

## **NEC regulations**

These regulations refer to physical meetings of the National Executive Committee.

### **1 Organising meetings**

1. NEC meeting dates shall be arranged by the secretary with reference to all NEC members regarding preferable dates.
2. A minimum of two weeks' reminder notice shall be given to all NEC members of each meeting, including the date, time and venue of the meeting.
3. Before each meeting the secretary shall arrange for:
  - a. collection of proposed agenda items and apologies from NEC members,
  - b. collection of progress reports,
  - c. circulation of the agenda, progress reports and the previous meeting's minutes.
4. At each meeting the chair shall arrange:
  - a. for each meeting to be minuted,
  - b. for minutes to be circulated to the NEC promptly after each meeting,
  - c. for an action tracker to be updated on an ongoing basis.

### **2 Chairing meetings**

1. An NEC meeting shall be chaired, in order of preference, by the:
  - a. one of the party co-leaders,
  - b. another NEC member, by agreement of the executive members present.
2. An individual shall not chair a particular part of the meeting if:
  - a. they are presenting an agenda item,
  - b. they are unable to retain neutrality for a given matter,
  - c. they are deemed by the NEC to have a relevant conflict of interest.
3. When necessary, the chair shall delegate.
4. The chair shall ensure that the meeting is conducted in a constructive, reputable and prompt manner, and that all NEC members are treated equally and fairly.

### **3 Voting**

1. Where possible, the chair should seek a consensus and avoid formal voting.
2. The chair may call a vote relevant to the matter currently being debated. Any other votes shall be proposed and seconded by executive members.

3. Votes shall require a simple majority. The chair shall normally abstain from voting, but shall have the casting vote in the event of a tie.

#### **4 Quorum**

1. An NEC meeting shall be quorate and permitted to conduct business if a majority of the executive members are present. This includes executive members actively participating by video conference or other live electronic means.
2. The chair shall check that the executive is quorate prior to the first vote occurring or a decision made by consensus. Votes and consensus decisions shall only be binding if the executive is quorate.
3. Indicative (non-binding) votes or non-binding consensus decisions may be held if the executive is not quorate. These should be clearly labelled as such in the minutes. Non-binding decisions may be ratified and made binding as a result of a properly-conducted email exchange by the whole NEC.

#### **5 Standing agenda items**

1. At the beginning of every committee meeting there shall be the following agenda items:
  - a. apologies for absence,
  - b. correspondence
  - c. declaration of any new conflicts of interest,
  - d. review of vacant roles,
  - e. finance update.
  - f. items arising from minutes of last meeting.
2. At the end of every committee meeting there shall be the following agenda items:
  - a. any other business,
  - b. date of next meeting.