



ACT Greens By-laws

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Part 1 ACT Greens meeting procedures

1 Introduction

- 1.1 These procedures have been developed to encourage positive and productive meetings where everyone attending can feel safe to participate fully, express their opinions and disagree if necessary.
- 1.2 The procedures describe:
 - how meeting participants are expected to behave at meetings
 - the role of the meeting facilitator and support people
 - how speaking at Greens' meetings is managed and how decisions are made
 - how disruptions of these procedures are handled.
- 1.3 When attending a meeting of the ACT Greens a member should be conscious of these procedures and be attentive to ensure that they are fostered and maintained.

2 Meeting participants

As a meeting participant you are encouraged to:

- be present in good faith with the best interest of the Greens as your goal
- participate in debate even if you are not an expert — we value all opinions
- be committed to consensus decision-making and attempting to reach consensus
- listen without preconceptions, be open to new ideas
- show respect for others' opinions and for different speaking styles, experiences, skills and knowledge
- use inclusive and respectful language
- demonstrate goodwill towards all participants
- avoid bringing previous differences, difficulties and problems to the current meeting
- address the issue rather than criticising the person raising that issue
- not repeat what other people have said if you agree with them (expressions of agreement are okay)
- avoid aggressive verbal or non-verbal interactions
- not disrupt the speaker by interjecting or making loud asides
- if you want to have a side-conversation with someone else, say it quietly or have it far enough away from the meeting for it not to disturb other participants
- balance your input with others and do not dominate the speaking time
- be attentive to what other people are saying, eg bring a snack if it helps you stay alert
- draw a possible breach of meeting or constitutional procedures to the attention of the meeting as a process issue
- ask the facilitator to call a break if the atmosphere is too tense.

3 Meeting facilitator

3.1 The pivotal role of meeting facilitation is the key to the successful functioning of meetings. Ideally, the facilitator will be trained. The facilitator should have excellent listening and observation skills in order to:

- monitor the flow of speaking and the general atmosphere of the meeting
- facilitate decision making
- equalise input as much as possible while encouraging wide ranging debate.

3.2 Good facilitation means that everyone can participate safely and clear decisions are reached.

3.3 There should always be a facilitator and an assistant to manage a meeting (see next section on roles), to prepare together, and to debrief/evaluate after the meeting.

3.4 When significant discussions take place around matters in which the facilitator wants to play a major role, the assistant will become the facilitator until discussion of the matter is finished.

3.5 The meeting facilitator should:

- prepare for the meeting by familiarising yourself with the agenda, and anticipating the need for refreshments and breaks

- make sure the room is set up so that all participants can see each other easily
- sit at the end of the table so that all members can see you, and you can see everyone present
- make space for the support person/people to sit near you
- foster a friendly, open, participative culture by welcoming people to the meeting, both personally and again publicly at the formal start
- draw participants' attention to these meeting procedures
- encourage all participants to feel acknowledged, safe, comfortable and to contribute
- explain processes and procedures whenever doubts or concerns arise
- not give speaking rights to individuals who have previously contributed on a topic ahead of others who have not yet spoken but indicate they wish to speak
- encourage those who have not previously contributed to the meeting to do so
- monitor tension/tiredness/hunger levels and call a break in the meeting if necessary.

4 Meeting support roles

4.1 If the meeting involves many participants, has a complicated agenda, or has sensitive issues under discussion, the facilitator is encouraged to seek at least 1 other person to take on the following roles at the meeting:

- assistant facilitator
- speaking list keeper
- time keeper.

4.2 The assistant facilitator:

- supports the facilitator
- may also act as timekeeper or speaking list keeper
- is responsible for monitoring the interpersonal dynamics and energy levels at the meeting.

4.3 To help people gain experience in facilitation, experienced facilitators may mentor others by taking the role of assistant to support a less experienced person.

Alternatively, a member wanting to develop facilitation skills may begin by taking on the role of assistant.

4.4 The speaking list keeper maintains a running list of persons wanting to speak to an agenda item or motion. If a separate speaking list keeper is needed then that person should sit next to the facilitator so that the list is kept under the facilitator's eye. This role ensures that everyone who wants to speak gets a turn (depending on the time available).

4.5 The time keeper:

- ensures that all agenda items are allocated a time period within the overall time agreed for the meeting
- monitors the time taken for each agenda item
- alerts the facilitator when the allocated time is up.

- 4.6 Depending on how many more people wish to speak, the time keeper may ask the meeting to extend the allocated time accordingly and readjust the times for other agenda items within the overall time agreed for the meeting.
- 4.7 If this results in the time available for later items in the agenda being reduced significantly the time keeper should draw this to the attention of the meeting and either seek a rearrangement of the remaining agenda items or an extension of the overall meeting time.

5 Debriefing after a meeting

It is recommended that after meetings close, the facilitator and assistant facilitator take time to check in with each other to debrief and evaluate their performance. The speaking list keeper and time keeper may also wish to participate. This is to support the ongoing development of quality facilitation and other meeting skills and to promote the enhancement of ACT Greens meeting processes over time.

6 Speaking rights

- 6.1 Members have the right to participate in any Greens' meeting, except meetings of working groups where there has been a decision by the party to restrict their membership.
- 6.2 At Greens meetings process issues¹ and members' rights to equally participate have priority over content or substantive ones. Persons wanting to speak to an agenda item or motion can indicate this to the speaking list keeper at any time, so that an order of speakers can be maintained.
- 6.3 Participants will be given only 1 opportunity per motion to put an opinion, until all others who wish to speak have had their turn. Persons may make short interjections, outside of the speakers list once a speaker has finished, about a process issue to seek clarification from the facilitator or to briefly correct any factual errors made by the speaker.
- 6.4 The facilitator may interrupt and terminate a speaker when necessary if these meeting procedures are not being followed.

7 Participation of non-members

Non-members are allowed to attend a Greens meeting, either by invitation or on their own initiative to find out about Greens' activities, under the following conditions:

- non-members may only speak to the meeting if agreed by the meeting participants
- the facilitator may ask the non-member to leave at any time if sensitive issues are being discussed, or if the person's attendance at the meeting is questioned by a participant.

¹ A process issue is a concern or question about how a decision is being made (e.g. whether the constitutional rules or these meeting procedures are being followed) rather than the substance of the arguments for or against the decision

8 Consensus decision making

- 8.1 The Greens generally follow standard meeting procedures with the major exception that decisions are always first attempted to be made by consensus before any form of voting is proposed. In doing this the Greens accept that the process of consensus is not necessarily a quick process.
- 8.2 Proposals for the Greens to take a particular action or adopt a particular approach to an issue must be put forward to the meeting in the form of a motion. Any motion must be seconded by another member for it to be debated by the meeting.
- 8.3 Consensus is achieved when all members present at a meeting agree with a proposed course of action or, if some members disagree with the proposal, these members decide not to oppose the rest of the members' agreement. Consensus is blocked if at least 2 members oppose agreement to a proposal.
- 8.4 In attempting to reach consensus, sufficient time must be allowed for discussion of different views on a proposal and to make amendments to a proposal. Non-binding straw voting may be held to gauge the meeting's opinion about a proposal or amendment to a proposal.
- 8.5 Any voting required at a Greens meeting must be conducted by a show of hands except for contested elections which must be determined by secret ballot. Voting by proxy is not allowed.

9 Dealing with urgent issues

- 9.1 If a meeting cannot reach consensus about a proposal, the matter must be deferred to a future meeting, unless a member proposes an urgency motion that the proposal must be decided at the meeting and not be deferred, and the meeting agrees to this urgency motion.
- 9.2 This section describes the process set out in the ACT Greens constitution. If there is a disagreement about the application of this process, the constitution wording takes precedence.
- 9.3 An *urgency motion* to be successful requires the consensus of the meeting or, if consensus is blocked, a vote of those members present with at least 2/3 in favour of the motion.
- 9.4 If an *urgency motion* is passed about a proposal and consensus on the proposal cannot be reached at the meeting, a vote on the proposal must be held before the end of the meeting. A vote on the proposal to be successful requires 2/3 of those members present in favour. If this is not achieved, then, if there has been no previous decision on the issue, a subsequent vote may be held that may be decided by a 50% majority of those voting. If possible, the meeting should be adjourned before using the option of a 50% majority vote.

10 Dealing with disruptions of meeting procedures

A disruption of meeting procedures can occur by:

- someone becoming upset during a meeting, which may be distracting for other people
- someone breaching meeting procedures, either inadvertently or intentionally.

11 Dealing with upset people

- 11.1 Anyone claiming to have been misrepresented or falsely accused should be given an opportunity to speak to the meeting as a whole.
- 11.2 If someone is clearly uncomfortable or upset, the facilitator must stop the business before the meeting and ask the person whether they would like to make a point of process or leave the meeting and talk to a friend or the assistant facilitator.
- 11.3 If someone feels too upset to stay in the meeting and leaves unexpectedly, the facilitator must ask the assistant facilitator or a volunteer to speak to the person outside the meeting as a priority.
- 11.4 In extreme cases, a break may be called by the facilitator, with the facilitator or the assistant facilitator speaking privately to affected or involved participants during the break.
- 11.5 After the break the whole meeting, led by the facilitator, must review the event and decide on how to proceed.
- 11.6 If an interpersonal issue cannot be resolved satisfactorily at the meeting the facilitator may suggest that affected people contact the support and mediation group for assistance.

12 Breaches of meeting procedures

The following actions should be undertaken by the facilitator when a breach of meeting procedures is identified:

- ask the person/people involved to not do so again
- if a person breaches again, give a formal warning to the person
- if a person breaches again after a formal warning, the facilitator may move a motion that the person leave the meeting. This will be treated as an urgency motion requiring at least two thirds present to agree
- if there is an organised attempt to disrupt the meeting such that formal motions regarding removal of persons are unlikely to be successfully and effectively debated, the facilitator may suspend the meeting and reconvene it at a later time or date
- a participant who thinks that the facilitator is breaching meeting procedures may move a motion against the facilitator — either to reverse an action the facilitator has taken or to cease being facilitator of the meeting. In this case the facilitator must be immediately replaced by the assistant facilitator or another experienced facilitator who will take control of the meeting at least until this motion is resolved.

Part 2 Grievance procedures

13 Grievance procedures

The grievance policy and procedures for the ACT Greens are contained in a separate file with the following content:

- Part 1 How the ACT Greens deals with grievances
- Part 2 How you raise a grievance
- Part 3 How the arbitration and conciliation committee responds to a grievance
- Part 4 Arbitration and conciliation committee selection process

- Part 5 Arbitration and conciliation committee internal processes
- Part 6 Review of grievance policy and procedures
- Appendix 1 Principles and values
- Appendix 2 Guide for discussion of grievances

Part 3 Member support team

14 Purpose

The member support team is a management committee working group that develops and implements procedures and strategies:

- to build cohesion and connection among members and across teams, committees and working groups
- to increase both individual and party capacity and capability through skills and knowledge development
- to build individual and party well being and resilience through increased opportunities for social connections and a greater sense of belonging
- to increase the strength and capacity of the party through the recruitment of new members and increasing overall membership
- to build greater capacity for identifying conflict risk by all members and staff.

15 Composition

15.1 The member support team comprises:

- the party director
- the membership secretary
- the engagement officer
- the recruitment officer
- the training officer
- the wellbeing officers.

15.2 The party director is the convenor of the member support team.

15.3 The management committee must appoint the engagement officer, recruitment officer and training officer on the recommendation of the party director and membership secretary after receiving expressions of interest from members of the party.

16 Working arrangements

16.1 The member support team must meet as required.

16.2 The party director and the membership secretary must attend the meetings.

16.3 The membership secretary must report on the work of the team to each management committee meeting.

Part 4 Donations reference group

17 Role and responsibility

The role of the donations reference group (DRG) is to consider if donations received by the ACT Greens should be accepted.

18 Policy

The DRG must use the donations policy mentioned in Part 5, which is adapted from that used by the Australian Greens.

19 Procedures and processes

- 19.1 If possible, donations that are more than \$10,000 or expected to be sensitive should be referred to the DRG when the party has a reasonable expectation that they will be offered to the party. This would be before they are actually received. Donations must be referred to the DRG by the ACT Greens treasurer in accordance with the Greens policy. If another person is approached about a donation for the ACT Greens then this must be referred to the treasurer who must refer the donation to the DRG.
- 19.2 The DRG will aim to make decisions on whether to accept donations to the ACT Greens within 1 week after the donation is referred to the DRG, subject to the need to undertake an appropriate level of research, consultation and discussion in relation to the donation.
- 19.3 The DRG must refer any donation that it thinks could have implications for the Australian Greens to the Australian Greens DRG. This would be for advice only and is not binding on the DRG.
- 19.4 All proceedings of the DRG are to remain confidential.
- 19.5 The DRG must monitor the operation of the donations policy. To aid this, the treasurer should provide the DRG with a list of donations every 3 months.

20 Membership

The membership of the DRG includes the delegate to the Australian Greens DRG and a nominee of the parliamentary convenor. The management committee must select 2 to 4 other members. The treasurer of the ACT Greens is an ex-officio member. Membership is usually for 1 year. The DRG must select a convenor for the group.

21 Communication and decision making

- 21.1 Meetings may take place face to face, by telephone, by email or other electronic means. The quorum for DRG decisions is 2/3 of the membership. Ex-officio members are not part of the quorum.
- 21.2 If possible decisions must be by consensus, otherwise by a 2/3 majority of those present.
- 21.3 Minority views on an issue must be recorded.
- 21.4 If a decision to accept a donation is not agreed by at least a 2/3 majority the donation must be refused.
- 21.5 All meetings must be recorded in minutes.
- 21.6 The DRG has no authority to incur debt or secure loans on behalf of the party.

22 Reporting and accountability

The DRG convenor must present minutes of all meetings to the convenor.

Part 5 ACT Greens internal policy on donations

23 Sources

- 23.1 The ACT Greens, as a party committed to enhancing Australia's democratic process, will pursue the model of publicly funded elections at all levels of government. Publicly funded elections would promote more equitable access and reduce the risk of corruption through donations.
- 23.2 In current circumstances, ie that donations, including gifts-in-kind as defined by the Australian Electoral Commission, are used by parties throughout the political cycle, the ACT Greens, using transparent practices, will accept donations subject to ethical review.
- 23.3 Therefore the ACT Greens will:
- ensure that if any donor's cumulative donations to the ACT Greens total at least \$1,500 within a 12 month period, the donations are reviewed by the DRG
 - seek to ensure that the values and aspirations of all donors are consistent with the policies and the charter of the ACT Greens
 - accept donations only for supporting the aims of the party
 - seek to ensure that no donation is accepted or retained if it gives rise to, or is likely to give rise to, a conflict of interest
 - ensure that federally elected ACT Greens representatives, federal preselection candidates, endorsed candidates for a federal election and members of the Greens do not accept personally any donation to be used for activities on behalf of the party or to advance the member's standing within the party including campaigning, fundraising or developmental purposes, unless granted an exemption by the DRG. Donations will instead be directed to the ACT Greens
 - maintain transparency in donor identity by making public at the end of every 3 months all donors and the cumulative total of their donations to the ACT Greens over the previous 12 months if those cumulative totals are at least \$1,500
 - ensure that donations rejected because of this by-law are returned to the donor at the earliest opportunity.
- 23.4 The acceptance of any donation by the ACT Greens does not imply endorsement of the activities, undertakings or processes of the donor.

24 Implementation

- 24.1 Implementation of this donations by-law will be overseen by the DRG.
- 24.2 It is the responsibility of the ACT Greens treasurer to monitor all donations received or offered to the ACT Greens and to ensure all donations that are subject to review by the DRG, or may be subject to rejection under this by-law, are promptly referred to the DRG for consideration.
- 24.3 It is the responsibility of any other person receiving an offer of a donation to the ACT Greens that the offer be referred to the ACT Greens treasurer for possible action under this by-law before the donation is accepted.

- 24.4 Any State or Territory body may ask the ACT Greens treasurer to refer any donation it is aware of having been offered to or received by the ACT Greens to the DRG for consideration.

Part 6 Voting procedures

25 Procedure

- 25.1 At elections for positions inside the party as well as for preselection for public offices, the method of optional preferential voting is used and each ballot must include the option “seek further nominations”.
- 25.2 The quota is worked out by dividing the total number of formal ballot papers by one more than the number of vacancies, and then adding one to the result (ignoring any remainder).

26 Surplus votes

Candidates who receive a quota, or more, of first preference votes are immediately elected. The surplus votes of candidates who receive more than the quota are transferred to second choice candidates. Because it is not possible to determine which votes actually elected the candidate and which votes are surplus, all the elected candidates' ballot papers are transferred at a reduced value.

27 Transfer value

- 27.1 The transfer value of the elected candidate's ballot papers is worked out by dividing the number of surplus votes by the total number of the elected candidate's ballot papers.
- 27.2 The transferred votes are then added to the number of first preference votes. As a result of this process of transferring surplus votes, other candidates may be elected. If however, all surplus votes from elected candidates are transferred and there are still some unfilled positions, further counting is undertaken.

28 Exclusion of unsuccessful candidates

- 28.1 Starting with the lowest scoring candidate, unelected candidates are excluded from the count and their ballot papers are distributed to the remaining candidates to whom the voters have given their preferences.
- 28.2 When a candidate gains a quota following the distribution, the candidate is elected.
- 28.3 This process continues until all positions are filled.
- 28.4 In certain circumstances, 2 or more candidates may be excluded simultaneously. This is called a bulk exclusion.

Part 7 Preselection of candidates

29 Preselection process

Preselection of candidates will involve the appointment of a search team to identify potential candidates, the nomination of interested candidates, an interview process and a voting process by all members of the ACT Greens.

30 Search team

- 30.1 The search team is treated as a working group of the ACT Greens as defined in section 20 of the constitution.
- 30.2 The search team must identify potential candidates to be involved in the preselection processes for federal or Territory elections.
- 30.3 The search team must have at least 3 and at most 7 members, whose members skills and experience should include:
 - 30.3.1 experience in, or knowledge in, preselection or search processes of the ACT Greens or other Greens organisations; and
 - 30.3.2 having good links and networks in the party and the broader community to assist in identifying potential candidates; and
 - 30.3.3 representing gender equity of membership.
- 30.4 Search team members should not be considering nominating for preselection or participating in the interview team.
- 30.5 The search team will only operate from its appointment until the end of the nomination process for the preselection process for which it has been appointed.
- 30.6 The search team will investigate the membership of the ACT Greens and other suitable applicants who are not yet members of the ACT Greens.
- 30.7 When encouraging people to nominate, the search team must make it clear that the approach does not constitute endorsement of any kind.
- 30.8 The search team must prepare an information sheet for the preselection process so that applicants have a clear idea of how the process works, including what are the rules and timelines.
- 30.9 In considering people to encourage for nomination, the following aspects should be taken into account:
 - integrity
 - energy
 - networking, communication and teamwork skills
 - commitment to Green ideology
 - policy knowledge
 - public profile
 - achievements.
- 30.10 The search team must tell applicants about:
 - the rules for membership of the ACT Greens; and
 - ACT Greens constitutional rules relating to preselection and its processes; and
 - the timetable for preselection; and
 - any other important matters.

- 30.11 The search team will determine its working arrangements in consultation with the campaign team.
- 30.12 The search team will be given access to the membership database for the duration of the search process.
- 30.13 Any expenses to be incurred must be authorised in advance by the campaign team.
- 30.14 The search team must report regularly to the campaign team.

31 Nomination

31.1 An applicant for preselection must:

- be nominated by at least 4 members of the ACT Greens each of whose current period of party membership started more than one year ago
- sign an application form, to be lodged with the returning officer by the closing date as determined by a special general meeting
- provide additional documentation as outlined in this by-law
- agree to comply with other requirements as outlined in the nominations process.

31.2 Each nominee must:

- be a member of the ACT Greens on the date of preselection nomination
- provide written consent to be nominated
- provide a signed declaration that the nominee does not fail the integrity test as defined at clause 82.2
- only be nominated for one public office per election
- identify any potential impediments to the nominee's eligibility to stand for office, particularly noting requirements for the federal parliament under s44 of the Australian Constitution.

32 Additional documentation required by nominees

32.1 Each nominee must provide a candidate statement that:

- outlines the nominee's interest in nominating, achievements and alignment to the values to the ACT Greens
- notes the length of the nominee's membership with the ACT Greens and the electorate in which the nominee resides
- must not be more than 1 side of an A4 page
- does not refer negatively to other nominees or contain endorsements.

32.2 Each nominee must provide a AFP national police check no older than 3 months.

32.3 A nominee may apply for reimbursement of the application fee. Applications for reimbursement should be referred to the Treasurer and include a tax receipt for the fee.

32.4 If the police check is not completed before nomination, the nominee must include evidence that a check has been applied for.

32.5 Each nominee must provide a completed probity checklist responding to questions outlined in this checklist.

32.6 Each nominee must include a signed prospective candidate agreement that is provided as part of the nominee pack, which includes at a minimum the content of the relevant template in subsection 35.1.

- 32.7 The campaign team may add content to the prospective candidate agreement concerning expected conduct during an election campaign.
- 32.8 Each nominee must be available to engage with the interview team, participate in additional vetting inquiries and for membership activities such as 'meet the candidates' events before the preselection ballot is taken.

33 Interview team

33.1 The interview team:

- is treated in the same manner as a working group of the ACT Greens as defined under section 20 of the Constitution, noting that meetings will mostly be held in camera
- must determine its working arrangements in consultation with the campaign team
- must report regularly to the campaign team.

33.2 An interview must undertake a process to assess the suitability of potential candidates for preselection for the ACT Greens.

33.3 The role of the interview team is to undertake probity checks and to provide a view on the suitability of nominees as preselected candidates within the bounds of those probity checks.

33.4 The interview team must have at least 3 and at most 5 members, whose skills and experience should include:

- an understanding of the ACT Greens and its aspirations in relation to this election
- some experience in preselection or interview processes of the ACT Greens or other Greens organisations

and the party must strive to appoint a team that is representative of the diversity of the ACT community.

33.5 A member who intends to nominate for preselection cannot be a member of the interview team.

33.6 The interview team will take on the role of undertaking a probity check in relation to potential nominees. This check is separate to an eligibility check for nominees in relation to requirements under the Australian Constitution and federal and territory electoral acts.

33.7 This probity check will include an investigation of a range of issues that may cause an issue for the ACT Greens. Issues that should be probed include:

- any company directorships
- previous affiliation or with other political parties
- any membership, affiliation, investment, shareholding or other interest in businesses that may impact on the ACT Greens if the individual were a public office holder
- any criminal convictions, the nature of these and their relevance to a potential public role with the ACT Greens
- any other offences, including traffic convictions, apprehended violence orders or the like that may be relevant to the nominee's candidature
- any activities that may impact on eligibility including bankruptcy (either personally or in relation to businesses that people may be associated with)

- any inquiries, investigations, charges or proceedings which if made public could cause personal embarrassment or embarrassment to the ACT Greens
 - any relevant verbal or written statements on the public record or in social media that if made known would bring personal embarrassment or embarrassment to the ACT Greens.
- 33.8 These inquiries will include a probity checklist and police check provided by nominees at the time of nomination, investigation at point of interview, and separate investigation and inquiry by the interview team (for example, internet searches, referees checks, etc).
- 33.9 The interview team should make a finding on all potential nominees regarding whether the nominees are suitable or not suitable on these grounds of probity only. This finding should be made by consensus. Should consensus not be achieved, this must be declared to the membership.
- 33.10 The interview team shall only make a recommendation of not suitable on the basis of:
- a nominee refuses to cooperate with the interview team in relation to probity checks; or
 - fails to comply with any conditions outlined in the relevant code of conduct forms; or
 - fails to comply with any conditions outlined in the candidate agreement; or
 - probity checks identify serious criminal history that is relevant to a nominee's candidature, extensive engagement with other political parties or organisations that is at odds with the values of the ACT Greens or fails to comply with any condition imposed upon the nominee in relation to their nomination
- 33.11 If the interview team deems the matter to be so serious as to damage the party's electoral opportunities this should be identified in its interview team report.
- 33.12 Nominees must be made aware that the interview team is undertaking probity checks. A nominee will be informed as soon as practical of any decision of the interview team in relation to their nomination.
- 33.13 If the interview team is considering a recommendation of non-suitability due to probity concerns, or making comment in the interview team report due to findings flowing from the probity checks:
- the nominee must be informed and provided the opportunity to provide further information, or a statement addressing the concerns of interview team
 - the interview team must prepare a document setting out the reasons for the decision and make this available to the nominee.
- 33.14 The interview team will consider any response from the nominee in making a final decision. A final decision will be made within 48 hours of receipt of any response from the nominee. If the nominee fails to provide a response, the original decision will stand.
- 33.15 Decisions of the interview team in relation to probity:
- will be reported to the relevant returning officer and the nominee within 24 hours of the decision
 - may be appealed to the arbitration and conciliation committee.

- 33.16 A nomination for any position is considered confidential until the nominations close and the interview team has completed its work. Until that time nominations may be withdrawn without prejudice.
- 33.17 All records in relation to the making of a decision in respect of a probity decision shall be kept securely and separately for a period of 5 years, provided that any authorisation to obtain a police report and accompanying appropriately certified copies of identification will be securely destroyed as soon as they are no longer needed. The secretary will have the responsibility of safe archiving and custody.
- 33.18 All members of the interview team will be responsible for permanently deleting any electronic copies they hold of documents related to probity decisions within 1 month of the election with respect to which the probity decisions related.
- 33.19 In addition to undertaking probity checks, an interview team will conduct interviews with all applicants for preselection and assess each applicant for preselection, whether as a lead candidate or a support candidate.
- 33.20 Nominees must not be ranked through the interview process but this process shall be used to provide further information to members to assist with their consideration of candidates.
- 33.21 The following aspects should be explored, with qualitative information recorded regarding strengths of candidates to assist members in their consideration of suitable candidates in the following areas:
- past campaigning history and confidence in engaging with campaign issues
 - public speaking and media experience and ability of nominees to engage with the community on greens related issues
 - prominence in the community, involvement in community organisations and including involvement in ACT Greens aligned issues
 - ability to work as part of a broader candidate team, including the ability to fulfil the specific roles of lead or support candidate
- 33.22 The possible expenses for the interview team will be covered by the election campaign budget or appropriations from the management committee as appropriate.
- 33.23 The interview team will provide a short report to the membership which provides a short quality statement on each of the nominees in relation to their key strengths and any issues that may require development. This report should include a recommendation as a result of probity checks. The process in relation to this is outlined above.
- 33.24 Prior to the release to members of this report from the interview team, nominees will be made aware of any comments that may cause concern, given opportunity to correct factual inaccuracies, and the opportunity provided for a nominee statement responding to comments to be released at the same time as the interview team report if they so wish. All nominees will be provided feedback regarding the justification for comments made and any recommendations outlined.
- 33.25 The interview team must tell the applicants to address the following issues in their statements:
- commitment to Greens ideology
 - public profile

- achievements
 - membership history
 - current electorate of residence.
- 33.26 The interview team must report to the members with a written statement on each applicant in conjunction with the distribution of ballot papers for preselection.
- 33.27 This statement does not include a firm recommendation about ordering of the list of candidates but must represent their assessment of the applicants and avoid creating implicit endorsements of one eligible nominee over another.
- 33.28 The statements must be available to the corresponding applicants before they submit their own statements, which may include a response to the interview team report.
- 33.29 Statements from the interview team must be sent to all members together with the ballot papers for preselection.

34 Meet-the-nominee events

- 34.1 The interview team must be represented at the meetings mentioned in clause 29.9 of the constitution, which concerns meet-the-nominee events.
- 34.2 All nominees must be given equal opportunities to speak to the membership at meet-the-nominee events which are to be convened by the campaign team.

35 Preselection ballot

- 35.1 The returning officer and search team will lead preparation of a nominee pack, containing all relevant agreements, processes and timelines for prospective nominees. This will be provided to members who are considering nominating for preselection. These will include members identified by the search team as well as any members who identify an interest. The nominee pack will be available to any member on request.
- 35.2 The search team may give sample anonymised candidate statements to each nominee at least 1 week before statements must be lodged for the ballot.
- 35.3 Party membership records must not be accessed or used for the purposes of preselection campaigning.
- 35.4 As party spokespeople, the convenors are authorised to speak to the media about the preselection. They may also coordinate any media responses relating to potential stories about the process or nominees, including arranging and distributing nominee details and statements to media representatives.
- 35.5 Any member who will be a full member on the final day of balloting is eligible to vote in the ballot.
- 35.6 An online ballot will be sent to each member with a valid email address.
- 35.7 A paper ballot will be posted to each member with no email address on the member's record before the ballot opens.
- 35.8 A paper ballot may also be given to a member on request to the returning officer, with safeguards in place to ensure that no member votes twice.
- 35.9 Separate ballots will be conducted for Senate lead and Senate support positions.

- 35.10 After close of nominations, the returning officer will tell each nominee the names of the other nominees for the position for which the person has nominated.
- 35.11 At least 2 meet-the-nominees events should be held, incorporating different ways for members to meet and assess the nominees.
- 35.12 After nominations have opened, communication with candidates relating to official steps in the nomination process must take place through the returning officer.
- 35.13 As party spokespeople, the Convenors will coordinate the release of preselection results to the members and to the public.
- 35.14 After results have been publicly announced, any member may request the full results of the ballot from the returning officer.
- 35.15 In Legislative Assembly electorates, any published material featuring all candidates for that electorate will present candidates in the order in which they were preselected.
- 35.16 Sometime after the preselection process concludes, a preselection review will be conducted that will include detailed descriptions of the steps in the process and suggested improvements, to be deposited with the secretary, and campaign team convenor.

36 Expectations of preselection nominees and election candidates

- 36.1 Preselection is an internal members process and nominees should not engage more broadly outside the party regarding their intention to preselect, without the explicit agreement of the convenor or campaign team. In particular, nominees or others on behalf of nominees will not engage with the media or public around nomination. This includes using public facing social media platforms to publicise their nomination or dedicating funds to promote preselection content online. Private social media posts published by nominees about preselection would be expected to follow the guidelines relating to candidate statements, ie to contain no endorsements and no negative statements about other nominees.
- 36.2 Once preselected, candidates are expected to be available to participate in campaign activities, as directed by the campaign team, and execute the campaign strategy as agreed by the campaign team.

37 Expectations of elected federal parliamentary representatives

If elected to federal parliament as a representative of the ACT Greens, members are expected at all times to satisfy the eligibility criteria for candidates under electoral laws, including Australian constitutional requirements for citizenship, financial solvency, and the simultaneous holding of other offices.

Part 8 Campaign team

38 Purpose

The campaign team is responsible for the practical day-to-day decision making required to conduct a campaign. This means not only running a successful campaign in relation to electoral results, but also ensuring that campaigns are conducted in a manner that is inclusive, supportive and safe for candidates, volunteers, employees and members.

39 Membership

39.1 The campaign team must have the following elected members:

- team convenor
- team secretary
- team treasurer
- communications coordinator
- 3 general members of the ACT Greens that provide a link to neighbourhood teams working on any field campaign.

39.2 The campaign team must also have a member appointed by the elected parliamentary representatives.

39.3 The party director is an ex officio member of the campaign team with voting rights.

40 Scope

The management committee is ultimately responsible for staff recruitment, management and oversight of the team and should work in close collaboration with the team in the selection of campaign staff.

41 Activities

The campaign team will:

- devise and implement strategies for each campaign
- develop and manage a budget for each campaign, in consultation with the ACT Greens treasurer
- work with campaign staff and neighbourhood teams to deploy each campaign and manage priorities, in consultation with the management committee
- coordinate fundraising and events to support each campaign.

42 Documentation

The team secretary will ensure that agendas, minutes and decisions are developed, circulated and stored in a timely way.

43 Candidates involvement in campaign team

Lead and support candidates may attend team meetings with speaking rights but not voting rights.

44 Specific protocols

The campaign team will establish:

- a budget expenditure protocol that reflects the broad parameters of the campaign
- a protocol that clarifies party spokespeople and communication processes during campaigns.

45 Reporting mechanisms

The campaign team will:

- report key activities and budget updates to the management committee
- give regular updates on the progress of the campaign to the forum and electorate or neighbourhood teams.

46 Specific responsibilities of the campaign team

46.1 The general ACT Greens member representatives have a particular role in linking with neighbourhood teams that are supporting a campaign. In undertaking this role, they must:

- ensure that they understand the grievance structure and processes
- liaise with the neighbourhood team coordinators
- be available to discuss campaign issues with members in their electorate
- ensure that the campaign team is made aware of key issues arising in electorates.

46.2 The campaign team will propose rules for budget decisions, whether to be made by the team or by campaign manager in collaboration with the team treasurer.

46.3 The communications coordinator must devise and implement a communications strategy in collaboration with the team and campaign staff.

Part 9 Management committee members' duties

47 Convenor

47.1 The duties of the convenor are:

- to provide senior leadership to the management committee and to facilitate consensus-based decision making by the committee
- to ensure the proper administration and governance of the party, including for financial accountability, risk management, legal compliance and appointments to paid and unpaid party positions
- to provide leadership to the party, consistent with party policies and decisions, to support the effective management of the party and electoral success in the ACT
- to lead management committee attendance and participation at forum meetings

- to ensure the prompt and faithful implementation of decisions made by the forum
 - to monitor the performance of the party, staff, committees and working groups
 - to act as manager of the party director
 - to respond proactively to recommendations by the arbitration and conciliation committee
 - to act as a spokesperson for the party
 - to provide a written report to the annual general meeting.
- 47.2 When two co-convenors are elected instead of one convenor and a deputy convenor, convenor is taken to refer to both co-convenors.
- 47.3 When a convenor and a deputy convenor are elected, the duties of the deputy convenor are to support the convenor in the performance of the convenor's duties and to act as convenor or another management committee position during temporary absences unless a deputy is available. If the convenor resigns from the office or the office becomes vacant for any other reason, the deputy convenor must act as convenor until a new convenor is elected.

48 Secretary

48.1 The duties of the secretary are:

- to be the public officer for the party in accordance with the Act
 - to ensure that, in accordance with the Commonwealth Electoral Act 1918, party details on the Australian Electoral Commission register of political parties are updated as necessary including notification of the appointments of party agent and deputy registered officer of the Australian Greens for the party
 - to ensure that, in accordance with the Electoral Act 1991 (ACT), party details on the Elections ACT register of political parties are updated as necessary including notification of the appointments of reporting agent and registered officer
 - to arrange the annual general meeting, meetings of the forum including special general meetings, and management committee meetings; this responsibility includes providing timely notice of meetings, distributing meeting papers, preparing minutes, recording decisions taken and providing relevant information to other committees, working groups and staff
 - to manage certain matters regarding the membership of the party including for membership transfers, resignation of membership and disciplinary action against members of the party
 - to maintain the register of by-laws of the party.
- 48.2 The duty of the deputy secretary is to support the secretary in the performance of the secretary's duties and to act as secretary during temporary absences or to fill a vacancy in the role until a new secretary is elected.

49 Treasurer

49.1 The duties of the treasurer are:

- to be the reporting agent under the Electoral Act 1991 (ACT) and the party agent under the Commonwealth Electoral Act 1918
- to monitor, administer, plan and report on all party finances, revenues, expenditure and assets

- to ensure compliance with administrative, auditing and electoral disclosure requirements under relevant legislation, including providing audited financial statements to the annual general meeting
- to lead the preparation of fiscally sustainable budgets for each financial year to support effective management of the party and electoral success in the ACT
- to identify emerging financial risks and to provide information to the management committee, both proactively and in response to requests for information, to enable effective decision making in response to these risks
- to participate in discussions and meetings of the Australian Greens Treasurers Group to advise and support the treasurers of the Australian Greens and other member bodies
- to provide ethical oversight for the management of party financial resources and sources of revenue, including effective scrutiny of donations received by the party as an ex-officio member of the donations reference group.

49.2 The duty of the deputy treasurer is to support the treasurer in the performance of the treasurer's duties and to act as treasurer during temporary absences or to fill a vacancy in the role until a new treasurer is elected.

50 Membership secretary

50.1 The duties of the membership secretary are:

- to maintain the register of members and a register of the skills and resources of all members and supporters
- periodically to pass on the membership register to the Australian Greens secretary.

51 Lead delegate to the Australian Greens National Council

51.1 The duties of the lead delegate to the Australian Greens National Council are:

- to represent the views of the party on national council
- to develop proposals reflecting the views of the party for consideration by national council
- to take part in national strategy development for the Australian Greens, including financial, compliance and political elements
- to report regularly to party bodies, including the national greens liaison group, forum, management committee and election working groups, about activity on national council
- to consult with party bodies about decisions on the national council.

51.2 The duty of the alternate delegate is to support the lead delegate in the performance of the lead delegate's duties and to act as lead delegate during temporary absences or to fill a vacancy in the role until a new lead delegate is elected.

51A Neighbourhood team representatives

51A.1 The duties of the neighbourhood team representatives are:

- to represent the views of neighbourhood teams to the management committee
- to report decisions of the management committee and matters under discussion to members of the neighbourhood teams

51A.2 The deputy secretary and deputy treasurer are appointed by the management committee from among the neighbourhood team representatives.

Part 10 Governance working group

52 Appointment

The management committee must appoint a governance working group that should have 3 to 7 members.

53 Australian Greens constitutional review panel delegate

The governance working group must elect 1 of its members as the ACT delegate to the Australian Greens constitutional review panel.

54 Duties

The governance working group:

- must ensure compatibility between the constitutions of the ACT Greens and the Australian Greens
- must consult widely within the party when developing amendment proposals
- must evaluate constitutional matters regarding the operation of the ACT Greens
- must formulate proposed amendments to the constitution, by-laws and other governance documents, to facilitate good governance of the ACT Greens
- must prepare amendment proposals for constitutional ballots whenever needed;
- must not incur any expenses
- will communicate electronically and, occasionally, by face-to-face meetings
- must aim to make all decisions by consensus.

Part 11 ACT Young Greens

55 Name

55.1 The name of this organisation is the ACT Young Greens.

55.2 The organisation is also known as ACTYG or the Young Greens, ACT Branch.

56 Purpose

The purpose of the ACTYG is to provide a voice for progressive youth in the ACT region.

57 Membership

Membership of the ACTYG is split into 2 classes – member and supporter.

58 Members

58.1 Admission to the ACTYG as a member is open to all financial members of the ACT Greens who have not yet reached their 31st birthday.

58.2 Membership of the ACTYG will not add, modify or restrict any rights a member holds as a member of their branch and of the State or Territory party or any other related body that is a part of their State or Territory Greens party.

58.3 Members of the ACTYG are entitled to attend members only meetings, and other restricted events as determined by the ACTYG coordination group.

58.4 Members of the ACTYG are entitled to nominate and vote at the ACTYG annual general meeting.

59 Supporters

59.1 Admission to the ACTYG as a supporter is open to all persons who are not currently financial members of any other non-Greens political party in Australia and are not subject to any disciplinary orders against them by any body of the ACT Greens or comparable state bodies.

59.2 Supporters of the ACTYG are entitled to attend any event that is not restricted to members.

59.3 Supporters of the ACTYG are not entitled to nominate or vote at the annual general meeting.

60 Structure

60.1 The ACTYG is authorised to establish, maintain and support the following subgroups:

- the coordination group
- the ANU Greens
- the UC Greens.

60.2 These subgroups are not mutually exclusive, or the only components of the group.

60.3 Other subgroups may be established at the discretion of the ACTYG on terms determined by the ACTYG.

60.4 The coordination group must delegate a member to report to the ACT Greens forum, annual general meetings and ACT management committee as appropriate.

60.5 The coordination group is accountable and responsible for any decisions made by or for the ACTYG, and is comprised of the 4 formal office-bearers, plus others that may be added at any time by ACTYG:

- 60.5.1 the co-convenors of which there are 2 and who jointly share responsibility as spokespeople of the ACTYG, ensuring meetings are facilitated, assuming a vote and role in the Australian Young Greens (given to each state/territory convenor), and acting as the primary liaisons to the ACT Greens, and of which at least 1 must identify other than as a cis male;
- 60.5.2 the secretary who is responsible for the ACTYG meeting all governance and constitutional requirements, maintaining documents and archives, reporting to ACTYG and the ACT Greens where necessary, and auditing membership;
- 60.5.3 the treasurer who is responsible for facilitating approved expenditure, taking funding proposals to the ACT Greens, preparing budgets, reporting to ACTYG and (where necessary) the ACT Greens, and maintaining financial records.

60.6 The specific office-bearers necessary will remain at the discretion of the ACTYG to determine by consensus at each year's ACTYG annual general meeting.

60.7 Without limiting clause 60.6, the following office-bearers may be added, or removed:

- 60.7.1 the campaign coordinator who is responsible for creating resources and recruiting for, and promotion and support of, any issues/policy campaign undertaken by the ACTYG;

- 60.7.2 the social coordinator who is responsible for planning and running regular social events for the ACTYG, as well as overseeing fundraising and recruitment;
 - 60.7.3 the human resources coordinator who is responsible for training and professional development of members, providing workshops on topics of interest, addressing any conflicts or disputes that may arise between members, and providing for the wellbeing of the organising committee;
 - 60.7.4 the communications coordinator who is responsible for the management of social media accounts, ensuring emails and messages are responded to by the relevant person and in due time, and the design and production of materials, resources and online content for the promotion of the ACT Young Greens and its campaigns;
 - 60.7.5 the community engagement coordinator who is responsible for engaging community groups, activists, and progressive organisations to support external campaigns complementary to the campaigns of and in accordance with the purpose of the ACT Young Greens, and for the training of campaigners to effectively contribute to larger, external campaigns;
 - 60.7.6 the U18 coordinator who is responsible for ensuring ACT Young Greens events, activities and campaigns are accessible, engaging and relevant to Greens members and supporters who have not yet reached their 18th birthday.
- 60.8 People who hold the following positions and reside in the ACT will be considered ex officio members of the coordination group:
- 60.8.1 any office-bearer of the Australian Young Greens;
 - 60.8.2 the president or convenor of any university-based Greens Club or Greens Society.
- 60.9 All of the office-bearer positions can be shared between 2 people if necessary, aside from the convenorship which must be shared.
- 60.10 If any position is shared, at least 1 person in the sharing arrangement must identify other than as cis male.
- 60.11 People of colour are strongly encouraged to nominate.
- 60.12 At least half of all elected positions must be held by a person who identifies other than as cis male.
- 60.13 Elected positions will be called for nomination per the regular issue of notice for the ACTYG annual general meeting and will be voted on by all present and able at the annual general meeting.
- 60.14 Casual vacancies can be filled by issue of notice, and then and on consensus between all remaining members of the coordination group.

61 Relationship with the Australian Young Greens (AYG)

- 61.1 The Australian Young Greens accepts 2 permanent voting delegates from ACTYG, 1 of whom must identify other than as cis male.
- 61.2 Any member of the ACTYG may nominate to be elected as a delegate, including current and incoming office-bearers.

- 61.3 Delegate positions will be called for nomination per the regular issue of notice for the ACTYG annual general meeting and will be voted on by all present and able at the annual general meeting.
- 61.4 The process for filling casual vacancies is that specified in 60.14.
- 61.5 There is an expectation that the ACTYG will participate in AYG campaigns and decision making.
- 61.6 Where possible, members from ACTYG should attend AYG national conferences.

62 Governance and reporting

- 62.1 The ACTYG has no authority to incur debts, liabilities or securities on behalf of or in the name of the ACT Greens, other than where authorised by the ACT Greens.
- 62.2 The ACTYG must report to the ACT Greens regarding its areas of responsibility at least quarterly.
- 62.3 The ACTYG coordination group must comply with any reasonable administrative directive given by the office bearers of the ACT Greens.
- 62.4 The constitution of the ACT Greens takes precedence over all matters within this Part.
- 62.5 If there is a matter not covered in this Part, the rest of the by-laws apply.

63 Meetings and decision making

- 63.1 There are 3 classes of meetings of the ACTYG — confidential, open and informal.
- 63.2 Confidential meetings are any meetings concerned with party strategy, procedure, and discussion of confidential material, as well as financial and disciplinary matters before the ACTYG.
- 63.3 Confidential meetings may only be attended or observed by financial members of the ACT Greens.
- 63.4 The annual general meeting is a confidential meeting.
- 63.5 Confidential meetings must be quorate, and require formal minuting, and the distribution of notice of meeting at least 7 days before the scheduled meeting.
- 63.6 Open meetings may be attended or observed by any person who is either a member of the ACT Greens or is not currently a financial member of any other political party in Australia.
- 63.7 Open meetings are any meetings that do not discuss confidential material, and are concerned with policy development, campaigning, community organising, and event planning, as well as general administration of the ACTYG.
- 63.8 Coordination group meetings are open meetings.
- 63.9 Open meetings require formal minuting.
- 63.10 Informal meetings may be attended or observed by any person who is not barred from attending ACTYG events for disciplinary reasons.
- 63.11 Informal meetings encompass social events, training workshops, and campaigning.
- 63.12 No minuting is required for informal meetings.

- 63.13 Decisions of the ACTYG are to be made by consensus, and where consensus is blocked, a vote may be forced through the passing of an urgency motion and a two-thirds majority would be noted as a passed motion.
- 63.14 Alternate views on an issue will be recorded in accordance with clause 36 of the Australian Greens constitution.
- 63.15 All meetings of the ACTYG are subject to Australian Greens safe meeting procedures and Greens principles.
- 63.16 The quorum for the annual general meeting is the lesser of 20 persons and 10% of the total number of ACT Greens members on records as being of an age before their 31st birthday.
- 63.17 The quorum for confidential meetings of the coordination group is half of the total membership of the coordination group plus 1 and may include proxies.
- 63.18 Proxies must be given in advance of any meeting by email to the secretary.

64 Accountability

The ACTYG will give a brief written report of activity to the ACT forum at least 4 times each year, including:

- current membership, including demographic information
- minutes of meetings
- progress towards campaign objectives and youth involvement in the ACT Greens
- budget report.

65 Amendment and review

- 65.1 The ACTYG is an ongoing working group of the ACT Greens until such time as the ACT Greens chooses to dissolve or disaffiliate it.
- 65.2 Amendment of this Part must be made by consensus at an ACTYG annual general meeting, and must subsequently be ratified by the ACT Greens.

Part 12 Code of conduct

66 Introduction

Members of the ACT Greens agree to abide by the Constitution and our joint purpose of furthering a vision of the world characterised by peace and nonviolence, social justice, grassroots participatory democracy and ecological sustainability. Our actions towards each other and to others outside the party should reflect the values of our party and embody what we believe the world should be.

67 Human rights, dignity and respect

The ACT Greens recognise the human dignity of each person and respect their human rights. As a member of the ACT Greens I strive to demonstrate this by:

- ensuring my actions are not discriminating on the basis of nationality, race, culture, gender, sexual orientation, beliefs, social background, disability, family status or age
- valuing and acknowledging the opinions and contributions of everyone
- treating everyone fairly, courteously, and with respect

- engaging with good faith and working in a way that promotes trust in and among others
- using language which is respectful
- abstaining from all forms of unacceptable or unlawful behaviour such as harassment, bullying and victimisation, physical or verbal intimidation
- taking action if I witness unacceptable or unlawful behaviour, including supporting victims and alerting those in the party who need to respond to this (ie the arbitration and conciliation committee).

68 Integrity and accountability

68.1 The ACT Greens hold ourselves to the high standards of integrity and accountability that we expect of social institutions, organisations and individuals. As a member of the ACT Greens I strive to demonstrate this by:

- conducting myself honestly, reliably and without favouritism
- not engaging in fraudulent or criminal behaviour, bribery or other unlawful conduct
- being transparent in my decision making and action
- providing constructive feedback to others in an honest and respectful way
- receiving constructive feedback from others with good faith and openness
- appropriately disclosing or mitigating a real or potential conflict of interest
- only making commitments I know I can fulfil, and following through on them
- taking responsibility for my actions, work and performance
- ensuring my expectations of others are reasonable, clear and understood
- ensuring appropriate use of resources with consideration for greatest need and reducing waste and duplication.

68.2 Also, as a member of the ACT Greens I will demonstrate these high standards by:

- keeping confidential any party data or information to which I have access and not sharing it outside of the party
- using party systems or party data only for the specific party purposes for which I am given access and not other purposes, either party or personal, without prior approval
- not saving any party data outside of party systems without the consent of the party director.

69 Participation, empowerment and collaboration

We believe that decision making should involve people affected by these decisions and are committed to consensus decision making. As a member of the ACT Greens I strive to demonstrate this by:

- committing to creating safe spaces, where contributions are encouraged and valued, the voices of marginalized communities are provided with mechanisms to contribute and that people are able to share views without fear or favour
- contributing to dialogue and discussion in a constructive manner including recognising when it is time to step back and enable others to share their views
- working within a consensus decision making framework
- providing support to other members of the ACT Greens who are working to achieve common goals

- working collaboratively with others to the best of my ability
- sharing information and acting in good faith
- recognizing the importance of fun and enjoyment in the life of the party

70 Involvement, activation and representation

The ACT Greens recognise that people join this political party to become involved and contribute to the shared goals of the party. As a member of the ACT Greens, I strive to demonstrate this by:

- being mindful at all times of the potential impact of my actions on the reputation and standing of the party
- acting in a way that does not cause harm to the reputation of the ACT Greens
- only making comments to the media or in public forums on behalf of the ACT Greens when I have been authorized to do so
- only accepting gifts and donations in a manner that is authorised within the parameters of our donations policies.

71 Breaches of the code of conduct

- 71.1 This code of conduct is aimed to set a standard for the manner in which members of the party engage with each other which reflects our values and expectations.
- 71.2 For minor breaches of the code of conduct, such as minor disagreements between party members, we expect members to raise their concerns with relevant individuals, share the impacts of interactions and resolve issues through informal means.
- 71.3 When members require advice or wish to raise issues formally, the member support team is a resource to support members to identify the best means of addressing issues. Allegations of unlawful or criminal activity may be required to be investigated immediately and issues of a serious nature will trigger investigation by the arbitration and conciliation committee and possible further action.

72 Agreement

As a member of the ACT Greens I agree to abide by this code of conduct.

I understand that the examples provided in this code are designed to give context and are not exhaustive.

I also understand that the code of conduct supplements the legal and policy obligations I have as a member of the ACT Greens.

Part 13 Party director

73 Role description

- 73.1 The party director is the most senior staff member of the ACT Greens, and has delegated authority for managing all operations of the party.
- 73.2 The party director will work with the management committee to provide strategic planning, decision-making and leadership for the party and ensure that the decision making structures of the party are well supported and advised.
- 73.3 The party director will ensure that party resources are deployed in alignment with the decisions and strategic plans of the party.

74 Employment

The party director position description, pay and conditions are formally defined in a contract with the party.

75 Duties

The duties of the party director are:

- to undertake strategic planning, decision-making and leadership of the party in collaboration with the management committee
- to lead and manage the operations and administration of the party in alignment with the decisions and strategic plans of the party
- to provide political, strategic, and management advice to the management committee, working groups, committees, staff, and party representatives
- to implement management committee and forum decisions through the direction of ACT Greens office activity, including party administration
- to liaise with the offices of elected representatives, the Australian Greens and other state Greens parties
- to work with the management committee to mitigate risks to the party, establishing and maintaining risk management systems to support that process
- to recruit, supervise and manage ACT Greens office staff and volunteers in line with agreed procedures
- to supervise the campaign manager, who is tasked by the campaign team
- to manage operational systems and financial resources against approved budgets
- to collaborate with the treasurer in formulating and monitoring budgets
- to report on financial and operational matters to the management committee
- to act on behalf of the management committee as directed by the convenor
- to convene the membership support team, working closely with the membership secretary and other volunteers
- to participate as a member with full voting rights of any working group unless the forum or management committee determines otherwise
- to participate as a full member of the campaign team and any ACT Greens parliamentary liaison activities
- to fulfil the duties of a deputy registered officer of the Australian Greens for the party registration with the Australian Electoral Commission
- to fulfil the duties of the registered officer for the party registration with Elections ACT

76 Reporting and accountability

The party director reports to the convenor or co-convenors.

Part 14 Life membership

77 Introduction

Life membership should not be considered as a competitive matter and nominees must be considered individually and on their personal attributes and achievements, and not in comparison to others. Criteria are provided as guidance but it is the overall contribution of the nominee that must be evaluated. There is necessarily some

subjectivity in the granting of life membership and nominees' strengths against the various criteria will vary.

78 Criteria

For any of the criteria, the nominee should have demonstrated an exceptional contribution, beyond the ordinary or even the excellent, for an extended period of time. The following criteria must be met for a member to be deemed eligible for life membership:

- at least 10 cumulative years membership and activity in roles that contribute to the benefit of the ACT Greens, including 1 or more of:
 - o campaigning, organising or outreach activities
 - o policy development
 - o service on committees or working groups
 - o representation of the ACT Greens on national and international Greens bodies and forums
 - o service on the management committee
 - o candidates in ACT or federal elections
- demonstrated attitudes and demeanour that reflect dedication to the values of the ACT Greens
- provision of valued leadership within the ACT Greens and is considered a role model.

79 Nomination

79.1 A nomination for life membership of the ACT Greens must be lodged with the secretary at least 3 months before the annual general meeting by a current full member and seconded by another current full member accompanied by a submission addressing how the nominee meets the life membership criteria.

79.2 The nominator must declare that the nominee agrees to be nominated.

80 Assessment and award

80.1 Within 2 months after the secretary receives the nomination, the management committee must assess whether the nominee meets the life membership criteria.

80.2 The nominee must recuse themselves from the deliberations if the nominee is a member of the management committee.

80.3 The secretary will advise the nominator in writing of the assessment of the management committee.

80.4 There is no process of appeal for the assessment by the management committee of the life membership nomination.

80.5 A motion to award life membership to a nominee must be proposed at the annual general meeting at which time the nominee may not be an elected parliamentary representative.

Part 15 Elections for party positions

81 General

81.1 This Part deals with elections for the following party positions:

management committee positions

- convenor (two co-convenors or one convenor)
- deputy convenor
- secretary
- treasurer
- membership secretary
- one representative for each neighbourhood team
- lead national council delegate

other positions

- alternate national council delegate
- lead national conference delegate
- the remaining panel of national conference delegates within the entitlement under the Australian Greens constitution plus three additional delegates
- policy coordinator
- seven campaign team members
- arbitration and conciliation committee members

81.2 During the annual general meeting nominations may not open nor a ballot be conducted for a position unless – regarding the result of the annual election ballot held prior to the meeting – the position is declared vacant due to the absence of a valid nomination or the withdrawal of all candidates.

81.3 The members must be adequately informed of elections and, in a timely manner, provided with suitable nomination instructions, candidate statements, voting instructions and ballots.

81.4 A member who is elected to a position must keep records relevant to the position and when leaving the position they must conduct a handover and transfer all records to the incoming member.

81.5 All the positions have a term of one year unless otherwise indicated in this Part.

81.6 The three arbitration and conciliation committee members have terms of two years and the election of one member occurs one year later than the other two members.

81.7 To implement the transition from three single year terms for the arbitration and conciliation committee members to the new two year terms in 2022, prior to the opening of nominations the management committee will consult with the current committee members prior to designating one member who is deemed to be continuing a two year term.

82 Eligibility

82.1 A member cannot occupy more than one management committee position – the ***one hat rule***.

82.2 The following members may not occupy any of the positions:

- 82.2.1 an employee of, or contractor to, the party;

- 82.2.2 a parliamentary representative;
 - 82.2.3 one who fails the integrity test by being currently listed on the Australian Securities and Investment Commission register of banned and disqualified persons or who has been convicted within the last five years of an indictable offence or an offence involving fraud or dishonesty punishable by imprisonment for a period of at least three months.
- 82.3 A member may not occupy a management committee position if they:
- 82.3.1 according to the minutes, have attended less than two forum meetings since the date one year ago, or
 - 82.3.2 reside outside the ACT, or
 - 82.3.3 are disqualified according to the Act.
- 82.4 A neighbourhood team representative must reside in the relevant team area.
- 82.5 When nominations reopen during the annual general meeting for a vacant position as provided by clause 81.2, a member is ineligible to be nominated for the position if their successful candidacy would be disallowed by the one hat rule or they withdrew from any position for which during the meeting they were declared the successful candidate.
- 82.6 These eligibility rules apply at all times.

83 Nominations

- 83.1 A nomination must be proposed and seconded by two members whose current period of party membership started at least one year before the date of the nomination and the nomination must include the nominee's consent.
- 83.2 An eligible member may be nominated for more than one position.
- 83.3 When two members are jointly nominated for co-convenors they must submit a joint nomination.
- 83.4 A nomination must be accompanied by a statement not exceeding 300 words per nominee which:
 - 83.4.1 does not refer negatively to other nominees or contain endorsements from others, and
 - 83.4.2 may also include a photograph of each nominee.
- 83.5 A nomination must also include a declaration that the nominee is not disqualified:
 - 83.3.1 for a management committee position – according to the Act;
 - 83.3.1 for any other position – by failing the *integrity test*.
- 83.6 A candidate for a neighbourhood team representative position must be nominated and seconded by members who also reside in that area.
- 83.7 Nominations for the annual election open on the date five weeks before the annual general meeting and close on the date three weeks before the annual general meeting.
- 83.8 Notwithstanding the other provisions of this section, nominations for a position may reopen during the annual general meeting as provided by clause 81.2.

84 Meet the candidates

For the annual election, at least one meeting must be convened prior to the annual general meeting between the close of nominations and the start of voting for members

to meet and assess the candidates and at least two weeks notice of any such meeting must be given to members.

85 Voting

- 85.1 Each ballot is accompanied by a compilation of the candidate statements.
- 85.2 When applicable, a ballot is annotated to indicate that a candidate is seeking more than a second consecutive full term in the position.
- 85.3 When applicable, a ballot for convenor will include the options to vote for one or more pairs of joint co-convenor candidates.
- 85.4 Voting for the annual election opens on the date one week after the nominations close and voting closes on the date two days before the annual general meeting.
- 85.5 Notwithstanding the other provisions of this section, when nominations for a position reopen during the annual general meeting and at least one validated nomination is received – during the meeting a statement is presented for each candidate followed by a secret ballot of the members present for the position.

86 Election tally and results

- 86.1 A convenor ballot is tallied first and when a pair of co-convenor candidates is successful in the convenor ballot the deputy convenor ballot is discarded.
- 86.2 The tally of votes in an election respects the one hat rule – when one or more members are the successful candidates for more than one management committee position:
 - 86.2.1 each of those members must choose one of the positions and after the returning officer has received all such choices then the returning officer conducts vote recounts, after withdrawing the relevant members from the relevant ballots and redistributing preferences, to determine the ultimately successful candidates, but
 - 86.2.2 notwithstanding other provisions in this section, when a successful co-convenor candidate chooses another position then the other successful co-convenor candidate is declared the convenor, the deputy convenor ballot is tallied, and unless both successful co-convenor candidates choose other positions the convenor ballot is not recounted.
- 86.3 The returning officer and deputy returning officer finalise the tally of all ballots according to their duties, declare the results to the annual general meeting and the meeting decides whether to reject any of the ballot results.
- 86.4 For those ballot results not rejected by the annual general meeting the relevant members take up their positions at the end of the meeting.
- 86.5 If less than half the management committee positions are filled at the annual election –
 - 86.5.1 at the conclusion of the annual general meeting agenda the meeting adjourns until a date which is as soon as practicable after the close of voting in a special election for all the unfilled management committee positions, and
 - 86.5.2 the special election is held as soon as practicable, requiring a nomination period of at least one week followed by a meet-the-candidates meeting and then a voting period of at least one week.
- 86.6 A decision to reject one or more ballot results requires a successful urgency motion and the consequent successful substantive motion but the decision to reject a ballot



result may only be determined based on evidence of a failure of integrity and or process.

87 Scrutiny

- 87.1 The nomination forms, nominee declarations, candidate statements, returning officer's ballot plan, and evidence of forum attendance, membership status and age of nominees and nominators, as required, must be accessible to members as soon as practicable.
 - 87.2 The reports of the voting software or evidence of manual voting system used in an election including voting instructions and samples of the ballots must be accessible to all members as soon as practicable.
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