

Guide to your Executive Council

The Executive Council of a Conservative Association or Federation is the governing body of the organisation and has control over the Associations finances, candidate selection processes, branches and the employment of staff.

It is essential that the Executive Council is properly constituted and that it makes decisions according to the Party Constitution.

The composition and powers of the Executive Council are largely contained within sections 6.1 – 6.8.3 of Schedule VII of the constitution and it is advisable to refer to Schedule VII in conjunction with this document.

Composition Of The Executive Council

In order to make valid decisions the Executive Council must first be constituted in accordance with the Party Constitution. Only the people appointed by our constitutional processes can make legitimate decisions.

The composition of the Executive Council is laid out in sections 6.1.1-6.1.11 of Schedule VII:

- The President of the Association
 - Elected at the AGM
- The Officers of the Association
 - Elected at the AGM
 - If an officer ceases to hold office the Executive can elect a replacement
- One or more (number must be defined) representative from each ward
 - Must live in the ward
 - Elected by the members who live in the ward
 - Please see below for details on how to fill these positions
- One or more (number must be defined) representative of each Committee
 - The Executive can set up Committees under rule 6.5.2
 - Examples might include Young Conservatives, Women's Group, Policy Forum etc
- One Representative of each Council Group
 - Must live in the Constituency
 - Nominated by the Group Leader
 - Covers only principal tier authorities (not parish or town councils)
- One Representative of each Affiliated Conservative Club in the Constituency
 - Club must be affiliated to the Association of Conservative Clubs
 - Representative must be a Party Member
- Conservative Member of Parliament or selected Parliamentary Candidate in a non-voting capacity
- The Agent or other member of staff in a non-voting capacity



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- Area Chairman (or another Area Officer) in a non-voting capacity
- A member of CCHQ staff in an advisory, non-voting capacity
- Up to 4 co-opted members
 - Must be co-opted by the Executive Council

How to Elect Your Ward Representatives

Much of the makeup of the Executive Council will come from elected representatives for each ward or division.

The number of representatives will be determined by the wording of 6.1.3 of Schedule VII this wording will not be the same for all Associations or Federations.

In many cases it will simply be 1 per ward. In some constituencies where wards are of varying size there may be a list of wards and their respective representation.

The Representative(s) must live in the ward in question and be elected by the members in the ward.

There are two potential methods to elect these representatives.

1. Election at branch AGM
2. Centrally administered elections

Election at the Branch AGM

Where a ward and a branch share the same boundaries, the representatives can be elected at the Branch AGM.

Branch AGMs must be held at least two weeks prior to the Association AGM.

Candidates must reside in the ward they seek to represent.

Where a branch includes more than one whole ward only those members resident in a particular ward may vote for that ward's representative.

Centrally Administered Elections

In many Associations part or all of the Association is not covered by a branch network, or a branch may be entirely contained within (or cross) ward boundaries.

The Association Officers should, immediately after the Association AGM, conduct an election using the following process:

- Write to all members explaining what the Executive Council is and does and asking for volunteers to put themselves forward as ward representatives. Explain this process.
 - Set a deadline of 7 days to respond and an address to which nominations should be sent.
 - No requirement for proposers and seconders.
- Collect the nominations you have received and ensure they are all current members of the Party and which ward they live in
 - Where the number of nominations is equal to or less than the number of vacancies for the ward in question that person or persons are elected unopposed
 - Where there are no nominations for a ward the positions remain vacant

- Where there are more nominations than vacancies proceed to an election
- Where an election is necessary:
 - Call a meeting to elect the representative(s), normally held online via zoom
 - Give 7 days' notice to qualifying members who live in the ward
 - Ask each candidate to prepare a short statement and to answer a small number of questions
 - Use the polling function on zoom to hold a secret ballot

Responsibilities of the Executive Council

The Constitution gives the Executive Council the authority to “deal with all matters affecting the Association and its membership, and to exercise control over all Branches and specialist committees or groups.” (Sch.VII 6.5.1)

Key responsibilities include:

- Oversight of the Association's funds including receiving regular financial updates at all meetings and setting an Association Budget for the forthcoming year



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- Oversight of the Association's candidates including appointing the readoption of sitting Members of Parliament, appointment of the Local Government Approvals Committee and final selection of local candidates
- Control over the Branch network, setting the branch boundaries and establishing new branches
- Establishing the Association Officer positions (in addition to Chairman, Deputy Chairman Membership and Deputy Chairman Political) and deciding whether or not the Treasurer and Deputy Chairman Membership roles are combined
- Elect two representatives from each constituency to the Area Council
- Deal with anything not covered in the rules

Calling Meetings

The Executive Council must meet a minimum of 2 times in a calendar year.

Meetings are called by the Association Chairman who must give 2 weeks' notice, including sending the agenda.

In an emergency and at the discretion of the Chairman a meeting may be called at less notice to discuss only the items on the agenda.

How to Run Your Executive Meetings

Your Executive Council meetings should be productive meetings. Set a programme at the start of the year for where and when the meetings will take place.

Think about where and how your meetings can be

the most successful. Do you need to use a variety of venues around the constituency or a mix of in-person and online? When meeting in person will you set the meeting up theatre style or bring members together around a large table.

The agenda should be submitted 2 weeks before the meeting and should cover key topics such as financial updates and officer reports as well as specific items.

Any Other Business or AOB should not be listed on the meeting agenda. If urgent business needs to be transacted it can be added to the agenda by leave of the Chairman and if two thirds of those present deem it urgent.

The meeting should be chaired by the Association Chairman. If they are unavailable or the position is vacant the meeting should nominate one of the two Deputy Chairmen to chair the meeting.

Voting should be by show of hands except in the election of officers, readoption or sitting MP, selection of candidates or where the Chairman directs or one third of voting members request it, in which case there must be a secret ballot. Postal and proxy votes are not allowed.

Model Agendas for an Executive Council

Please see below some model agendas for meetings of the Executive Council.

Also included are model 'Chairman's Agendas' with additional guidance to help the Chairman through the meeting.

Model Executive Agenda

Time:

Date:

Venue:

Agenda

1. Chairman's opening remarks
2. Apologies for absence
3. Minutes of the previous meeting
4. Matters arising from the minutes (not covered elsewhere in the agenda)
5. Correspondence
6. Financial statement
7. Actions required for delivery of strategy plan
8. Items specific to the Association
9. Date of next meeting

Model Chairman's Agenda for Executive Meeting

Time:

Date:

Venue:

Agenda

1. Chairman's opening remarks
 - a. Welcome all Executive members to the meeting, especially new members
 - b. Welcome any guests such as Area Officer, Group Leader



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- c. List additional recent events that may be relevant
2. Apologies for absence
 - a. List the names of people who have sent their apologies
3. Minutes of the previous meeting
 - a. Ask the meeting for corrections or amendments
 - b. Once corrections and amendments have been agreed ask that the minutes be approved as a true and accurate record of the previous meeting
 - c. Proposed by, seconded by and signed (and dated) by the Chairman
4. Matters arising from the minutes (not covered elsewhere in the agenda)
 - a. Association Officers should list any items here
5. Correspondence
 - a. Information about campaigns, events and information from CCHQ the Association has received should be listed here, along with any other items of correspondence
6. Financial statement
 - a. A written statement of income, expenditure, and the balance of all the Associations' accounts should be given to Executive members and questions taken from the floor. The format should indicate the position against the Association budget for the year
 - b. Ask the meeting to adopt the financial statement.

- i. Proposed by:
 - ii. Seconded by:
7. Actions required for delivery of the Strategy Plan
 - a. In advance of the meeting the Association Officers should list what activities need to be undertaken and the deadline by which they need to be completed. The Executive will agree who will undertake these tasks
8. Items specific to the Association
 - a. The Association Officers should list any agenda items not covered by items 1-7
 - b. For example Local Government Selections or the readoption of the sitting MP
9. Date of next meeting
 - a. Confirm the date and the next meeting. Meetings should generally be scheduled for the next 12 months

First Executive Council after AGM – Model Agenda

Time:

Date:

Venue:

Agenda

1. Chairman's opening remarks
2. Apologies for absence
3. Minutes of the previous meeting
4. Matters arising not covered by the agenda

5. Correspondence
6. Financial statement
7. Presentation and approval of the Association Strategy Plan for the coming year
8. Appointment of signatories to the Association Bank Accounts
9. Election of two Area Council Representatives
10. Co-option of up to 4 members of the Executive Council
11. Reconfirm approval of Association Committees
12. Appointment of Local Government Approvals Committee
13. Emergency selection procedure for local government candidates
14. Items specific to the Association

Model Chairman's Agenda for Executive Meeting

Time:

Date:

Venue:

Agenda

1. Chairman's opening remarks
 - a. Welcome all Executive members to the meeting
 - b. Welcome any guests
 - c. List additional recent events that may be



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- relevant
2. Apologies for absence
 - a. List the names of people who have sent their apologies
 3. Minutes of the previous meeting
 - a. Ask the meeting for corrections or amendments have been agreed ask that the minutes be approved as a true and accurate record of the previous meeting
 - i. Proposed by:
 - ii. Seconded by:
 - iii. Chairman to sign & date the minutes
 4. Matters arising from the minutes (not covered by the agenda)
 - a. Association Officers should list any items here
 5. Correspondence
 - a. Information about campaigns, events and information from CCHQ the Association has received should be listed here along with any other correspondence
 6. Financial Statement
 - a. A written statement of income, expenditure and the balance of the Association's accounts should be given to members of the Executive and questions taken from the floor of the meeting
 - b. Ask the meeting to adopt the financial statement
 - i. Proposed by:
 - ii. Seconded by:
 7. Presentation and approval of the Association Strategy plan for the coming year
 - a. After the AGM the Association officers, under the rules of the Party, have 28 days to present a strategy plan for the coming year. This sets out key objectives for the Association, by approving the plan the Executive are giving the Association Officers the authority to proceed as set out in the plan.
 - b. A written copy of the plan should be circulated to the Executive
 - c. The Executive should discuss and if necessary amend the Strategy Plan
 - d. Ask the meeting to adopt the strategy plan
 - i. Proposed by:
 - ii. Seconded by:
 8. Appointment of signatories to the Association Bank Accounts
 - a. The Executive must appoint a minimum of three signatories to the Association Bank accounts
 - i. List any signatories the Association Officers would like to propose
 - ii. Additional signatories can be taken from the floor of the meeting
 - iii. Ask the meeting to approve the proposed people
 1. Proposed by:
 2. Seconded by:
 9. Election of two Area Council Representatives
 - a. In addition to the Association Chairman (and Constituency Officers in Federations) the Executive can elect two additional members to be on the Area Council
 - i. List any proposals or take nominations from the floor of the meeting
 - ii. Ask the meeting to approve the proposed people
 1. Proposed by:
 2. Seconded by:
 10. Co-option of members to the Executive Council
 - a. The Executive can co-opt up to 4 members. This can be done at any time so if there are no nominations the spaces can be filled later or not at all.
 - i. List any proposals or take nominations from the floor of the meeting
 1. Ask the meeting to approve the proposed people
 - a. Proposed by:
 - b. Seconded by:
 11. Approval of Association Committees
 - a. List the Association committees and their



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- b. Ask the meeting to approve the Committees
 - i. Proposed by:
 - ii. Seconded by:

12. Appointment of Local Government Approvals Committee

- a. The majority of voting members of the Approvals Committee must be non-councillors
- b. Under the rules the committee consists of:
 - i. The Group Leader (or their representative) in a non-voting capacity
 - ii. One other Councillor, appointed by the Executive
 - iii. The Association Chairman
 - iv. The Association Deputy Chairman Political
 - v. Any additional members the Executive chooses

13. Emergency selection procedure

- a. In the event of a local government by-election or a late withdrawal of a candidate the Association may use emergency selection procedures.
- b. A recommended emergency procedure is available on campaign toolkit
- c. Proposed by:
- d. Seconded by:

14. Item(s) specific to the Association

- a. The Association Officers should list any agenda items that are not covered in earlier agenda items

