AUSTRALIAN LABOR PARTY

NORTHERN TERRITORY BRANCH

CONSTITUTION AND RULES
(February 2014)
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1. GENERAL

1.1 Name
The name of the organisation is "The Australian Labor Party Northern Territory Branch" ("the Territory Branch").

1.2 OBJECTIVES AND PRINCIPLES

Origins
The Australian Labor Party has had its origins in:
(a) the aspirations of the Australian people for a decent, secure, dignified and constructive way of life;
(b) the recognition by the trade union movement of the necessity for a political voice to take forward the struggle of the working class against the excesses, injustices and inequalities of capitalism; and
(c) the commitment by the Australian people to the creation of an independent, free and enlightened Australia.

Objectives
(a) The Australian Labor Party is a democratic socialist party and has the objective of the democratic socialisation of industry, production, distribution and exchange, to the extent necessary to eliminate exploitation and other anti-social features in these fields.
(b) To achieve the political and social values of equality, democracy, liberty and social co-operation inherent in this objective, the Australian Labor Party stands for:

(i) redistribution of political and economic power so that all members of society have the opportunity to participate in the shaping and control of the institutions and relationships which determine their lives.

(ii) establishment and development of public enterprises, based upon Federal, State and other forms of social ownership, in appropriate sectors of the economy.

(iii) democratic control and strategic social ownership of Australian natural resources for the benefit of all Australians.

(iv) maintenance of and support for a competitive non-monopolistic private sector, including small business and farming, controlled and owned by Australians, operating within clear social guidelines and objectives.

(v) the right to own private property.

(vi) recognition and encouragement of the right of labour to organise for the protection and advancement of its interests.

(vii) the application of democracy in industry to increase the opportunities for people to work in satisfying, healthy and humane conditions, and to participate in and to increase their control over the decision-making processes affecting them.

(viii) the promotion of socially appropriate technology and the monitoring of its introduction to ensure that the needs and interests of labour, as well as the requirements of competitive industry and consumer demand, are taken into consideration.

(ix) the restoration and maintenance of full employment.

(x) the abolition of poverty and the achievement of greater equality in the distribution of income, wealth and opportunity.

(xi) social justice and equality for individuals, the family and all social units and the elimination of exploitation in the home.

(xii) equal access and rights to employment, education, information, technology, housing, health and welfare services, cultural and leisure activities and the law.

(xiii) reform of the Australian Constitution and other political institutions to ensure they reflect the will of the majority of Australian citizens and the existence of Australia as an independent republic.
(xiv) recognition and protection of fundamental political and civil rights, including freedom of expression, the press, assembly, association, conscience and religion; the right to privacy; the protection of the individual from oppression by the state; and democratic reform of the Australian legal system.

(xv) the development of a democratic communications system, as an integral part of a free society, to which all citizens have opportunities for free access.

(xvi) elimination of discrimination and exploitation on the grounds of class, race, sex, sexuality, religion, political affiliation, national origin, citizenship, age, disability, regional location or economic or household status.

(xvii) recognition of the prior ownership of Australian land by Aborigines and Islanders; recognition of their special and essential relationship with the land as the basis of their culture and a commitment to the return of established traditional lands to the ownership of Aboriginal and Islander communities.

(xviii) recognition and encouragement of diversity of cultural expression and lifestyle within the Australian community.

(xix) the use, conservation and enhancement of Australia’s natural resources and environment so that the community’s total quality of life, both now and in the future, is maintained and improved;

(xx) recognition of the need to work towards achieving ecologically sustainable development;

(xx) maintenance of world peace; an independent Australian position in world affairs; the recognition of the right of all nations to self-determination and independence; regional and international agreement for arms control and disarmament; the provision of economic and social aid to developing nations; a commitment to resolve international conflicts through the UN; and a recognition of the inalienable right of all people to liberty, equality, democracy and social justice.

(xxii) commitment to and participation in the international democratic socialist movement as represented by the Socialist International.; and

(xiii) recognition of the right of citizens to work for progressive changes consistent with the broad principles of democratic socialism.

The Territory Branch has the following additional objects:

(xxiv) to strengthen and consolidate the Australian Labor Party’s organisation throughout the Northern Territory.

(xxv) to actively seek membership from all sectors of the community and the affiliation of industrial unions in the Northern Territory.

(xxvi) to promote through Parliamentary and other means the objects and policies of the Australian Labor Party contained in its National and Northern Territory Platforms.

(xxvii) to ensure strong representation of women and Aboriginal people in the Territory Branch through affirmative action.

Principles of Action

The Australian Labor Party believes the task of building democratic socialism is a cooperative process that requires:

- constitutional action through the federal and state parliaments; municipal and other statutory authorities;
- union action; and
- ongoing action by organised community groups.
1.3 Application of National Principles of Organisation
Notwithstanding anything to the contrary in these Rules the National Principles of Organisation and Rules of the Australian Labor Party apply to these Rules.

1.4 Definition of Area
In these Rules "Northern Territory" means the Federal Senate electorate of the Northern Territory.

1.5 Platform and Policy
(a) The Platform, as amended from time to time, shall be the Platform of the Territory Branch. Conference may determine the method by which the Platform is to be decided and amended.

(b) Party Policy
Subject to the Platform, decisions of Conference and decisions of the Administrative Committee authorised under these Rules, Caucus is responsible for the development and co-ordination of Party policy.

(c) Platform Committee

I. Conference shall elect an NT Platform Committee consisting of a Chair, Deputy Chair and ten other members, all of whom have considerable experience in policy development;

II. The Committee will be responsible for coordinating development of the Party Platform, conducting ongoing reviews of the Platform, preparing the draft platform for NT Branch Conference, and conducting regular forums in which rank and file participation is encouraged;

III. The Committee has the power to co-opt non voting members with particular expertise when examining specific policy areas;

IV. The Committee will report to the Administrative Committee at least once a year and report to each NT Branch Conference;

V. The Secretary will be responsible for the administration of the Platform Committee.

(d) NT Labor Advisory Council
(i) The Administrative Committee shall establish an NT Labor Advisory Council consisting of 4 senior members of the Territory Ministry, including the Chief Minister, 4 representatives of UnionsNT, the Secretary and the President of the NT ALP;

(ii) The role of the NT LAC will be to provide a formal consultative mechanism between the party and the union movement;

(iii) The NT Platform Committee must consult with the NT LAC in relation to policy relevant to the NT LACs role and resolutions of the NTLAC relevant to Party Platform must be considered by the NT Platform Committee;

(iv) NT LAC shall meet at least three times a year and will be resourced by the NT Branch Secretary,

(e) NT Indigenous Labor Network
(i) The Administrative Committee shall establish an NT Indigenous Labor Network;

(ii) Membership will be open to all indigenous people who are financial members of the NT ALP;

(iii) Non indigenous ALP members can nominate to be associate members;

(iv) The role of the Indigenous Labor Network is to encourage indigenous people to join and participate in the Australian Labor Party and assist in the development of policy and ensure indigenous people participate in policy;

(v) NT ILN shall meet at least three times a year and will be resourced by the NT Branch Secretary,
(f) Regional Consultative Forums

(i) Caucus or Caucus Member(s) shall convene a Regional Consultative Forum in each region every three (3) months, for the purpose of obtaining regional views on strategy and policy.

(ii) Caucus or Caucus Member(s), together with the Regional Representative of the Administrative Committee for the area in which the Forum is to be held and nominees from the local Sub-branches, Affiliates, Labor Women and Young Labor where appropriate in the region, are to organise the Forum.

(iii) Caucus shall inform the Administrative Committee in advance of the venue, date and time of a Forum.

(g) Reporting about Regional Consultative Forums

(i) Caucus is to report to the Administrative Committee every three (3) months on the activities of the Regional Consultative Forums.

(ii) The President is to report to Sub-branch members and affiliates every three (3) months about Regional Consultative Forums and their activities.

1.6 Composition
The Territory Branch comprises Sub-branches, individual members, affiliated unions and other bodies.

1.7 Structure
The Territory Branch has the following constituent units:

(i) The Annual Northern Territory Conference, or "Conference";
(ii) Administrative Committee;
(iii) Executive;
(iv) Sub-branches;
(v) Affiliated Unions;
(vi) Members of the Northern Territory Parliamentary Labor Party; and
(vii) Northern Territory Members of the Federal Parliamentary Labor Party;
(viii) Northern Territory Labor Women;
(ix) Australian Young Labor (Territory Branch).

1.8 Elections
All elections within the Territory Branch must be conducted by the voting system set out in Schedule B to these Rules

(a) Conference elections for Administrative Committee

(i) There shall be four ballots conducted for the election of Administrative Committee members.

(ii) Except in the event that rule 1.8 (c) applies, The Secretary shall be elected by separate ballot, then

(iii) The Returning Officer shall calculate the requisite numbers of Aboriginal persons required by the Affirmative Action rules and conduct a ballot for these positions, then

(iv) The Returning Officer shall calculate the requisite numbers of women required by the Affirmative Action rules and conduct a ballot for these positions, then

(v) The Returning Officer shall calculate the requisite numbers of other members required and
(vi) Preferences are exhausted after each ballot and persons not elected in one ballot will be included in the next ballot unless their nomination is withdrawn prior to that ballot.

(b) Plebiscites
At least 28 days must elapse between the sending out of nomination forms for an election by plebiscite and the last day for close of nominations.

(c) Position of Secretary
If the Secretary of the Territory Branch is employed by the Territory Branch, no election for Secretary shall be conducted by Conference.

1.9 Affirmative Action

(a) Party Positions

All elections, other than public office preselections, conducted by the National and Territory level party units for three or more positions shall incorporate affirmative action in favour of women. Such elections shall include:

(i) The Administrative Committee including both the Branch Officers and the positions listed at 4.3(a)(iv)-(vi).

(ii) National Conference

(iii) Office holders in all Sub-branches.

(iv) All committees established to determine Platform or policies whether for Territory Conference or as input to National policy considerations.

(v) Electoral Colleges.

(vi) Preselections for Federal and Territory Parliament (combined).

(vii) Delegations Branch conferences, other than as set out in (b) below.

Not less than one third of such positions or numbers at least proportional to the membership of women in the Party, whichever is greater as at 30 June each year, must be filled by women, provided sufficient women nominate.

(b) Union delegations

Union delegations to Party Conferences and forums shall comply with the affirmative action model. Not less than 40% of a union’s delegation shall be women, and not less than 40% shall be men (“the minimum representation”). Provided that if the level of male or female membership of the union is less than 40%, the minimum representation shall be set at that level.

(c) Public Office Preselections

Preselection for Public Office positions at Territory and Federal level shall incorporate Affirmative Action. The intent of this rule is to produce an outcome where not less than 40% of seats held by Labor will be filled by women, and not less than 40% by men (“the minimum target”). This minimum target shall apply to any preselection round taking place after 1 January 2012. The remaining 20% of the seats held by Labor may be filled by candidates of either.

(d) Administrative Committee

(i) Aboriginal people shall be represented on the Administrative Committee in numbers at least proportional to their membership of the Party, and in any case at least two members of Administrative Committee shall be Aboriginal people.

(ii) Territory Legislative Assembly Caucus and Federal parliamentary representatives nominees to Administrative Committee shall include at least one woman and at least one Aboriginal person.
provided sufficient numbers of women and Aboriginal persons nominate.

(iii) Union nominees to Administrative Committee shall include at least one woman. Union nominees to Administrative Committee shall also include one at least one Aboriginal person provided sufficient numbers of Aboriginal persons nominate.

(iv) The Returning Officer shall apply the Affirmative action requirements established by Rules 1.9(a) and 1.9(d)(i) to the whole of the Administrative Committee, including members who are elected by plebiscite and nominated by caucus and unions. To achieve this the Returning Officer shall calculate the requisite numbers of women and Aboriginal people to satisfy these requirements prior to conducting the conference ballot for Administrative Committee members.

(e) Reporting requirements

(i) The Vice President has portfolio responsibility for affirmative action and within three months of Conference, must prepare a plan to achieve greater participation by women and Aboriginal people in the activities of the Branch including preselection for public office.

(ii) The Vice President is required to report to the President every three months on achievement of the affirmative action plan.

2. MEMBERSHIP

2.1 Eligibility

(a) Subject to these Rules, membership of the Party is open to all residents of the Northern Territory who are aged 15 years or older who are prepared to accept its Platform and the Rules and those of the Australian Labor Party;

(b) A person who is a member of, or has association with, another political party, or an auxiliary, or a proscribed organisation, or who within two years prior to making an application for membership of the Party, has had an association with another political party, or an auxiliary, or proscribed organisation, is not eligible to be a member of the Party. This Rule may be waived by a resolution of the Administrative Committee carried by at least two thirds of those present, if it is in the best interests of the Party to do so;

(c) Subject to Rule 2.1(d) a person who is eligible to be a member of one or more unions must be a member of at least one such union in order to be eligible to be a member of the Party;

(d) A failure to comply with Rule 2.1(c) will not render a person ineligible to be a member of the Party, or vitiate the membership rights of that person, unless:

   (i) The person is given written notice by the Territory Branch Secretary of his or her failure to comply with Rule 2.1(c); and

   (ii) The Person fails, within 14 days of receipt of such notice, to take reasonable steps to become a member of an appropriate union.

(e) No employer shall be eligible to become, or permitted or remain, a member of the Territory Branch unless his or her employees are encouraged to become members of a relevant union affiliated to the ACTU and he or she observes award conditions

(f) A person who, whilst a Labor Member of Parliament, votes contrary to a decision of a duly constituted meeting of the Parliamentary Labor Party, is not eligible to remain a member of the Party or after ceasing to be a member for any reason to again be a member of the Party. This rule may be waived only by a resolution of Conference.

2.2 Procedure for Application for Membership

(a) An applicant shall make application for membership by:

   (i) Signing a completed application for membership of the Party in the form of application as determined by the Administrative Committee from time-to-time;

   (ii) Paying the membership fee as set out in Rule 2.16;

   (iii) Providing the signed membership application form and membership fee to the Territory
Branch Secretary in person, by post, by facsimile, or by such other means as the Territory Branch Executive deems appropriate.

(iv) Or by completing an application form online and paying their membership fees by electronic funds transfer from their own account or credit card.

(b) Upon application for membership being made in accordance with Rule 2.2(a), the Territory Branch Secretary shall refer the application to the next meeting of the Territory Branch Executive which shall by resolution decide whether the applicant shall be admitted to membership.

(c) The Territory Branch Secretary shall, within 14 days notify the applicant in writing of the decision of the Territory Branch Executive, and, if the applicant is admitted to membership, advise the applicant of the Sub-branch to which he or she has been assigned.

(d) The Territory Branch Secretary shall, within 14 days of the decision to admit the applicant to membership, forward a copy of the application form (excluding any credit card details) to the Secretary of the Sub-branch which has responsibility for the electorate in which the applicant lives.

2.3 Transfer from an Interstate Branch

A member may transfer from an interstate Branch upon written application to the Territory Branch Secretary, and upon receipt of such application the Territory Branch Secretary shall enter the name of the member in the roll of members, provisionally. Upon receipt by the Territory Branch Secretary of a clearance from the interstate Branch and a completed membership application form, the member's provisional membership shall cease and full membership apply, and the roll of members shall be altered accordingly.

2.4 Refusal of Membership

(a) A person who has been refused membership by the Territory Branch Executive has the right of appeal to the full Administrative Committee. The appeal must be in writing and must be delivered to the Territory Branch Secretary within 30 days of the decision to refuse membership.

(b) Subject only to appeal to Conference as set out in Rule 2.4(c), the Administrative Committee shall have an unfettered power to refuse membership to any person if it is satisfied that it is in the best interests of the Party to do so.

(c) A person who has been refused membership by the Administrative Committee shall have the right to appeal to Conference. The appeal must be made in writing and must be delivered to the Territory Branch Secretary within 30 days of the decision to refuse membership. The appeal shall be heard at the next Conference. The Territory Branch Secretary will notify the applicant of the time and date the appeal will be heard. The applicant shall be invited to be present at Conference when the appeal is considered and may be heard personally in relation to the appeal. If the applicant is not present at Conference for the hearing of the appeal Conference shall dismiss the appeal.

2.5 Allocation to Sub-branches

(a) No person shall be a member of more than one Sub-branch.

(b) Except as provided in Rules 2.5(c)(ii), a member may only belong to the Sub-branch which has responsibility for the Northern Territory electorate in which the member is enrolled to vote. Members must, at the time of joining or transferring to the branch or sub branch, either be correctly enrolled with the Australian Electoral Commission to vote in a federal election at their stated address or not be so entitled because they are under 18 years of age or not an Australian citizen.

(c) Upon an applicant being admitted to membership in accordance with Rule 2.2(b) the Territory Branch Secretary shall:

(i) Cause the member to be allocated to the Sub-branch which has responsibility for the Northern Territory electorate in which the member is enrolled to vote; or,

(ii) Cause the member to be allocated to Head Office Sub-branch where a member, for reasons accepted by the Territory Branch Executive, wishes not to be attached to an electorate Sub-branch.
(d) A member who is allocated to Head Office Sub-branch shall not have the right to hold any Party office, or to be a delegate to Conference, or to vote in Branch elections, to vote in preselection ballots, or to vote in plebiscites.

(e) Notwithstanding Rule 2.5(b), the Territory Branch Executive shall have power to permit a member, upon application of the member concerned, to be allocated to a Sub-branch that does not have responsibility for the Northern Territory electorate in which the member ordinarily lives. Such a person shall not have the right to hold office in the Sub-branch, or to be a Sub-branch delegate to Conference, or to vote in Sub-branch elections or to vote in the electorate component of preselection ballots.

(f) Notwithstanding Rule 2.5(b), a Labor Member of Parliament or an endorsed candidate shall have the right to membership of a Sub-branch in the Northern Territory electorate for which they are the Member of Parliament or the endorsed Labor candidate. A person admitted to membership of a Sub-branch under this Rule shall have full membership rights at that Sub-branch.

2.6 Re-allocation to Sub-branches

(a) A member who changes address and who no longer ordinarily lives within the same Northern Territory electorate, shall advise the Territory Branch Secretary in writing of the change of address. An executive member who ceases to be resident in the sub-branch’s electoral area(s) within the 3 months prior to the sub-branch’s annual general meeting be permitted to continue as a sub-branch member and thus as an executive member until election of new officers at the annual general meeting.

(b) On receipt of the advice of change of address the Territory Branch Secretary shall then allocate the member to the Sub-branch, which has responsibility for the Northern Territory electorate in which the member now ordinarily lives.

(c) Notwithstanding that the Territory Branch Secretary has not been given notice pursuant to 2.6(a), the Territory Branch Secretary shall, upon becoming aware of a member’s change of address through information that the Territory Branch Secretary deems satisfactory, allocate the member to a Sub-branch which has responsibility for the Northern Territory electorate in which the member now ordinarily lives. A member so allocated must be made aware of the nature and the substance of the information received by the Territory Branch Secretary.

2.7 Commencement of Membership

Membership commences on the date that the member’s application for membership is approved by the Territory Branch Executive.

2.8 Members’ Rights

(a) In the first year of membership a member, not being a member of the Head Office Sub-branch, has the following rights:
   (i) Attend Sub-branch meetings;
   (ii) Charge another member of the Party;
   (iii) Bring a dispute to the Disputes Committee.

(b) Having attended one Sub-branch meeting, a member of a Sub-branch, not being the Head Office Sub-branch, shall have the following rights:
   (i) Speak at meetings;
   (ii) Vote on policy motions at Sub-branch meetings;
   (iii) Vote on procedural motions at Sub-branch meetings;
   (iv) Nominate, stand in and vote in elections for the Executive of the Sub-branch.

(c) In second and subsequent years a member of a Sub-branch, not being the Head Office Sub-branch, has the following additional rights:
(i) Nominate for, stand in and vote in the election of those positions set out in Rules 3.11 and 4.2(a)
(ii) Nominate for, stand in and vote in the election of Sub-branch Conference delegates
(iii) Stand for public office
(iv) Vote in preselection ballots
(v) Vote in plebiscites

2.9 Members’ obligations
   (a) All members of the Party are bound by the National and Northern Territory Platforms, and the Rules of the Party.
   (b) Affiliated unions are bound by the Rules of the Party.
   (c) Members for whom application or renewal fees are paid and affiliated unions for which affiliation fees are paid shall automatically accept all the responsibilities of membership and are bound by this Rule.
   (d) All members and constituents of the Territory Branch shall use the channels of the Territory Branch to secure alteration of the Rules, Platform and policies of the Territory Branch or any of its decisions.
   (e) All members shall support pre-selected Parliamentary candidates.

2.10 Member who campaigns against an endorsed candidate
   (a) A member of the Territory Branch who lodges a nomination, or campaigns against an endorsed Territory Branch candidate shall automatically cease to be a member of the Territory Branch (provided that in special circumstances the Administrative Committee with the consent of the relevant Electoral College shall have authority to grant permission for a member to nominate for a specific seat).
   (b) A person who has ceased to be a member of the Territory Branch through the operation of this Rule shall not be eligible for re-admission to membership of the Party for a period of two years from the time that the person ceases to campaign against an endorsed Territory Branch candidate.
   (c) A person who has ceased to be a member of the Territory Branch through the operation of this Rule and wishes to apply for re-admission to membership must make a written application to the Administrative Committee seeking re-admission. The Administrative Committee shall hear the applicant in person and determine the application within 40 days of it being lodged with the Territory Branch Secretary. A decision to re-admit such a person to membership must be carried by a two-thirds majority of those present and voting.
   (d) A person who has been refused re-admission to membership by the Administrative Committee following an application for re-admission under Rule 2.10(c) shall have the right to appeal to Conference. The appeal must be made in writing and must be delivered to the Territory Branch Secretary within 30 days of the decision to refuse membership. The appeal shall be heard at the next Conference. The Territory Branch Secretary will notify the applicant of the time and date the appeal will be heard. The applicant shall be invited to be present at Conference when the appeal is considered and may be heard personally in relation to the appeal. If the applicant is not present at Conference for the hearing of the appeal Conference shall dismiss the appeal.

2.11 Life Membership
(a) Territory Conference may bestow life membership of the Party for outstanding service. Nominations for life membership shall be submitted only by an affiliated union, a Sub-branch or the Administrative Committee and must comply with the following criteria and procedures.

(i) To be eligible for nomination a member must have been an active member of the Party for a substantial period of time.

(ii) Nominations for life membership shall include the background and history of service of the nominee. Nominations must be submitted to the Territory Branch Secretary by the same date as the close of agenda items for Territory Conference for consideration at Territory Conference.

(iii) Any nomination shall, in the first instance, be scrutinised by the Party Officers and shall be referred to the Administrative Committee for a recommendation on whether that person is considered worthy of receiving a life membership.

(iv) Territory Conference may confer life membership only on those members who have been recommended by the Administrative Committee in accordance with this rule.

(b) Life members shall have and be subject to the same rights, privileges and obligations as ordinary members except for the requirement to pay further membership fees, which requirement shall be waived.

2.12 Membership Records

(a) The Territory Branch Secretary must keep a record of members and their status.

(b) Notwithstanding records kept by a Sub-branch, the official record of membership entitlements will be the record kept by the Territory Branch Secretary.

2.13 Financial Membership

(a) For the purpose of these Rules a financial member is a member who has paid the fee prescribed under the Rules.

(b) A member shall be deemed to have continuity of financial membership if the prescribed fee is paid before 30 September of the year after his or her last membership renewal was sent.

(c) (c) Membership tickets shall be issued to members by the Territory branch Secretary. All tickets irrespective of the date of issue shall expire on 30 June for the last year in which fees are paid. Membership tickets can be valid for either one or three years.

(d) If a member is transferred into the Branch from another State or Territory Branch of the Party, his or her financial status is to be taken, for the purposes of the Territory Branch, to be transferred, except that if the membership is to expire other than at 30 June in a year, it is to be taken to expire at the next following 30 June.

(e) A member who is admitted to membership in June shall be taken to be financial for the following year.

(f) Any member who has not renewed their membership with the Territory Branch Secretary by 30 June of the year after their membership renewal was last sent shall cease to be a member.

(g) Membership renewals must be sent out by June 7 each year.

(h) Members can pay for either a one or three year membership ticket at a time and be determined as financial for either one or three years. Members who pay for 3 years are eligible for a 10% discount.

(i) Members who can prove that they are a member of a trade union affiliated to the NTALP are also eligible for a further 10% discount.

2.14 Resignation

A member may resign by lodging a written resignation with the Territory Branch Secretary.

2.15 Affiliates
(a) All bona fide unions shall be eligible for affiliation by the Administrative Committee to the Territory Branch. In determining whether a union is "bona fide", the Administrative Committee shall have regard to the following criteria:

(i) The union must have at least ten (10) financial members resident in the Northern Territory;
(ii) It must undertake to maintain support for the Platform and Rules of the Territory Branch; and
(iii) It must have a formal structure in the Northern Territory.

(b) A trade Union wishing to affiliate with the Party may be admitted to membership of the Party by resolution of the Administrative Committee. When a Union affiliates:

(i) Its President and Secretary shall sign a form as produced at Schedule F and submit an independent audit report as required in Rule 2.17, and
(ii) It shall pay affiliation fees as determined by Rule 2.17, such fees to be paid pro-rata for the balance of the financial year.

(c) Affiliates in their first year of affiliation must have submitted their application for affiliation at least six months before the date of Conference to be represented at that Conference.

(d) The Administrative Committee shall ratify any changes made to the Rules of non-union affiliates. The Administrative Committee shall satisfy itself of operational aspects of non-union affiliates through a process of consultation and assistance.

(e) The Administrative Committee may affiliate a body if it receives a request with the signatures of 10 members of the Territory Branch to do so.

(f) A body may only be and remain affiliated if its objects are, in the opinion of the Administrative Committee, complementary to those of the Territory Branch.

(g) All members of the Labor Party who are under 30 years of age automatically become members of the non-union affiliate Young Labor.

(h) All members of the labor Party who are female automatically become members of the non-union affiliate Labor Women.

2.16 Fees—Individual Members

(a) Branch membership fees can be paid in one or three year sums. Part Payments may be offered as long as the last payment is no later than 6 months after the initial payment.

(b) These rates shall be determined by the Administrative Committee as set out in Schedule H. Members of the Head Office Branch shall pay such fee as is set annually by the Administrative Committee, provided always that the fee shall not be lower than that of the appropriate Sub-branch membership fee.

(c) In the first year of membership a fee of $22.00 will apply to all new members, or the concessional fee of $5.50 if eligible.

(d) Members who allow monthly deductions of $10 or more shall be deemed financial for all purposes of the Rules unless and until they cease payment before the amount of fees that they would otherwise have paid has been deducted.

2.17 Fees—Affiliates

(a) Each affiliated Unions’ affiliation shall be determined each year by an audit of the Union’s membership as at 30 June of the preceding year. This audit shall determine the Union’s maximum affiliation as:

(i) the number of members eligible to vote in a ballot for an office in that Union at 30 June as conducted by the appropriate Electoral Commission/s; and
(ii) the number of members identified in (i) above for whom the Union received an amount of dues in relation to the period between 1 April and 30 June inclusive for that year.
(b) Before 4:00pm on the last Friday in February in each year, each Union shall provide an independent audit report from the previous year and advice on the number of members the Union will affiliate on for the current year.

(c) The independent audit report and affiliation fee advice shall be provided to the Returning Officer in a sealed envelope addressed “Confidential – Union Affiliation”. These envelopes shall be secured in a ballot box and opened in the presence of scrutineers at an agreed time and place following the date determined in 2.17 (b). Each affiliated Union is entitled to send a scrutineer.

(d) The affiliation fee is calculated by multiplying the Union capitation fee as determined by the Administrative Committee (Schedule G) by the number of members advised by the Union in accordance with Rule 2.17 (a).

(e) Each Union’s affiliation fees shall be paid in full to the Territory Branch Secretary by close of business on the last Friday in March. A Union shall be deemed to be unfinancial until such fees are paid in full.

(f) A Union’s affiliation for the purpose of determining Conference delegates shall be based upon the three year rolling average of the Union’s affiliation for the current and two preceding years. Affiliation figures prior to 2002 shall not be used to determine a Union’s rolling average.

(g) If a Union fails to lodge an independent audit report by the date determined in 2.17 (b), the Returning Officer shall use the Union’s previous year’s affiliation reduced by 15 per cent.

(h) A Union whose affiliation fees are in arrears shall be deemed unfinancial and shall not be entitled to exercise any rights conferred on Unions by these Rules.

(i) If an unfinancial Union fails to pay its annual affiliation fee within twelve months of the due date (see Rule 2.17 (b)) that Union shall cease to be an affiliated Union. Such Unions shall only re-affiliate in accordance with Rule 2.15.

(j) Each Union shall comply with the following conditions in preparing the independent audit report:
   (i) engage a registered company auditor; and
   (ii) request that the work performed in the audit be in accordance with Australian Auditing Standard 802 “The Audit Report on Financial Information Other than a General Purpose Financial Report” and Auditing Guidance Standard 1044 “Audit Reports on Information Provided Other than a Financial Report”.

(k) The independent audit report shall include:
   (i) an audit certificate signed by the auditor which shall include advice as set out in Schedule G; a statistical return which shall include a figure determined to be equal to or less than the Union’s maximum; and
   (ii) affiliation as of 30 June of the year in question.

(l) Non-union Affiliates shall advise the Administrative Committee, by close of business last Friday in March, of the number of members eligible to vote in a ballot for an office in that affiliate. Such advice shall be provided by a signed declaration of the Office bearers of the non-union Affiliate and shall be accompanied by a membership list.

(m) On affiliation, each non-union affiliate shall pay $30 to the Administrative Committee and the annual capitation fee as determined by schedule G.
(n) Non-union Affiliates shall pay affiliation fees to the Administration Committee, by close of business 15 October each year. A non-union Affiliate shall be deemed unfinancial until such fees are paid in full, and shall not be entitled to exercise any rights conferred on it by these Rules.

(o) The affiliation fee is calculated by multiplying the number of members in (l) above by the capitation fee as determined by the Administrative Committee (Schedule G).

2.18 Sustentation Fees—Sub-branches

(a) All membership monies received by sub branches must be paid to the NTALP immediately once received.

(b) No other sustentation shall be levied on sub-branches, sub branches may still be levied for campaign contributions.

2.19 Membership Recruitment

(a) It is an abuse of Party Rules for an individual or group/s to fund Party membership for other individuals or groups of individuals who would otherwise be unwilling to pay their own subscriptions;

(b) It is an abuse of Party Rules for an individual or group/s to encourage reduced-rate membership to people that may not be eligible for that category of membership;

(c) It is an abuse of Party Rules for an individual or group/s to recruit members who do not live at the claimed addresses in an attempt to gain advantage at local Party meetings or influence the outcome of Party ballots;

(d) It is a requirement of Party Rules for members to apply for membership and renew membership personally and sign their own application for membership or renewal forms;

(e) Notwithstanding the above, a member’s membership may be renewed by a family member resident in the same household;

(f) Involvement in such abuses will be considered as behaviour likely to bring the Party into disrepute and will result in disciplinary action, which may include expulsion under the rules of the Party.

2.20 Revocation of Membership

i) In this rule “serious criminal offence” means an indictable offence that is punishable by imprisonment for 5 years or more. Despite anything to the contrary in these rules, the Administrative Committee may revoke the membership of a member found guilty of a serious criminal offence.

ii) Before the Administrative Committee revokes the membership of a member under paragraph (b):

(1) the Territory Secretary must notify the member in writing of the proposed revocation; and

(2) the member must be given an opportunity to make a written submission to the Administrative Committee as to why his or her membership should not be revoked.

iii) Despite anything to the contrary in these rules, the Administrative Committee may immediately suspend the membership of a member who has been charged with a serious criminal offence pending the hearing of the charge.

3. TERRITORY CONFERENCE

Territory Conference is the Territory Branch’s supreme governing body and its decisions are binding upon
all constituent units of the Territory Branch.

3.1 Meetings of Conference
Conference meets every alternate year, in Darwin, on the first long weekend in June, except where the Administrative Committee, in exceptional circumstances, alters the date or postpones the Conference. The Administrative Committee shall not postpone a conference for longer than six months.

3.2 Composition
Conference shall be composed of:

(a) Credentialed delegates from those affiliated unions which are financial;
(b) Credentialed delegates from Sub-branches which are financial;
(c) The Leader and Deputy Leader of the Northern Territory Parliamentary Labor Party;
(d) Northern Territory Members of the Federal Parliamentary Labor Party; and
(e) 2 credentialed delegates from Labor Women; and
(f) 2 credentialed delegates from Young Labor.

3.3 Union Representation
The total number of union delegates credentialed to Conference shall be equal to the number of Sub-branch delegates. For the purpose of establishing and maintaining such equality, the following provisions shall apply:

(a) Each union shall be entitled to representation at Conference on the following basis:
   (i) a base of two delegates;
   (ii) where a union has greater than 100 members, for each 250 members or part thereof a further one delegate with a maximum of fifteen delegates.
(b) The Credentials Committee established under Rule 3.8 shall have the responsibility for calculating and advising the Conference of the weighting factor to be applied to votes cast by unions to ensure equality. The number arrived at shall be rounded off to the nearest whole number to arrive at the number of votes for each union. The Credentials Committee shall apply the weighting factor so as to achieve as nearly as possible an eventual equality of union votes with Sub-branch votes. Where a union can exercise more than 1 vote per delegate, each union shall determine the number of votes each delegate may exercise.
(c) For the avoidance of doubt any delegate may call for a ballot vote on any issue, and provided the delegate is supported by ten or more delegates, the Conference shall proceed immediately to a ballot vote.
(d) Labor Women and Young Labor shall have representation on the same basis as Sub-branches, and shall be counted with Sub-branches for the purpose of determining equality of votes between unions and Sub-branches.

3.4 Sub-branch Representation
(a) Each Sub-branch shall elect delegates to conference at its Annual General Meeting. Sub-branch delegates shall be elected by secret ballot. Each Sub-branch shall elect and be entitled to the number of Conference delegates specified hereunder:
for every ten members or part thereof: one delegate.
(b) Sub-branches in their first year of establishment must notify the Territory Branch Secretary at least six months before the date of Conference of their proposed establishment, and have held their first meeting three months before the date of Conference, in order to be represented at that Conference.
(c) For the purpose of calculating entitlement to number of Sub-branch delegates, the number of
members shall be the number of financial members as at 30 June.

3.5 Political Representation
(a) The Leader and Deputy Leader of the Northern Territory Parliamentary Labor Party shall be delegates to Conference.
(b) All Northern Territory members of the Federal Parliamentary Labor Party shall be delegates to Conference.
(c) Each of the members of the Parliament entitled to be represented at Conference shall exercise two votes provided that the total parliamentary vote shall at no time exceed 6 per cent of the total of exercisable votes at any Conference.

3.6 Qualification of Delegates
(a) All delegates to conference must have been financial members of the Australian Labor Party for twelve months prior to Conference.
(b) Each Affiliate and sub-branch must have paid its fees to the Administrative Committee by 15 October in order to exercise its votes at Conference.
(c) Subject to rule 1.9(b), it shall be the right of each union to determine the criteria and procedures for selection of its delegates, subject to those delegates being members of that union and financial members of the Australian Labor Party.

3.7 Agenda
(a) The following shall be entitled to submit items for the consideration of Conference:
   (i) Affiliated Unions;
   (ii) Sub-branches;
   (iii) Labor Women and Young Labor;
   (iv) Administrative Committee;
   (v) Northern Territory Parliamentary Labor Party;
   (vi) Northern Territory Members of the Federal Parliamentary Labor Party;
   (vii) Standing Committees;
(b) The Territory Branch Secretary shall, not less than 90 days prior to Conference, invite constituent units to submit items for the Agenda, such items to be forwarded to the Secretary not less than fifty days after the notification by the Secretary. Copies of agenda items received shall be forwarded by the Territory Branch Secretary to sections not less than 36 days prior to Conference.
(c) Conference shall not receive a report from a policy committee unless there has been at least three quorate meetings of that Committee.

3.8 Credentials
(a) The Administrative Committee shall establish a Credentials Committee prior to Conference.
(b) All bodies represented at Conference shall lodge with the Territory Branch Secretary the names and addresses of their delegates and proxy delegates by 15 October each year. These names and addresses shall be available for inspection by any nominated delegate prior to Conference.
(c) Any nominated delegate may challenge the credentials of any nominated delegate or proxy by lodging with the Territory Branch Secretary the grounds of objection prior to the close of business on the day preceding the first day of Conference. The objection shall be relayed to the delegate by the Territory Branch Secretary as soon as practicable.
(d) Before the commencement of Conference the Credentials Committee shall meet, hear any challenges and review the credentials of all delegates. The Credentials Committee shall then move to determine the balance between Affiliates and Branches and establish the weighting factor to be utilised in the determination of affiliate votes in Rule 3.3. At the commencement of
Conference the Credentials Committee shall present its report and Conference shall either accept or reject it in whole or part.

3.9 Decisions of Conference
(a) Decisions of Conference are equally binding on all members of the Territory Branch whether determined as items of Platform or as resolutions of Conference. However, resolutions of Conference which relate to matters of policy lapse if they are not re-affirmed by the next following Conference.
(b) Resolutions of Conference which relate to organisational, administrative or Rules matters continue in force until a subsequent Conference determines otherwise.
(c) The Territory Branch Secretary shall maintain a register of all resolutions of Conference so that their currency can be assessed by the Administrative Committee when preparing the agenda for Conference.

3.10 Quorum
The quorum for a meeting of Territory Conference shall be the presence of delegates entitled to exercise more than half the total votes credentialed to be exercised at that Conference.

3.11 Elections by Conference
(a) The following officers and bodies shall be elected by Conference:
   (i) The members of the Administrative Committee specified in Rules 4.3(vii) and 4.3(viii);
   (ii) National Conference Delegates;
   (iii) Advisory Council convenors;
   (iv) Platform Committees;
   (v) Rules Committee;
   (vi) Disputes Committee;
   (vii) Standing Committees;
   (viii) Returning Officer and Deputy Returning Officer.
   (ix) Ten members of Conference as Conference electoral college members.
(b) No member shall be eligible for election to the positions set out in section 3.11(a) until they have been a continuous financial member for a period of not less than twelve months.
(c) Nominations for positions elected by Conference must be lodged with the Returning Officer by 5pm seven days prior to the commencement of Conference. Nominations for Returning Officer must be lodged with the Territory Branch Secretary.

3.12 Special Territory Conference
(a) Special meetings of Conference may be called by the Administrative Committee at any time. The place and time of such Conference shall be fixed by the Administrative Committee and not less than one month's notice shall be sent to all constituents together with notices setting out the purposes of the special Territory Conference.
(b) Representation at the Conference shall be as for Territory Conference in accordance with Rules 3.3, 3.4 and 3.5.
(c) A special Conference shall be limited to discussion and determination of the matter, or matters, for which the Conference was convened.

3.13 Proxy Voting
(a) A delegate from a Sub-branch or affiliate may exercise his/her own vote plus the votes of up to two other delegates.
(b) Any delegate to Conference may allow a proxy accepted by the credentials committee in
accordance with rule 3.6 to partake in debate and exercise a vote on his/her behalf by submitting a written authority to the chair.

(c) Proxy delegates shall conform to the same eligibility requirements as delegates.

(d) Affiliated unions may determine their own procedure for the appointment of proxies.

3.14 Travel Pool
The Administrative Committee shall establish and administer a fund to subsidise the attendance of delegates from remote areas. The Administrative Committee shall be able to levy a fee on all delegates for this purpose.

4. ADMINISTRATIVE COMMITTEE
4.1 Functions, Duties and Powers
The functions, duties and powers of the Administrative Committee are to:

(a) Administer the day-to-day affairs of the Territory Branch;

(b) Formulate, after every conference, a strategic plan and associated business plans, for the purpose of furthering the objects of the Territory Branch;

(c) At its first meeting after Conference, determine portfolios and appoint members of the Administrative Committee to portfolios;

(d) Report to Conference on achievement of the strategic plan and business plans;

(e) Give effect to decisions of Conference;

(f) Organise meetings of Conference and present to Conference a report on the activities of the Territory Branch and properly audited financial statements in relation to the Territory Branch;

(g) Manage the financial affairs of the Territory Branch including waiver of membership fees in appropriate circumstances and to have the NTALP finances audited annually.

(h) Hold, manage and dispose of the property of the Territory Branch (other than property transferred to Harold Nelson Holdings Pty Ltd) as its trustees, including by borrowing, loaning, mortgaging and providing security as it thinks fit;

(i) Assume control of the property of a Sub-branch if the Sub-branch ceases to exist;

(j) Appoint a qualified auditor to scrutinise the financial affairs of the Territory Branch;

(k) Appoint office staff, including a paid Territory Branch Secretary, and determine the conditions of employment, as required;

(l) Supervise the work of the Territory Branch Secretary;

(m) Interpret the rules, Platform and policies of the Territory Branch, but such a decision lapses if it is not ratified by an absolute majority of votes exercisable at the next following Conference;

(n) Propose amendments to the Rules, Platform and policies of the Territory Branch, receive from all constituent units of the Territory Branch motions proposing such amendments and to refer all such motions to the relevant policy or other committee or, if it thinks the matter is urgent, to Conference;

(o) Appoint, as it thinks fit, standing committees, other committees and Advisory councils;

(p) Review the activity of Platform and other Standing Committees and where necessary and acting with the authority of Conference, replace members of Committees who are not contributing effectively to the work of the Committee.

(q) Appoint Campaign Committees as it thinks fit and supervise the conduct of elections for Legislative Assembly and the Australian parliament;

(r) Approve or disallow the establishment of Sub-branches and amalgamate or dissolve Sub-branches;
(s) Approve or disallow the affiliation of an affiliate, and to make rules approving the affiliation of non-union bodies and to ratify rules of non-union affiliated bodies;
(t) Endorse or reject applications for membership of the Territory Branch;
(u) Be responsible for publicity, including publications and journals;
(v) Initiate the preselection of parliamentary candidates for the Legislative Assembly and the Australian parliament;
(w) Endorse all selected candidates for the Legislative Assembly and the Australian parliament;
(x) Select candidates where in the opinion of the Administrative Committee the application of the preselection process would be inappropriate or impracticable;
(y) Fill casual vacancies as they arise in positions specified in rule 3.11;
(z) Perform the other functions imposed on it by or under these Rules; and
(zz) Exercise other powers necessary to perform its functions and exercise its powers and to ensure the efficient, effective and accountable administration of the Territory Branch.

4.2 Reporting Requirements

(a) The Administrative Committee members with portfolio responsibility are to report to the Administrative Committee via the President, each 6 months and before Conference, about the implementation of the strategic plan in relation to their portfolio;
(b) The Vice President is to report to the Administrative Committee via the President, quarterly on the achievement of the Affirmative Action Plan.
(c) The President is to consider reports provided under Rule 9 and report
   (i) in writing, each 6 months after Conference, to Sub-branches and affiliates, on -
       • implementation of the strategic plan,
       • actions taken to advance the objects of the Territory Branch
       • activity by Advisory Councils and Regional Consultative Forums.
   (ii) to Administrative Committee, each quarter after Conference, about the activities of the Executive.
   (iii) to Conference, about the implementation of the strategic plan including portfolio activities, platform committee work and the activities of the Administrative Committee.
4.3 Composition

(a) The Administrative Committee consists of:

(i) the President, who shall be elected by a plebiscite of all members with 12 months continuous financial membership;

(ii) the leader of the Northern Territory Parliamentary Labor Party;

(iii) one representative of the Northern Territory Parliamentary Labor Party;

(iv) one Northern Territory representative from the Federal Parliamentary Labor Party;

(v) one regional member from each of three regions specified in Schedule D and elected by members with 12 months continuous financial membership and resident in the respective areas specified in Schedule D;

(vi) two members of affiliated unions who are nominated by the affiliated unions;

(vii) six members of the Party, elected by Conference;

(viii) a Branch Secretary, -

(ix) elected by Conference, with full speaking and voting rights; or

(x) appointed by the Administrative Committee and remunerated, with speaking rights, but not voting rights;

(xi) one member of the Party who is nominated by Young Labor, and

(xii) one member of the Party who is nominated by Labor Women.

(b) The Officers of the Territory Branch are the President, the Vice President, and the Branch Secretary, unless rule 1.8(c) applies, in which case the Secretary will not be an Officer of the Territory Branch.

4.4 Casual Vacancies

(a) Vacancies occurring in the positions referred to in Rule 3.11 and Rule 4.3 shall be filled by a ballot of the Administrative Committee, from those persons who have been a financial member of the Territory Branch for at least twelve months.

(b) The person elected shall hold office for the remainder of the term of the position.

(c) Notwithstanding any other rule the Administrative Committee shall elect a person to fill a casual vacancy by selection of a person who, as closely as possible represents or has the values, aspirations or beliefs of the previous member having regard to the spectrum of views within the Territory Branch and the need to promote unity and stability within the Territory Branch.

4.5 Meetings

(a) The Administrative Committee shall meet as soon as practicable after Branch Conference, and quarterly each year at such times and places as decided by the President, or on written request of any four members of the Committee.

(b) All members shall be informed by the Territory Branch Secretary at least one week prior to a meeting of the meeting time and venue and the proposed agenda items relating to that meeting.

(c) Members resident outside of a radius of more than 100 kilometres of the Darwin GPO shall be entitled to claim reimbursement for reasonable expenses incurred in attending one meeting per annum.

(d) If a member fails to attend three consecutive meetings of the Administrative Committee, without the prior leave of the Committee, their position shall be declared vacant and treated as a casual vacancy. A member who participates in the meeting by telephone hook-up or like means shall be considered to attend the meeting.

(e) The quorum for a meeting of the Administrative Committee is half of those members eligible to vote.
Committee members who are outside the Darwin area at the time of an Administrative Committee meeting shall be eligible to cast a vote by telephone on any matter provided that a member requests such a vote prior to or during the meeting. Such a telephone vote must be cast with the Territory Branch Secretary by no later than 4.00 pm on the next ordinary working day.

A member of the Administrative Committee may, before a meeting of the Administrative Committee, give his or her proxy vote at that meeting, by advising the Territory Branch Secretary in writing of the name of the nominated proxy.

The Territory Parliamentary Leader and Caucus Representative may only proxy, in writing, to another Caucus Member and Federal Labor Parliamentary Caucus representative may only proxy, in writing, to another Territory based Federal Labor Parliamentary Caucus Member.

4.6 Executive

4.6.1 Functions, Duties and Powers

The Executive has those functions of the Administrative Committee that are delegated to it from time to time by the Administrative Committee, other than the functions specified in Rule 4.1 (h), (i), (k), (p), (r), (s), (v), (w) and (x).

4.6.2 Composition

The Executive comprises:

(a) The President;
(b) 2 Vice Presidents who are members elected under paragraph (d) and is elected as Vice-President by and from the members of the Administrative Committee;
(c) The Territory Branch Secretary;
(d) Four members elected by and from the Administrative Committee.

4.6.3 Meetings

(a) The Administrative Committee shall, at its first meeting after Conference, appoint under rule 4.4A.2 (d) members of the Committee to comprise the Executive.
(b) The Executive is to meet at least once each month at the times and places decided by the President, or on written request of any 3 members of the Executive.
(c) Rules 4.4(b), (c), (d) and (f) apply to members of the Executive as if a reference in the clause to the Administrative Committee or the Committee were a reference to the Executive.
(d) A member of the Executive may, in writing delivered to the President or before an Executive meeting, give his or her proxy vote at the meeting but only to another member of the Administrative Committee.
(e) The quorum for a meeting of the Executive is four members.

4.6.4 Relationship to Administrative Committee

(a) The Executive is to report to the Administrative Committee the decisions of the Executive, before the next meeting of the Administrative Committee.
(b) The Executive must carry out a direction given to it by the Administrative Committee.

4.7 Appeals

(a) Decisions of the Administrative Committee may be overturned by Conference, provided that the Administrative Committee decision shall be binding until altered by Conference.
(b) Decisions of the Executive Committee are binding, but may be overturned or altered by a simple majority decision of the Administrative Committee.

4.8 Territory Branch Secretary

(a) The functions of the Territory Branch Secretary are as specified elsewhere in these Rules.
(b) Subject to rule 1.8(c), a person is to be elected at Conference to be Territory Branch Secretary.
(c) The Territory Branch may employ a Secretary and remunerate him or her on the terms and conditions determined by the Administrative Committee.

(d) If the Territory Branch Secretary is employed by the Territory Branch, he or she does not have voting rights at a meeting of the Administrative Committee or Executive.

(e) (E) all legal and Rules obligations, and

(f) (F) all decisions of Administrative Committee and Conference and Territory Branch Executive

(g) (G) including those tasks allocated to other members of the Northern Territory Branch, by bringing failures to implement obligations to the attention of the Executive or Administrative Committee.

(h)

5. COMMITTEES

5.1 Rules Committee

(a) There shall be a Rules Committee, elected every alternate year by Conference.

(b) The Rules Committee shall be composed of five members.

(c) The Rules Committee shall elect a convenor from its members.

(d) The Rules Committee shall, on reference from Conference or the Administrative Committee, or on its own motion review the Rules of the Territory Branch and recommend changes to the Rules to Conference.

(e) The quorum for a meeting of the Rules Committee shall be three members.

(f) A member of the Rules Committee may resign from the Committee by notice in writing to the Territory Branch Secretary.

(g) Casual vacancies shall be filled by ballot of the Administrative Committee and the person elected by the Administrative Committee shall fill the position for the remainder of the term of the position.

(h) Notwithstanding any other rule the Administrative Committee shall elect a person to fill a casual vacancy by selection of a person who, as closely as possible represents or has the values, aspirations or beliefs of the previous member having regard to the spectrum of views within the Territory Branch and the need to promote unity and stability within the Territory Branch.

5.2 Disputes Committee

(a) There shall be a Disputes Committee, elected every alternate year by Conference.

(b) The Disputes Committee shall be composed of five members.

(c) No member of the Administrative Committee shall be a member of the Disputes Committee.

(d) Any member of the Territory Branch may make a complaint concerning an alleged breach of the Rules or conduct alleged to be prejudicial to the Party. All complaints shall be in writing and lodged with the Territory Branch Secretary.

(e) At least two weeks before the Disputes Committee meeting, the Territory Branch Secretary shall write to the member complained of, setting out the details of the complaint.

(f) The Disputes Committee shall within forty days of the referral, hear and determine all matters referred to it which relate to an alleged breach of the Rules or conduct alleged to be prejudicial to the Party.

(g) The quorum for a meeting of the Disputes Committee shall be three members.

(h) The member complained of shall have the right to appear and be represented at the Disputes Committee. The Committee shall comply with the principles of natural justice.

(i) If it finds the complaint proven, the Disputes Committee may recommend to the Administrative Committee that it:
(i) Take no further action;
(ii) Reprimand the member;
(iii) Expel the member from the Territory Branch;
(iv) Take such further action as it considers appropriate.

(j) On receipt of a recommendation from the Disputes Committee, the Administrative Committee must consider and make a determination on that recommendation within forty days of the receipt of the recommendation.

(k) Any member who is directly affected by a decision of the Disputes Committee may appeal to the Administrative Committee, whose decision shall be binding until the next Territory Conference. Any member may avail themselves of their appeal rights under the National Rules.

(l) A member of the Disputes Committee may resign from the Committee by notice in writing to the Territory Branch Secretary.

(m) Casual vacancies shall be filled by ballot of the Administrative Committee and the person elected by the Administrative Committee shall fill the position for the remainder of the term of the position.

(n) Notwithstanding any other rule the Administrative Committee shall elect a person to fill a casual vacancy by selection of a person who, as closely as possible represents or has the values, aspirations or beliefs of the previous member having regard to the spectrum of views within the Territory Branch and the need to promote unity and stability within the Territory Branch.

5.3 Platform committees

Conference shall elect Platform Committees as set out in Rule 1.5(c).

5.4 Standing Committees

(a) Conference or failing its action, the Administrative Committee, may from time to time establish Standing Committees and set Rules for the operation of those committees.

(b) Standing Committees shall keep minutes of all meetings and provide a copy to the Territory Branch Secretary within two weeks of the meeting.

(c) Unless otherwise determined by Conference, the Leader of the Parliamentary Labor Party shall be entitled to nominate up to two members of the Parliamentary Party as ex officio members of each committee.

5.5 electoral College

(d) Meetings of the Electoral College shall be convened by the Returning Officer. Members must be given 7 days notice in writing of the meeting. The quorum for meeting of the Electoral College shall be 6 members.

(e) ii. Each Electoral College may determine its own procedure, provided it provides an opportunity for each member of the College to participate and vote (both of which can be done by telephone hook-up or like means) and for each candidate to be able to address the College and/or distribute electoral material.

(f) iii. Voting shall be by secret ballot and shall be conducted in accordance with the Rules.

(g) iv. If a member of the Electoral College resigns or becomes ineligible (through sickness, incapacity, or becoming a candidate), their position will be filled by the Administrative Committee using the principles set out in section 4.4.

(h) v. Electoral College must meet every 6 months to audit the activities of sitting members from both Territory and Federal Parliament.

6. SUB-BRANCHES
6.1 Establishment

(a) No more than one Sub-branch shall be constituted in any electorates falling wholly within the boundaries of Darwin City Council, Palmerston City Council or Alice Springs Town Council provided that the Administrative Committee may, where it is in the best interests of the Party, establish more than one Sub-branch in electorates within those areas.

(b) No more than two Sub-branches shall be constituted in any other electorate unless otherwise determined by the Territory Branch Executive.

6.2 Formation of new Sub-branches

To form a new Sub-branch on the application of a member the following procedure must be followed:

(a) Application to form a Sub-branch must be made in writing to the Administrative Committee by the person or persons initiating the formation.

(b) The names, addresses and signatures of at least 10 persons eligible to be members of that Sub-branch must accompany any application to form a Sub-branch.

(c) The Administrative Committee must decide on the application within 40 days of its receipt. Any decision to approve the formation must be passed by a two-thirds majority of the Administrative Committee.

(d) Upon approval being given those initiating the application shall be notified by the Territory Branch Secretary. The Territory Branch President or any other member of the Administrative Committee shall attend the inaugural meeting.

(e) No Sub-branch formed less than 6 months prior to a Conference can send delegates to that Conference.

6.3 Amalgamation of Sub-branches

(a) The Administrative Committee may, at the request of two or more Sub-branches, approve of their amalgamation and the establishment of a new Sub-branch in their stead (in a new name or the name of one of the former Sub-branches), if the Administrative Committee is satisfied that it would be in the best interests of the Territory Branch to do so.

(b) The Administrative Committee may amalgamate two or more Sub-branches, without the approval of those Sub-branches, if satisfied that it is in the best interests of the Territory Branch to do so.

(c) A member or members of a Sub-branch that has been amalgamated under paragraph (b) may, in writing appeal against the amalgamation to the Disputes Committee by lodging a written complaint with the Territory Branch Secretary; and

(d) Conference, Rule 5.2, other than paragraphs (c) and (e), applies in relation to an appeal under paragraph (bd)(i).

(e) The Disputes Committee is to determine an appeal under this rule within 40 days of the appeal being lodged.

(f) Sub-branches may be disbanded by two-thirds decision of the Administrative Committee where it can be clearly demonstrated that the Sub-branch is no longer functioning or that it is acting contrary to the interests of the Territory Branch.

6.4 Boundaries

(a) The Territory Branch Executive shall determine the boundaries of each Sub-branch. Such boundaries will be based on Northern Territory electorates so as to ensure that each Sub-branch has responsibility for at least one electorate.

(b) The Territory Branch Secretary will advise each Sub-branch in writing of its boundaries and the electorate for which it is responsible.

6.5 Duties of Sub-branches
(a) It shall be the responsibility of the Sub-branch to -
   (i) Recruit and organise members.
   (ii) Advance the cause of Labor and to take such action as is in the interests of the Party, including organising for elections in conjunction with other Sub-branches and Campaign Committees to which they are assigned by the Administrative Committee.
   (iii) Elect delegates to the Annual Conference.

(b) A Sub-branch shall –
   (i) If requested to do so by the Administrative Committee – report to the Administrative Committee on its activities and finances;
   (ii) Keep minutes of Sub-branch meetings and attendance at them;
   (iii) Keep proper financial records as required under rule 6.8
   (iv) Comply with these Rules.

6.6 Sub-branch Meetings and Activities

(a) Sub-branches where possible shall meet at least once in each month, but no less than once in each three months.

(b) Sub-branch meetings may be conducted in accordance with the standing orders in Schedule A to these Rules, as the Sub-branch thinks fit.

(c) The quorum for Sub-branch meetings is five members except where the Administrative Committee has otherwise allowed.

(d) Sub-branches shall determine the nature and timing of their implementation of the Active Sub-branch Charter set out in the Schedules of these Rules.

(e) Attendance at a Sub-branch meeting which is held in regions A or B as described in Schedule D may be by electronic means.

(f) Attendance at Sub-branch meetings held outside of region A or B as described in Schedule D may, with the approval of the Administrative Committee, be by electronic means.

(g) All Branches and party units must give written or email notice of all meetings, and except in the case of emergency, this notice must be of at least one week.

6.7 Special Meetings

(a) If five members of a Sub-branch request the Sub-branch Secretary in writing to call a special meeting the Secretary must call that meeting and notify Sub-branch members in writing 7 days before the meeting. If the Secretary fails to call a meeting within 14 days of the member’s request those members must report the Secretary’s failure to the Administrative Committee.

(b) The special meeting can only deal with the matters stated in the request for the special meeting.

(c) The Sub-branch Executive can call a special meeting and must do so if the Territory Branch Secretary asks. The Sub-branch Secretary must give notice of the meeting except in cases of emergency.

6.8 Sub-branch Finances

(a) All Sub-branches shall make a return annually of their assets and liabilities, income and expenditure, in a form approved by the Administrative Committee. Such returns shall be submitted to the Administrative Committee. The assets of local Sub-branches shall at all times be the property of the Territory Branch.

(b) The Signature of the Treasurer, countersigned by another member or members authorised for that purpose by the Sub-branch is required to operate a bank account.

(c) Sub-branches are responsible for creating and paying all debts arising out of or in connection with
the election campaign for which they are responsible as a Sub-branch, unless the Administrative Committee resolves otherwise. Sub-branches may arrange with candidates (which arrangement must be documented) that the candidate will pay some or all of the debts (in which case the payment is by way of donation to the Sub-branch), or guarantee the debts of the Sub-branch.

6.9 Sub-branch Officers

(a) The Officers of the Sub-branch are a President, two Vice-Presidents and a Secretary-Treasurer or Secretary and Treasurer and such other officers as the Sub-branch considers necessary.

(b) The Sub-branch shall by resolution divide responsibilities between officers of the Sub-branch.

6.10 Sub-branch Ballots

(a) Sub-branch ballots to elect officers of the Sub-branch and Conference delegates shall be conducted at the Annual General Meeting of the Sub-branch which shall be held by the 30th September each year except, in special circumstances, at another time approved by the Territory Branch Secretary.

(b) All ballots shall be conducted in the following manner:

(i) A Returning Officer shall be appointed by the Sub-branch at least one month before the Annual General Meeting.

(ii) Nominations for all positions shall be called no later than 21 days before the Annual General Meeting. All Sub-branch members shall be notified in writing of the opening and closing of nominations.

(iii) Nominations shall close at midday on the day of the Annual General Meeting.

(iv) Where no nominations have been received for a vacancy, or insufficient nominations for multiple positions have been received, the Sub-branch may by resolution or ballot, fill the vacancy at the Annual General Meeting.

(v) The Returning officer shall conduct a draw for the position which each candidate shall occupy of the ballot paper.

(vi) Ballot papers shall be prepared following the conduct of the draw and shall be signed by the Returning officer prior to distribution.

(vii) Voters shall be financial prior to the commencement of voting at the AGM and have attended at least one meeting of that Sub-branch as a member of that Sub-branch and be a member of that Sub-branch at the AGM.

(viii) Voters who have been members of the party for less than 12 months may nominate for, stand in and vote in elections of the Executive of the Sub-branch (Rule 2.8(b)(iv)).

(ix) A member is not eligible to nominate for, stand in or vote for the positions of Sub-branch Conference Delegate until they have been a member of the Party for more than 12 months (Rule 2.7(c)(ii)).

(x) Any ballot shall be conducted in accordance with Schedule B and Rule 1.9 (a) of these Rules.

(c) Any dispute arising at any stage during the process of the ballot or from the conduct of the ballot shall be referred to the Disputes Committee. Such complaints must be made immediately following the alleged irregularity or dispute.

(d) Any variation from the above procedure must first gain the approval of the Administrative Committee.

(e) All officers must be financial members of the Sub-branch and eligible to vote at the Annual General Meeting.

(f) Should any vacancy occur either by death, resignation or otherwise, such casual vacancy shall be
filled by the Sub-branch by the same method of election as described in this Rule. Any member elected to the casual vacancy shall hold office for the unexpired portion of the term only. All officers shall be eligible for re-election.

6.11 Appeals

Appeals against decisions and rulings of Sub-branches may be made to the Disputes Committee.

7. PARLIAMENTARY MEMBERS

7.1 Selection of Candidates

(a) All candidates for Parliamentary Office shall be selected in accordance with Schedule C of these Rules.

(b) All candidates for Parliamentary Office shall sign a nomination form and Pledge in the terms set out in Schedule C of these Rules.

7.2 Parliamentary Labor Party

(a) Members elected to the NT Legislative Assembly under the auspices of the Australian Labor Party (NT Branch) shall form a distinct Parliamentary Labor Party.

(b) No member of the legislative Assembly other than an endorsed member of the Australian Labor Party (NT Branch) shall be admitted to membership of the Parliamentary Labor Party.

(c) The Leader of the Parliamentary Labor Party shall be elected by the majority of Parliamentary Labor Party Members, the Australian Labor Party (NT Branch) members and Labor Union affiliates after every Territory Election loss.

(d) The weighting for each component of Territory Labor is as follows:

(i) 50% for the Parliamentary Labor Party

(ii) 50% for the Australian Labor Party (NT Branch)

(e) A leadership spill can only be held when a written petition signed by 60% of Territory Parliamentary Labor Party caucus is delivered to the President and Secretary of the Australian Labor Party (NT Branch).

(f) Ministers in a Labor Government shall be elected by the members of the Parliamentary Labor Party.

(g) The Leader and Deputy Leader of the Parliamentary Labor Party shall be responsible for the compilation of the policy speech. The speech shall be subject to the endorsement of the Administrative Committee.

(h) The members of the NT Parliamentary Labor Party shall have authority, in properly constituted Caucus meetings, to make decisions towards establishing the collective attitude of the Parliamentary Labor Party to any question or matter in the Northern Territory subject to:

(i) at all times taking such action which may be possible to implement the Territory Branch's Platform and Conference decisions;

(ii) on questions or matters which are not subject to Platform or Conference or Administrative Committee decisions that majority decision of Caucus being binding upon all members in the Northern Territory Assembly; and

(iii) no attitude being publicly expressed which is contrary to the provisions of the Federal and Territory Branch Platform or any other decision of the Annual Conference or Administrative Committee.

7.3 Levies

All Parliamentary representatives shall pay the Administrative Committee monthly an amount calculated at
five percent of their gross monthly salary, not including allowances. The payment of the levy shall be a condition of eligibility to again be pre-selected.

8. HAROLD NELSON HOLDINGS PTY LTD

Harold Nelson Holdings Pty Ltd. shall be the holder and trustee of such funds as may be transferred to it by the Territory Branch or as may be donated to it, and shall hold such funds and property upon trust for the purposes of the Branch generally. The trust shall be administered in the following manner:

(a) The Directors of Harold Nelson Holdings Pty Ltd shall be the persons from time to time holding the offices of Territory Branch President, Vice-President, and Secretary.

(b) Shares in Harold Nelson Holdings Pty Ltd are to be held by the persons holding the offices of Territory Branch President and Secretary and such persons shall execute declarations of trust in relation to such shares for the benefit of the Territory Branch.

(c) The trustees shall have discretion to pay the income of such funds and property to Territory Branch members or for the purposes of the Territory Branch, or to accumulate the income.

(d) Income accumulated shall be added to capital.

(e) The trustees shall have discretion to distribute pay or otherwise appoint capital of the trust to Party members or for the purposes of the Territory Branch only with the prior authority of a Territory Conference resolution passed by a two-thirds majority of those present and voting.

(f) The trustees shall have powers of investment and management of such funds and property provided that such investment and management is in accordance with the Territory Branch’s Platform and Rules.

(g) The trustees shall each year report to Conference on the financial performance during the preceding financial year of the funds and property held by it and on the details of the investments held.

9. ACCOUNTABILITY

(a) The Administrative Committee is to implement its strategic plan made under Rule 4.1(b).

(b) The President is to monitor the strategic plan made under rule 4.1(b)

(i) The President is to be given reports –

- by Administrative Committee members with portfolio responsibility, each 6 months and immediately before Conference, about the implementation of the strategic plan in relation to their portfolio;
- by the Vice President, quarterly after Conference and immediately before Conference, in relation to affirmative action;
- by Caucus, each 6 months after Conference and once before Conference, in relation to caucus activity including policy and platform development.

(ii) The President is to report, in writing, each 6 months after Conference, to Sub-branches and affiliates, on -

- implementation of the strategic plan,
- actions taken to advance the objects of the Territory Branch
- activity of Advisory Councils and Regional consultative Forums.

(iii) The President is to report to the Administrative Committee, each quarter after Conference, about the activities of the Executive.

(iv) The President is to report to Conference, about the implementation of the strategic plan including...
portfolio activities, platform committee work and the activities of the Administrative Committee.

(c) The Administrative Committee is to be given reports by –

(i) Platform Committees, every three months after Conference, about activity, including meetings and attendance;

(ii) the President, each quarter after Conference, about the activities of the Executive,

(iii) convenors of Advisory Councils, every three months after Conference, on Advisory Council activities;

(iv) Caucus every six months after Conference as to Regional Consultative Forums activity.

10. MISCELLANEOUS

10.1 Changes to these Rules
These Rules may be amended by Conference. Amendments must be carried by a two-thirds majority of votes of credentialed delegates. Any amendment comes into force at the conclusion of Conference or at such time as Conference determines.

10.2 Financial Year
The Territory Branch’s financial year shall be from 1 July to the next succeeding 30 June.

10.3 Commencement
These Rules will come into effect immediately except for the proposed rules dealing with Northern Territory Legislative Assembly preselection procedures which will come into effect at the close of the 2001 Conference of the Territory Branch.

10.4 Validity of Previous Rules
The coming into operation of these Rules does not affect the validity of anything done under the previous Rules except as expressly provided by those Rules.

10.5 Validity of Elections
Where it is subsequently discovered that there has been a defect in the calling and/or conduct of any election held under these Rules, the decision taken by the person or body so elected shall be deemed to be valid, notwithstanding the defect.

10.6 Standing Orders
The Standing Orders of the Territory Branch are those set out in Schedule A to these Rules. Where Schedule A is silent the Standing Orders used for National Conference apply.

10.7 Office
The Administrative Committee is responsible for location of the Territory Branch’s Office.

10.8 Public Officer
The Territory Branch President is the Territory Branch’s Public Officer, and must act for the Territory Branch as the Administrative Committee directs.

10.9 Non-Profit
The assets and income of the Branch shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the organisation except as bona-fide compensation for services rendered or expenses incurred on behalf of the Branch.

10.10 Winding Up
If upon winding up or dissolution of the Branch there remains, after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members but shall be given or transferred to some other institution or institutions which is or are itself or themselves non profit organisation(s) and which has/ have similar aims and objectives to the NT Branch of the Australian Labor
Party.
SCHEDULE A - STANDING ORDERS

1. ORDER MAINTAINED BY CHAIR
Order shall be maintained by the Chair.

2. SPEAKER STANDING
Whenever the Chair rises during a debate, any person speaking or offering to speak shall sit down and the meeting shall be silent so that the Chair may be heard without interruption.

3. ADDRESSING THE CHAIR
Every person desiring to speak shall rise and address him/herself to the Chair.

4. NO INTERRUPTION
No person shall convene aloud or make any noise or disturbance which in the opinion of the Chair is designed to interrupt or has the effect of interrupting another person speaking.

5. ANOTHER PERSON CALLED TO SPEAK
When two or more persons rise together to speak the Chair shall call upon the person who, in his/her opinion, first rose in his/her place, but it shall be in order to move that any member who has risen "be now heard", or "do now speak", and such question shall be put forthwith and determined without amendment or debate.

6. ONE SPEECH ONLY
No person shall speak twice to a question before the meeting, except in explanation or reply.

7. EXPLANATION OF SPEECH
A person who has spoken to a question may again be heard to explain him/herself in regard to some material part of his/her speech which has been misquoted or misunderstood, but shall not introduce any new matter, nor interrupt any person addressing the Chair, and no debatable matter may be brought forward nor may any debate arise upon such explanation.

8. RIGHT OF REPLY
A reply shall be allowed to a person who has moved a substantive motion and the reply shall be confined to matters raised during the debate. No reply shall be allowed to a person who has moved an amendment.

9. REPLY CLOSES DEBATE
In all cases the reply of the mover of the original question shall close the debate.

10. PERSONAL EXPLANATION
Having obtained leave from the Chair, a person may explain matters of a personal nature, although there be no question before the meeting, but such matters may not be debated.

11. NO PERSON TO SPEAK AFTER DECISION GIVEN
No person may speak to any question after the same has been put by the Chair and the voices or vote have been given in the affirmative or negative thereon.

12. CHAIR TO INTERVENE
When any offensive or disorderly words are used, whether by a person who is addressing the Chair or by a person who is present, the Chair shall intervene.

13. CHAIR TO DETERMINE
When the attention of the Chair is drawn to words used, he/she shall determine whether or not they are offensive or disorderly.

14. DIGRESSION FROM SUBJECT
No person shall digress from the subject matter of any question under discussion.

15. INTERRUPTION OF PERSON
No person may interrupt another person speaking unless:

(a) to call attention to a question of order suddenly arising;
(b) to call attention to the want of a quorum;
(c) to move a closure motion.

16. PERSON TO DISCONTINUE SPEECH

The Chair, after having called the attention of the meeting to the conduct of a person who persists in irrelevance or tedious repetition, either of his/her own arguments or of the arguments used by other persons in debate, may direct him/her to discontinue his/her speech, provided that such person shall have the right to require that the question whether he/she be further heard be put and thereupon such question shall be put without amendment or debate.

17. NO DEBATE PERMITTED

(a) The following questions are not open to debate and shall be put without argument or opinion offered and without amendment:

   (i) question that a person "be now heard", "be further heard", "be not further heard", "be granted an extension of time".
   (ii) question "that the question be now put"
   (iii) question "that the ruling of the Chair be dissented from"
   (iv) question "that a person be suspended".

(b) A person moving the motion "that the debate be adjourned" may briefly state his/her reasons for so moving and an opportunity to speak briefly in rebuttal may be given to one other person.

(c) Should any of these questions be negatived no similar proposal shall be received if the Chair is of the opinion that it is an abuse of the order or practice of the Branch or is moved for the purpose of obstructing business.

18. MOVER OF ADJOURNMENT OF DEBATE

A person who has not spoken to the question or who has the right of reply may move the adjournment of the debate, which question shall be put forthwith and determined without amendment or debate, subject to the provisions of Standing Order 17. If the question is resolved in the affirmative, the debate shall be adjourned.

19. ADJOURNMENT OF DEBATE

Upon a debate being adjourned a motion may be made to appoint a time for its resumption and the debate thereupon shall be strictly limited to the choice of date. The debate may be adjourned either to a later hour of the same day or to any other day.

20. ADJOURNMENT NOT TO BE MOVED BY PERSON SPEAKING

It is not competent for a person to move, whilst speaking to a question, the adjournment of the debate.

21. IF MOTION BE NEGATIVED

In the event of a motion for the adjournment of the debate upon any question being negatived, the person who moved the motion for such adjournment may speak in debate on the original question at a later time during such debate.

22. SPEECH TIME LIMITS

The maximum period for which a person may speak on any subject indicated in this Standing Order and the maximum period for any debate, shall not, unless otherwise ordered, exceed the period specified opposite to that subject in the following table -

<table>
<thead>
<tr>
<th>Role</th>
<th>Time Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mover</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Person next speaking</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>
Any other person 10 minutes
Mover in reply 10 minutes

Extension of time - with consent of the majority of the meeting, a person may be allowed to continue a speech interrupted under the foregoing provisions of this Standing Order, on motion without debate for a period not exceeding 10 minutes.

23. CLOSURE OF DEBATE

After any question has been proposed from the Chair a motion may be made by a person, rising in his/her place and without notice and whether any other person is addressing the Chair or not, "that the question be now put" and such motion shall be put forthwith and decided without amendment or debate. If the motion be lost the debate shall be resumed where it was interrupted and the time taken in deciding the question "that the question be now put" shall not be reckoned as part of the time allotted to the person whose speech was interrupted.

24. CLOSURE OF PERSON

A motion may be made that a person who is speaking, except a person giving a Notice of Motion or formally moving the terms of a motion allowed under the Standing Orders, "be not further heard", and such question shall be put forthwith and decided without amendment or debate.

25. QUESTION OF ORDER

Any person may at any time raise a question of order which shall, until disposed of, suspend the consideration and decision of every other question.

26. PERSON TO RESUME SEAT AND CHAIR TO RULE

Upon a question of order being raised, the person called to order shall resume his/her seat and, after the question of order has been stated to the Chair by the person rising to the question of order, the Chair shall give his/her ruling thereon.

27. DISSENT FROM RULING

If any objection is taken to any ruling or decision of the Chair, such objection must be taken at once and a motion of dissent moved shall be proposed to the meeting and debate thereon shall proceed forthwith.

28. NOTICES GIVEN

A notice of motion may be given by a person stating its terms to the meeting when notices are called for, and delivering to the Chair a copy of the motion signed by him/herself and showing the day proposed for moving the motion.

29. GIVEN BY PROXY

A person, in the absence of another person and at his/her request, may give a notice of motion for that other person and shall put the name of such person and his/her own signature on the notice.

30. AMENDMENT

After a notice of motion has been given, the terms thereof may be altered by the person notifying the meeting and delivering to the Chair an amended notice, either on the same day or any day prior to that for proceeding with the motion, or he/she may withdraw the same by notifying the meeting.

31. ORDER ON NOTICE PAPER

Notices shall be entered by the Chair on the Notice Paper or Agenda in the order in which they were delivered.

32. DIVIDING INTO PARTS

If a notice of motion is given which contained matters not relevant to each other, the Chair may arrange that such notice be divided into two or more notices.
33. NOT TO OFFEND AGAINST STANDING ORDERS
Any notice of motion containing unbecoming expression or which offends against any Standing Order, shall be amended by the Chair before it appears upon the Agenda and, if necessary, the Chair may determine that any such notice shall not be placed upon the Agenda.

34. EFFECT OF NOTICE
No notice shall have effect for the day on which it is given.

35. BY NOTICE ONLY
No person may, except by leave of the meeting or unless it be otherwise provided in Standing Orders, move any motion except in pursuance of notice appearing on the Notice Paper or Agenda.

36. ORDER OF PRECEDENCE
Motions shall have precedence of each other according to the order in which they appear on the Notice Paper or Agenda. A motion may be postponed by motion without notice by the person who gave notice of the motion, or a person acting on his/her behalf and at his/her request.

37. NOT DEALT WITH
If, at the adjournment of the meeting, any motions on the Notice Paper or Agenda have not been called on, such motions shall be set down on the Notice Paper or Agenda for the next time the body meets or in the case of Annual Conference referred to the Administrative Committee for decision.

38. LAPSE OF NOTICE
If a person is not present when the notice of motion given by him/her is called on, it shall be withdrawn from the Notice Paper or Agenda unless another person, at his/her request, either moves the motion or thereupon proposes that the motion be later moved.

39. PERSON FAILING TO RISE
If a person, when the notice of motion given by him/her is called on, fails to move the motion, it shall be withdrawn from the Notice Paper or Agenda unless he/she thereupon proposes fixing a future time for moving the motion.

40. POSSESSION OF MOTION
When a motion has been moved, a question thereupon shall be proposed to the meeting by the Chair and the motion shall be deemed to be in possession of the meeting and cannot be withdrawn without leave.

41. REPEATING MOTIONS
A motion which has been superseded, or which, by leave, has been withdrawn may be moved again during the same meeting.

42. QUESTION PUT
As soon as the debate upon a question has been concluded, the Chair shall put the question to the meeting, but, on the request of a person, the Chair may order a complicated question be divided into parts.

43. DECISION
A question being put shall be resolved in the affirmative or negative by the majority of voices "Aye" or "No".

44. OPINION STATED
The Chair shall state whether in his/her position the "Ayes" or "Noes" have it; and if his/her opinion be challenged the question shall be decided by a count.

45. NO REPEAT
Except by leave of the meeting, no question or amendment may be proposed which is the same in substance as any question which, during the same meeting has been resolved in the affirmative or negative, unless the resolution or vote on such question or amendment has been rescinded.
46. RECISION OF VOTE, ORDER OR RESOLUTION

A resolution or other vote of the meeting may be read and rescinded; but no such resolution or other vote may be rescinded during the same meeting provided that -

To correct irregularities or mistakes one day's notice shall be sufficient, or the recision may be made at once by leave of the meeting.

47. DIFFERENT FORMS OF AMENDING

A question having being proposed may be amended;

(a) by omitting certain words only;

(b) by omitting certain words in order to insert or add other words; or

(c) by inserting or adding words.

48. IN WRITING ONLY

An amendment to any motion before the meeting must, for the purposes of record, be in writing.

49. RELEVANT

Every amendment must be relevant to the question which it is proposed to amend.

50. FORM OF QUESTION

When the proposed amendment is to omit certain words, the Chair shall put the question "that the words proposed to be omitted, be omitted".

51. OMIT WORDS TO INSERT OR ADD WORDS

When the proposed amendment is to omit words in order to insert or add other words, the Chair shall put the question "that the words proposed to be omitted, be omitted", which, if resolved in the negative, shall dispose of the amendment; but if in the affirmative another question shall be put "that the words proposed to be inserted (or added) be inserted (or added)".

52. INSERT OR ADD WORDS

When the proposed amendment is to insert or add certain words, the Chair shall put the question "that the words proposed to be inserted (or added) be inserted (or added)"

53. ALTERNATIVE QUESTION

If no person objects, the Chair may put the question "that the amendment be agreed to" in place of the question or questions stated in Standing Orders 50, 51 and 52.

54. INCONSISTENT AMENDMENT

No amendment shall be moved which is inconsistent with a previous decision on the question.

55. ORDER OF MOVING

No amendment may be moved to any part of a question after a later part has been amended, or after a question has been proposed on an amendment thereto, unless the proposed amendment has, by leave, been withdrawn.

56. DECISIONS STAND

No amendment may be moved to any words which the meeting has resolved shall not be omitted, or which have been inserted in, or added to, a question, except it be for the addition of other words thereto.

57. ORDER OF DISPOSAL

An amendment proposed shall be disposed of before another amendment to the original question can be moved.

58. WITHDRAWAL

A proposed amendment may, by leave, be withdrawn.
59. AMENDMENTS TO AMENDMENTS
Amendments may be moved to a proposed amendment as if such proposed amendment were an original question.

60. ORDER OF AMENDMENTS
When it is moved to omit words in the main question in order to insert or add other words, no amendment to the words proposed to be inserted, or added can be entertained until the question "that the words proposed to be omitted, be omitted" has been determined.

61. MAIN QUESTION AS AMENDED
When amendments have been made, the main question shall be put as amended.

62. ORIGINAL QUESTION
When amendments have been moved but not made, the question shall be put as originally proposed.

63. CALLING A COUNT
Whenever the Chair states, on putting a question, that the "Ayes" or the "Noes" (as the case may be) have it, his/her opinion may be challenged by persons calling for a count.

64. SUPPORT NEEDED
A count shall not be proceeded with unless more than one person has called for a count.

65. WITHDRAWN BY LEAVE
At any time before the tellers begin to count the members voting in a count, a call for a count may be withdrawn, by leave, and the count shall not be proceeded with. The decision of the Chair which was challenged shall stand.

66. VOTE NOT TO CHANGE
Every person shall vote in the count in accordance with his/her voice either "Aye" or "No".

67. PERSON TO REMAIN
A person calling for a count shall not leave the meeting until the count is concluded.

68. PERSONS TO VOTE
The persons supporting the call for a count and every other person in the meeting, when the question is stated, shall vote.

69. COUNT
The tellers shall count the persons voting and record the votes.

70. RESULT
The Chair shall declare the result of the count to the meeting.

71. RECORD
Counts shall be recorded in the Minutes of Proceedings.

72. CONFUSION OR ERROR
In the case of confusion or error concerning the numbers reported, unless the same can be otherwise corrected, the meeting shall proceed to another count on the question.

73. RECORD CORRECTED
If a complaint be made to the meeting that a count has been inaccurately reported, the Chair may cause the record to be corrected.

74. CASTING VOTE
The chair shall have a casting vote but not a deliberative vote
75. NAMING OF PERSON
If any person has -
(a) persistently and wilfully obstructed the business of the meeting;
(b) been guilty of disorderly conduct;
(c) used objectionable or disorderly words, which he/she refused to withdraw;
(d) persistently and wilfully refused to conform to any Standing Order;
(e) persistently and wilfully disregarded the authority of the Chair;
he/she may be named by the Chair, or, if any of the above-named offences has been committed by a person in Committee, by the Chairperson.

76. SUSPENSION OF PERSON
If the offence has been committed in the meeting, the Chair shall forthwith put the question, on a motion being made, no amendment, adjournment or debate allowed, that the person named be suspended from the meeting.

77. PERIODS OF SUSPENSION
If any person be suspended under Standing Order 76, his/her suspension shall be for 24 hours.

78. EFFECT OF SUSPENSION
A person who has been suspended shall be excluded from the meeting.

79. LIMITATION
A suspension of Standing Orders is limited in its operation to the particular purpose for which suspension has been sought.

80. TO CONTINUE IN FORCE
The whole of these Standing Orders shall continue in force until altered, amended or repealed.

81. GENERAL RULE
In all particular cases not provided for hereinafter, or other orders or practice of the meeting, resort shall be had to the practice of the National Conference of the ALP in force for the time being, which shall be followed as far as it can be applied.

82. ABSENCE OF CHAIR
Whenever the meeting is informed of the absence of the Chair, the Vice President shall perform the duties of the Chair during that absence.

83. ABSENCE OF CHAIR AND VICE PRESIDENT
Whenever the meeting is informed of the absence of both the Chair and the Vice President, the persons present, if a quorum, may at once proceed to elect one of their number who shall perform the duties of the Chair during that absence. Otherwise the meeting stands adjourned to the next day. For the purposes of this Standing Order, the Secretary shall act as Chairperson of the meeting until a person is elected to perform the duties of the Chair.

84. VICE PRESIDENT TO TAKE CHAIR
The Vice President shall take the Chair as Chair whenever requested so to do by the Chair during a meeting without any formal communication to the meeting.

85. NOTICE TAKEN OF LACK OF QUORUM
If any person gives notice that a quorum of persons is not present, the Chair shall count the meeting; and if
a quorum be not present, he/she shall call a quorum. If a quorum is not obtained within 2 minutes, the Chair shall adjourn the meeting for 1 hour; provided that if he/she is satisfied there is likely to be a quorum within a reasonable time he/she shall announce that he/she will take the Chair at a stated time; if at that time a quorum be then present the Chair shall resume; but, if there be not a quorum, the Chair shall adjourn the meeting to the next day.

86. COUNT-OUT

If proceedings be interrupted by a count-out followed by an adjournment of the meeting, such proceedings may, on motion after notice, be resumed at the point where they were so interrupted.

87. PERSON NOT TO LEAVE

When the attention of the Chair or of the Chairperson has been called to the fact that there is not a quorum of persons present, no person shall leave the meeting until a quorum is present, or 2 minutes have elapsed.

88. ADJOURNMENT OF MEETING

Except at provided by these Standing Orders the meeting may be adjourned only by its own resolution.

89. APPLICATION

(a) These Standing Orders shall apply to the proceedings of Conference unless they are suspended by a two-thirds vote of delegates.

(b) Subject to (i) and (ii) below these Standing Orders shall guide the Chair of every other constituent unit of the Party which meets less formally than Conference.

(i) They shall apply when the relevant constituent unit has at any time by an ordinary majority voted they should apply for whole or part of a meeting. The Chair shall forthwith put any such proposed resolution to the meeting.

(ii) Questions of dissent from the Chair's ruling shall be determined as if these Standing Orders were applicable to the whole of the debate connected with the question of dissent including the vote on that question.
SCHEDULE B - MECHANISM FOR COUNTING VOTES

1. THE QUOTA

(a) The number of first preferences indicated for each candidate shall be counted and recorded and all voting papers which contain no clear indication of a first preference shall be rejected as informal.

(b) In this Schedule, the words "voting paper" shall be read as including a record of a voter's preferences by means approved by the constituent unit conducting the election.

(c) The aggregate value of the first preferences, expressed as the number of whole votes, or as the number of thousandths of a vote, shall be divided by the number exceeding by one the number of vacancies to be filled and the whole number next above the quotient or result shall be the quota, and throughout the counting, values shall be recorded in whole votes or thousandths of a vote according to the manner in which the aggregate value of the first preferences was expressed.

2. SURPLUSES ARISING FROM COUNTING OF FIRST PREFERENCES

(a) Any candidate who has a number of first preferences of value equal to or greater than the quota shall be recorded as elected.

(b) If the value of the first preferences recorded for any candidate is equal to the quota, the whole of the voting papers on which a first preference is indicated for him or her shall be set aside as finally dealt with.

(c) If the value of the first preferences recorded for any candidate is greater than the quota, then, except where Rule 3 of this Schedule is applied, the surplus over the quota shall be transferred to the other candidates not yet recorded as elected in the following manner:

(i) The voting papers with first preference indicated for the elected candidate shall be re-examined and for each unelected candidate, the number of these voting papers on which that candidate is indicated as preferred to any other unelected candidate shall be counted and recorded.

(ii) If the total value of the voting papers recorded according to Rule 2(c)(i) of this Schedule is greater than the surplus, the surplus shall be divided by the number of these voting papers and the result shall be the transfer value, provided that if the values are being recorded in thousandths of a vote any fraction in the result may be discarded. But if the number of voting papers with no further preference indicated is so large that the total value of the voting papers recorded according to Rule 2(c)(i) is less than or equal to the surplus, the transfer value shall be the full value of a voting paper.

(iii) The number of voting papers recorded for each unelected candidate according to Rule 2(c)(i) shall be multiplied by the value and in each case, the whole number remaining after any fraction in the result is discarded shall be credited to the unelected candidate and added to the value previously recorded for that candidate.

(iv) If more than one candidate has a surplus, the surplus shall be transferred in order of size, beginning with the largest, and if two or more surpluses are equal, the Returning Officer shall decide by lot which surplus shall be transferred first.

3. OPTIONAL DEFERMENT OF TRANSFER OF SURPLUS

The transfer of a surplus may be deferred if that surplus, together with every other surplus not transferred, is less than the difference between the quota and the highest progress total of any unelected candidate and is also less than the difference between the lowest progress total and the progress total next above it.

4. SURPLUS ARISING FROM TRANSFER

(a) If the progress total of a candidate is raised up to or above the quota by the transfer of a surplus, that candidate shall be recorded as elected, and no other voting papers shall be allotted to them after this transfer is completed.
(b) If the progress total of a candidate is raised up to but not above the quota by the transfer of a surplus, the whole of the voting papers allotted to them shall be set aside as finally dealt with.

(c) If the progress total of a candidate is raised above the quota by the transfer of a surplus, then, except where Rule 3 of this Schedule is applied, his or her surplus shall be transferred to the unelected candidates in the following manner.

(i) The voting papers allotted to the elected candidate in the last transfer shall be re-examined, and, for each unelected candidate, the number of these voting papers on which that candidate is indicated as preferred to any other unelected candidate shall be counted and recorded.

(ii) If the total value of the voting papers recorded according to Rule 4(c)(i) is greater than the surplus, the surplus shall be divided by the number of these voting papers and the result shall be the transfer value, provided that if the values are being recorded in thousandths of a vote any fraction in the result may be discarded. But if the total value of these voting papers is less than or equal to the surplus, the transfer value shall be the value at which the voting papers were allotted to the elected candidate.

(iii) The number of voting papers recorded for each unelected candidate according to Rule 4(c)(i) shall be multiplied by the transfer value and, in each case, the whole number remaining after any fraction in the result is discarded shall be credited to the unelected candidate and added to their progress total.

(iv) If more than one candidate has a surplus, the surpluses shall be transferred in order of size, beginning with the largest, provided that no surplus shall be transferred before a surplus that arose earlier in the counting whether larger or not, and if two or more surpluses arising from the same transfer are equal, the surplus of the candidate whose progress total was highest when they last had unequal totals shall be transferred first, and if their progress totals were never unequal, the Returning Officer shall decide by lot which surplus shall be transferred first.

5. EXCLUSION

(a) If, after the transfer of all surpluses except any deferred according to Rule 3, any vacancies remain unfilled, the candidate whose progress total is lowest shall be excluded, and all voting papers allotted to that candidate shall be distributed, each continuing unelected candidate being allotted those papers on which he or she indicated as preferred to any other continuing candidate, and credited with their value.

(b) The voting papers with first preference indicated for the excluded candidate shall first be allotted, each at its full value.

(c) The other voting papers of the excluded candidate shall then be allotted in the order of the transfers in which, and with the values at which, they were allotted to that candidate.

(d) Each allotment of voting papers according to Rules 5(b) and (c) shall be regarded as a separate transfer in the application of Rule 6(a).

(e) If it becomes necessary to exclude a candidate and two or more candidates have equal progress totals lower than any other progress total the one whose progress total was lowest when they last had unequal totals shall be excluded first, and if their progress totals were never unequal, the Returning Officer shall decide by lot which candidate shall be excluded first.

6. SURPLUSES ARISING FROM EXCLUSION

(a) If the progress total of a candidate is raised up to or above the quota by any transfer of the voting papers of an excluded candidate, that candidate shall be recorded as elected, and no other voting papers shall be allotted to him or her after this transfer is completed.

(b) If the progress total of a candidate is raised up to but not above the quota by any such transfer,
the whole of the voting papers allotted to him or her shall be set aside as finally dealt with.

(c) If the progress total of a candidate is raised above the quota by any such transfer, then, except where Rule 3 is applied, that candidate's surplus shall be transferred to the continuing candidates in the manner specified in Rule 4(c), but this surplus shall not be transferred until all voting papers of the excluded candidate have been allotted.

(d) Except where Rule 3 is applied, any such surplus shall be transferred before any other candidate is excluded.

7. COMPLETION OF COUNTING

The process of excluding the candidate with the lowest progress total, and allotting his or her voting papers and crediting their value to continuing candidates shall be repeated, and any surplus, except where Rule 3 is applied, transferred, until all vacancies are filled or until the number remaining unfilled is equal to the number of continuing candidates, in which case these continuing candidates shall be recorded as elected.
SCHEDULE C - PRESELECTIONS

1. ROLL AND RETURNING OFFICER

(a) The Territory Branch Secretary shall keep a Roll of all credentialed delegates to the most recent Territory Conference.

(b) The Returning Officer may nominate the Deputy to conduct any particular preselection.

(c) All further reference to the Returning Officer shall include reference to the Deputy Returning Officer.

(d) The Returning Officer shall not be eligible to either nominate or vote in any preselection.

(e) If a Returning Officer resigns or becomes ineligible to continue, the Administrative Committee may elect a Returning Officer from the Roll kept by the Branch Secretary.

2. ELIGIBILITY FOR OFFICE

(a) To be eligible to vote in any preselection ballot a person must be correctly enrolled with the Australian Electoral Commission to vote in the electorate in which the member resides, as prescribed by rule 2.5(b), and must be otherwise eligible to exercise membership rights per rule2.8(c)(iv).

(b) Any candidate must be nominated in writing by no less than five financial members of the Territory Branch.

(c) Either of these conditions of eligibility may be waived by permission of the Administrative Committee and the Branch with responsibility for that electorate.

(d) All candidates must sign the Pledge.

2A. ELIGIBILITY TO VOTE

To be eligible to vote in any preselection ballot a person must be a current financial member at the time of the ballot, as prescribed by rules 2.1(e)(1) and (ii); and have at least 12 months continuous membership.

2B. POWERS OF ADMINISTRATIVE COMMITTEE

(a) The preselection of any candidate is subject to endorsement by a simple majority of the Administrative Committee.

(b) At any time after the close of nomination, the Administrative Committee may resolve by simple majority that a sole nominee is declared elected, or extend nominations or select no candidate. The Administrative Committee may, by two-thirds majority, remove preselection from a preselected candidate. The Administrative Committee may either call fresh nominations, decide not to contest the seat, truncate the period prescribed in the rule 2C(d) Schedule C or conduct the ballot by means other than by postal vote. In cases of urgency where it is not possible due to time constraints to conduct a ballot, the Administrative Committee may conduct the preselection itself. All of these decisions can be appealed to the Territory Conference, but the decision of the Administrative Committee is binding until then.

2C. POSTAL BALLOTS

Where a ballot by postal vote is required by these rules:

(a) The Administrative Committee may make rules for the conduct of the ballot, including the layout of the ballot paper, the distribution of publicity material, the location of the ballot boxes etc.

(b) The ballot shall be conducted by the Returning Officer in accordance with the Rules.

(c) The Territory Branch secretary shall provide the Returning Officer with a list of the names and postal addresses of all eligible members of the Territory Branch for the conduct of the ballot.

(d) The ballot shall remain open for at least 30 days from the date the ballot papers were posted out.

(e) An official scrutineer appointed by each candidate may be present at the counting of the ballot papers, and may challenge any ballot paper.
Any appeal against the result of the ballot will be dealt with by the Disputes Committee in accordance with rule 5.2

2D. BALLOT BY MEANS OTHER THAN POSTAL VOTE
Where a ballot is conducted other than by means of postal vote, the Administrative Committee may make rules for the conduct of the ballot and the Returning Officer shall conduct the ballot in accordance with the rules made by the Administrative Committee.

3. PRESELECTION FOR ASSEMBLY SEATS
(a) On instruction from the Administrative Committee, the Returning Officer shall open nominations for pre-selection for Northern Territory Assembly seats. Nominations shall normally remain open for at least one month, except in cases of urgency, where the Administrative Committee may shorten the period.

(b) Members of the Territory Branch should be advised of the dates of opening and closing of nominations, but the fact that a particular member or members were not advised should not invalidate a preselection.

(c) Where nominations close and there is more than one candidate, the following procedure shall apply:

(i) The Returning Officer shall conduct a secret postal ballot of all eligible members of the Territory Branch who are resident in the relevant electorate; and

(ii) The Returning Officer shall convene an Electoral College comprising 10 members who were elected by and from the preceding Conference.

(iii) Preselection will be determined by a majority of the votes of eligible members who reside in the relevant electorate weighted to 50% and the votes of the Electoral College weighted to 50%.

(iv) Meetings of the Electoral College shall be convened by the Returning Officer. Members must be given 7 days notice in writing of the meeting. The quorum for meetings of the Electoral College shall be 6 members.

(v) Each Electoral College may determine its own procedure, provided it provides an opportunity for each member of the College to participate and vote (both of which can be done by telephone hook-up or like means) and for each candidate to be able to address the College and/or distribute electoral material.

(vi) Voting shall be by secret ballot and shall be conducted in accordance with the Rules.

(vii) If a member of the Electoral College resigns or becomes ineligible (through sickness, incapacity or becoming a candidate), their position will be filled by the Administrative Committee using the principles set out in section 4.4(c).

3. PRESELECTION FOR LEADER OF THE PARLIAMENTARY LABOR PARTY

a) Following an Election loss or written petition from Caucus and on instruction from the Administrative Committee, the Returning Officer shall open nominations for pre-selection Leader of the Parliamentary Labor Party. Nominations shall normally remain open for at least one week, except in cases of urgency, where the Administrative Committee may shorten the period. Only current members of the Parliamentary Labor Party are eligible to nominate.
b) Where nominations close and there are more than one candidate nominated, the following procedure shall apply:

i) The Returning Officer shall conduct a secret postal ballot of all eligible members of the Territory Branch who are not members of the Parliamentary Labor Party; and

ii) The Returning Officer shall convene a Parliamentary Labor Party meeting of all current members. This meeting should occur as soon as possible after the closing of the secret postal ballot.

iii) Preselection will be determined by a majority of the votes of eligible members, weighted to 50% for Territory Labor members, and 50% for members of the Parliamentary Labor Party.

iv) The meeting of the Parliamentary Labor Party shall determine its own procedure, provided it provides an opportunity for each member to participate and vote (both of which can be done by telephone hook-up or like means) and for each candidate to be able to address the Parliamentary Labor Party and/or distribute electoral material.

v) Voting shall be by secret ballot and shall be conducted in accordance with the Rules.

vi) Once voting is completed, the Returning Officer (and nominated deputies) will conduct the count of both components and deliver the results to the Parliamentary Labor Party.

4. PRESELECTION FOR HOUSE OF REPRESENTATIVES AND SENATE SEATS
   (a) On instruction from the Administrative Committee, the Returning Officer shall open nominations for the House of Representatives and Senate positions, as required. Nominations should normally remain open for at least one month, except in cases of urgency, where the Administrative Committee may shorten the period.

   (b) Where there is more than one candidate for any position, preselection shall be conducted by a secret postal ballot of all eligible members of the Territory Branch who are resident in the relevant electorate.

5. PLEDGE
   I hereby pledge myself that I will not oppose the candidate selected by the Australian Labor Party and, if elected, to do my utmost to carry out the principles embodied in the Platform and on all questions affecting the Platform to vote as a majority of the Parliamentary Labor Party decided at a duly constituted Caucus meeting. I further pledge not to withdraw from the election contest after being duly nominated, without the consent of the Administrative Committee. I hereby agree and acknowledge that any sum specified in the Rules to be paid by me and which remains unpaid is a debt owing to the members of the Territory Branch and may be sued for and recovered in any court of competent jurisdiction. I further agree to abide by the National Code of Conduct determined for fund-raising.
SCHEDULE D – REGIONAL REPRESENTATION ON ADMINISTRATIVE COMMITTEE

The three regional representatives referred to in rules 4.2 (a) (v) shall be elected by plebiscite of members with 12 months continuous financial membership and residing in the Areas described below.

PART A

Area 1 is the region comprising the town of Elliot and all areas north excluding the areas encompassed by the boundaries of Darwin City Council, Palmerston City Council and Litchfield Shire Council.

PART B

Area 2 is the region comprising all areas south of the town of Elliot excluding the area encompassed by the Alice Springs Town Council boundaries.”

PART C

Area Three is the region encompassed by the Alice Springs Town Council boundaries.
SCHEDULE E - ACTIVE SUB-BRANCH CHARTER

PREAMBLE
Sub-branch meetings, and non-meeting activities, should be designed to attract participation, and active involvement. ALP meetings do not have to follow a standard meeting layout or agenda, where members feel it is productive to depart from the normal format;
Sub-branches should develop activities that will improve the local profile and image of the ALP, in non-election periods, in the context of building a genuinely influential Party organisation both locally and throughout the Territory;
Sub-branches must dramatically raise the levels of political skills among the membership;
An intra-Party environment must be established which is genuinely supportive of these moves, and that environment will include:
(1) matching changes at Administrative Committee level; and
(2) the best resourcing available from the Administrative Committee and MPs.

This Sub-branch resolves to implement all of the following points immediately, unless otherwise determined.

CHARTER
1. Minutes of meetings will be circulated with the next meeting's notice, typed.
2. A meeting notice will be sent to every member one week prior to every Sub-branch meeting.
3. A typed digest of correspondence received and sent will be distributed at each meeting.
4. Meetings shall be held every month, although not necessarily to conduct all normal business in the usual format.
5. At every second meeting, bureaucracy will be minimised, and the meeting will hear a guest speaker, or watch a film or video, or set time aside for a discussion of some particular topic, of which notice has been given, or conduct some other educational, or involving, activity.
6. At least four times a year, non-meeting, non-election activities shall be conducted. These may be in lieu of, or as well as, monthly meetings, and the four activities shall in each year consist of a mix of political and non-political activities.
7. The Chairperson shall be rotated at every second meeting. No member is to have more than one meeting at which they Chair in a year, except for the Sub-branch President. If there are no volunteers, a name shall be drawn from a hat.
8. The Minute Secretary shall be rotated at every second meeting. No member is to have more than one meeting at which they take minutes in a year, except for the Secretary or Assistant Secretary.
9. The local MLA is to be responsible (or in the case of non-held seats, the duty MLA) for assisting where appropriate, in providing an organisational focus for the Sub-branch.
10. MLA's (or, in the case of non-held seats, the duty MLA) are to provide Parliamentary reports to the Sub-branch, no less frequently than four times a year.
11. Meetings shall require and receive reports from Conference delegates, Administrative Committee members, and Territory and Federal MPs.
12. Reports from MPs shall be typed, and of no more than three pages in length. A verbal supplement of no more than 10 minutes may be given. Longer discussions must be reserved either for the last item of General Business, or for a specific-topic discussion as discussed at point 5. Reports shall preferably be prepared in time to mail out with meeting notices.
13. At the Sub-branch meeting after the AGM, the Sub-branch Executive shall report to the Sub-branch with recommendations for targeted objectives and activities for the year (for example, doubling membership, holding two social functions, etc.).
14. The Secretary shall be responsible for reporting comprehensively to the next AGM on the success of the year’s targeting, and point by point on the success or otherwise of the Sub-branch in meeting the requirements of this charter.

15. A Fundraising Officer shall likewise be required to propose a yearly plan, and report on its implementation.

16. A member of the Executive shall be appointed to be responsible for devising a Sub-branch training programme, proposing a yearly plan, and reporting on its implementation. Every two years, at a minimum, there shall be at least one session (either as part of a monthly meeting, or additional) on campaigning, and at least one session on how to make the Sub-branch function better.

17. At least once per year the Sub-branch shall conduct some form of highly visible activity in the community (for example, stalls, leaflets, recruitment drive, fundraising activities, community consultations, campaigns on particular issues, etc.).

18. A 'Sister Sub-branch' relationship shall be established with a Sub-branch from another area, with a view to occasional joint meetings, joint social functions and fundraisers, and pooling help for marginal seats where possible. The relationship could be reviewed after each election.

19. At least twice in each year the Sub-branch shall invite a guest speaker from a local, active community group, to speak on their interests, objectives and activities.

20. The Sub-branch shall ensure that their meeting place is comfortable, and accessible to all members and potential members (eg, members under 18 must be able to get in, as must members with mobility problems, and so on).

21. Meetings are to be located so that members who wish to do so can socialise immediately afterwards, and in the immediate vicinity (eg, a cup of tea or a beer).

22. Meetings shall not consist of a head table facing rows of chairs. At every opportunity a circular layout shall be adopted.

23. One member of the Sub-branch Executive shall be responsible for monitoring the performance of the Sub-branch, and reporting annually on at least the following performance indicators:

- the number of quorate and inquorate meetings;
- the number of each of 'voting members', 'members', 'supporters club members' and listed 'supporters' in the Sub-branch or in the case of supporters, listed with the Sub-branch;
- the number of members eligible at the AGM to participate fully in all votes;
- for each activity conducted by the Sub-branch, what the objective was, whether it was achieved, and how many participated.
SCHEDULE F

AFFILIATION OF UNIONS

We hereby pledge the union to the Australian Labor Party to faithfully uphold to the best of its ability its Constitution and Platforms and to work and vote for the selected Labor candidates. The union is not affiliated with any other organisation, which pledges its members to support candidates for public office.

Name of Union:

Name:

Signed:

(President)

Name:

Signed:

(Secretary)

Date:
SCHEDULE G

STATISTICAL RETURN

MEMBERSHIP OF AFFILIATED UNION

The total number of members from whom the above named Affiliated Union received an amount of dues in relation to the period between 1 April and 30 June 2002 inclusive:

Union: ________________________________

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<th>Females</th>
<th>Males</th>
<th>Total</th>
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We certify that the above statement is correct and in accordance with Rule 2.17

2.17(a) Each affiliated unions’ affiliation shall be determined each year by an audit of the union’s membership as at 30 June of the preceding year. This audit shall determine the union’s maximum affiliation as:

(i) the number of members eligible to vote in a ballot for an office in that union at 30 June as conducted by the appropriate Electoral Commission/s; and

(ii) the number of members identified in (a) above for whom the union received an amount of dues in relation to the period between 1 April and 30 June inclusive for that year.

2.17(f) A union’s affiliation for the purpose of determining State Conference delegates shall be based upon the three year rolling average of the union’s affiliation for the current and two preceding years. Affiliation figures prior to 2002 shall not be used to determine a union’s rolling average.

Signed: ________________________________  Signed: ________________________________

(President)  (Secretary)

Audit Certificate

To the Union,

We have audited this Statistical Return of Union membership numbers as at the 30 June, 2002. The President and Secretary of this Union are responsible for this Statistical Return.

We have conducted an independent audit of the Statistical Return in order to express an opinion on it to the Union for the purposes of the Australian Labor Party’s reporting requirements for the Union’s annual affiliation to the Party.
This Statistical Return has been prepared pursuant to the Rules established by the Australian Labor Party for the purpose of determining that the Union’s proposed affiliation to the Party is less than or equal to its full audited membership.

We disclaim any assumption of responsibility for any reliance on this statistical return or the statement of the President and Secretary of this Union to which it relates, to any party other than this Union and the Australian Labor Party or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included an examination, on a test basis, of evidence supporting the information included in the Statistical Return. These procedures have been undertaken to form an opinion whether, in all material respects, the Statistical Return is presented accurately in accordance with the Rules of the Australian Labor Party.

Audit Opinion

In our opinion, the Statistical Return presents accurately the union membership number as required by the Australian Labor Party in accordance with its Rules as at ________________________.

Partner: ____________________________  ____________________________  
(Name)  (Signature)

Company: ____________________________  Address: ____________________________

Date: ____________________________  

NOTES