and Arbitration Committee.

27.4 Should the Queensland Policy Committee use the power under 27.3 to adopt new policy the new policy must:

27.4.1 Be consistent with the Greens' Charter;

27.4.2 Be consistent with Australian Greens' policy;

27.4.3 Be consistent with Queensland Greens' policy;

27.4.4 Not countermand a decision of State Council made since the last state election.

27.5 Should the Queensland Policy Committee use the power under 27.3 to delete existing policy the deletion must be:

27.5.1 To the minimum degree to address the issue;

27.5.2 Because the policy is factually incorrect or in conflict with the Greens' Charter or Australian Greens' policy or other Queensland Greens' policy.

27.6 The Queensland Policy Committee is empowered to fix formatting, grammar, spelling or numbering issues in policy provided that there is in no way an effect on the substance of the policy, and report any such amendments to the next State Council.

## **Chapter Eight: Formal Matters**

### **28. Funding**

28.1 Substantial funding of the party and parliamentary candidates shall be open to public inspection. Substantial funding shall be money, goods, or services (other than voluntary labour) to the value of \$1000 or above in any one year, or the lowest threshold under Queensland or Australian legislation, whichever is the lower. State Council or Management Committee can determine to disclose any funding below the threshold above.

28.2 Decisions about the distribution of public election funding are the responsibility of State Council.

### **29. Spokespersons**

29.1 The only persons with authority to make public statements on behalf of the Queensland Greens are:

29.1.1 Spokespeople appointed by the State Council;

29.1.2 Members of the Greens in Public Office;

29.1.3 Endorsed Candidates for Public Office;

29.1.4 State Convenor;

29.1.5 Spokespeople appointed by Management Committee who are authorised to speak on internal party matters. Such appointments will at maximum be until the conclusion of the next State Council;

29.1.6 Spokespeople appointed by the Queensland Campaign Committee who are authorised to speak on matters outlined by the QCC. Such appointments will at maximum be until the conclusion of the next State Council.

29.2 Management Committee and the Queensland Campaign Committee may:-

29.2.1 Suspend a spokesperson appointed by State Council until the conclusion of the next State Council;

29.2.2 Revoke Spokesperson authorisation conferred under 29.1.5 or 29.1.6.

29.2.3 Direct a spokesperson to refrain from commenting on a certain issues until the conclusion of the subsequent State Council;

29.2.4 Direct a spokesperson to make a statement or media release and require any such statement or release to be approved by Management Committee and/or the Queensland Campaign Committee or a delegate or delegates thereof;

29.2.5 Direct a spokesperson to take any reasonable steps to address an arising issue;

29.2.6 Arrange the issuing of a comment or media statement by another authorised spokesperson of the Party to address an issue arising regarding a spokesperson.

29.3 Spokespersons will be further regulated according to the bylaws.

### **30. Affirmative Action**

30.1 The Greens are committed to the principle of women and men having equal status within society and will practice gender equity and equal opportunity principles.

30.2 The Greens will instigate affirmative action for women to encourage them into non-traditional positions.

30.3 At no time will any member be discriminated against due to gender, age, race, ethnicity, class, religion, disability, sexuality or marital status.

### **31. Property**

31.1 The property and income of the Queensland Greens shall be applied solely towards promoting the principles and achieving the objectives of the Queensland Greens and no part of that property or income may be applied or otherwise distributed, directly or indirectly, except in good faith for that purpose.

31.2 In the event that the Queensland Greens dissolve the property of the party, then it shall be disposed of by the Council to firstly discharge any debts or liabilities and secondly to distribute any surplus to non profit organisations which share the principle or objectives of the Queensland Greens.

### **32. Common Seal**

32.1 The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

### **33. Auditor**

33.1 The Annual General Meeting shall appoint an Auditor. The position of Auditor may be honorary or the meeting may determine the sum of an honorarium. The Auditor shall submit a written report to the Council for presentation at the Annual General Meeting. The Auditor shall not be a member of the Queensland Greens and shall be a qualified accountant.

### **34. Indemnity**

34.1 Members of the Queensland Greens who act on behalf of the Queensland Greens with any written authority of the Council in accepting or incurring any personal pecuniary liability shall be held indemnified against that personal liability in respect of such action.

### **35. Liability**

35.1 The Member Bodies of The Greens are not partners and none of them will be liable in any way for the acts or defaults of any of the other Member Bodies.

35.2 The Queensland Greens may incur debts but will remain responsible for these debts.

35.3 Local Groups and/or Electorate Branches shall not borrow funds from lending institutions. Local Groups and/or Electorate Branches shall be responsible for their own debts.

### **36. Constitutional Interpretation**

36.1 The On request of another body of the Queensland Greens or State Council the Constitution and Arbitration Committee will interpret the meaning of the constitution and bylaws, and any matter relating to the Queensland Greens on which the constitution and bylaws are silent.

36.1.1 Any interpretation of the constitution or bylaws by the CAC will take immediate effect and if so directed by the CAC insofar as is possible and reasonable reverse any decisions contrary to the interpretation.

36.1.2 Any interpretation of the constitution or bylaws by the CAC will subsequently require review by State Council. Should State Council not agree with the CAC interpretation then the decision will be reversed as far as is possible and reasonable.

36.2 The Management Committee may make or amend by-laws, not inconsistent with these rules, for the internal management of the Queensland Greens.

36.2.1 Management Committee cannot make or amend by-laws relating to, or contrary to decisions of the Constitution and Arbitration Committee.

36.2.2 Management Committee cannot make or amend by-laws relating to the election of Management Committee.

36.2.2 Any by-law made or amended by the Management Committee has to be ratified by the Constitution and Arbitration Committee and published in the newsletter before taking effect.

36.2.3 Any by-law made or amended by the Management Committee will lapse if not reviewed and endorsed by State Council within four months.

36.3 The provision at section 47(1) of the Associations Incorporation Act 1981, that outlines that the model rules would apply when this constitution is silent, does not apply.

36.4 A by-law or part thereof may be set aside by State Council, or a vote of members at a general meeting.

36.5 A by-law or part thereof may be set aside by the Constitution and Arbitration Committee if it deems that there is a conflict with the constitution, the law, or natural justice.

36.6 The Management Committee may formulate a manual of procedures covering:-

36.6.1 Membership application processes;

36.6.2 Ensuring compliance with statutory reporting requirements;

36.6.3 Compliance with laws;

36.6.4 Banking;

36.6.5 Management and supervision of staff;

36.6.6 Other matters determined by State Council.

## **37. Constitutional Amendment**

37.1

a) Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting:

Provided that no such amendment, rescission or addition shall be valid until it has been submitted to and approved by the Director-General, Office of Fair Trading or its successor, Brisbane.

b) Members shall be given four weeks written notice of proposals to amend the constitution.

37.2 The Council shall keep a register of bylaws.

37.3 The bylaws shall be effective on publication in the Newsletter.

37.4. The State Council or a general meeting may introduce, alter or revoke bylaws.

## **38. Dissolution**

38.1 The Queensland Greens may be wound-up by a special resolution of the members passed at a general meeting called for that purpose. Not less than six weeks notice shall be given of this meeting. A special resolution must be passed by 75% of the members present in person and eligible to vote and no proxy or postal votes are allowed. The dissolution of the Queensland Greens shall be effective within 30 days after the result of the vote, or on whichever day is stipulated by the motion.

## **39. Party Agent**

39.1 The State Treasurer will have the right of first refusal to be the Party Agent. Should the State Treasurer decline to be the Party Agent then the Management Committee will appoint a Party Agent. The Agent will perform the duty of Agent under the Commonwealth Electoral Act and equivalent duties under state and local government Electoral Acts.

## **40. Registered Officer**

40.1 The Campaign Convenor will have the right of first refusal to be the Deputy Registered Officer with the Australian Electoral Commission for the Australian Greens. Should the Campaign Convenor decline the position, then the Management Committee will appoint a member to the position.

40.2 The Campaign Secretary will have the right of first refusal to be the Registered Officer with the Australian Electoral Commission for the Queensland Greens and Deputy Registered Officer with the Electoral Commission Queensland. Should the Campaign Secretary decline the position then the Management Committee will appoint a member to any vacant position.

40.3 The State Secretary will have the right of first refusal to be the Deputy Registered Officer with the Australian Electoral Commission for the Queensland Greens and Registered Officer with the Electoral Commission Queensland. Should the State Secretary decline a position then the Management Committee will appoint a member to any vacant position.

40.4 The Registered Officers and Deputy Registered Officers will perform the duties of Registered Officer and Deputy Registered Officer under the relevant Commonwealth electoral act or equivalent duties under state and local government electoral acts.

## **41. Financial Year**

41.1 The financial year of the Association shall close on June 30th in each year.

# QUEENSLAND GREENS BY-LAWS

## By-law No. 1 - Responsibilities of the Officebearers

Adopted Special General Meeting 31/05/2014

### 1. The State Convenor

1.1 The duties of the State Convenor include the following matters with regard to all general meetings and meetings of the State Council: -

- 1.1.1 ensuring that the appropriate notice of meetings, agenda and motions on notice are provided in good time;
- 1.1.2 ensuring that a facilitator is appointed for each meeting;
- 1.1.3 ensuring that the business of each meeting is properly addressed.

1.2 The State Convenor will present the Annual Report to the Annual General Meeting.

1.3 The State Convenor will perform such other duties as the State Council may from time to time determine.

1.4 The State Convenor or their delegate is responsible for managing staff.

### 2. The State Secretary

2.1 The duties of the State Secretary comprise:

- 2.1.1 Preparing the agenda for and giving notification of all meetings of State Council and general meetings in good time.
- 2.1.2 Ensuring full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee, State Council and general meeting.
- 2.1.3 Verifying the accuracy of all minutes by ensuring that the Chair of the meeting or of the succeeding meeting signs the minutes.
- 2.1.4 Storing these minutes so that they may be open for inspection by any financial member who previously applies to the secretary for that inspection.
- 2.1.5 Co-ordination of the correspondence of the State Council, tabling correspondence and recording the attendance of all persons present.
- 2.1.6 Working co-operatively to assist the Membership Secretary to maintain the Membership Register.
- 2.1.7 Keeping custody, during the term of office, of all books, documents, records and registers of the Queensland Greens, except those which are the responsibility of the Treasurer. The custody of all records is to be transferred in full to the incoming Secretary when a change of office occurs.
- 2.1.8 Receiving minutes from Branches.
- 2.1.9 Recording the use of the Common Seal.
- 2.1.10 Convening Special General Meetings and ensuring adequate notification.
- 2.1.11 Performing such other duties as the State Council may from time to time determine.

### 3. The State Treasurer

3.1 The duties of the State Treasurer comprise:

3.1 Responsibility for the receipt of all monies paid to the State Council, the issuing of receipts, and the deposit of those monies in accounts as determined from time to time by the State Council.

3.2 Responsibility for monies paid by the Queensland Greens with the authority of the State Council.

3.3 Ensuring that all cheques are signed by any two members appointed as per section 15.3.1 of this constitution).

3.4 The submission to the Annual General Meeting of a report, balance sheets and financial statement, and the submission of those particulars to the State Council when requested.

3.5 Keeping custody of all securities, books and documents pertaining to the financial records of the Greens, and ensuring that all records are transferred to the incoming Treasurer when a change of office occurs.

3.6 Assisting Branches in financial matters.

3.7 Performing such other duties as the State Council may from time to time determine.



## **By-law No.2 - Employment of Queensland Greens non-parliamentary staff**

State Conference October 2008

1. The State Council and the Management Committee is responsible for all Human Resources matters for the party.
2. For every employee and contractor, the State Council or the Management Committee will appoint a supervisor.
3. All letters of appointment and contracts for labour or services require the approval of the State Council or the Management Committee and must be signed by the Convenor.
4. No party member, committee, working group, branch or other Party group may make any offer of employment, or negotiate terms or conditions of employment without the prior approval of the State Council or the Management Committee, or a specifically delegated representative. Any offers, negotiations or discussions without the prior approval of the State Council or the Management Committee are not done on behalf of the the Qld Greens and are not binding on the Party.

# **By-law No.3 - Preselection of candidates for the House of Representatives or the Legislative Assembly**

updated February State Council 2011

updated April State Council 2011

updated August State Council 2014

Amended August State Council 2015 section 9 eligible voters

1. As per the constitution the Queensland Campaign Committee is responsible for preselection of candidates.
2. In exceptional circumstances the Queensland Campaign Committee will specify which branch or branches will be primarily responsible for which electorates.
3. The Queensland Campaign Committee determines if and when a preselection for an electorate is to be conducted, except that:-
  - 3.1 Any electorate in which the Queensland Greens received more than fifteen percent at the previous general election (regardless of any redistribution) will be required to have a preselection process as soon as practicable six months after the general election, and every year thereafter until the subsequent election.
4. As soon as practicable after the Queensland Campaign Committee determines a preselection process is to be conducted the relevant Local Campaign Committee will appoint a Returning Officer and Deputy Returning Officer.
  - 4.1 If there is no Local Campaign Committee or the relevant Local Campaign Committee fails to appoint a Returning Officer within one month then the appointment of Returning Officer will be by the Queensland Campaign Committee.
  - 4.2 In the case of a by-election, the Queensland Campaign Committee will perform the functions of the local campaign committee in terms of preselection and conduct of the campaign.
5. As soon as practicable after being appointed a Returning Officer call for nominations in their electorate(s) by:-
  - 5.1 Email or letter to all members in the electorate and neighbouring electorates;
  - 5.2 Publicly advertising; (optional).
  - 5.3 In the Party newsletter;
  - 5.4 On the members' website.
6. Nomination as a candidate for the Queensland Greens requires the following:
  - 6.1 Membership of the Party;
    - 6.1.1 for more than six months; or
    - 6.1.2 Exemption from 6.1.1 by the Queensland Campaign Committee.
  - 6.2 Compliance with all legal provisions, i.e.
    - 6.2.1 to be on the electoral roll;
    - 6.2.2 to be an Australian citizen;
    - 6.2.3 not to be a disqualified person under the Electoral Act.
  - 6.3 A completed nomination form as per the bylaws.
  - 6.4 Not be a disqualified person under the provisions of the Commonwealth and Queensland

Constitutions and all relevant electoral laws.

7. The Returning Officer will:-

7.1 Ensure that By-laws with respect to candidate nomination are complied with.

7.2 Scrutinise signed nomination forms and applications for validity.

7.3 Screen applicants for undischarged bankruptcy, criminal offences, or other matters pertaining to the nominees which could prevent their becoming legal candidates.

7.4 Ensure that nominees are well informed of their responsibilities if they are endorsed as a candidate.

7.5 As soon as possible after close of nominations the Returning Officer must send copies of the nomination forms to the Campaign Secretary.

8. If the Returning Officer determines there is only one eligible nominee then the preselection will be determined by a selection committee.

8.1 Unless otherwise determined by the Queensland Campaign Committee the selection panel will be formed by the responsible branch and comprise at least five members.

9. If it is a contested preselection, there being more than one eligible nominee, then the Returning Officer will determine the roll of eligible voters.

9.1 The eligible voters in a contested preselection will be all the financial members who reside within the electorate.

9.2 In cases where there are fewer than 10 financial members resident in the electorate, the eligible voters will be all financial members resident in the electorate, plus all non-resident members of any branch with more than one third of the total members reside in the electorate.

9.3 The Local Campaign Committee for the electorate can request permission from the Queensland Campaign Committee to further expand voter eligibility.

10. The Returning Officer may apply to the Queensland Campaign Committee to utilise an electronic and/or a postal voting or proxy voting system for candidate selection.

11. The Returning Officer must give at least three weeks notice of a meeting or closing of an online ballot which will select a candidate. This can happen at the same time as the call for nominations.

12. The Returning Officer will conduct the candidate selection process as follows:-

12.1 Nominees will be expected to make verbal presentations of up to 10 minutes to the meeting in support of their nomination.

12.2 Ballots will be conducted according to Bylaw 9 Voting & Conduct for Internal Elections.

12.3 Nominees will be expected to leave the voting area when voting is in progress.

13. As soon as possible after selection of a candidate, the Returning Officer must send the results of the selection to the Campaign Secretary.

14. Candidates may not publicly present themselves as endorsed Green Party candidates until after their nomination has been reviewed and endorsed by the Queensland Campaign Committee.

15. Any disputes concerning candidate endorsement are to be resolved by the Queensland Campaign Committee.

16. When an election is called, or if State Council or the Queensland Campaign Committee determines that an election is imminent within a specified time not greater than three months, then:-

16.1 Local Campaign Committee will call preselection meetings immediately to decide on the floor of

the meeting who shall be the candidate/s. A minimum of two days notice of this meeting shall be given to all members in the electorate.

16.1.1 The notice of meeting to members shall include the time, place, the business of the meeting and as much background information as possible (this will include information on any known candidates for preselection).

16.1.2 The notice shall explicitly call for nominations.

16.1.3 The notice of the preselection meeting will be communicated by email, or express mail. but in special cases can be delivered by phone or hand delivered.

16.2 In the case where the date for an imminent election determined by State Council or the Queensland Campaign Committee has passed without event, then any preselections determined by the shortened processes for an imminent election will be reopened, though the incumbent will retain their endorsement until the preselection is finalised.

16.3 In the event that preselections have not been determined before three days before nominations are due to be lodged then the Queensland Campaign Committee may determine candidates.

17. State Council will determine if and when it will delegate the following powers to Queensland Campaign Committee:-

17.1 appointment of Lead Candidate/s

## **By-law No.4 - State Council Delegates**

1. Branch delegate entitlements be, for a branch with
  - 1.1 Between 10-29 financial members: two delegates with two votes.
  - 1.2 Between 30-59 financial members: three delegates with three votes.
  - 1.3 A total membership of 60 or more financial members: four delegates with four votes.
  - 1.4 Any branch not meeting the requirements in section 2 of this bylaw is entitled to only one delegate.
  
2. It is a requirement that a branch has had a quorate general meeting and that the meeting was not more than four months before the date of the State Council.
  - 2.1 The minutes of the branch meeting must be forwarded to the Queensland Greens Secretary no less than 48 hours before the advertised commencing time of the State Council meeting.
  
3. Branch Delegates to State Council shall be credentialed through nomination by the Branch at a duly constituted general meeting where notice is sent to each member at least seven days prior to the meeting. The notice must state that the meeting is to decide the delegates to Council. Delegates shall have a term of office expiring at the subsequent branch annual general meeting. Delegates may be mandated or revoked by the local group at any time following a duly constituted general meeting as above
  
4. Branch delegates have a responsibility to keep their branch informed of issues under consideration at State Council, and receive advice from their branch as to the parameters within which they can negotiate consensus decisions at State Council. Delegates should report to their branch on the decisions made at State Council, and on their contribution to these meetings, and on any votes they cast.
  
5. Delegates of Branches may appoint proxies to State Council. Notification of such proxies must be given to the State Secretary in writing.

## **By-law No. 5 – Code of ethics**

Adopted by Special General Meeting 5th May 2005

### **Commitment to common goals and beliefs**

Members of The Greens QLD will have a commitment to The Greens QLD; its Constitution; policies; and the four fundamental principles:

- ecological sustainability
- social and economic justice
- grassroots democracy
- peace, non-violence, and disarmament

### **Empowered and authorised**

The name *The Greens QLD* may not be used without the approval of The Greens QLD Delegates Council for any publicity, negotiations with any organisation or person who is not a member of The Greens QLD, or for the acquisition of goods and services.

### **Tolerant and accepting of differences**

Members of The Greens QLD will not demean any person or group on the basis of ethnicity, nationality, race, gender, sexual preference, religion, age, or physical or mental disability.

### **Safe, polite and friendly**

Consistent with the four fundamental Green principles, members will, when involved in activities on behalf of The Greens QLD, avoid prejudice and profane language, and will not engage in conduct which is violent, threatening, disrespectful or manipulative.

### **Trustworthy**

Members will ensure that any confidential information they may gain as members of The Greens QLD will remain confidential.

### **Truthfulness and sincerity**

Members will at all times speak truthfully, to the best of their knowledge, and will strive to provide their best endeavours to any task they undertake on behalf of The Greens QLD in order to maximise the benefit of their involvement to all concerned.

### **Constructive feedback**

Members undertake not to publicly criticise The Greens QLD, its office-bearers, candidates, spokespeople or parliamentary representatives, but to direct any criticism through means available within The Greens QLD. If a dispute arises which is not resolved after direct communication between the people involved, any conflict resolution procedure established by The Greens QLD shall be observed.

# By-law No. 6 - Complaints Made to the Constitution and Arbitration Committee

Adopted by Special General Meeting 5th May 2005  
Amended State Conference 2014  
Amended State Council February 2017

1. Complaints to the CAC must relate to the following:
  - 1.1 breach of the code of ethics;
  - 1.2 breach of the Queensland Greens bylaws;
  - 1.3 breach of the Queensland Greens constitution;
  - 1.4 breach of the Australian Greens bylaws;
  - 1.5 breach of the Australian Greens constitution;
  - 1.6 breach of the law;
  - 1.7 bringing the Queensland Greens or Australian Greens into disrepute;
  - 1.8 any combination of the above.
2. Any member or body of the Queensland Greens or Australian Greens may complain to CAC whether or not they are directly adversely affected.
3. Complaints should clearly outline the transgression in terms of sections 1.1-1.8, and be accompanied by all necessary evidentiary documentation (eg screenshots, emails, notes of pertinent conversations, supporting statements from witnesses) to enable CAC to make a determination.
  - 3.1 Ideally complaints should be in a form able to be shared with the subject or subjects of the complaint.
  - 3.2 Before making a formal complaint members should take reasonable steps to resolve the issues, and state in the complaint that such an attempt has been made, or why it is unreasonable to have done so.
4. In order to ensure procedural fairness the following timeline will be adhered to unless the CAC agrees the complaint meets the criteria to waive this timeline outlined in section 9.
  - 4.1. Within three days the CAC Convenor will acknowledge receipt of the complaint in writing and:
    - 4.1.1 Ascertain the complainant has taken all reasonable steps to resolve the issues.
    - 4.1.2 Clarify the complaint and that the appropriate documents have been provided.
    - 4.1.3 The complaint will not proceed until the complainant has satisfied the CAC that 4.1-4.2 have been completed. The CAC may subsequently request or the complainant provide further documentation.
  - 4.2 Once 4.1 has been completed the CAC will within a week:
    - 4.2.1 confirm that the complaint requires review by the committee; or,
    - 4.2.2 Advise the complainant of alternative appropriate actions; or,
    - 4.2.3 Refer the matter to mediation; or,
    - 4.2.4 Conclude that the complaint is frivolous or vexatious or otherwise not sufficiently substantive to warrant the attention of the committee.
  - 4.3 In the event of 4.2.1, the CAC Convenor will supply the subject of the complaint with a copy of the complaint and any evidentiary documentation and advise them to make a written submission in reply to the specifics of the complaint within ten days.
    - 4.3.1 The CAC may grant an extension to the subject of the complaint to respond in exceptional circumstances.
    - 4.3.2 Once this time period has elapsed, CAC will within two weeks adjudicate the matter, or at least

report to the complainant and the subject of the complaint that consensus has not been reached.

4.3.3 Should consensus not be reached in two weeks as per 4.3.2 then CAC will report to the complainant and the subject of the complaint every week until consensus is reached.

4.3.4 If consensus has not been reached within six weeks or CAC determines that consensus will not be reached the matter will be referred to State Council in camera if not subsequently resolved by CAC.

4.4 In the event of 4.2.3, a designated member of CAC will then approach the member or body complained of, with the goal of initiating mediation, seeking an apology or other appropriate action to resolve the problem.

4.4.1 A mediation process will be facilitated by a person or persons appointed by the CAC.

4.4.2 The process will continue until it either succeeds or the facilitator or CAC deems that it has little chance of success.

4.4.3 Failure to participate in the process in good faith can be a basis for CAC to impose disciplinary actions.

5. The CAC may waive the processes outlined in section 4 and render a judgement immediately in complaints relating to:-

5.1 breaching spokesperson authorisation;

5.2 publicly attacking the Party;

5.3 complaints during an election campaign dealing with issues that have had or are likely to have an impact on the campaign;

5.4 a complaint where the subject of the complaint is a member of parliament or a local councillor;

5.5 Simple matters where the facts are not in dispute;

5.6 Matters that if not dealt with in a timely matter would potentially be a significant disadvantage to the party or allow irredeemable damage to be done.

6. The CAC may take the following range of disciplinary actions appropriate to the action complained of:

6.1 Require an apology in a form acceptable to the CAC;

6.2 limiting access to specific member services for a designated period (e.g. the members-only website);

6.3 suspension of/or prohibition to stand for positions in the Queensland Greens for a designated period;

6.4 suspension of membership for a designated period;

6.5 expulsion from the Party.

7. Where CAC deems it necessary, it may seek to include a legal professional as part of deliberations.

7.1 Any expenditure on a legal professional must have prior approval by either Management Committee or a CAC budget approved by State Council.

8. A member of CAC who is the subject of a complaint, has an interest in the outcome of a complaint or a conflict of interest should recuse themselves from hearing the complaint. If the member does not recuse themselves, the other voting members of the committee can determine to exclude them from the complaint.

9. In the event that a member of CAC recuses themselves or is excluded from hearing a complaint, or is otherwise not available the remaining voting members shall have the ability to second eligible members of the party as temporary voting members to make up a panel of three voting members.

9.1 Members of the committee may take leave from the committee or withdraw from complaints for whatever reason and either be replaced as per the above clause or the committee continue to function in their absence.

10. If a voting member of the committee is unable or refuses to act to fulfil their designated responsibilities, or without leave fails to attend three successive meetings, or if the voting member resigns from the position in writing or ceases to be a member of the party, the committee may in their absence declare the position vacant



and make an interim appointment for the period until the next State Council.

11. Counter complaints may be considered separately or simultaneously at the discretion of the CAC.
12. Separate complaints relating to the same matter can be combined at the discretion of CAC.
13. All members will respect the confidentiality of the complaint and its accompanying documentary evidence.
  - 13.1 In its report to State Council on the matter, CAC should respect the confidentiality and privacy of the members involved as far as possible.
14. Appeals of CAC decisions can only be made to CAC on the basis of new evidence.

# By-law No. 7 - Senate Preselection

Adopted 9/5/2009 State Council, amended 11/7/09 State Council, section 18 amended 12/05/12 State Council  
Amended 24 August 2014 State Council to reflect constitutional changes from May 2014 Special General Meeting. 22/02/2014  
Amended to incorporate voting procedure from by-law 9

## 1. Preamble

1.1 The Queensland Greens have established the following process for the preselection of Senate tickets for Federal election. The process is to determine tickets for half-Senate and full Senate elections.

1.2 This by-law should be interpreted in conjunction with the provisions of By-Law 9 (Voting and Conduct for internal elections), unless otherwise specified.

## 2. Positions to be elected

2.1 The number of places, on the Queensland Greens Senate tickets (the "Ticket"), will be three (3) in a half-senate election and six (6) in a full Senate election.

### 2.2 Senate Candidate(s)

2.2.1 The order of election will determine the order on the Senate ticket;

2.2.2 Two simultaneously conducted ballots will be held to determine the order of candidates in a half-senate and full-senate election

2.2.3 The Lead Senate Candidate is the first candidate from the respective ballot to reach the election threshold;

2.2.4 Further Senate candidate positions will be decided by this ballot, with any casual vacancies appointed by the mechanism specified in section 5 (s5.7) of this by-law.

## 3. Candidate Review

3.1 The Candidate Review Panel will be comprised of Queensland Campaign Committee, subject to usual conflict of interest considerations.

3.2 The Candidate Review Panel (CRP) will ascertain whether each Nominee complies with the following:

3.2.1 The nominee has adequately completed the nomination form;

3.2.2 The nominee is a financial member; not having their membership suspended in such a way as to preclude participating in a preselection ballot;

3.2.3 The nominee is enrolled to vote in Queensland

3.2.4 The nominee is not disqualified from being a Senator in relation to their citizenship for the purposes of s44 of the Constitution of Australia, (the "Constitution", for the purposes of this section);

3.2.5 The applicant nominee is not disqualified from being a Senator in relation to their criminal record for the purposes of s44 of the Constitution;

3.2.6 The nominee will not be disqualified from being a Senator in relation to their direct or indirect pecuniary interest in the Commonwealth for the purposes of s44 of the Constitution;

3.2.7 The nominee is not disqualified from being a Senator in relation to undischarged bankrupt or insolvent for the purposes of s44 of the Constitution;

3.2.8 The nominee is not disqualified from being a Senator by any other electoral law;

- 3.2.9 The nominee adequately satisfies a reasonable background check.
- 3.2.10 Nominees cannot support nominations.

3.3 If a Nominee discloses, or the Candidate Review Panel becomes aware of, any matter regarding the personal circumstances or conduct of a nominee that might become an issue during the election campaign, the Candidate Review Panel will investigate the issue(s) and decide whether the nominee is to be listed on the ballot. Nominees may appeal decisions of the Review Panel to the Constitution and Arbitration Committee.

3.4 The Candidate Review Panel (CRP) will ascertain whether each Nominee’s nomination has sufficiently complied with all procedural requirements.

3.5 Nominees will disclose to the Candidate Review Panel, in writing, details of any and all of the following:-

- 3.5.1 Criminal convictions;
- 3.5.2 Pending criminal or civil actions;
- 3.5.3 Court orders to which they are or were subject;
- 3.5.4 Criminal or civil actions to which they were or are a party;
- 3.5.5 Company directorships, trusteeships or partnerships;
- 3.5.6 Bankruptcy, entering into a Part X of the Bankruptcy Act arrangement with creditors or being a director of a company that was insolvent;
- 3.5.7 Any other information that may become relevant during an election campaign;
- 3.5.8 Any other information about which the Queensland Greens should be made aware.

3.6 Failure to disclose relevant information may be considered a failure to comply with the requirement of nomination.

3.7 The CRP will keep all its information and deliberations strictly confidential.

3.8 All nominees for preselection will be required to answer performance questions on their nomination form. The Candidate Review Panel (CRP), will review those responses, and conduct interviews with all candidates.

- 3.8.1 The interviews will be broad ranging and detailed. Candidates will be asked about their motives for nomination, their understanding of Greens’ values and principles, their experience in election campaigning and their personal circumstances.
- 3.8.2 Candidates will also be asked directly about anything in their past that could surface during the campaign and cause embarrassment to the party.
- 3.8.3 Referees will be contacted and, if necessary, additional information will be sought from others with experience working with the nominee.

3.9 The Candidate Review Panel (CRP) will advise each of the applicants whether their nomination is accepted or not prior to the announcement of candidates for the Senate preselection ballot.

## 4. Timetable

4.1 Timetable of Events

*In addition to the provisions of By-Law 9 Section 3.*

Description	Timing	Elapsed Days
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			Min	Max
1	Declaration of election	Time specified by State Council following the federal Senate election		
2	Appointment of Returning Officer	Appointed by State Council prior to the scheduled opening of nominations		
2a	<i>Mancom Appt. RO if Required</i>	Within 14 Days of the opening of nominations if no RO has so far been appointed		
3	Opening of Nominations	Specified in the declaration of election made by State Council no less than 49 Days before the 18 Month deadline specified in 4.2	0	0
4	Close of Nominations	7 Days after Declaration of Election at 17:00	7	7
4a	<i>Candidate Review Panel</i>	Min 6 and Max 13 Days following Close of Nominations	13	20
5	Ballot Draw	No more than 1 day after the determination of the Candidate Review Panel & Roll Close	14	21
6	Close of Roll	On the day of the Ballot Draw	14	21
6a	<i>Candidate Forum (Optional)</i>	Within 7 Days following the Ballot Draw	14	28
7	Publication of Newsletter & Distribution of Ballots	7 Days after the Ballot Draw	21	35
7a	<i>Voting Period</i>	28 Days duration, starting from the distribution of ballots ending at 23:59	49	63
8	Counting	No more than 7 Days after Close of Voting	49	70
8a	QCC approval for the release of preliminary results	Following the Close of voting at the discretion of QCC	49	70
9	Declaration of Results	At the following State Council/Conference	49	-
10	Returning Officer's Report	Presented at the following State Council/Conference	49	-

#### 4.2 Scheduling

4.2.1 The date for for the opening of nominations will be determined by State Council, but will happen no more than 18 months after the previous federal Senate election.

4.2.2 The declaration of election described above will be calculated and minuted in the first State Council minutes directly following a federal Senate election.

#### 4.3 Variances

4.3.1 The Returning Officer may ask the Constitution and Arbitration Committee (CAC) for an extension of any of the limits set by the above timetable

4.3.2 Extensions may be granted by the CAC in exceptional circumstances that are outside the control of the Party or candidates

4.3.3 CAC must consider the appropriateness of an extension in terms of the timely completion of the election as well as fairness to all candidates involved

## 5. Special Electoral Provisions

- 5.1. Extra Declaration of Election & Opening of Nominations (in Addition to By-Law 9 Section 3.1)
  - 5.1.1 The Candidate Review Panel or the Returning Officer will field confidential enquiries from members interested in becoming Nominees.
- 5.2. Extra close of roll provisions (in Addition to By-Law 9 Section 3.2)
  - 5.2.1 Where through oversight, an eligible member was not issued with a ballot paper and can show that they have indeed met the criteria to be an eligible member they may apply to the Returning Officer to be added to the roll and for a ballot to be issued.
- 5.3. Extra close of nomination provisions (in Addition to By-Law 9 Section 3.3)

The Preselection nomination form in By-Law 24 must be completed by each Applicant;

  - 5.3.1 Confirmation that the applicant has stood aside from holding party office or position in the Queensland Greens or the Australian Greens, for the duration of the pre-selection period;
  - 5.3.2 That at least seven (7) members have supported the nomination by signature.

Eligible members can only nominate one person;  
Applicants cannot support nominations.
- 5.4. Extra ballot draw, newsletter publication and distribution of ballot provisions (in Addition to By-Law 9 Section 3.4).
  - 5.4.1 Before a candidate is considered eligible to stand their nomination must be accepted using the Candidate Review Process outlined in Section 3 of this By-Law.
  - 5.4.2 The details of the candidates and ballot draw will be announced through a member only communication method.
  - 5.4.3 Any member eligible to vote in this election are entitled to know the names and contact details of the Candidates.
  - 5.4.4 Any member eligible to vote in this election are entitled to know the names of those who nominated the Candidates.
  - 5.4.5 If candidates withdraw their nomination after the announcement of candidates but before the production of ballots is ordered, their names shall be removed from the ballot paper.
  - 5.4.6 The following information can be provided by candidates to support their nominations in the candidate newsletter: -
    - 5.4.6.1 A 500 word statement supporting their nomination, using only basic formatting techniques (Eg. Text sizes, bolding, italics, underlines);
    - 5.4.6.2 A current digital photograph;
    - 5.4.6.3 An order of preference for candidates on the ballot;
    - 5.4.6.4 Any other campaign materials agreed to by State Council.
- 5.5. Canvassing & Disputes (in Addition to By-Law 9 Section 7).
  - 5.5.1 The Returning Officer will investigate any complaints of alleged breaches of by-law 9 (s7).
  - 5.5.2 The Returning Officer will refer evidence collected regarding candidates that allegedly attempted to induce members to vote for them other than by legitimate means, to the Constitution and Arbitration Committee (CAC) for consideration.
  - 5.5.3 The Constitution and Arbitration Committee (CAC) will receive and rule on any complaints in relation to any alleged breach of the Charter, Constitution of the Queensland Greens, bylaws, Code of Ethics or the Senate Process relating to the Senate Process.
  - 5.5.4 The Returning Officer at the direction of the Constitution and Arbitration Committee (CAC), will be responsible for counteracting breaches of process which might affect the outcome of the Senate Preselection, as quickly as possible after the breach occurring.

5.6 Election Method (in Addition to By-Law 9 Section 8):-

- 5.6.1 The ballot papers from both elections will be counted separately and will provide a known list for both the half and full senate elections;
- 5.6.2 The Senate candidate order to be used will be determined by the type of Senate election that is scheduled to be held (either half or full);
- 5.6.3 The method of counting this election will be instant runoff/alternate vote method;
- 5.6.4 For a candidate to be considered selected, they must:-
  - 5.6.4.1 Reach a threshold value of 50% + 1 vote of the valid votes that have not been exhausted; and
  - 5.6.4.2 Have a preference recorded by at least 50% + 1 vote of all formal ballots;
- 5.6.5 If there is no candidate who has met the threshold, the candidate with the lowest count of votes will be excluded and their votes reallocated to other candidates by the preferences marked on the ballot paper;
- 5.6.6 Exclusion of candidates will continue until a candidate has met the threshold value;
- 5.6.7 Subsequent to the election of the Lead Senate candidate by the method above, all remaining candidates will be ordered using the method from above, after removing any successful candidate(s) who have already met the threshold from the count and redistributing their votes to the remaining candidates;
- 5.6.8 The order generated from 5.6.7 will determine the order in which successful candidates will be added to the final Senate ticket up to the maximum specified in 2.1.

#### 5.7 Casual Vacancies

- 5.7.1 Casual vacancies will be filled according to the order of election for candidates until “Seek Further Candidates”;
- 5.7.2 The order of election of successful candidates will be maintained, by promoting all currently successful candidates and adding the next candidate to the end of the ticket;
- 5.7.3 If no further candidates can be drawn from the result of the ballot, appointments will be made by the Queensland Campaign Committee;
- 5.7.4 Appointees will be added to the end of the ticket, after all successful candidates from the ballot have accepted a position on the Senate ticket.

#### 5.8 Announcement of Results and Close of Election (in Addition to By-law 9 Section 3.7)

- 5.8.1 The result of the preference ballot is preliminary until ratification by State Council. Public announcement of the preliminary result is at the discretion of the Queensland Campaign Committee as determined by consensus;
- 5.8.2 The State Council retains the ability to set aside the result of a preference ballot under section 25.5 of the constitution if the balloting process is considered to be flawed in a way that would significantly affect the outcome of the ballot;
- 5.8.3 If a Senate election is called during the Senate preselection process, the Queensland Campaign Committee may exercise the right to suspend the election and appoint candidates as per section 19.1.8 of the constitution.

# By-law No. 8 - National Conference Delegation

adopted September 2010 State Council  
amended August 2015 State Council  
amended October 2015 State Council

## 1. Name

1.1 The name of the Working Group shall be the National Conference Delegation (NCD)

## 2. Membership

2.1 The Lead National Delegate will be the convenor of the National Conference Delegation (NCD), and will have a vote.

2.2 The Policy Convenor will be an ex officio member of the Conference Delegation (NCD).

2.3 The State Council prior to the National Conference will appoint 4 (four) National Delegates.

2.3.1 The order of appointment will be retained. The Lead National Delegate will be deemed to be first in the order of appointment, and the Policy Convenor will be deemed to be second in the order of appointment.

2.4 The State Council prior to the National Conference will appoint one non-voting member from among the Queensland Greens Members of the Legislative Assembly (MLA) who will be the MLA delegate to National Conference.

2.4.1 In the event of a casual vacancy the Party Room can make an interim appointment until the next State Council.

2.5 The State Council prior to the National Conference will appoint one non-voting member from among the Queensland Greens endorsed local councillors who will be the local councillor delegate to National Conference.

2.5.1 In the event of a casual vacancy the NCD can make an interim appointment until the next State Council.

2.6 Other members may be co-opted by the NCD as non-voting members.

2.7 Management Committee may make interim appointments to fill any casual vacancies. Such appointments will be deemed to be at the end of the order of appointment.

## 3. Roles of the Group

3.1 Attend National Conference as Queensland Greens delegates.

3.2 Report to State Council regarding National Conference.

## 4. Determination of National Delegates to National Conference

4.1 Queensland Greens delegates to National Conference will be the voting members of the National Conference Delegation (NCD), plus any delegates appointed in 2.3 & 2.4.

4.2 If the total number of voting members of the National Conference Delegation (NCD) attending the National Conference is three or less then the NCD may appoint any member of the Queensland Greens as a delegate until there are four attending delegates.

4.2.1 Any member so appointed will be added to the end of the order of appointment in the order recorded in the motion or motions appointing them.

4.3 If for any reason the NCD cannot send at least four delegates then the Lead National Delegate will give proxies at the discretion of the Lead National Delegate to any member of the Queensland Greens.

4.4 The Lead National Delegate will provide proxies to the National Secretary as necessary to allow the Queensland Greens to exercise all votes to which it is entitled consistent with this bylaw.

## 5. Disputes between delegates at National Conference

5.1 In the event of a dispute between delegates at National Conference and the votes the Queensland Greens are entitled to will be distributed in order of appointment, beginning again at the top of the order of appointment if there are more votes than delegates .

## 6. Budget

6.1 The NCD has no authority to incur debts or secure loans on behalf of the party.

6.2 The NCD will only expend funds provided by the party where this is in accordance with a budget that has been ratified by State Council.

6.3 The NCD Convenor is responsible for acquittal in coordination with the State Treasurer.

6.4 Reasonable travel expenses incurred by Queensland Greens delegates to National Conference will be reimbursed.

## 7. Communication and Decision Making

7.1 The NCD will meet either in person, via phone link up or by any other appropriate method available.

7.2 The NCD will act in accordance with Queensland Greens meeting procedures.

7.3 All members of the group must be given a previously agreed time to review draft documents submitted in the name of the group before they are submitted.

7.4 Only voting members count towards quorum.

## 8. Longevity

8.1 The NCD will operate until the State Council subsequent to the relevant National Conference.

## 9. Reporting and Accountability

9.1 NCD meeting minutes will be circulated to the State Secretary

9.2 The Lead National Delegate will provide a written report of activity to State Council meetings.



# By-law No. 9 – Voting & Conduct for Internal Elections

Adopted September 2010 State Council

Amended October 2012 State Council.

Amended Feb 2012 State Council

Amended May 2015 State Council

## 1. Preamble

1.1 This bylaw prescribes a method for the conduct of internal ballots for elections and ballots conducted by the Queensland Greens. It includes provisions for: -

- 1.1.1 Full ballots of the Party's Eligible membership on elected positions
- 1.1.2 Plebiscites of the Party's Eligible membership on issues of importance
- 1.1.3 Ballots of party delegates taken at State Councils
- 1.1.4 Other party votes as prescribed by the constitution or by-laws

1.2 The provisions listed provide a baseline for the conduct of a vote, but can be overridden by the special provisions of the constitution or by-law referring to that election.

1.3 The concept of free, inclusive and open elections are held dearly by the Greens, and in writing and following its guidelines we aim to uphold these principles:-

- 1.3.1 All people within the party have an equal say in its operations regardless of their position or status within the party itself.
- 1.3.2 All reasonable efforts should be made to accommodate the requirements of candidates and voters to ensure the best democratic outcomes.
- 1.3.3 Respect for the rules and the arbiters of those rules are held in the highest regard.
- 1.3.4 That all participants understand that while we have differences of opinion, we are all Greens and we show due respect regardless of those disagreements.

## 2. Electoral Positions

### 2.1 Returning Officer (RO)

- 2.1.1 The Returning Officer is responsible for the operation and conduct of an election held to fill internal positions within the party or gauge support on an issue by plebiscite. The Returning Officer is to conduct the election according to this by-law, and any associated by-laws referring to a specific election.
- 2.1.2 The Returning Officer may appoint Deputy Returning Officers and Electoral Volunteers to conduct parts of the role outlined in this and associated by-laws.
- 2.1.3 The Returning Officer can be an external or internal person or organisation, in the case that an external Returning Officer is appointed, an internal Deputy Returning Officer must be appointed.
- 2.1.4 A Standing Returning Officer is appointed by State Council every year in the Council directly before the start of the Financial year.
- 2.1.5 If the position of Returning officer becomes vacant for any reason, the Deputy Returning Officer becomes the Returning Officer.
- 2.1.6 If no Deputy Returning Officer is available, an Acting Returning Officer can be appointed by the Constitution and Arbitration Committee for a statewide ballot or by a vote of the meeting in which a ballot is to take place

### 2.2 Deputy Returning Officer (DRO)

- 2.2.1 The Deputy Returning Officer is an appointee of the Returning Officer that is tasked to manage a

process associated with the work of the Returning Officer.

2.2.2 On the occasion that the Returning Officer is unable to fulfil their duty, the Deputy Returning Officer will act as the Returning Officer

## 2.3 Election Volunteers

2.3.1 An Electoral Volunteer can be appointed at any time to do a specific task to do with the election.

2.3.2 The use of volunteers is at the discretion of the Returning Officer or Deputy Returning Officer.

## 2.4 Candidates

2.4.1 A Candidate is a person who has successfully applied to run in an election

2.4.2 The minimum requirement for application to any position is to provide the Returning Officer (or delegate) with the following details before the close of nominations

- Full Name
- Date Of Birth
- Registered Address

2.4.3 Further candidate requirements may be required, and are outlined in the by-law associated with the election

2.4.4 All candidates are bound by the constitution and code of ethics, as well as the rulings made on electoral matters made by the Returning Officer

2.4.5 Candidates may appoint a Scrutineer to observe and act on behalf of the Candidate in the electoral process.

## 2.5 Scrutineer

2.5.1 A Scrutineer is a direct appointee of a candidate. Their role is to oversee the operation of the electoral process.

2.5.2 A Scrutineer can act on behalf of a candidate in any queries or disputes over electoral matters

## 2.6 Campaign Staff

2.6.1 A Campaign Staffer is anyone who is canvassing on behalf of a candidate or position in a plebiscite

## 2.7 Observer

2.7.1 An Observer can be any member of the party that wishes to observe the electoral process

## 2.8 Electors

2.8.1 An elector is any person who:

- is member of the party at the close of rolls for a given election;
- is not currently suspended from the party;
- is a Queensland resident;
- is fully financial OR was financial and is within the ninety (90) day overdue period at the close of rolls;

2.8.2.4 A grace period of seven (7) days will be given to un-financial members to allow for processing times.

- meets any further rules on Elector eligibility that may apply, and are outlined in the by-law associated with the election

## 3. Processes and Timetable for State-wide Ballots

For any ballot or plebiscite of the entire eligible party membership, the following process and timetable

provide a baseline.

### 3.1 Declaration of Election & Opening of Nominations

3.1.1 A notice of intention to hold an election or plebiscite and a call for nominees to open positions (if required) is sent to all members of the party regardless of eligibility.

3.1.2 The following information must be included with this notification

- Contact details for the Returning Officer
- A link to any nomination forms relevant to the process
- An election timetable with key dates and events

3.1.3 Held on a date nominated by State Council

3.1.4 If no returning officer has been appointed at this stage, Management Committee will appoint a Returning Officer and delay the schedule by fourteen (14) days.

### 3.2 Close of Roll

3.2.1 A final roll generated from the membership database based on the provisions in 2.8 is generated by the membership secretary or delegate and delivered to the Returning Officer (or delegate). The minimum information about electors (where available) to be included in the roll is as follows: -

- Name
- Date of Birth
- Current Postal Address
- Home Phone Number
- Mobile Phone Number
- Primary email address

3.2.3 Other information may be recorded in the roll for communication purposes at the discretion of the Returning Officer.

3.2.4 Any full member may request the ability to view the generated roll for the purpose of accuracy checking. This process may only be done in person and in the presence of either the Returning Officer (or Delegate), membership convenor or paid membership officer.

3.2.5 No copies of the generated roll are to be distributed to candidates or members either directly or indirectly.

3.2.6 Any updates during the “Grace” period (Outlined in 2.8.2.4) will be sent to the returning officer (or delegate) for reconciliation

3.2.7 Will occur on a day no less than fourteen (14) days and no more than twenty-one (21) days following the declaration of election or plebiscite. The date will be confirmed by State Council, if no date is specified the minimum time frame is adopted.

### 3.3 Close of Nomination

3.3.1 All candidate nomination forms must be delivered in full to the Returning Officer (or delegate) by 5:00pm AEST

3.3.2 Nominations received after that time will not be accepted

3.3.3 A period of “grace” of no more than one (1) day can be given at the discretion of the returning officer for exceptional circumstances that will delay a nomination

3.3.4 Will occur on a day no less than fourteen (14) days and no more than twenty-one (21) days following the declaration of election or plebiscite. The date will be confirmed by State Council. If no date is specified the minimum time frame is adopted

### 3.4 Ballot Draw, Publication of Newsletter & Distribution of Ballots

3.4.1 A ballot draw to determine the order of candidates on the ballot paper will be conducted. This can be attended by scrutineers and observers

3.4.2 A master ballot box will be prepared and may be inspected by scrutineers and candidates.

3.4.3 Temporary ballot boxes may be created for the election based on need, and may also be inspected

by scrutineers and candidates

3.4.4 A newsletter supervised and overseen by the returning officer outlining the process of election, supporting information and ballot papers (or electronic equivalent) will be produced and made available to all electors

3.4.5 During that period, completed ballots will be collected by the Returning Officer (or delegate) from electors and stored securely

3.4.6 A seven (7) day lead time to complete the production of ballot papers is required

3.4.7 Will commence on a day no less than twenty-eight (28) days following the declaration of election or plebiscite

3.4.8 Will remain open for no less than twenty-one (21) days and no more than twenty-eight (28) days. The date will be confirmed by State Council. If no date is specified the minimum time frame is adopted.

### 3.5 Close of Voting

3.5.1 All ballots must be delivered to the Returning Officer (or delegate) by 11:59pm AEST on the nominated date.

3.5.2 Close of voting will occur on a day no less than forty-two (42) days and no more than fifty-six (56) days following the declaration of election or plebiscite. The date will be confirmed by State Council. If no date is specified the minimum time frame is adopted.

### 3.6 Count of Ballots

3.6.1 A count of ballots must be performed by the Returning Officer (or delegate) according to the electoral system adopted for the given election

3.6.2 If no such system is specified the methods outlined in this by-law (s8.11) will be adopted

3.6.3 The ballot count may be attended by scrutineers and observers. Only scrutineers can question the formality of a vote or the eligibility of an elector.

3.6.4 The ballot count will occur within one (1) day of ballots if an internal returning officer is appointed or within five (5) working days if an external returning officer is appointed. The returning officer will decide and announce the date, time and location in advance.

### 3.7 Announcement of Results and Close of Election

3.7.1 The announcement of the results of the election will be made at the most appropriate Queensland Greens meeting (State Council, Annual General Meeting or Special General Meeting) by the Returning Officer (or Delegate) and will also be announced in the party newsletter

3.7.2 The announcement of the results will occur within seven (7) days of the completion of the count. The date will be confirmed by State Council.

## **4. Processes and Timetable for Meeting Delegate Ballots**

For any ballot to be conducted at a State Council to elect Office holders, the following process and timetable provide a baseline.

### 4.1 Announcement of Meeting and Open Positions

4.1.1 A notice of intention to hold an election or plebiscite and a call for nominees to open positions (if required) is sent to all members of the party regardless of eligibility with the agenda for the meeting

### 4.2 Delegate Declarations

4.2.1. A listing of all Delegate votes and proxies will be created and maintained by the State Secretary (or Delegate). The initial list of delegates will be finalised no later than two (2) days before the election, and notifications of proxies before the meeting

#### 4.3 Close of Nomination

- 4.3.1 An announcement about the closing of nominations and the positions open for election will be made by the facilitator shortly after the start of the meeting.
- 4.3.2 Nominations will be accepted for one (1) hour after that announcement
- 4.3.3 Once the nominations are closed the Returning Officer will announce the nominees and ask the meeting to take statements from candidates (time permitting)

#### 4.4 Ballot Draw, Creation and Distribution of Ballots

- 4.4.1 Ballots containing candidate names, election details and the voter instructions will be drawn
- 4.4.2 The order of ballot is random
- 4.4.3 Ballot distribution will be done based on the proxy list. The Returning Officer RΘ will prepare and group ballots and hand them to the delegate or proxy
- 4.4.4 For Delegates who are connecting to the meeting online, an appropriate online option will be immediately deployed

#### 4.5 Close of Voting

- 4.5.1 All ballots must be returned to the Returning Officer (Or delegate) by 2:00pm AEST

#### 4.6 Count of Ballots

- 4.6.1 A count of ballots must be performed by the Returning Officer (or delegate) according to the electoral system adopted for the given election
- 4.6.2 If no such system is specified the methods outlined in this by-law (s8.11) will be adopted
- 4.6.3 The ballot count may be attended by scrutineers and observers. Only scrutineers can question the formality of a vote or the eligibility of an elector.

#### 4.7 Announcement of Results and Close of Election

- 4.7.1 The announcement of the results of the election will be made at the earliest convenience of the meeting after the completion of the count of ballots.
- 4.7.2 The announcement will be made in accordance with the provision of the applicable by-law. When no such provision exists the announcement will be made in the following way
  - The winner of the count will be announced
  - No record of voting result will be announced, but will be available on request
  - The order of election will not be recorded

4.8 This baseline can be overruled by the provisions of the by-law specifically governing the electoral process for a given election

### **5. Ballot Distribution & Collection**

5.1 The methods of collection stated below are discretionary on the current rules of the constitution, any provisions in this or any other relevant by-law.

#### 5.2 In-person voting

- 5.2.1 Any room can be declared a polling place by the returning officer for the election
- 5.2.3 Ballot paper(s), a ballot envelope and a declaration envelope will be provided to each elector
- 5.2.4 The elector will put the completed ballots in the ballot envelope, the ballot envelope in the declaration envelope, fill in the declaration and deposit the package in the ballot box
- 5.2.5 The responsible officer will then send the completed envelopes to the master ballot box
- 5.2.6 Scrutineers can enter a polling place. They can help electors, but only at the request of the elector.

- 5.2.7 Campaigning staff may not enter a polling place other than to cast their own vote
- 5.2.8 No campaigning material or canvassing is allowed inside the polling place.

### 5.3 Postal voting

- 5.3.1 A postal package containing the ballot paper(s), ballot envelope and declaration envelope with a reply paid address will be sent to the elector
- 5.3.2 The elector will put the completed ballots in the ballot envelope, the ballot envelope in the declaration envelope, fill in the declaration and mail the package to the replied paid address
- 5.3.3 The returning officer (or delegate) officer will then collect the packages from the Post Office Box and add the ballots to the master ballot box

### 5.4 Absentee voting

- 5.4.1 An elector can at any stage during the voting period request an absentee vote
- 5.4.2 The voting instructions of the elector are given directly to the returning officer. The information is then transferred to ballot paper(s), the ballots are then put in the ballot envelope and the ballot envelope is put in the declaration envelope the declaration is signed by the returning officer
- 5.4.3 Proof of the instruction must be kept, but no record of the voting instruction shall be included in the returning officer's report

### 5.5. Electronic voting

- 5.5.1 A system can be deployed (subject to approval by state council) that will collect the preferences of an elector
- 5.5.2 An initial audit of results will be taken from the system to prove that it has received no votes (Zero state). The audit will be provided to scrutineers and observers
- 5.5.3 A user ID, access code and website URL will be sent to the elector
- 5.5.4 The elector will enter their ID and code, and follow the prompts provided by the system to complete their ballot
- 5.5.5 The system will keep logs of electors and votes, but will not display the preferences of any elector to anyone other than the elector
- 5.5.6 On the night of the count, the ballot file will be added to the count, and an audit report will be sighted by the Returning Officer (or delegate) and given to scrutineers and observers for perusal

## **6. Ballot Handling and Processing**

- 6.1 At no stage during the election is anyone other than the returning officer (or delegate) allowed to touch the ballot papers, ballot envelopes, declaration envelopes of a person other than their own or gain access to any software being used for the express purposes of the election
- 6.2 Ballot boxes will be prepared by the returning officer (or delegate) with scrutineers and observers invited to witness the sealing of the boxes
- 6.3 Ballot transfers between boxes can only be made by the returning officer (or delegate), scrutineers can apply to observe this process, but the timing of such transfers are at the discretion of the returning officer (or delegate)
- 6.4 Sealed ballot boxes will not be opened until the commencement of the count
- 6.5 Physical ballots will be handled in the following manner
  - 6.5.1 A returning officer (or delegate) will verify the details on the declaration envelope, once verified the envelope will be opened and the ballot envelope added to the pile
    - A scrutineer can argue either for or against the eligibility to vote of an elector, the final ruling is made by the returning officer (or delegate)

6.5.2 A returning officer (or delegate) will separately from the process outlined in 6.5.1 take the pile of ballot envelopes, and open each one. The votes will be sorted by election

6.5.3 The formality of each vote will be assessed and then added to the appropriate pile

- A scrutineer can argue either for or against a vote being formal at this point, the final ruling is made by the returning officer (or delegate).

6.5.4 The votes will then be counted for preferences, either by hand or using electoral software.

6.6. Electronically collected ballots will be handled in the following manner

6.6.1 The audit information from the machine will be assessed by the returning officer (or delegate) and given to scrutineers for perusal. No information tying an elector to their preference is permitted to be given to any staff in the election

6.6.2 The ballot output file will be counted with physical ballots, either by hand or using electoral software

## **7. Internal Campaigning and Candidate Disputes**

7.1 Rulings made by the Returning Officer (or delegate) are to be respected and complied with fully, so long as it applies to this by-law or the by-law directly governing the election

7.2 Internal Election Financing

7.2.1 The acceptance of donations to fund an internal preselection is prohibited

7.2.2 Reportable expenses include the following items

- a) Canvassing Materials
- b) Candidate-run events

7.2.3 The maximum amount of money that can be spent on reportable expenses is \$1000

7.2.4 The cap is applied cumulatively to all material that is approved by the candidate in support of their campaign

7.2.5 The cap applies to members that produce canvassing materials

7.2.6 A log of expenditure as well as accompanying receipts is required within two (2) weeks of the conclusion of the election.

7.2.7 If a candidate has no reportable spending, a declaration made to the Returning Officer to that effect will replace any reporting requirements listed in 7.2.4

7.2.8 Failure to report expenses or file a return may result in the exclusion of a candidate for election

7.3 Canvassing and Electoral Communication

7.3.1 Candidates are entitled to personally canvas any member of the party

7.3.2 Decisions on the appropriateness of any piece of advertising are made by the Returning Officer

7.3.3 No information provided by candidates or their campaign staff will be of a defamatory nature or bring the party into disrepute

7.3.4 Any member can advise to their preferences when asked, however "How to Vote" material is prohibited

7.3.5 Any member, including candidates and campaign workers may produce material for an election, excluding "How to Vote" advice. Such material must comply with the following guidelines

- The material must be registered with the Returning Officer with an approval for use granted.
- Material supporting a candidate must be authorised by the candidate.
- The request for the registration of materials must include the material to be used as well as the name of the candidate that the material is produced in support of
- The material must comply with all parts of Section 7 of this by-law and any special

provisions written in the by-law for that election

- The material must not be misleading or untrue or instruct a voter in a way that will encourage informal or non-voting
- The material must not be disparaging of the character of any member of the party or disclose information about disciplinary action taken against members.
- The material cannot be larger than 0.6sqm for signage and A4 size for printed material.
- The following declaration must be on each piece of material  
*“Authorised by [Member Name] for campaigning in the Queensland Greens [Election Name & Year] on behalf of [Candidate Name]. If you believe that this does not comply with any rule of the Queensland Greens, contact the Returning Officer, [Returning Officer’s name and contact details]”*
- The size of the declaration will be:
  - 12 pt font for printed material no larger than A6
  - 14 pt font for printed material no larger than A4
  - 20 pt font for election signage

7.3.6 Candidates, scrutineers and campaign workers are not entitled to use party records to contact members other than by the provisions of the constitution and relevant by-laws

7.3.7 Candidates may not use resources provided by the party for canvassing

7.3.8 Advertisements external to the party for internal elections and plebiscites are strictly prohibited.

7.3.9 Internally provided social media options are permitted, but externally provided social media referring to internal elections is prohibited

7.3.10 Fundraising for an internal election is prohibited, unless otherwise overridden by the by-law relevant to that election

7.3.11 No candidate or campaign staff will collect ballots on behalf of an elector

#### 7.4 Rules regarding candidate association

7.4.1 A candidate cannot mention or infer a connection to another candidate running in the election (either directly or indirectly) in any communications made to the party

7.4.2 A “ticket” or “team” vote will not be recognised on ballot papers or in any officially released material on the election

7.4.3 Individual party units (Branches, committees, associations (eg. young greens), State Council and Management committee) cannot directly endorse a candidate or candidates.

#### 7.5 Financial Inducements

7.5.1 Candidates will not make offers of money, gifts or services in kind in exchange for a members vote.

7.5.2 The provision will not be interpreted to limit candidates undertaking legitimate activities to promote their candidacy such as providing modest refreshments at a “meet the candidate” event sponsored by the candidate.

7.5.3 The Returning Officer will investigate any complaints of alleged breaches of this section

7.5.4 If the Returning Officer is of the opinion that there is corroborated evidence that a candidate has attempted to induce members to vote for them other than by legitimate means, the Returning Officer may use a remedy under this by-law

#### 7.6 Candidate Disputes & Complaints Handling

7.6.1 Disputes that occur during the electoral period can be handled in the following manner:

- If the dispute is to do with a provision of this by-law, the returning officer is allowed to make a ruling on the interpretation of the provisions herein
- If a party to the election is not satisfied with the resolution provided by the



returning officer, they may appeal the decision through the Constitution and Arbitration Committee

- All disciplinary/conduct complaints will be handled by the complaints process managed by the Constitution and Arbitration Committee

7.6.2 Complaints made about the conduct of the election are first addressed to the Returning Officer or the Constitution and Arbitration Committee to appeal the decision of the Returning Officer

7.6.3 The complaint is assessed against this by-law and any relevant constitutional and by-law provisions

7.6.4 An assessment is made to the validity of the breach and its level of severity and a remedy will be sought

## **8. Election Method**

8.1 Voluntary voting is in place for all elections

8.2 The style of preferences will be Optional Preferential Voting

8.3 A double-blind ballot draw will be used to order the candidates on the ballot papers. Candidates, Scrutineers and observers are invited to witness this process

8.4 All materials produced for the purpose of the election will be of 100% recycled materials unless unavailable

8.5 Instructions on the ballot paper should include

- The purpose of the ballot and the year of ballot
- Instructions on how to fill in the ballot
- Instructions on returning the ballot

8.6 An option to "Seek further candidates" will be made available, any candidate ranked below seek further candidates on a ballot paper will not be counted in the final result

8.7 All physical ballots will be placed in a ballot envelope, and then placed in a declaration envelope. The elector will write their name and sign the declaration

8.8 A ballot can be declared spoiled by an elector at any point before it is added to the master ballot box. The returning officer will remove physical ballots, marked them as spoiled and sign the papers. These papers will be kept and cited by scrutineers on request at the time of count

8.9 A ballot is declared informal if it meets at least one of the following criteria: -

- A ballot paper with no marking on it
- A ballot paper with a combination of ticks and crosses
- A ballot paper containing the number "1" more than once
- A ballot paper with any markings that would identify the voter
- A ballot paper where the intention of the voter is not clear based on the markings made
- Any ballot paper marked discarded and signed by the RO

8.10 The Returning Officer has the last say on the formality of a vote.

8.11 The method of count will be as follows:

8.11.1 Ballots for the election of one person to a single position will be conducted by the Black

method of the Condorcet system.

8.11.2 Ballots for the selection of candidates to multiple positions from the same ballot will be conducted using the single transferable vote system Gregory method with a Droop quota.

8.12 In the case of multiple elections and multiple nominations to positions, a candidate elected to a position of higher order to subsequent positions will be withdrawn from the count in the election of further positions

8.13 The order of election of candidates to multiple positions is not relevant to their status, and will not be recorded.

8.14 A candidate may withdraw their nomination at any time up to and including the announcement of results. For the purpose of the count, the votes assigned to that person will be distributed to the next highest preference, or will exhaust if there are no further valid preferences

8.15. Disputed Returns

8.15.1 At the completion of an election, any person considered eligible to vote may dispute the outcome on the following terms:-

- The vote was conducted in a way contrary to the provisions of this or related by-laws
- Reasonable efforts were not taken to record ballots of eligible voters
- The margin of election was less than 0.5% of eligible votes or 10 votes overall whichever is larger

8.15.2 On meeting one of the above requirements, the returning officer may suggest a remedy for the specific situation

## **9. Returning Officer's Report**

9.1 The Returning Officer's report is completed following the conclusion of the election, it should include the following material

9.1.1 A summary of the conduct of the election

9.1.2 A summary of correspondence to the Returning Officer during the election

9.1.3 A log of all Rulings made by the returning officer and a report on candidate conduct. All rulings should be added to the master log of returning officer rulings

9.1.4 A Results Grid for the elections held

9.1.5 A report of absentee vote instructions (with the information of voting preferences redacted)

9.1.6 Recommendations for future elections (if any)

9.1.7 Electronic version of electoral material used during the election

9.1.8 Any Supporting information deemed relevant by the Returning Officer

## **10. Remedies**

10.1. Mediation

10.1.1 For a complaint between parties, mediation can be arranged to negotiate an agreed action.

10.1.2 The mediation process shall include the Returning Officer (or delegate), the complainant parties and an impartial nominated mediator (as required)

10.2. Formal Apology/Reprimand

10.2.1 The Returning Officer can rule that an action taken by any person associated to the election represents a breach of the by-law.

10.2.2 In these cases the person in question is to write a formal apology for the infringing

action in the most appropriate and expedient party communication forum  
10.2.3 If no apology is published on behalf of the person in breach, a formal reprimand can be published by the Returning Officer

### 10.3. Referral to Constitution and Arbitration Committee (CAC)

10.3.1 In serious cases of misconduct, the Returning Officer may refer matters to the Constitution and Arbitration Committee.

10.3.2 The CAC can make a recommendation on a suitable remedy for the situation either from the remedies in Section 10 of this by-law or through other by-laws. The CAC will make a binding decision on the issue unless otherwise overturned by the State Council.

### 10.4 Removal of Scrutineers & Campaign Workers

10.4.1 A Scrutineer or Campaign Worker can be moved from the electoral process for any breach of this by-law or the by-law that specifically governs the election.

10.4.2 Complaints against Scrutineers and Campaign Workers will be assessed for seriousness by the Returning officer with remedial action taken as required.

10.4.3 The Constitution and Arbitration Committee can review decisions made by request of any party to the election

### 10.5 Disqualification of Candidacy

10.5.1 A Candidate, who has made serious breaches of the Constitution, code of ethics or the provisions of the by-law may face disqualification from the election

10.5.2 A disqualification of candidacy can be invoked under one of the following conditions

- Bringing the party into disrepute
- A significant breach of the party's code of ethics or constitution
- A second reprimand for breaches of by-law 9 or the associated by-law for the election

10.5.3 The Constitution and Arbitration Committee (CAC) will assess the evidence and advice of the Returning Officer.

10.5.4 The recommendation of Constitution and Arbitration Committee (CAC) will be adopted, either supporting the disqualification of the candidate, recommending a lighter remedy under by-law 9 or the dismissal of the complaint.

### 10.6 Recount of Ballots

10.6.1. A manual recounting of the ballots will be conducted within a period of no more than 10% of the total campaigning period or by negotiation of parties

10.6.2 If the recount returns a different result than that of the first count, the recounted ballot is declared the result of the election

### 10.7. Election Recall

10.7.1 In the case that no remedy can be seen to rectify the imbalance of an election result. The result of the first ballot can be declared invalid and the election re-run under the provisions of the by-law

### 10.8. Removal of Election Staff

10.8.1 The removal of Election Volunteers is at the discretion of the Returning Officer

10.8.2 Complaints against Election Staff will be assessed for seriousness by the Returning officer with remedial action taken as required

10.8.3 The Constitution and Arbitration Committee can review decisions made by request of any party to the election

## 10.9. Removal of Returning Officer or Deputy Returning Officer

10.9.1 A Returning Officer or Deputy Returning Officer, who has made serious breaches of the Constitution, code of ethics or the provisions of the by-law may be removed from the role

10.9.2 A removal of a Returning Officer or Deputy Returning Officer can be invoked under one of the following conditions

- Bringing the party into disrepute
- A significant breach of the party's code of ethics or constitution
- Multiple breaches of by-law 9 or the associated by-law for the election

10.9.3 The Constitution and Arbitration Committee (CAC) will assess the evidence and advice of the returning officer.

10.9.4 The recommendation of Constitution and Arbitration Committee (CAC) will be adopted, either supporting the removal of the returning officer or dismissal of the complaint.

# By-law No. 10 - Election of Management Committee

Adopted September 2010 State Council, amended October 2012 State Council.

Amended 24 August 2014 State Council to reflect constitutional changes from May 2014 Special General Meeting.

Amended 09 August 2015 State Council to change section 2 to allow preference for positions

## 1. Preamble

This bylaw outlines the rules specific to the election of office bearers in the Queensland Greens. This by-law should be read in conjunction with By-Law 9 which covers the process of elections.

## 2. Positions to be elected:

2.1 The following positions are to be elected by a ballot of all members.

- 2.1.1 State Convenor;
- 2.1.2 State Secretary;
- 2.1.3 State Treasurer;
- 2.1.4 Campaign Convenor;
- 2.1.5 Membership Convenor;
- 2.1.6 Policy Convenor;
- 2.1.7 Lead National Delegate;
- 2.1.8 Rural & Regional Convenor.

2.2 Candidates nominating for multiple positions must include their order of preference for positions with their nomination.

2.3. If a candidate is elected to more than one position the position with the highest preference is accepted.

2.4 The returning officer will not disclose a candidate's order of preference for multiple nominations until after the close of nominations.

## 3. Timetable

3.1. Declaration of Election & Opening of Nominations (By-law 9 3.1)

3.1.1. To be held no later than 6 weeks before the Annual General Meeting

3.2. Close of Roll (By-law 9 3.2)

3.2.1. To be held no later than 4 weeks before the Annual General Meeting

3.3. Close of Nomination (By-law 9 3.3)

3.3.1. To be held no later than 4 weeks before the Annual General Meeting at the time specified by By-law 9

3.4. Ballot Draw, Publication of Newsletter & Distribution of Ballots (By-law 9 3.4)

3.4.1. To be held no later than 3 weeks before the Annual General Meeting

3.5. Close of Voting (By-law 9 3.5)

3.5.1. To be held no later than 2 days before the Annual General Meeting at the time specified by by-law 9

3.6. Count of Ballots (By-law 9 3.6)

3.6.1. To be held no later than 1 day before the Annual General Meeting

3.7. Announcement of Results and Close of Election (By-law 9 3.7)

3.7.1. To be announced at the Annual General Meeting

#### 4. Special Electoral Provisions

##### 4.1. Ballot Distribution & Collection (In addition to By-Law 9 Section 5)

4.1.1. The ballot collection methods that are valid for the Management Committee elections are Absentee, Postal and Electronic

##### 4.2. Canvassing & Disputes (in Addition to By-Lay 9 Section 7)

4.2.1. The production of a Special Candidate Newsletter containing each candidate, the position(s) they are running for, a photograph of the candidate and a 500 word statement.

4.3 The order of the candidates in the newsletter will be by position (Convenor, Secretary, Treasurer, Campaign Convenor, Membership Convenor, Policy Convenor, Lead National Delegate, Rural & Regional Convenor) and then by random ordering. This is to be distributed with the ballots by the returning officer and will be made available online to members.

# **By-law No. 11 - Membership**

passed at State Conference October 2010, amended State Council 23 June 2012

## **1. Payment of fees**

- a) A member must tender their own membership application & fee, except as otherwise permitted by State Council.
- b) State Council may approve schemes for joint membership.
- c) Branches must forward the total amount of membership money received for an application or renewal to the Queensland Greens, along with the original of the membership application form so that any fees, taxes and levies may be deducted appropriately.
- d) Applications for more than one individual (eg family, multiple or joint membership) must supply membership forms signed by each additional applicant to the state office in order for their application to be processed.

## **2. Ratification of members**

- a) A member who is rejected by the party (and has exhausted the appeals process or chosen not to appeal their rejection) shall have their membership fees returned to them and be disallowed from attempting to rejoin the party for 12 months from the date of the final decision in the rejection process.

## **3. Membership of a branch**

- a) An individual may only be a member of one branch of the Queensland Greens.
- b) An individual's membership of a branch is subject to a motion accepting that member as a member of the branch being passed and minuted at a duly constituted general meeting, or such other processes as permitted in the Constitution and By-laws
- c) A member wishing to transfer to a different branch must request a transfer, in writing, to both the Queensland Greens Membership Secretary and the secretaries of both affected branches.

## **4. Recruitment**

- a) Recruiting members for the purpose of influencing the outcome of preselections or internal elections is prohibited.

## **By-law No. 12 - Suspension and Disendorsement of Candidates**

adopted May 2011 State Council

amended 24 August 2014 State Council to reflect constitutional changes from May 2014 Special General Meeting.

1. Any member of the Queensland Campaign Committee (QCC) or the the relevant Local Campaign Committee (LCC) can initiate a complaint against a candidate if the candidate is alleged to have brought or thought likely to bring the Party into disrepute or alleged to have damaged or thought likely to damage the campaign or the Party.
2. Members, including candidates, are not at any time authorised to communicate with the public or to the media on internal Party matters.
  - 2.1 This prohibition also applies to any complaints or subsequent actions against a candidate.
  - 2.2 Persons who resign from the Party are still bound by this prohibition regarding any knowledge gained while a member.
  - 2.3 This prohibition does not apply to the Convenor or Spokesperson explicitly authorised by the constitution, bylaws, or State Council to communicate to the public or the media regarding internal Party matters.
3. A complaint against a candidate with supporting evidence should be lodged in writing with the Secretary of the QCC.
  - 3.1 The Campaign Secretary of the the QCC will convene the Queensland Campaign Executive (QCE), being the Campaign Convenor, Campaign Secretary and Campaign Treasurer of the the QCC, as soon as possible to address the complaint.
4. The Queensland Campaign Executive (QCE) will do an initial evaluation of the complaint.
  - 4.1 QCE can:-
    - 4.1.1 Dismiss a complaint if it is determined to be petty, frivolous or vexatious.
    - 4.1.2 Refer a matter to the internal complaints process of the Party.
    - 4.1.3 Refer a matter directly to the whole of the QCC.
    - 4.1.4 Seek to resolve the issue informally.
  - 4.2 Pending a decision by the QCC the QCE has the following powers:-
    - 4.2.1 Suspension of a candidate. Suspension applies especially to the role of candidate as spokesperson, but extends to the privilege of representing the Party to the media and public generally.
    - 4.2.2 Direct a candidate to refrain from commenting on certain issues.
    - 4.2.3 Arrange the issuing of comments or media statements by an authorised Spokesperson of the Party to address issues arising from a complaint.
5. The candidate and Local Campaign Committee will be informed of the complaint and required to address a meeting of the QCC, and may make a written submission prior to the meeting.
  - 5.1 If the candidate is the convenor of the Local Campaign Committee then the secretary of the LCC will be substituted to represent the LCC.
  - 5.2 The LCC may appoint another member as its delegate in place of LCC Convenor or Secretary.
  - 5.3 The candidate may bring a member of the relevant branch in support.
  - 5.4 The complainant may be required to address a meeting of the QCC, and to make a written submission prior to the meeting.



6. The Queensland Campaign Committee (QCC) makes the final decision on complaints not dismissed or referred under section 4.1.

6.1 Candidates subject to complaints will have the opportunity to speak in their defence though must not be present for the final deliberations of QCC.

6.2 The delegate of the Local Campaign Committee (LCC) will have the opportunity to speak though must not be present for the final deliberations of QCC.

6.3 QCC has the following powers:-

6.3.1 Suspension of a candidate. Suspension applies to the candidate's ability to act as a spokesperson of the Party and thereby communicate with the media or the public.

6.3.2 Direct a candidate to refrain from commenting on certain issues.

6.3.3 Direct a candidate to make a statement or media release and require any such statement or release to be approved by the QCC or a delegate or delegates thereof.

6.3.4 Direct a candidate to take any reasonable steps to address issues arising from a complaint.

6.3.5 Arrange the issuing of a comment or media statement by an authorised Spokesperson of the Party to address issues arising from a complaint.

6.3.6 Dismiss a complaint if it is determined to be petty, frivolous or vexatious.

6.3.7 Refer a matter to the internal complaints process of the Party.

6.3.8 Disendorse a candidate.

6.3.9 Any other reasonable steps to address issues arising from a complaint.

# By-law No. 13 - Privacy of Membership Information and Protection of Data

adopted May 2011 State Council

amended 24 August 2014 State Council to reflect constitutional changes from May 2014 Special General Meeting.

Amended 19 February 2017 State Council

## 1. Responsibilities

1.1 The Secretary has overall responsibility for the membership database of the Party according to section 8.1 of the Queensland Greens constitution.

1.1.1 The Secretary will work with the Membership Convenor to liaise with the office staff and volunteers to ensure maintenance of the database.

1.2 The Campaign Secretary has overall responsibility for the databases used to contact voters or organise volunteers for campaigns used for campaign purposes.

1.2.1 The Campaign Secretary will liaise with the State Director and Office Administrator to ensure maintenance of the databases used in campaigns.

## 2. Usage

2.1 Databases may only be used for legitimate activities of the Queensland Greens. Legitimate activities of the Party are deemed to be:

2.1.1 Branch Activities;

2.1.2 Election and Campaign Activities;

2.1.3 Party Activities.

2.2 Anyone granted access to a database must not, unless authorised according to the constitution or bylaws:

2.2.1 use information obtained from a database to contact, or send material for the purpose of advertising for political, religious, charitable or commercial purposes; or

2.2.2 disclose information obtained from a database to someone else, knowing that the information is likely to be used to contact, or send material for the purpose of advertising for political, religious, charitable or commercial purposes; or

2.2.3 use information from a database to contact, or send material for the purpose of personal advantage or gain unless authorised by an appropriate body of the Party to do so.

2.2.3.1 Appropriate bodies of the Party include Management Committee for statewide use of the database or Branches for branchwide access of the database and authorisation must be passed by motion of the appropriate body of the Party.

## 3. Direct Access

3.1 Direct access is the ability to query the database, through a controlling interface, to receive on-screen listings containing relevant information. It can also provide the ability to apply actions to the listed information, e.g. send emails.

3.2 The Queensland Greens party has a deep commitment to privacy, and to preserving the privacy of those individuals with details in its databases. Accordingly, the only people with direct access to data will be:

3.2.1 Management Committee;

3.2.2 Staff and volunteers authorised by the:-

- 3.2.2.1 Secretary; or
- 3.2.2.2 Membership Convenor; or
- 3.2.2.3 Campaign Secretary; or
- 3.2.2.4 Management Committee; or
- 3.2.2.5 State Council.

3.2.3 Other positions explicitly outlined in this bylaw

3.3 For specified purposes the following will have the requisite access:-

- 3.3.1 Returning Officer & Deputy Returning Officers for statewide ballots;
- 3.3.2 Registered Officer for electoral commission membership audits;
- 3.3.3 Working Group producing the newsletter as per section 18.2a of the constitution for distribution of the newsletter;
- 3.3.4 Volunteers/Interns authorised as per this bylaw and as directed by relevant Party body, Office bearer or staff member;
- 3.3.5 Branch Office Bearers and membership secretaries for branch business;
- 3.3.6 Working Group or Member Action Group Officer Bearers for group business;
- 3.3.7 Returning Officers for local ballots;
- 3.3.8 Local campaign volunteers to the extent authorised by the relevant LECC or branch.

3.4 Those listed will have different levels of access.

- 3.4.1 The members of Management Committee, Campaign Secretary and Campaign Treasurer will have full access to the databases if required to fulfil their duties.
- 3.4.2 Staff and volunteers authorised under 3.2.2 may be given differing levels of access depending on their roles.
- 3.4.3 Branch office bearers and membership secretaries will be given access to necessary contact information (email address, phone number and address) for their branch only.

3.5 All people having access to a database must read this document and indicate their agreement to being bound by it.

- 3.5.1 The State Secretary is responsible for ensuring that access to membership data is granted in accordance with the Queensland Greens Constitution and Bylaws and will liaise with staff and volunteers to ensure this.
- 3.5.2 The Campaign Secretary is responsible for ensuring that access to campaign data is granted in accordance with the Queensland Greens Constitution and Bylaws and will liaise with staff and volunteers to ensure this.

#### **4. Indirect access**

4.1 There are times when it will be necessary for other people to have access to information from a database.

When a person with direct access to information from a database is passing details on to someone else, they are responsible for making that recipient aware that these details are confidential and must not go any further.

4.2 Branch office bearers may communicate member contact details to a branch's newsletter group or relevant Local Campaign Committee only. The branch's executive will be held responsible for the privacy of their data.

4.3 Contact details for branch members, supporters, volunteers and voters are important for planning election

campaigns. As such, a branch may decide to pass a motion giving other people (either within the branch or another branch) access to the branch's data for the purposes of election planning.

4.4 The Management Committee or State Council may authorise the disclosure of an individual's details to persons inside the party.

4.5 Individuals' details may be communicated externally where required by law.

4.6 Individuals' details are communicated to the Australian Greens.

4.7 Other than in the instances listed above, the contact details of individuals are not to be given out internally or externally without the express permission of that individual.

## **5. Breach of privacy**

5.1 Any member who feels that their privacy has been breached is encouraged to make a complaint to Constitution and Arbitration Committee (CAC). Violation of the privacy of members is potentially a violation of the Code of Ethics.

5.2 Those authorised by 3.4.1 or 3.4.2 to grant access to a database are authorised to withdraw access if:

5.2.1 An individual is no longer entitled to access;

5.5.2 There has been a suspected breach of the bylaw.

5.3 Breaches of the bylaw will be referred to the Constitution and Arbitration Committee.

# By-law No. 14 - Local Spokesperson Rights and Responsibilities

adopted 2nd June 2012 State Council

amended 24 August 2014 State Council to reflect constitutional changes from May 2014 Special General Meeting.

1. Branch spokespersons also known as ‘spokespersons appointed by properly constituted constituent bodies’ are:
  - 1.1 Members of the Queensland Greens and are:
    - 1.1.1 An endorsed local candidate for public office; or
    - 1.1.2 Appointed by their local Queensland Greens branch.
2. Branch spokespersons must be:
  - 2.1 Familiar with State and National policies;
  - 2.2 Able to communicate in accord with Greens principles and State and National policies.
3. Branch spokespersons must:
  - 3.1 Abide by Queensland Greens Charter, Constitution, Bylaws and Greens policies;
  - 3.2 Abide by branch decisions.
4. Branch spokespersons may be authorised within a geographic, subject and/or other parameters determined by the branch to do one or more of the following as determined by the branch:
  - 4.1 Speak to local media or local groups on local issues and matters of interest to the local media or groups;
  - 4.2 Speak to state or national media on local issues;
  - 4.3 Make media releases and written statements to local media.
  - 4.4 Utilise social media identifying as a Greens’ spokesperson to communicate about local issues, or share other authorised material;
  - 4.5 Provide or check the content for a branch website prior to its addition to the website;
  - 4.6 Distribute emails, twitter, blog or any other form of electronic comment to the public via a forum that utilises the party’s name.
5. Branch spokespersons:
  - 5.1 Will confer with the branch or subcommittee of the branch, or at least one other person nominated by the branch before making public statements;
  - 5.2 May give a verbal reply to a direct approach by local media reporters within branch and Qld Greens policy and constitution, but any follow up statements must be vetted by at least one other person nominated by the branch;
  - 5.3 Have written releases and statements vetted by the branch or nominated representatives of the branch;
  - 5.4 Forward written releases and statements to all members of the branch;
  - 5.5 Are not required to publicly support Greens policies with which they personally disagree; however, they will not publicly attack Greens policies;
  - 5.6 Will forward written releases and statements to all members of the branch.
  - 5.7 When utilising social media not be required to comply with 5.1 or 5.3, but will be polite, friendly and respectful, comply with the code of ethics, adhere to party positions and expected high standards of a member of the party dealing with the public.
6. Branch responsibilities include:
  - 6.1 Posting published spokesperson material on the Queensland Greens website;
  - 6.2 Ensuring that their spokespersons abide by conditions 1. through to 5;
  - 6.3 In the event that Spokespersons do not abide by conditions 1. through to 5., branches may suspend or disqualify spokespersons from further acting as spokespersons;
  - 6.4 Responding to complaints from State Council or a State Council nominated body such as the Queensland Campaign Committee or the State Spokesperson

Committee;

6.5 Provide administration access in the form of usernames and passwords for branch websites and social media accounts to the State Director.

6.5.1 State access to branch websites and social media accounts will only be used to ensure continued access to the resources for the party and to address any violation of the constitution or by-laws.

7. Spokespersons who do not abide by directions from the branch or a State body may be subject to further disciplinary procedures.
8. In cases where local candidates do not have a local branch, a State Council nominated body such as the Queensland Campaign Committee will take on the role of the branch.
9. Greens members may communicate personally with the media or at public events if they are not identified with The Greens either officially or if are well known as Greens members.

# **By-law No. 15 - Standing Orders**

adopted 23rd June 2012 State Council

amended 27th October 2013 State Conference to amend sections 1.4 & 13.7 and, insert 13.6.7

amended 24 August 2014 State Council to reflect constitutional changes from May 2014 Special General Meeting

amended 10 April 2016 State Council to insert 5.3

Amended 23 October 2016 State Council to amend 1.4.1, 1.4.2, 1.5.1, 8.3

## **1. Submission of motions**

1.1 Motions can be submitted by any Party body listed in section 13 of the Constitution `Composition of the Greens.

1.2 If the motion is submitted as per section 1.1 then a seconder is not required.

1.3 Motions can also be submitted if moved and seconded by:-

1.3.1 Office Bearer/s; and/or

1.3.2 Delegate/s

1.4 Submission deadline:-

1.4.1 Motions must be submitted in the approved format (see appendix 2) to the State Secretary six weeks before the meeting.

1.4.2 Motions submitted less than six weeks before the meeting may be accepted by the Management Committee or the meeting as urgency motions. Management Committee can accept and distribute a motion that will require a procedural motion before proceeding at the meeting.

1.5 Distribution deadline

1.5.1 Motions must be distributed by the State Secretary to branch secretaries five weeks before the meeting.

## **2. Management Committee review of motions**

2.1 The Management Committee will review proposed motions to identify motions that:-

2.1.1 Do not take into account existing practices and/or bylaws;

2.1.2 Lack a specific, unambiguous outcome;

2.1.3 Conflicts with the constitution or bylaws.

2.2 Management Committee, or its delegate, can:-

2.2.1 Negotiate amendments with the movers of a motion to address identified issues;

2.2.2 Give notice of an intention to move an appropriate point of order or procedural motion during the meeting.

2.3 Management Committee can by consensus rule a motion, or part thereof, or background material, not be circulated if it violates the code of ethics, or could reasonably be considered potentially libellous.

## **3. State Council Delegates**

3.1 The branch delegate entitlements for State meetings are to be calculated as at three weeks before the advertised starting time of a meeting.

3.2 Branch secretaries are responsible for notifying in writing the State Secretary of their branch delegates at least two

days prior to the meeting.

3.2.1 If a branch secretary fails to notify the State Secretary of the branch delegates by the specified deadline then the branch delegate entitlement is foregone and does not count towards quorum.

3.2.2 Notification of branch delegates appointed at the branch Annual General Meeting fulfils this requirement.

3.3 A branch may appoint main delegates up to the number to which they are entitled under s14.4a,b,c and any relevant decisions by a State meeting or bylaws.

3.3.1 A branch may appoint reserve delegates who are granted delegate status in the absence of a main delegate from that branch (provided that delegate has not otherwise provided a proxy).

3.3.2 If a branch sends a list of delegates longer than they are entitled to the delegates will be counted from the top or beginning of the list.

3.4 Delegate registration will take place in the half hour prior to the advertised start time of the meeting.

3.4.1 "Accreditation of delegates" shall be a standing item on the agenda for State Council.

3.4.2 No business shall be dealt with until the list of accredited delegates has been presented to the meeting and quorum established.

## **4. Proxies**

4.1 Proxies must be received by the Secretary in written form (paper or email) prior to the commencement of the business of the meeting.

4.2 Proxies are non-transferable.

4.3 Proxies can be specified to be allocated beyond one meeting, but cannot be allocated beyond the conclusion of the State Council subsequent to the Annual General Meeting.

4.4 Proxies may specify an order of alternate proxy holders should a specified proxy holder not be in attendance.

4.5 Branches may specify an order of delegates that outlines who would exercise a branch's vote depending on who is in attendance.

4.5.1 If the branch is entitled to more votes than delegates in attendance or represented by proxy then surplus votes will be allocated starting at the top of the order of delegates.

## **5. Opening the meeting**

5.1 The Convenor, or a member delegated by the Convenor, will at the beginning of the meeting:-

5.1.1 Open the meeting;

5.1.2 Acknowledge the traditional owners;

5.1.3 Ensure the appointment of facilitators by the meeting;

5.1.4 Ensure the appointment of a Returning Officer by the meeting.

5.1.5 Read aloud from the Charter of The Greens for at least 3 minutes.

5.2 The Secretary, or a member delegated by the Secretary:-

5.2.1 Will take the minutes. If the Secretary or their delegate is not available then the meeting will appoint someone to take the minutes.

5.2.2 Ensure that attendance at the meeting is recorded.

5.2.3 Report to the meeting the accredited delegates and confirm that the meeting is quorate.

5.3 That State Council cannot commence without reasonable efforts being made to establish and maintain the full connectivity of Remote Access delegates.



## **6. Facilitators**

6.1 Facilitators are to ensure that:-

- 6.1.1 Within the limitation of the rules and standing orders all participants are able to participate.
- 6.1.2 The rules and standing orders are complied with.

6.2 The facilitator may suggest but will not move or second substantive motions, amendments or foreshadowed motions.

6.3 The facilitator will refrain from providing a summary of the discussion.

6.4 The powers of the facilitator include the following:-

- 6.4.1 Calling for order. Any and all members must immediately stop talking when so directed by the facilitator.
- 6.4.2 Ruling on those procedural motions stated as being at the discretion of the facilitator, noting that the meeting has recourse to move procedural motions of dissent or remove the facilitator.
- 6.4.3 To grant an extension of one minute to a speaker.

6.5 Facilitators should facilitate for no longer than two hours at a time except with the consent of both the facilitator and the meeting.

- 6.5.1 With the consent of the facilitator this rule will not require a new facilitator before the matter on the floor is dealt with within 30 minutes of the threshold.

6.6 The facilitator should appoint members to the following positions to assist them to facilitate the meeting:-

- 6.6.1 Timekeeper;
- 6.6.2 Someone to take the Speakers list.

## **7. Agenda Management**

7.1 The following will be standing items on the State Council agenda:-

- 7.1.1 Opening of the meeting as per section 5.
- 7.1.2 Appointment of facilitators as per section 6.
- 7.1.1 Ratification of State Council minutes.

7.2 Matters relating to pending elections shall take precedence in the agenda.

7.3 The rest of the agenda will be divided into the following categories (with the associated default allocation of time):-

- 7.3.1 State Council and Management Committee (20 minutes) including:-
  - 7.3.1.1 Convenor's Report
  - 7.3.1.2 Review of Management Committee decisions
- 7.3.2 Campaigns (120 minutes) including:-
  - 7.3.2.1 Campaign Committee reports
  - 7.3.2.2 Campaign Committee motions
  - 7.3.2.3 Review of spokesperson's activities and statements
  - 7.3.2.4 Parliamentarian's reports
  - 7.3.2.5 Review of parliamentarian's votes and statements
  - 7.3.2.6 Questions on notice for parliamentarians

7.3.3 Policy (80 minutes) including:-

- 7.3.3.1 Policy committee reports

#### 7.3.3.2 Policy committee motions

#### 7.3.4 Finance and Fundraising (40 minutes) including:-

##### 7.3.4.1 Treasurer's Report

##### 7.3.4.2 Queensland Greens budget review

#### 7.3.5 National Council & Conference (60 minutes) including:-

##### 7.3.5.1 National Delegates Committee Report

##### 7.3.5.2 National Delegates Committee motions

#### 7.3.6 Constitution, Administration & Arbitration (30 minutes) including:-

##### 7.3.6.1 Secretary's Report

#### 7.3.7 Membership & Communication (20 minutes) including:-

##### 7.3.7.1 Membership Secretary's Report

#### 7.3.8 An adjournment (30 minutes)

#### 7.3.9 Other business (any time remaining after the conclusion of 7.3.1-7.3.7 including extensions agreed to by the meeting).

#### 7.4 The order of motions within a category outlined in 7.3 will:-

##### 7.4.1 Give precedence to motions from any relevant party body for that category

##### 7.4.2 Otherwise be in the order in which they are received by the Secretary.

#### 7.5 The default allocation of time for a motion will be 20 minutes.

#### 7.6 Before the meeting the order of the agenda or the allocation of time in the agenda may be varied by the Secretary in consultation with the Convenor, but such changes must be agreed to by the meeting.

#### 7.7 At the beginning of the meeting there will be an opportunity for the meeting to change the arrangement and time allocation of the agenda by procedural motion.

#### 7.8 Subsequent amendments to the agenda during the meeting shall be by procedural motions.

## **8. Substantive Motions**

#### 8.1 A substantive motion must do one or more of the following:-

##### 8.1.1 Authorise and/or direct some person or group to take some specific action;

##### 8.1.2 Introduce or alter a bylaw, policy, budget or other Party documentation;

##### 8.1.3 Otherwise deal with the business of the Party.

#### 8.2 Substantive motions must:-

##### 8.2.1 Seek to change the status quo;

##### 8.2.2 Be specific and unambiguous as to the change sought.

#### 8.3 Notice of a motion must be given to the Secretary at least six weeks before the scheduled meeting unless otherwise specified in the constitution or bylaws.

##### 8.3.1 The usual notice for a substantive motion may be waived via procedural motion. A prerequisite for waiver of notice is submission of a written version of the substantive motion being presented to the facilitator.

#### 8.4 Motions must have a mover and seconder before being discussed on the floor of the meeting and only accredited delegates or office bearers may move or second motions.

#### 8.5 The mover and seconder of a motion can alter the motion with the consent of the meeting.

#### 8.6 Motions can be made contingent on the passing or failure of other motions. Contingency must be made explicit with notice of the motion.

## **9. Amendments & Foreshadowed Motions**

9.1 An amendment to substantive motion:-

9.1.1 Must be specific and unambiguous as to the change sought;

9.1.2 Must be consistent with the motion that it seeks to amend, and so framed that it would result in a sensible and coherent motion;

9.1.3 Cannot negative the motion.

9.2 The facilitator can require that an amendment must be written and presented to the facilitator prior to coming to the floor.

9.3 Amendments must have a mover and seconder before being discussed on the floor of the meeting and only accredited delegates or office bearers may move or second motions.

9.4 The mover and seconder of an amendment can alter the amendment with the consent of the meeting.

9.5 Amendments can be made contingent on the passing or failure of other motions or amendments. Contingency must be made explicit with tabling of the amendment.

9.6 An amendment to a motion shall be accepted by consensus or vote according to the same process used for substantive motions with the following exceptions:-

9.6.1 The mover of an amendment shall not have the right of reply at the conclusion of the discussion.

9.7. Should the amendment be carried, it then becomes a substantive motion upon which further amendments may be moved

9.8 There shall not be, at one time, more than one amendment on the floor.

9.9 Any participant may during their speech foreshadow a motion or amendment.

9.9.1 A foreshadowed motion or amendment must be consistent with the motion that it seeks to supplant or amend, and result in a sensible and coherent motion;

9.9.2 A foreshadowed motion or amendment shall not come to the floor of the meeting until the motion or amendment before the meeting has been disposed of;

9.9.3 The facilitator may waive the requirement for a foreshadowed motion or amendment to be submitted in writing.

## **10. Speaking**

10.1 The mover of the motion or amendment will be given two minutes to speak to the motion or amendment. This right can:-

10.1.1 Be waived;

10.1.2 Not be reserved;

10.1.3 Be delegated.

10.2 The facilitator will ensure that a speakers list is taken.

10.2.1 The maximum number of speakers on the speakers list will be determined by procedure used by the meeting.

10.3 For the sake of people participating via teleconference a speaker may only speak when in possession of a

microphone.

10.4 The default allocation per speaker will be two minutes.

10.5 Speakers will:-

10.5.1 Only speak to the matter on the floor;

10.5.2 Not repeat comments already made;

10.5.3 Not exceed the allocated time;

10.5.4 Adhere to safe meeting procedure;

10.5.5 Respect the facilitator's directions.

10.5.6 Formulate amendments to work towards consensus, or declare their intention to block consensus.

10.5.7 Only speak to each motion or amendment once unless specifically authorised to speak again.

10.6 Participants will only speak with permission of the facilitator, and will not interject.

10.7 Observers may only speak if so authorised by the passing of the relevant procedural motion.

## **11. Quorum**

11.1 A quorum check takes precedence over all other business. A call for a quorum check requires that the Secretary, or in the absence of the Secretary then the facilitator, to confirm that a quorum is present.

11.1.1 A call for quorum can not be called sooner than 15 minutes after quorum was previously established.

11.2 Quorum shall be a simple majority unless otherwise stated.

11.2.1 As per the constitution (s.15.7) proxies will be counted towards quorum for State Council. Proxies will not be counted towards quorum for any other meeting.

## **12. Points of Order, Clarification or Information**

12.1 Points of order take precedence over all other business except a quorum check.

12.2 Points of order require only a mover and must be raised immediately upon the occurrence of the alleged breach.

12.2.1 The facilitator can move a point of order.

12.3 The following points of order can be ruled on by the facilitator:-

12.3.1 Safe meeting procedure (see appendix 1 and code of ethics). That a participant has violated safe meeting procedure and should be directed to refrain from the offending behaviour, and if necessary be directed to apologise.

12.3.2 Relevance. That the speaker be directed to speak to the matter on the floor.

12.3.3 Repetition. That the speaker is be directed to refrain from repeating comments already made.

12.3.4 Duplication. That the motion or amendment duplicates matters already dealt with by the meeting or is the status quo.

12.3.5 Time. That a speaker's allocated time has elapsed and should not be further heard.

12.3.6 *Ultra vires*. That the motion, amendment or point of order or part thereof conflicts with the constitution or bylaws and is therefore void.

12.3.7 Insubstantial. That the motion does not conform to the definition of a substantive motion and is therefore void.

12.3.8 Close. That the time allowed for the meeting has elapsed and unless a procedural motion to extend the meeting is moved and accepted the meeting be closed. The meeting will remain in session to deal with

12.3.9 Godwin's law. A comparison of a member or a member's position to Hitler or the Nazis has been made and whoever made the comparison has automatically lost the floor and the right to speak for the rest of the

meeting.

12.4 Point of clarification. If a person's remarks are misquoted or grossly distorted, the person may rise and ask permission to make a point of clarification. The person should correct only the statements wrongly attributed and not proceed to make a speech. Whether to allow a point of clarification will be ruled on by the facilitator.

12.5 Point of information. This is to provide a reference to information such as relevant sections of the constitution, bylaws, minutes, budget or other documentation that is directly relevant to a point raised by a speaker. Points of information should be brief and factual, not the giving of an opinion. Whether to allow a point of information will be ruled on by the facilitator.

## **13. Procedural Motions**

13.1 Procedural motions take precedence over all other business except a quorum check and points of order.

13.2 The facilitator can move procedural motions.

13.3 The following procedural motions require only a mover, will be ruled on by the facilitator and cannot be debated:-

13.3.1 Reply. That the mover or seconder of a motion, or person specifically mentioned in the discussion, be able to reply to a point or points raised in precedence to the speakers list.

13.3.2 Follow-up. The speaker be allowed to speak again during a discussion or debate.

13.3.3 Observer. That a member who does not have speaking rights at the meeting be granted leave to be speak on a particular matter.

13.4 The following procedural motions require a mover and seconder, will be ruled on by the facilitator and cannot be debated:-

13.4.1 Divide motion. That a motion be divided up into more than one motion to allow issues to be dealt with separately.

13.4.2 Move as a bloc. That two or more motions be deemed to be related and therefore dealt with as a single motion.

13.4.3 Adjournment. That discussion of the motion be adjourned until later in the meeting.

13.5 The following procedural motions require only a mover, are decided by the meeting, and can not be debated:-

13.5.1 Allocation. That the time allocated to an agenda item be extended for a specified period.

13.5.2 Move to vote. Any participant who has not already spoken on the motion or amendment under discussion may propose a motion to vote (see 15. Voting).

13.5.3 Motion not be put. That the motion requires further discussion instead of being put to a vote.

13.5.4 Lay on the table. That debate of the motion be suspended until the next, or other specified, meeting

13.5.5 Withdrawal. That the motion be withdrawn. Withdrawal is moved by the mover of the motion.

13.5.6 Extension. That the meeting be extended for a further specified time.

13.5.7 Division. That the names of participants voting for and against and abstaining shall be recorded in the minutes.

13.6 The following procedural motions require a mover and seconder, will be decided by the meeting and can be debated:-

13.6.1 Reference. That the motion be referred to a committee or working group.

13.6.2 Meeting adjournment. That the meeting be adjourned until a specified time and place, or referred to a committee to determine a time and place.

13.6.3 Formal meeting procedure. That the motion or amendment be debated using formal meeting procedure.

13.6.4 Defence of thesis procedure. That the motion or amendment be debated using defence of thesis procedure.

13.6.5 Parallel motions procedure. That the motion be debated using the parallel motions procedure.

13.6.6 Online procedure. That the motion be referred to be debated using the online procedure.

13.6.7 Urgency. That the required notice for a motion be waived due to urgency. Urgency means that the matter cannot be deferred to the next meeting and it would be detrimental to the Party for it not to be dealt with at the current meeting. This mechanism can only be utilised immediately subsequent to a call for quorum as per 11.1.1. If the proposal requires use of an extension of time of the meeting then Urgency cannot be used and the Waive notice procedural motion must be attempted instead.

13.7 The following procedural motion requires a mover and seconder, consensus by the meeting and can be debated:-

13.7.1 Suspend standing orders. That a specified standing order be suspended for a specified purpose.

13.7.2 Waive notice. That the required notice to a motion be waived due to urgency. This mechanism can only be utilised immediately subsequent to a call for quorum as per 11.1.1.

13.7.3 Machinery. That no discussion take place on a motion or amendment.

13.8 The following procedural motions require a mover and a seconder, will be decided by the meeting and can not be debated:-

13.8.1 Suspension of a participant from the meeting for a specified time or agenda item for significant and/or repeated violations of safe meeting procedure or other failure to comply with the rules.

13.8.2 Expulsion of a participant from the meeting for significant and/or repeated violations of safe meeting procedure or other failure to comply with the rules.

13.9 The following procedural motions only require a mover, will be decided by the meeting, can be debated, a temporary facilitator will be appointed for the duration of the discussion, and cannot be ruled *ultra vires*:-

13.9.1 Ruling. If there is dissent with the ruling of the facilitator then there will be a motion that the ruling of the facilitator be upheld. If the ruling does not receive the confidence of a two-thirds majority then the ruling is not upheld and is reversed.

13.9.2 Confidence. That the facilitator retains the confidence of the meeting. If the facilitator does not receive the confidence of a two-thirds majority then they are removed and a new facilitator appointed.

## 14. Consensus procedure

14.1 Seeking consensus in committee will be the default mechanism for dealing with motions and amendments.

14.2 Upon a motion or amendment being seconded, the facilitator will test for consensus. If there is consensus then the motion is deemed to have passed. If there is not consensus the facilitator will ask for participants to indicate if they are seeking:-

14.2.1 Clarification;

14.2.2 To make amendments;

14.2.3 To oppose the motion or amendment, and if so whether there is an intention to 'Block' consensus.

14.3 A speakers list will be generated.

14.3.1 The maximum number of speakers on the speakers list will be determined by the amount of time allocated divided by the minutes allocated per speaker plus one.

14.3.2 The speakers list will be progressive so that members who have not yet spoken will be given priority.

14.4 Dissent to a motion or amendment is most productively dealt with by either signalling whether the dissent is irreconcilable or by proposing an amendment to the motion (in writing).

14.5 If dissent is such that the motion requires significant amendment before it is able to be passed by consensus, a breakout group (ideally consisting of at least the mover, seconder and any dissenters) should work on the amended motion apart from the plenary and present a motion to the plenary after they have reached a decision.

14.6 The facilitator shall occasionally test the mood of the meeting to determine if more time is required on the motion.

14.7 There is no implicit right of reply for the mover of a motion during discussion contrary to the speakers list.

14.8 The facilitator when testing for consensus will allow at least 10 seconds for dissent to be registered.

14.9 At the conclusion of discussion before the motion or amendment is put the mover has a right of reply for two minutes. In replying to the discussion the mover must not introduce any new matter but should only answer the arguments raised.

14.10 There shall not be, at one time, more than one substantive motion or amendment on the floor.

14.11 Delegates who have instructions from their branch to block consensus on the initial wording of a particular proposal should declare such conditions before an issue is discussed. Delegates should indicate if there are any conditions under which they can participate in consensus.

14.12 When a 'reasonable period of time' has passed and a decision cannot be deferred, and consensus cannot be reached then there may be a procedural motion to move to vote. A 'reasonable period of time' is defined as:

14.12.1 when the time limit on an agenda item under discussion has passed; and

14.12.2 any resolution by consensus is unlikely to be reached quickly; or

14.12.3 when consensus on a proposal is continually blocked and there is obviously no movement towards resolution by consensus; and

14.12.4 all avenues to reach consensus have failed, e.g.

14.12.5 small group process;

14.12.6 objectors to a proposal prepared to step aside; and

14.12.7 new proposals or amendments put forward to address concerns raised defeated.

14.12 A motion will be deemed carried by a two-thirds majority of delegates present, as prescribed by the constitution.

14.13 Once a vote has been taken the meeting will revert back to the consensus process.

## **15. Formal meeting procedure**

15.1 Formal meeting procedure would be used where debate is particularly contentious and after passing of the relevant procedural motion to adopt the procedure.

15.2 The facilitator will confirm the substantive motion, and will call for a mover and seconder for the motion.

15.2.1 If there is not a mover and seconder for a motion, then the motion lapses and will not be debated.

15.3 Once a motion is seconded two speakers lists will be generated, 'For' and 'Against'.

15.3.1 If there are no Against speakers the motion will proceed directly to a vote.

15.4 The following order of debate for a motion will be:-:

15.4.1 mover (5 minutes);

15.4.2 the first speaker from the 'Against' speakers list (2 minutes);

15.4.3 the first speaker from the 'For' speakers list (2 minutes);

15.4.4 the second speaker from the 'Against' speakers list (2 minutes);

15.4.5 the second speaker from the 'For' speakers list (2 minutes);

15.4.6 the third speaker from the 'Against' speakers list (2 minutes);

15.4.7 the third speaker from the 'For' speakers list (2 minutes);

15.4.8 Subsequent rounds of speakers 'Against' and 'For' (2 minutes each) will only be allowed if sufficient time was allocated to the motion on the agenda or by the meeting and be at the discretion of the facilitator;

15.4.9 mover's right of reply (3 minutes); and

15.4.10 a vote taken.

15.4.11 If at any time during the order of debate there are no further speakers `Against` then the debate will proceed directly to the mover's right of reply.

15.6 A debate on an amendment suspends debate on the motion.

15.6.1 As the amendment is a separate question, speakers who have already spoken to the proposal may speak to the amendment.

15.6.2 Once the amendment has been voted on, debate on the motion resumes where it was suspended.

15.6 The order of debate for an amendment will be:-

15.6.1 mover (3 minutes);

15.6.2 the first speaker from the `Against` speakers list (2 minutes);

15.6.3 the first speaker from the `For` speakers list (2 minutes);

15.6.4 the second speaker from the `Against` speakers list (2 minutes);

15.6.5 the second speaker from the `For` speakers list (2 minutes); and

15.6.5 a vote taken.

15.6.6 If at any time during the order of debate there are no further speakers `Against` then the motion will proceed directly to a vote.

15.7 There shall not be, at one time, more than one substantive motion or amendment on the floor.

15.8 If some aspect of formal meeting procedure is not covered by these by-laws the meeting should refer to the reference book by Renton on meeting procedure.

## **16. Defence of thesis procedure**

16.1 The defence of thesis procedure would be used where carriage of a detailed motion or amendment is effectively undertaken by one or two people and after passing of the relevant procedural motion.

16.2 If there is dissent a list of those dissenting will be used to form the speakers list.

16.2.1 Speakers may speak more than once or may delegate their turn to a devil's advocate.

16.3 The number of speakers on the speakers list will be limited to the time allocated divided by four. Each speaker will be allocated two minutes.

16.4 The mover of the motion or amendment will have:-

16.4.1 At least two minutes to initially speak to the motion or amendments, or longer with permission of the meeting;

16.4.2 One minute right of reply after each speaker;

16.4.3 Two minutes for summation before the motion is put.

## **17. Parallel motion procedure**

17.1 The parallel motion procedure would be used to determine which of several approaches that would be passed has the most support and after passing of the relevant procedural motion.

17.2 Proposed changes to motions would take the form of alternate motions rather than amendments or foreshadowed motions.

17.3 Only those proposing a parallel motion may speak.

17.4 A motion (including the original motion) may be withdrawn by the participant who moved it with the consensus of the meeting.



17.5 Passing motions will be via approval where voters can indicate support for any or all or no motions. Any motion with the most support and meeting the threshold of two-thirds support required to change the status quo will be successful.

17.5.1 The meeting can determine to conduct an approval ballot to be conducted by the Returning Officer.

17.5.2 In the event of a tie there would be a vote to decide between the tied motions

## **18. Voting on motions or amendments**

18.1 Voting on a motion or amendment requires a procedural motion 'Move to vote'.

18.1.1 If the procedural motion is accepted by consensus then there will be a vote on the motion or amendment.

18.1.2 If the procedural motion is not accepted by consensus then there will be a vote to vote.

18.2 Voting will be by show of delegate slips.

18.2.1 Those holding proxies will be allocated delegate slips for those proxies.

18.3 Motions or amendments will be carried by a two thirds majority of those voting, meaning abstentions do not count towards the total.

18.4 The Returning Officer will count the votes and return the result to the facilitator who will report the results to the meeting.

18.4.1 The Returning Officer may appoint assistants to assist with counting the votes.

18.5 The facilitator will ensure that the votes of any delegates participating remotely are sought.

## **19. Voting on positions**

19.1 The ballot shall contain a box for a dummy candidate of "No further nominees". A voter may express this option as any preference. Any candidates ranked after "No further nominees" shall be counted as if there was no preference expressed for this candidate.

19.2 The following method will select single positions:-

19.2.1 If, after all first preference votes have been counted, no nominee has obtained an absolute majority of all formal votes, then the candidate with the fewest number of first preference votes is excluded. That excluded nominee's second preference votes are then distributed to the remaining candidates.

19.2.2 If after that exclusion no nominee has obtained an absolute majority of formal votes, the next remaining nominee with the fewest votes is excluded and all of their votes (ie. first preference votes plus those votes received from excluded candidates) are distributed to the remaining candidates. 'No further nominee' is not excluded.

19.2.3 If at any exclusion, the next available preference is for a previously excluded nominee, then that preference is disregarded and the vote is distributed to the continuing nominee for whom the next available preference is shown.

19.2.4 This process is continued until one nominee obtains an absolute majority of formal votes and is elected.

19.3 The following method of proportional counting will determine appointments for multiple positions:-

19.3.1 Based on an optional preferential single transferable vote using a Droop quota.

19.3.2 If 'No further nominee' is to be elected any remaining positions in the ballot are declared empty.

19.4 The Returning Officer may arrange to use software to facilitate determining the results of the ballots.

19.5 The order of appointment will be recorded.

19.6 The ballots for delegates participating remotely will be collected by the Returning Officer

19.6.1 The Returning Officer may collect ballots for remotely participating delegates verbally or by reasonable electronic means.

## 20. Online procedure

20.1 Step One. Submission of motions. The timeline for seeking consensus on motions by the party body on the members' site is as follows from the time of submission of a motion.

20.2 Step Two. There will be two weeks for discussion and the opportunity to submit alternate motions. Alternative motions do not replace, or amend, an existing motion but exist in parallel.

20.2.1 A motion (including the original) may be withdrawn by the participant who submitted it with the permission of the convenor of the party body.

20.2.2 The withdrawal of all motions will result in the cessation of the process after two days if no further motions are submitted.

20.2.3 Participants who have a vote may indicate consent or otherwise for motions during this period but are not obliged to do so.

20.3 Step Three. Following step two there will be one week for participants who have a vote in to indicate consent, or otherwise, to any motions not withdrawn.

20.3.1 If after a week and a quorum of participation has been achieved there is only one motion with the consent of all participants then that motion is deemed accepted by consensus.

20.3.2 If at any time during the week there is a consensus from all participants entitled to a vote then that motion is deemed accepted by consensus immediately.

20.3.3 If after a week and a quorum of participation has been achieved no motion has the consent of all those participating the process proceeds to step four A (see 18.4.1).

20.3.4 If after a week and a quorum of participation has been achieved more than one motion has the consent of those participating the process proceeds to step four B (see 20.4.2).

20.3.5 Step concludes when all entitled to a vote on the relevant Party body have indicated their position regardless of whether the entire week has elapsed.

20.4 Step Four

20.4.1 Step Four A – No Consensus. If no motion garners consent from all participants exercising their vote then the process returns to step two. All motions not withdrawn are retained as active.

20.4.2 Step Four B – Multiple Consensus. If more than one motion gets consent from all participants exercising their vote there will be a preferential ballot to determine the preferred motion. There will be one week for all Members, Delegates, or Representatives entitled to a vote on the Party body to vote.

20.4.3 Step Four C - Consensus. If one motion gets consent from all participants exercising their vote then that motion is deemed to have passed.

20.5 A procedural motion may be made at any time, but will be conducted in parallel to the ongoing business of the Party body. That is the Party body may continue attempts to reach consensus, discussion and votes on a motion that would be effected by the procedural motion until such time as the procedural motion is resolved.

20.5.1 A procedural motion will be deemed carried by a two-thirds majority of votes, if the quorum threshold is reached.

20.5.2 Once a procedural motion is submitted, or triggered, those entitled to vote have one week to vote on the motion.

20.5.3 A procedural motion is decided as soon as either more than two thirds of eligible votes have indicated support for the motion or more than one third of eligible votes have indicated opposition to the motion, or the week has elapsed. If the week has passed without the procedural motion being passed it is deemed to have lapsed.

20.5.4 Procedural motions take effect from the time they are decided.

20.6 If a procedural motion is carried to vote on the submitted active motions, a vote will be taken.

20.6.1 The vote will be a compulsory preferential vote, with the addition of 'Status quo' as an option that remains in the count until the conclusion.

20.6.2 To pass a motion requires a two-thirds majority versus the status quo option once preferences are distributed.

20.7 Appointing people to positions will proceed directly to a vote once nominations close.

## **21. Reports**

21.1 Speakers giving a report will by default be granted a maximum of ten minutes unless otherwise specified.

21.2 The speaker giving a report may be given the opportunity to respond to a direct question but this does not imply a right of reply to every speaker.

## **22. Teleconferencing/Online participation**

22.1 The facilitator will:-

22.1.1 From time to time check with participants online that they are still present and able to follow proceedings.

22.1.2 Ensure that participants online have an opportunity to be included on the speakers' list.

## **23. Miscellaneous**

23.1 That a fine of \$2 be levied on any member whose mobile phone or other electronic device interrupts a meeting. The imposition of the fine will be ruled on by the facilitator. Any money collected in this manner will go towards the costs of the meeting.

23.2 Any documents to be circulated must be submitted to the Secretary.

23.2.1 The Secretary can determine that a document not be circulated if it is not relevant to the meeting.

## **Appendix 1 - Safe Meeting Procedure**

Copied from Australian Greens bylaw 17. Safe Environment Needs for a Greens Meeting

1. It is expected that participants will have the following intentions:-
  - 1.1 Be here in good faith with the goal of what is in the best interest of the Greens.
  - 1.2 Have the intention of reaching consensus and a commitment to consensus decision making.
  - 1.3 Goodwill towards all participants.
  - 1.4 Not bring previous differences, difficulties and problems to this meeting.
  - 1.5 Be honest
  
2. It is expected that participants will demonstrate the following behaviours:-
  - 2.1 Follow procedures laid down in the past which are known to be positive and successful.
  - 2.2 Listen without preconceptions, be open to new ideas.
  - 2.3 Show respect for others opinions.
  - 2.4 Address the issue not the person.
  - 2.5 No aggressive verbal or non-verbal interaction.
  - 2.6 No interjections or asides.
  - 2.7 Some of us can express ourselves better than others, try not to overwhelm with your superior oratory skills.
  - 2.8 Leave the room if you don't want to listen.
  - 2.9 If you want to have a conversation have it far enough away from the room for it not to disturb the participants.

## **Appendix 2 - Motion template**

**TITLE:**

**MOTION:**

**MOVED BY:**

**Refer queries and suggested changes to:**

**MOTION FOR DISCUSSION or FOR APPROVAL:**

**BACKGROUND SUMMARY and RATIONALE:**

**RELEVANT OTHER POLICIES, BYLAWS or STATE COUNCIL DETERMINATIONS:**

**BUDGET IMPLICATIONS:**

# Bylaw 16 - Communications Working Group Terms of Reference

Adopted by October 2013 State Council.

Amended by April 2013 State Council (inserted section 5.3.1 & 5.3.2)

Amended by October 2013 State Conference (amended 5.3, inserted 5.3.3)

## 1. Constitutional basis and name

- 1.1 This is the working group outlined in section 18.2.a) of the constitution tasked to produce and circulate a newsletter.
- 1.2 The working group will also have broader communication functions.
- 1.3 The name of the working group is the Communications Working Group (CWG).

## 2. Membership

- 2.1 The State Council subsequent to the Annual General Meeting will appoint 3 members as voting members of the working group.
- 2.2 The working group may co-opt other members.
- 2.3 All members of the working group must sign the Queensland Greens confidentiality agreement.
- 2.4 The working group will appoint a convenor for the working group.
  - 2.4.1 If the working group is unable to appoint a convenor then the Management Committee will appoint a convenor.
- 2.5 Management Committee may appoint members to fill casual vacancies on the working group.

## 3. Roles of the Group

- 3.1 To publish the online newsletter at least fortnightly;
- 3.2 To manage the content of the Party's public website;
- 3.3 To manage the content of the Party's social media;
- 3.4 Administration of Party email addresses with the Secretary;
- 3.5 To publish the Party's Annual Report;
- 3.6 To publish other materials as required by the Constitution, bylaws, or State Council including:-
  - 3.6.1 Notice of general meetings (s22.11)
  - 3.6.2 Publication of bylaws (s37.3)
  - 3.6.3 Formation of branches (s15.4)

## 4. Publication of material

- 4.1 The newsletter is to be an organ for communication amongst members for the purposes of information and notification of meetings (as per s21.2.a).
  - 4.1.1 The working group will attempt to get members to engage with the Party's member-only forums.
- 4.2 The Communications Working Group may by two-thirds majority of voting members publish non-controversial material which is defined as:-
  - 4.2.1 Notice of meetings;
  - 4.2.2 Notification of internal elections, preselections;
  - 4.2.3 Material from media releases or similar publications by Party Spokespersons or Australian Greens members of parliament;
  - 4.2.4 Material passed for publication by motion of a Party working group, committee, branch, or Australian Greens body;
  - 4.2.5 Party contact information.
- 4.3 Publications by the working group will not be used to influence an internal election or preselections except

as allowed for elsewhere in the constitution or bylaws.

4.3.1 The Returning Officer will notify the Communications Working Group of candidates for an internal election or preselection.

4.3.2 Any material produced by or regarding a candidate for an internal position or preselection, will be passed to the relevant Returning Officer (RO) prior to publication. Where the RO identifies issues of concern to the election, the Returning Officer will communicate them directly to the Communications Working Group for correction.

4.3.3 Incumbents will not be limited in carrying out the standard functions of their elected position.

4.4 Potentially controversial material will be provided on the secure members' website and may be linked to from the newsletter. Potentially controversial material will include:-

4.4.1 Internal party issues such as proposals to Council or a general meeting;

4.4.2 Letters to the editor;

4.4.3 Opinion pieces.

4.5 Any fundraising conducted via the newsletter must be authorised by either State Council, Management Committee or a Campaign Committee.

4.6 Material relating to outside organisations must be authorised by either State Council, Management Committee, Campaign Committee or a Spokesperson.

4.7 Proscribed material will not be published and includes material that would be:-

4.7.1 Libellous;

4.7.2 In violation of the code of ethics;

4.7.3 Otherwise contrary to the constitution or bylaws;

4.7.4 Material outlined in 4.3.

4.8 The Communications Working Group will comply with the Media, Entertainment & Arts Alliance Code of Ethics (<http://www.alliance.org.au/code-of-ethics.html>)

## **5. Website and online content**

5.1 The Communications Working Group is responsible for maintaining the content of the Party's public website.

5.2 The Communications Working Group is responsible for the Party's presence in social media including but not limited to:-

5.2.1 Facebook;

5.2.2 Twitter;

5.2.3 Wikipedia.

5.3 The Communications Working Group is not authorised as a Spokesperson of the party and material published or linked to on the website or in social media must comply with section 4 of this bylaw with the following exceptions:-

5.3.1 A single voting member of the CWG, or another member delegated by the CWG, may share via social media material from media releases or similar publications or other statements by Party Spokespersons or Australian Greens members of parliament;

5.3.2 A single voting member of the CWG, or another member delegated by the CWG, may advertise via social media an event organised by a party body.

5.3.3 A single voting member of the CWG, or another member delegated by the CWG, may within the bounds of policy, party positions and the code of ethics respond to comments on the Party's social

media.

## **6. Budget**

- 6.1 The CWG has no authority to incur debts or secure loans on behalf of the party.
- 6.2 The CWG will only expend funds provided by the party where this is in accordance with a budget that has been ratified by State Council.
- 6.3 The CWG Convenor is responsible for acquittal in coordination with the State Treasurer.

## **7. Communication and Decision Making**

- 7.1 The CWG will only meet as required, generally operating online.
- 7.2 The CWG will act in accordance with Queensland Greens meeting procedures.
- 7.3 All members of the group must be given a previously agreed time to review draft reports to be submitted in the name of the group before they are submitted.
- 7.4 The CWG will appoint its own Convenor by consensus. In the event that consensus cannot be reached then there will be a vote.
- 7.5 Only voting members count towards quorum.
- 7.6 If a member doesn't reply to a proposal within two days they will be deemed to have abstained.

## **8. Longevity**

- 8.1 The Communications Working Group is an ongoing working group.

## **9. Reporting and Accountability**

- 9.1 CWG meeting minutes will be circulated to the Queensland Greens Secretary.
- 9.2 The CWG will provide a written report of activity to each state council meeting, with a more comprehensive report to be tabled at the Annual General Meeting.
- 9.3 The report to the Annual General Meeting must detail as a minimum:
  - 9.3.1 Reports on publications.



# **Bylaw 17 - Queensland Greens IT Working Group (QG\_IWG)**

## **Terms of Reference and Code of Conduct**

Adopted by March 2014 State Council.

Working group dissolved January 31, 2016 State Council

# **Bylaw 18 - Queensland Campaign Committee Bylaw**

Amended October 2015 State Council to add 1.4

1. The voting members of the Queensland Campaign Committee (QCC) will be:-
  - 1.1 Campaign Convenor;
  - 1.2 a Campaign Secretary, to be elected at the Annual General Meeting;
  - 1.3 a Campaign Treasurer, to be elected at the Annual General Meeting;
  - 1.4 Lead National Delegate, to be elected at the Annual General Meeting;
  - 1.5 Six general members, appointed at the State Council subsequent to the Annual General Meeting, including at least two members from rural and regional areas.
  
2. The non-voting members of the Queensland Campaign Committee (QCC) will be:-
  - 2.1 The Lead Senate Candidate;
  - 2.2 Two members from among the Queensland Greens Members of the federal Party Room appointed by State Council, or one member if the Lead Senate candidate is a sitting Senator;
  - 2.3 Two members from among the Queensland Greens Members of the Legislative Assembly (MLA) appointed by State Council;
  - 2.4 State Director;
  - 2.5 Other members of the Party may be co-opted by the QCC as non-voting members.
  
3. Non-voting members of the Queensland Campaign Committee (QCC) may not also be elected members of QCC.
  
4. Non-voting members of the Queensland Campaign Committee (QCC) can move proposals, but not second proposals, block consensus or vote unless also a voting member on the committee.
  
- 5 Only voting members of the Queensland Campaign Committee (QCC) are counted toward quorum.
  
6. If a voting member of the committee is unable or refuses to act to fulfil their designated responsibilities, or without apology or leave fails to attend three successive meetings they have a duty under the bylaws to attend, or if the voting member resigns from the position in writing or ceases to be a Member of the party, the committee may declare the position vacant and make an interim appointment for the period until the next State Council.
  
7. In the event of a casual vacancy the Queensland Campaign Committee (QCC) can make an interim appointment until the next general meeting or State Council.
  
8. A general meeting or State Council shall have power to appoint any member of the Queensland Greens to fill any casual vacancy on the Queensland Campaign Committee (QCC).

# **Bylaw 19 - Preference Determination Process**

Adopted August 24, 2014 State Council

Amended May 10, 2015 State Council

Amended January 17, 2016 Management Committee, ratified CAC January 22, 2016, endorsed January 31, 2016 State Council

## **1. Preamble**

1.1 The purpose of this bylaw is to set out a method by which consultation and determination of preferences for federal and state elections will be carried out in Queensland.

1.2 The goal of this process is to maximise consultation on preferences while still allowing for efficient negotiations between parties.

## **2. Master Tickets**

2.1 A Master Ticket is the party's default position on preferences to:-

2.1.1 Political parties registered with the Australian Electoral Commission or the Electoral Commission Queensland that:-

2.1.1.1 Have polled more than one percent in Queensland or Australia in the last year or at the previous state or federal election; or

2.1.1.2 Have a member of parliament; and

2.1.1.3 Are not clearly confined to some state other than Queensland.

2.1.2 Any sitting independents;

2.1.3 Any others determined by the Queensland Campaign Committee.

2.2 To generate a Master Ticket a ballot of all members is conducted asking members to rank those outlined in 2.1 in order of their preference using Black's method of condorcet using a Borda count to break ties.

2.2.1 There will be an option for 'Open Ticket', meaning no direction of preferences in a lower house electorate, included in a Master Ticket ballot. This will have no effect on preferences for the Senate.

2.3 The vote on the Master Ticket is also segmented by membership in each branch, to determine the position on preferences for individual electorates which are covered by that member's branch.

2.4 The campaign committee will be permitted to provide an assessment of registered parties as part of the ballot.

2.5 Master Ticket ballots will be conducted electronically, annually as soon as practicable after the beginning of April, with voting open for a period of two weeks.

2.5.1 In the event that Master Ticket ballot overlaps with an official election period then the period for voting will contract to four days, or if it cannot be completed before the close of nominations then the previous Master Ticket will stay in effect.

2.6 If the participation rate for members of a branch in a Master Ticket ballot is less than the quorum for a meeting of the relevant branch, then the average results for the state will apply as the Master Ticket for electorates covered by that branch.

2.6.1 The preferences for any options in the ballot as per 2.1.2 or 2.1.3 specific to that branch will revert to being determined by Queensland Campaign Committee.

2.7 Every Master Ticket ballot will be accompanied by a 'Yes/No option to 'Allow the Queensland Campaign Committee to determine preferences to implement strategy and conduct negotiations.'

## **3. Possible Ticket Variations (PTV)**

3.1 A Possible Ticket Variation (PTV) is an allowable variation from the Master Ticket passed by specific party-wide ballot conducted electronically.

3.2 PTV ballots can be initiated before, after, or in conjunction with the Master Ticket ballot, by the Queensland Campaign Committee or State Council.

3.2.1 To limit the number of ballots the Campaign Committee will attempt to hold PTV ballots in conjunction with the Master Ticket ballot.

3.3 The number and details of PTVs that can be submitted to the membership is not limited and PTVs can be contradictory.

3.4 PTV ballots conducted subsequent to the Master Ticket will be open for voting for a 24 hour period.

3.5 PTV ballots conducted prior to the Master Ticket ballot will be open for voting for a period of one week.

3.6 For a PTV ballot to pass, it must have the approval of strictly above 50% of the total vote and strictly above 50% approval from the voting membership of each directly affected branch.

3.6.1 If the participation rate for a branch in a ballot is less than the quorum for a branch meeting then the PTV will be deemed to have passed.

3.7 The campaign committee has discretion whether to implement an approved PTV.

#### **4. Independents & Other parties**

4.1 The Queensland Campaign Committee, or its delegate, in consultation with the convenor of the relevant Local Campaign Committee, will determine the allocation of preferences to any independents not covered by 2.1.

4.2 The Queensland Campaign Committee, or its delegate, will determine the preferencing for any party not covered by 2.1.

#### **5. Publication of preference position**

5.1 The results of PTV ballots will be announced at the discretion of the campaign committee or following the election.

## **Bylaw 20 - Management Committee Assistants Bylaw**

1. Each member of Management Committee will be entitled to appoint assistants.
2. The appointment of an assistant requires ratification by Management Committee before taking effect.
3. Management Committee assistants:
  - 3.1 May be granted observer status at Management Committee meetings and on other Management Committee forums;
  - 3.2 Do not have a vote on Management Committee;
  - 3.3 Do not count towards quorum;
  - 3.4 Do not automatically fill any casual vacancy;
  - 3.5 Will be excluded if a Management Committee meeting goes in camera;
  - 3.6 Can be removed from their position by the member for which they are assistant, or Management Committee as a whole.

# **Bylaw 21 - Reward and Recognition (R&R)**

## **1. Preamble**

The purpose of this bylaw is to set out a method by which members can be rewarded and recognised in a formal manner for their efforts on behalf of the party.

## **2. Nominations**

- 2.1 All members of the party are eligible to nominate and be nominated for Reward and Recognition (R&R).
- 2.2 The call for nominations for R&R will open concurrently with the distribution of ballots for the Management Committee election and close with the close of ballots for the Management Committee election.
- 2.3 Nominations will require a mover and a seconder who cannot be related to the nominee, and a member can only move or second one nomination.
- 2.4 Members can be nominated in more than category.
- 2.5 Nominations can include a statement in support of the nomination of up to 500 words.
- 2.6 The first compliant nomination of a member in a category will be the nomination accepted.
- 2.7 Nominations will go to the Returning Officer appointed by State Council.
- 2.8 Nomination statements will be published in the newsletter, or linked to from the newsletter.

## **3. Categories for Reward and Recognition**

- 3.1 The categories for Reward and Recognition will be:-
  - 3.1.1 Green of the Year - "The Gold Green" - being the member of the year making the greatest overall voluntary contribution to the party.
  - 3.1.2 Membership - being the member who has made the greatest voluntary contribution to the recruitment, retainment, training, processing of, or communication to the membership for a branch and/or for the state collectively.
  - 3.1.3 Policy - "The Wonk" - being the member who has made the greatest voluntary contribution to the development of Queensland Greens or Australian Greens policy.
  - 3.1.4 Campaigns - being the member who has made the greatest voluntary contribution to campaigning as a candidate or spokesperson on behalf of the party.
  - 3.1.5 Support - "The Person behind the Person" - being the member who has made the greatest voluntary contribution to the support of candidates or spokespersons or campaigns eg local campaign coordinator.
  - 3.1.6 Administration - being the member who has made the greatest voluntary contribution to the administration of the party for a branch and/or for the state collectively.
  - 3.1.7 Finance - being the member who has made the greatest voluntary contribution to the financial administration of, and/or fundraising for, the party for a branch and/or for the state collectively.
  - 3.1.8 Regional "Green in a wide brown land" - being the member who has made the greatest voluntary contribution to the representation or functioning of the party in a regional area, or regional areas collectively.

## **4. Selection**

- 4.1 Selection of the successful reward recipient for each category will be via Condorcet ballot of the State

Council subsequent to the Annual General Meeting delegates.

## **5. Rewards**

5.1 Rewards will be the waiving of membership fees in lieu of work done on behalf of the party as allowed under the Queensland Greens constitution s9.5: "Membership fees may be waived by Management Committee or State Council in lieu of work done or on application. Such members will be deemed to be financial."

5.2 Rewards per category will be as follow:-

5.2.1 "The Gold Green" - one year

5.2.2 Membership - one year

5.2.3 Policy - one year

5.2.4 Campaigns - one year

5.2.5 Support - one year

5.2.6 Administration - one year

5.2.7 Finance - one year

5.2.8 Regional - one year

## **6. Presentation**

6.1 The Rewards and Recognition will be on the the State Council subsequent to the Annual General Meeting agenda during the Membership and Communications section.

6.1.1 State Council may determine to make presentation of rewards and recognition to an event such as a dinner held in conjunction with the State Council subsequent to the Annual General Meeting.

7. Other rewards and recognition

7.1 State Council may formally confer reward and recognition outside of this process outlined above.

# **Bylaw 22 - Queensland Policy Committee (QPC)**

Adopted State Conference 2014

Amended 31 January, 2016 State Council

Amended 23 October, 2016 State Council

Amended State Council February 2017 to have policy working groups mirror Legislative Assembly committees

## **1. Voting Membership of the Queensland Policy Committee (QPC)**

1.1 The Policy Convenor;

1.2 State Council will appoint a policy working group convenor for each of the portfolio committees of the Queensland parliament's Legislative Assembly;

1.3 Local Government Convenor

1.4 Should the number of portfolio committees be reduced during the term of the QPC any member appointed under 1.2 without a working group in the new structure could be retained as a member without portfolio, or act as a joint convenor.

1.5 Should the number of portfolio committees be increased during the term of the QPC then the resulting new position will be treated as a casual vacancy.

1.6 The Queensland Policy Committee (QPC) will appoint a member of the Party as the Policy Secretary. The Policy Secretary will be non-voting unless also a voting member of the QPC.

1.7 The Queensland Policy Committee (QPC) may appoint other members as non-voting members of the PCC.

1.8 Non-voting members of the Queensland Policy Committee (QPC) can move proposals, but not second proposals, block consensus or vote unless also a voting member on the committee.

1.9 Only voting members of the Queensland Policy Committee (QPC) are counted toward quorum.

1.10 In the event of a casual vacancy the Queensland Policy Committee (QPC) can make an interim appointment until the next general meeting or State Council.

1.11 A general meeting or State Council shall have power to appoint any member of the Queensland Greens to fill any casual vacancy on the Queensland Policy Committee (QPC).

## **2. Budget**

2.1 The QPC has no authority to incur debts or secure loans on behalf of the party.

2.2 The QPC will only expend funds provided by the party where this is in accordance with a budget that has been ratified by State Council.

2.3 The QPC Convenor is responsible for acquittal in coordination with the State Treasurer.

## **3. Communication and Decision Making**

3.1 The QPC will meet at least monthly; either in person, via phone link up or by any other appropriate method available.

3.2 The QPC will act in accordance with Queensland Greens meeting procedures.

3.3 All members of the QPC must be given a previously agreed time to review draft documents



submitted in the name of the QPC before they are submitted.

#### 4. Reporting and Accountability

4.1 The QPC will provide a brief written report of activity to each state council meeting, with a more comprehensive report to be tabled at each Annual General Meeting.

4.2 The report to Annual General Meeting must detail as a minimum:

4.2.1 Membership of committee and subcommittees;

4.2.2 Details of meeting activity;

4.2.3 Progress towards goals of QCC as defined in the Constitution;

4.2.4 Budget report

# Bylaw 23 - Policy Working Groups

Adopted State Conference 2014

Amended State Council April 2016 to move 5.3.10

## 1. Aims of the Policy Working Groups

- 1.1 To assist the Queensland Policy Committee (QPC) with the review and formulation of policy.
- 1.2 To be an avenue for members to get involved with policy work in the party without having to belong to a group requiring election.
- 1.3 To foster a culture of reviewing policy outside of an election campaign.

## 2. Roles of the Policy Working Groups

- 2.1 To act as a set of bodies to which the QPC can refer particular policy suggestions and/or questions for discussion, research and consultation.
- 2.2 To act as a forum for members of the party to discuss policy issues with the view of informing changes to party policy.

## 3. Membership of Policy Working Groups

- 3.1 Membership of the working groups is open to all members of the Queensland Greens.
- 3.2 Party members should contact the Policy Convenor to register an interest in a particular policy area.
- 3.3 Each working group will be convened by a member of the QPC.

## 4. Duration of the Policy Working Groups

Open ended and ongoing with a renewed call for expressions of interest after each Queensland Greens AGM when the new Policy Convenor is elected.

## 5. Working Group areas

The topic listings following are informative rather than prescriptive. The referral of a particular issue to a group is at the discretion of the QPC and they may choose one working group over another when referring an issue or may refer to more than one working group.

### 5.1 Working Group 1: Natural Environment

- 5.1.1 natural resources
- 5.1.2 biodiversity
- 5.1.3 conservation
- 5.1.4 water
- 5.1.5 agriculture and its environmental impact
- 5.1.6 forestry
- 5.1.7 erosion
- 5.1.8 salinity
- 5.1.9 other issues relating to the natural environment

### 5.2 Working Group 2: Society & Democracy

- 5.2.1 social inequality
- 5.2.2 human rights
- 5.2.3 animal rights

- 5.2.4 LGBTIQ issues
- 5.2.5 immigration
- 5.2.6 Indigenous Australians
- 5.2.7 social justice
- 5.2.8 civil liberties
- 5.2.9 legal system
- 5.2.10 crime and justice
- 5.2.11 democracy, electoral reform and governance

### 5.3 Working Group 3: Economics and Energy

- 5.3.1 economics
- 5.3.2 finance
- 5.3.3 resource management
- 5.3.4 industrial relations
- 5.3.5 economic reform
- 5.3.6 taxation
- 5.3.7 business law
- 5.3.8 industry regulation
- 5.3.9 energy use and efficiency
- 5.3.10 non-profit organisations and civil society

### 5.4 Working Group 4: Built Environment

- 5.4.1 public transport
- 5.4.2 freight
- 5.4.3 town planning and urbanisation
- 5.4.4 urban renewal/gentrification
- 5.4.5 air quality
- 5.4.6 housing
- 5.4.7 development

### 5.5 Working Group 5: Human Services

- 5.5.1 health
- 5.5.2 education
- 5.5.3 welfare
- 5.5.4 community housing

### 5.6 Working Group 6: Local Government

- 5.6.1 Issues decided by local government

# **By-law 24 - Preselection Nomination Form**

## **1. Preselection Nomination Form authorisation**

1.1 For a party nomination for public office to be considered complete, the nomination form in section 2 of this by-law must be completed to the satisfaction of the QCC

1.2 The Queensland Campaign Committee (QCC) has the authority to update the formatting, contact details or graphics of the document presented in Section 2.

1.3 The Queensland Campaign Committee (QCC) has the authority to suspend the requirement for some or all of the form once an election has been called to allow formal nomination deadlines with electoral commissions to be met.

## **2. Nomination Form**

2.1 The nomination form follows on the next page, The update history is as below: -

- May 2015 - Initial Version



## Queensland Greens

102 McDonald Road, Windsor

PO Box 661

Albion BC

QLD 4010

(07) 3357 8458

### Queensland Greens Preselection Nomination Form

Please ensure to complete, sign and date each of sections A through J as required and any attachments.

In order for any nomination to be considered, nominees should provide all of the following items:-

- a completed nomination form
- a one page Curriculum Vitae
- a 500 word candidate statement in an acceptable electronic format
- a head and shoulder photograph in an acceptable electronic format

Please send completed form to:-

**Queensland Greens**

**PO Box 661**

**Albion BC, 4010**

**OR [qcc@qld.greens.org.au](mailto:qcc@qld.greens.org.au)**



## Section A - Basic details

<b>Full Name</b>	Please ensure that you provide your full name (including middle names) so your enrolment can be verified.
<b>Electorate to be contested</b>	
<b>Branch</b>	
<b>Enrolled Address</b>	
<b>Email</b>	
<b>Phone (h)</b>	
<b>Phone (w)</b>	
<b>Mobile</b>	
	<b>Are you a public servant, or hold an office of profit under the crown? Yes/No</b>

## Section B - Formal nomination details required

1. Given name(s) to appear as on ballot paper It is not necessary to use your middle names and common contractions such as Jim for James are allowable	
2. Silent enrolment	Yes/No
3. Authorise publication of residential address	Yes/No
4. Postal address if different from residential address	
4. Authorise publication of postal address	Yes/No
5. Authorise publication of business phone	Yes/No
6. Authorise publication of after hours phone	Yes/No
7. Authorise publication of mobile number	Yes/No
8. Occupation	
9. Gender	
10. Date of birth	
11. Place of birth	
12. Naturalised citizenship (if yes then date citizenship granted)	

## Section C - Social Networks

Please indicate the web addresses and identities for any social networking sites you are subscribed to:-

Web address/Social Network Name	Identity

Attached pages \_\_\_\_

## Section D - Party & other history

Have you previously been a member of another political party, and if so which one and for what period, and what positions did you hold?

Have you previously been a candidate? If so for what seat/s, at what level of government, in what year/s?

No.	Seat	Federal/State /Local	Years contested	Affiliation if not Greens
1				
2				
3				
4				

Positions held in the Greens, now or previously?

Positions held in other non-government organisations, now or previously?

Attached pages \_\_\_\_

## Section E - Legal Prerequisites

I hereby certify that:

- a) I am a financial and ratified member.
- c) I am enrolled to vote in Queensland at my current address.
- d) I am not disqualified from being a member of parliament in relation to my citizenship for the purposes of s44 of the Constitution of Australia.
- e) I am not disqualified from being a member of parliament in relation to having a criminal record for the purposes of s44 of the Constitution.
- f) I am not disqualified from being a member of parliament in relation to having direct or indirect pecuniary interest in the Commonwealth for the purposes of s44 of the Constitution.
- g) I am not disqualified from being a member of parliament in relation to being an undischarged bankrupt or being insolvent for the purposes of s44 of the Constitution.
- h) I am not disqualified from being a member of parliament by any other electoral law.

## Section F - Pledges

I confirm the following.

- a) I pledge my commitment to be bound by the Queensland Greens Constitution, By-Laws and Code of Ethics.
- b) I pledge my commitment to the Principles of the Greens Charter, and to the policies of the Green Party as presented to the public during the election campaign.
- c) I understand that at the time of nomination I may disassociate myself from a particular local or national policy of the Green Party.  
If selected I will not be expected to work for or vote for this policy, but will also be expected to not actively oppose it.
- d) I pledge that I will undertake to attend meetings of, and report regularly to, the appropriate levels of the Green Party.
- e) I commit myself to the best of my ability to work for the Green Party election campaign and when elected continue to support the policies and principles upon which I campaigned.
- f) I understand that I cannot commit to any expenses on behalf of the Queensland Greens, and that refunding of electoral expenses is not a right and will be subject to party processes, available budgets and proper paperwork being submitted to the Party.
- g) I agree to tithing, and if elected as a Member of Parliament I will return 10% of my gross parliamentary income back to the Party for the advancement of Green ideals.
- h) I agree to tithing, and if elected as a Member of Parliament I will return 1% of my gross parliamentary income to the Global Greens for the advancement of Green ideals globally.
- i) I agree to be bound by the preference decision of the relevant constituent body, or if so delegated the relevant campaign committee.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Section G - Disclosure

I confirm that I have disclosed, in writing, details of any and all of the following:-

- a) criminal convictions;
- b) pending criminal or civil actions;
- c) court orders to which I am or was subject
- d) criminal or civil actions to which I am or were a party
- e) company directorships, trusteeships or partnerships
- f) bankruptcy, entering into a Part X of the Bankruptcy Act arrangement with creditors or being a director of a company that was insolvent;
- g) any other information that may become relevant during an election campaign
- h) any other information about which the Queensland Greens should be made aware.

Please indicate which section or sections you are responding to, and if necessary attach further pages. If attaching further pages please note the number of attached pages on this page and sign and date all pages. If nothing needs to be disclosed please write 'None'.

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Attached pages \_\_\_\_

# Section H - Policy

I hereby nominate any policy, or policies, or sections thereof, of the Green Party from which I am disassociating (if not disassociating from any policy write 'None'). If attaching further pages please note the number of attached pages on this page and sign and date all pages.

No.	Policy	Section	Reason
1			
2			
3			
4			

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section I - Supporters

The following section is to be completed by financial members of the Queensland Greens supporting the candidacy. Nominees require the support of a minimum of five appropriate members unless otherwise specified by the by-law governing the preselection.

**We, the undersigned do hereby declare that as individuals we:**

1. Have been financial members of the Greens party for the last six months or more
2. Support the nomination of \_\_\_\_\_ as a candidate for the Green Party
3. pledge continued support and guidance throughout the term of office once they are elected.

NAME	RESIDENTIAL ADDRESS	SIGNATURE
1.		
2		
3		
4		
5		
6		
7		

## Section J - Referees

The following section is to be completed by Nominees to indicate referees to to their nomination external to the Queensland Greens if required by the Preselection By-Law.

NAME	CONTACT DETAILS	RELATIONSHIP
1.		
2		

# **By-law 25 - Lead National Delegate, National Council and other delegations to Australian Greens' bodies**

adopted September 2010 State Council

amended August 2015 State Council

amended October 2015 State Council

## **1. State Member for Queensland on National Council**

**1.1 The Lead National Delegate will be the first State Member for Queensland on National Council.**

**1.1.1 Should the Lead National Delegate unavailable to be the first State Member for Queensland on National Council then the State Council will appoint the position who will be an ex officio member of the NDC.**

**1.1.2 Should the Lead National Delegate be unavailable to be the first State Member for Queensland on National Council, Management Committee may appoint an interim holder of the position until the following State Council.**

**1.2 Any subsequent State Member for Queensland on National Council or other delegate to National Council will be appointed by State Council.**

**1.2.1 Management Committee may appoint an interim holder of the position until the following State Council.**

## **2. Queensland Greens delegates to Australian Greens Working Groups**

**2.1 The Management Committee is responsible for appointing Queensland Greens delegates to Australian Greens working groups and the Australian Greens Constitutional Review Panel (CRP) unless that responsibility is otherwise outlined in the constitution or bylaws.**

**2.1.1 The Management Committee may remove a Queensland Greens delegate to an Australian Greens working group or CRP unless that responsibility is otherwise outlined in the constitution or bylaws.**

**2.2 The Management Committee may give directions to, and require reports from, Queensland Greens delegates to Australian Greens working groups or CRP, unless that responsibility is otherwise outlined in the constitution or bylaws.**

**2.3 The Queensland Campaign Committee (QCC) will be responsible for direction of delegates on campaign matters.**

**2.4 The Queensland Policy Committee (QPC) will be responsible for direction of delegates on policy matters.**

**2.5 Reasonable travel expenses incurred by Queensland Greens delegates to National Council or National Conference will be reimbursed.**

# By-law 26 - Social Media

adopted State Council April 2016

## 1. Aims

- 1.1. To provide a framework in which members can promote Party values online in a safe, respectful, and dignified manner;
- 1.2. To define State Level, Branch, and Candidate online assets;
- 1.3. To define the Party's mechanisms to protect the integrity and reputation of online assets, the Party, and Members.

## 2. Definitions

- 2.1 "Content" will refer to:
  - 2.1.1 posts to social media;
  - 2.1.2 comments;
  - 2.1.3 images;
  - 2.1.4 audio clips;
  - 2.1.5 video clips.
- 2.2 "Online asset" will refer to any online presence branded with the Party name, logo, or other branding element used in such a way as to indicate official representation of the Party and is run by an authorised Member or body of the Party.
  - 2.2.1 "State Level online asset" will refer to any online asset representing the Party at a State level.
  - 2.2.2 "Branch online asset" will refer to any online asset representing a ratified Branch or Group.
  - 2.2.3 "Candidate online asset" will refer to any online asset representing a endorsed local, state or federal Candidate.

## 3. Guidelines for Members

- 3.1 Members will adhere to the Code of Ethics when posting any content online.
- 3.2 Members will not post content that contains personal information about Members, supporters, staff, or volunteers without explicit prior consent.
- 3.3 Members will be safe, polite, and friendly. The Party welcomes all kinds of comments and thoughts: supportive, dissenting, critical, or otherwise as long as they are made in the spirit of constructive and civilised dialogue.

## 4. Guidelines for Online Assets

- 4.1 Content posted by Administrators to online assets will not conflict with:
  - 4.1.1 The Queensland Greens policies or constitution;
  - 4.1.2 The Australian Greens policies or constitution.
- 4.2 Administrative rights and responsibilities of State Level online assets must be held by the State Director and one or more of the following:
  - 4.2.1 the State Convenor;
  - 4.2.2 a ratified Spokesperson appointed by Management Committee;
  - 4.2.3 a ratified Spokesperson appointed by the Queensland Campaign Committee (QCC);
  - 4.2.4 a ratified Spokesperson appointed by State Council.
- 4.3 Administrative rights and responsibilities of a Branch online asset must be held by:
  - 4.3.1 the State Director; and
  - 4.3.2 a local spokesperson who is authorised to utilise social media by relevant Branch.
- 4.4 Administrative rights and responsibilities of a Candidate online asset must be held by:

- 4.4.1 the State Director; and
  - 4.4.2 a local spokesperson who is authorised to utilise social media by relevant Branch; and
  - 4.4.3 the relevant ratified Candidate.
- 4.5 Branch online assets must be created by a ratified Spokesperson of the relevant Branch.
- 4.6 Candidate online assets must be created by:
- 4.6.1 a ratified Spokesperson of the relevant Branch; or
  - 4.6.2 the relevant ratified Candidate.

## **5. Empowered and Authorised**

- 5.1 Administration level access shall be granted to the State Director for all online assets.
- 5.2 The State Director may use this access to:
- 5.2.1 immediately hide or remove any content that is a clear and serious breach of the party constitution or bylaws;
  - 5.2.2 immediately suspend or remove a Spokesperson's administrative access of an online asset if content from that Spokesperson's account is a clear and serious breach of the Party constitution or bylaws;
  - 5.2.3 remove content from online assets if directed to do so by the;
    - 5.2.3.1 Constitution and Arbitration Committee (CAC); or
    - 5.2.3.2 Management Committee; or
    - 5.2.3.3 Queensland Campaign Committee (QCC).
  - 5.2.4 remove administrative access of a Member from an online asset if directed to do so by the;
    - 5.2.4.1 Constitution and Arbitration Committee (CAC); or
    - 5.2.4.2 Management Committee; or
    - 5.2.4.3 Queensland Campaign Committee (QCC).
  - 5.2.5 permanently close down a Branch or Candidate online asset if directed to do so by State Council.
- 5.3 The State Director may not use this access to post content to Branch or Candidate's online assets.
- 5.4 The State Director may appoint or instruct other members of the Party to assist in the implementation of these responsibilities, but retains overall responsibility for any actions carried out under Section 5.

## **6. Concerns or Complaints**

- 6.1 Concerns or complaints about content posted to online assets may be directed to the:
- 6.1.1 Convenor of the Constitution and Arbitration Committee (CAC); or
  - 6.1.2 State Director.

# **By-law 27 - Participatory Democracy Circle Terms of Reference**

## **1. Name of the Group**

1.1 The name of the Working Group shall be the Participatory Democracy Circle (PDC).

## **2. Membership of the Group**

2.1 Membership of the working group is open to any Queensland Greens member.

2.2 The PDC shall appoint Co-convenors, at least one of whom must identify as a woman.

2.3 The PDC may appoint other positions it determines necessary.

2.4 All members of the PDC shall have voting rights.

2.5 Non-member experts may be invited to actively participate in PDC activities, but without member rights.

## **3. Aims of the Group**

3.1 To focus on implementing the second of the party's general principles:-

"Democracy

a) To increase opportunities for public participation in political, social and economic decision-making.

b) To break down inequalities of wealth and power which inhibit participatory democracy."

3.2 To strengthen the democratic system, proving that democracy can be reformed and improved, and suggest reforms to these ends.

## **4. Roles of the Group**

4.1 Contributing to the determination of the Party's policies and positions on democracy, co-ordinating with the relevant policy working groups and spokespersons;

4.2 Contributing to party submissions for electoral boundary redistributions, and facilitating submissions by non-member individuals;

4.3 Facilitating the practice of psephology ("a branch of political science which deals with the study and scientific analysis of elections") within the Party;

4.4 Researching, discussing and debating democracy and different democratic systems;

4.5 Exploring and supporting innovative democratic processes for groups, civil society, local and parliamentary government, and business;

4.6 Engagement and education of members and the wider public on democracy, including the preferential voting system; the role of local, state and federal government; the legislative process; etc to reinforce the argument that democracy can and must work for the betterment of society and the planet.

4.7 Working to improve the structure and functioning of internal democracy at all levels of the party;

4.8 Liaising with external groups seeking democratic reform;

4.9 Eternal vigilance.

## **5. Budget of the Group**

- 5.1 The PDC has no authority to incur debts or secure loans on behalf of the party.
- 5.2 The PDC will only expend funds provided by the party where this is in accordance with a PDC budget that has been ratified by State Council;
- 5.3 The PDC Co-convenors will be responsible for approving expenditure in the budget, although any member may request funding for activities; and
- 5.4 The PDC Co-convenors are responsible for acquittal in co-ordination with the State Treasurer.

## **6. Communication and Decision Making**

- 6.1 The PDC will officially meet a minimum of four times per year either face to face or by other means;.
- 6.2 The PDC shall require a quorum of 10% of their membership or 5, whatever is the greater.
- 6.3 The PDC will develop agreed procedures for the conduct of meetings, and by default act in accordance with Queensland Greens meeting procedures;.
- 6.4 All members of the group must be given a previously agreed time to review draft documents submitted in the name of the group before they are submitted, and be given the opportunity to recommend changes to them.
- 6.5 The group's office bearers should be given, where necessary, access to the Greens' membership database for similar reasons to existing branch activities and issues.

## **7. Anticipated Longevity**

- 7.1 In the event that the PDC fails to meet its minimum meeting requirement and/or fails to present a report to State Council for a period of twelve months, then it will be deemed to have dissolved.
- 7.2 The PDC will elect Co-convenors annually.

## **8. Reporting and Accountability**

- 8.1 The PDC will provide a brief written report to each State Council meeting.
- 8.2 The report to State Council must detail as a minimum:
  - 8.2.1 The size and demographics of the current membership;
  - 8.2.2 Details of meeting activity;
  - 8.2.3 Progress towards aims and roles as defined in the terms of reference;
  - 8.2.4 Budget report.