



# 2018 Conference Guide

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# 1. Schedule<sup>1</sup>

## WEEKS BEFORE CONFERENCE

Labour Party Regional Briefings (days vary) - Delegates can collect their credentials and delegates' reports at these and establish contact with other delegates in their region. We would recommend reading the Delegates' Report in detail because it has lots of crucial information.

Passing Contemporary Motions - CLPs can do this from between when the NPF report is published (August 8th) and the deadline at noon on September 13th. Please note that CLP Executives can pass and submit contemporary motions themselves on the basis of the short time period available to CLPs (and subsequently ratified by the CLP meeting).

## WEEK PROCEEDING CONFERENCE

**Tuesday 18 September NEC meeting** - Delegates should be aware that the NEC meeting on the 18th could lead to the NEC making recommendations on a large number of rule changes according to the contents of the Democracy Review. Some of these may render some rule changes currently on the agenda irrelevant. This is also an opportunity to challenge the CAC if your CLPs' rule changes has been ruled out of order.

**CAC Appeals** - CLP delegates who have had their contemporary motions ruled out of order have the opportunity to appeal in London on the eve of Conference (Wednesday 19 September).

**Friday 21st September** - Deadline for Emergency Motions and to apply for reference backs on the NPF Report. However if there is a major emergency after this deadline there is precedent for motions being accept afterwards as well.

## Conference Timetable

### Saturday 22nd September

12pm-5pm Women's Conference - All women members can attend

3pm-4.30pm Momentum briefing for Conference delegates (see email for details)

5pm-6.30pm Momentum briefings for Conference delegates (see email for details)

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<sup>1</sup> For a complete schedule, please see the Delegates' Report from the CAC for 2018, which will be available on membersnet and distributed to delegates at regional briefings.

6.30-8.30pm Campaign for Labour Party Democracy (CLPD) Rally at [Friends Meeting House 22 School Lane, Liverpool L1 3BT](#).

### **Sunday 23rd September**

- Delegates who haven't collected their card votes from regional briefings will need to pick them up in the morning from Conference Services;
- CAC Report with Conference timetable, key information on the priorities ballot, and schedule for ballots and card votes;
- Possibility of reference back on aspects of the CAC Report, including rule changes ruled out of order. Objections can be made to contemporary motions ruled out of order although these decisions cannot be reversed because the Priorities Ballot will already be underway.
- Priorities ballot (results announced at the end of Sunday);
- Democracy Review to be debated between 2.15 and 4.15pm.
- Motion from Women's Conference to be debated at 4.15pm
- Compositing meetings in the evening following priorities ballot result announcement (from 6.30pm onwards);

### **Monday 24th**

- Full results of card votes on rule changes emerging from the Democracy Review will be released.
- CAC report with information on any card votes from Sunday.
- Debating and voting on composited motions and NPF Reports;
- Centre Left Grassroots Alliance (CLGA) Roundtable with most candidates supported by the CLGA at 6.30pm at [Friends Meeting House 22 School Lane, Liverpool L1 3BT](#). This will give party members the opportunity to ask questions of CLGA-backed candidates.

### **Tuesday 25th**

- NCC Ballot
- CAC Report with NEC recommendations for rule changes;
- Debating and voting on rule changes at 9.50am (arrive promptly before 9am);
- Debating and voting on composited motions, including on Brexit;
- CLPD's Review of 2018 Conference at 6.30pm at [Friends Meeting House 22 School Lane, Liverpool L1 3BT](#).

### **Wednesday 26th**

- CAC Report with full results of card votes on rule changes;
- Debating and voting on composited motions;
- Jeremy Corbyn's speech;

## 2. GENERAL INFORMATION

### 2.1. Staying informed at Conference

1. **CLPD's Yellow Pages (collect each morning Sunday-Wednesday of Conference):** Information on what will be voted on each day, recommendations on how to vote, updates on political developments, and information on key fringe events;
2. **Momentum's Conference App (Use at any time)** Information on what will be voted on each day, recommendations on how to vote, updates on political developments, and information on key fringe and The World Transformed events;
3. **Momentum's Daily Briefing (sent out to delegates by email each morning before conference):** Information on what will be voted on each day, recommendations on how to vote;
4. **Labour Party Delegates' Report (distributed at regional briefings and released on membersnet approximately a week before Conference):** Information on what rule changes are up for debate at this year's Conference and which have been submitted by CLPs this year and will potentially be debated at next year's Conference<sup>2</sup>, Conference timetable (subject to change), updated Conference procedures, logistical information on voting procedures, and on how to collect card vote booklets;
5. **Labour Conference Services:** Support for individual delegates having issues with their passes or accessibility to Conference. Please write to [conferenceservices@labour.org.uk](mailto:conferenceservices@labour.org.uk) or call 0345 092 3311;
6. **CAC Reports (Available on membersnet from 7am each day, emailed to delegates at 8am, and can be collected each morning as you enter the Conference hall):** Daily Conference agenda. The Tuesday CAC report will republish the details of the rule changes to be debated and voted on that day (both the ones submitted by the NEC if that happens and the ones submitted by CLPs and trade unions), and procedures for debating and voting;
7. [The Labour Party Website](#) for logistical advice and support;
8. **Momentum Stall:** general information and information on Conference;
9. **CLPD Table:** For information on Conference;
10. **Momentum national:** For all remaining information please write to [transforminglabour@peoplesmomentum.com](mailto:transforminglabour@peoplesmomentum.com) (please ensure that you have exhausted other avenues first);

### 2.2. Voting at Conference

There are three types of voting at Conference

<sup>2</sup> Last year the rule changes were published in an Addendum which was released on the eve of Conference.

## **Hand Votes**

*What are they?* Show of hands votes by all CLP and trade union delegates present on the Conference floor.

*What are they used for?*

- a) Voting on composited motions unless a conference delegate demands a card vote or the Conference Chair decides to call a card vote:
- b) Voting on the CAC report unless a delegate demands a card vote or the conference Chair decides to call a card vote:

*Where?*

The Conference floor

## **Card Votes**

*What are they?* Card votes are cast by all delegates from CLPs, trade unions, socialist societies, Young Labour, and the Association of Labour Councillors. Votes represent values proportional to the membership of their CLP/trade union/socialist society concerned. From a technical perspective, card votes are made as individuals, and it is effectively a secret ballot.

*When do they happen?*

- a) When a delegate demands a card vote on a composited motion or a decision to refer back a CAC report;
- b) When the Conference Chair decides a vote on a composited motion or decision to refer back a CAC report should be taken by a card vote.
- c) All constitutional amendments (rule changes) including ones which arise from the Democracy Review;

*Where?*

The Conference floor

## **Priorities Ballot and NCC Elections**

*What are they?* Votes where one delegate votes on behalf of the entire delegation. Mandating is in order and can be readily enforced for the NCC ballot, for which the voting is recorded and made available on membersnet.

*When do they happen?* Voting in the priorities ballot (Sunday between 10.30am and 3pm) and the NCC elections ( on Tuesday).

*Where?* In the Ballot Area.

### 2.3. Rule Changes and Contemporary Motions - What's the difference?

	<b>Rule Changes (constitutional amendments)</b>	<b>Contemporary motions</b>
<b>Covers</b>	Changes to the party rulebook, including ones arising from the Democracy Review.	Can cover policy, campaigning and organisational change, but in practice tend to cover policy
<b>Priorities</b>	Not subject to priorities ballot	Key issues have to get voted through priorities ballot on Sunday.
<b>Compositing</b>	Do not get composited or amended	Get composited on Sunday night into composited motions
<b>Voting</b>	Voted on by card vote only	Voted on by hand vote unless delegate demands card vote or chair calls a card vote
<b>When debated</b>	If they are submitted by a CLP or trade union, are debated in the following year's conference. If they are submitted by the NEC, are debated in this year's Conference	Debated at this year's Conference
<b>Submitted by</b>	CLPs, trade unions and other affiliates, and the NEC. The NEC tends to make recommendations for or against every rule change on the agenda.	CLPs, trade unions, and other affiliates (The NEC can submit its own statements to be taken alongside the composited motions. The NEC can submit statements on any policy or organisational issue).
<b>Eligibility</b>	Subject to 3 year rule (rule changes are ruled out of they have the same 'primary objective' as any rule change voted on in the previous 3	Subject to 'contemporary' criteria (must cover issue arising after Aug 6th which has not been extensively addressed in NPF or NEC reports)

	years)	
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## 3. PRE-CONFERENCE

### 3.1. Submitting a Contemporary Motion

*What* - Any CLP which has not already submitted a constitutional amendment (rule change) can submit a contemporary motion which has not been substantively addressed by the NEC or NPF reports, and must cover issues which have newly arisen after August 6th, when the NPF was published. They can cover both policy areas *and* campaigning and organisational changes.

*Why does this matter?* In addition to participating in the NPF, Contemporary motions are the most direct way that party members can influence policymaking processes in the Labour Party.

*Who* - Any CLP which has not already submitted a constitutional amendment (rule change) can submit a contemporary motion. Because the time period for contemporary motions to be submitted is short and over the Summer, Executive Committees can pass contemporary motions themselves and submit them.

*When* - CLPs can meet to pass contemporary motions anytime between August 6th until the deadline on September 13th.

*How* - Contemporary motions are submitted online via Membersnet – if you have any difficulties/queries or would prefer a form, contact the Assistant Secretary of the CAC.

### 3.2. Attending Labour Party Regional Delegate Briefings

*What* - All Conference delegates will be invited to regional briefings held by the Labour Party. At these briefings they will be given their conference credentials, their card voting pack, and logistical advice about conference.

*Why does this matter?* - Delegates should use these briefings to get Conference materials as well as to establish and build links with other delegates. However, delegates should be wary of attempts by Party staff to pressurise them into voting particular ways, or telling them something is prohibited which is not. In the event of any malpractice by officials, delegates

should inform CLPD, or write to [transforminglabour@peoplesmomentum.com](mailto:transforminglabour@peoplesmomentum.com).

*When?* - In the weeks preceding Conference in each region in September.

*Who?* - All CLP delegates are invited.

### **3.3. Appealing the CAC**

*What* - The CAC has the powers to rule contemporary motions and rule changes out of order (for example, by determining that a contemporary motion is not 'contemporary', or that a rule change is in breach of the '3 year rule'). The CAC in the week preceding Conference hear appeals from CLPs and affiliates who have had their contemporary motions ruled out, and objections to unfair rulings on rule changes can be made.

*Why does this matter?* - If contemporary motions are ruled out of order they effectively disappear. Rule changes suffering the same fate disappear without trace, so any decisions which keep contemporary motions or rule changes off the agenda unfairly need to be resisted. This year, many rule changes may get ruled out legitimately if similar rule changes arising from the Democracy Review are passed first.

*When* - The CAC has already had a meeting to discuss which rule changes for this year's Conference are ruled in or out, and the CLP Secretaries have been notified. It will meet prior to Conference in London to discuss contemporary motions.

*Who* - Delegates from CLPs and affiliated organisations which have submitted contemporary motions or rule changes should be prepared for the possibility that their proposed changes will be ruled out of order, and should be prepared to appeal this in London in the week before Conference (Wednesday 20 September).

*How* - The Secretaries from each CLP are notified if the relevant rule change/contemporary motion has been ruled out of order. To appeal the decision, a delegate from the CLP, CLP Secretary, or another Executive officer representative of the CLP should go personally on the Wednesday to the CAC.

### **3.4. Submitting an emergency motion**

*What* - Emergency motions can be submitted after the closing deadline for the submission of contemporary motions.

*Why does this matter* - Emergency motions allow CLPs and affiliated organisations to respond to events that happen in the period after the closing deadline for contemporary motions (14th September).



*Who* - Affiliated organisations, CLPs, the ALC and Young Labour can all submit emergency motions.

*When* - Between the deadline for the submissions for contemporary motions has passed (September 13th) and Friday 21st September. In exceptional cases motions may be considered after the deadline.

*How* - Emergency motions have to be emailed to the CAC Assistant Secretary (0207 783 1376). In the past the CLP Secretary has been asked to follow this up by a hard copy signed by the secretary or authorised officer. The CAC has final decision over whether or not to allow an emergency motion onto the Conference agenda, and any delegates submitting an emergency motion are advised to lobby the CAC.

## 4. AT CONFERENCE

### 4.1. Attending and Voting at Women's Conference

*What* - The Women's Conference brings together female members of the Labour Party, and this year, for the first time since the women's conference was reinstated in 2010, it will be able to send a motion to Annual Conference, which will be debated the following day, and it is hoped there will be votes on each motion.

*Why does this matter* - Women's Conference is a great way for female delegates to exercise their voice within the party and is likely to have increased influence in coming years. Next year, there will be a standalone Women's Conference held in Telford.

*When* - Women's Conference will be on Saturday September 22nd from 12pm until 5pm. Keep your eyes open for the Conference guide drawn up by the Women's Conference Arrangements Committee (WCAC) for further logistical information.

*Who* - All women members are entitled to attend, but only delegates who have specifically been elected to be delegates at the women's conference will be able to vote, including for the WCAC.

*How* - The initial proposals for the conference are that it includes two hours of formal debate, with delegates invited to prioritise two topics and the four most popular subjects will be discussed (two chosen by affiliates and two by CLPs). When there is further information about the women's conference Momentum and CLPD will publicise to delegates.

## 4.2. Attending CLPD's Rally

*Why does this matter* - CLPD's rally is a great place to find out up-to-date information about which subjects to support in the priorities ballot on Sunday, and whether or not to support reference back on Sunday morning.

*Who* - Because of the limited capacity of Friend's House, there will not be space for all Conference delegates. However, delegations should ensure that at least one of their number attends the rally to get fully briefed.

*When* - Saturday 22nd September, 6.30-8.30pm, at [Friends Meeting House 22 School Lane, Liverpool L1 3BT](#).

*How* - Delegations should attempt to ensure they send at least one member to the rally, but if they cannot, they can still get informed by checking the Momentum Conference app, Momentum's email briefings or the Yellow Pages on Sunday morning. If you still have remaining problems, please contact [transforminglabour@peoplesmomentum.com](mailto:transforminglabour@peoplesmomentum.com).

## 4.3. Attending Regional Inductions and Receptions

*What* - Each region has its own induction and a regional party on either the Saturday or the Sunday.

*Why does this matter* - At the induction you can get your final pack of papers before conference starts, and is also an opportunity to pick up your voting card booklets if you haven't done so already. They also use the briefing to show where your delegation will be sitting in the conference hall. The parties in the evening are a great way to meet other delegates. There is also food and drink available.

*When* - Saturday / Sunday Evening for the receptions, Sunday mornings for the regional inductions.

*Who* - All delegates can go to their regional induction and party and are advised to do so.

## 4.4. Supporting Reference Back on the CAC Report

*What* - 'Reference back' is the technical term used for an attempt by Conference delegates to reject a report or decision by the CAC which is deemed to be unfair. In order to call for reference back, delegates need to go to the rostrum immediately as the Chair of CAC completes his/her verbal introduction of the written CAC report, making it clear that they are in favour of reference back. When called, they should make it clear that they are only calling for reference back on a part of the CAC report, and that they do not intend to reject the entire

report, meaning that if successful, the CAC would only be asked to redraft a part of the report. If Conference votes in favour of reference back, the CAC is obliged to change their decision and come back with an alternative proposal.

*Why does it matter?* Referencing back is the most direct way that party members can resist decisions they consider to be arbitrary or unfair.

*When* - Delegates can call for reference back every morning after the CAC Report has been published (Sunday, Monday, Tuesday, and Wednesday). Delegates who feel their rule changes have been unfairly ruled out of order by the CAC need to reference back on Sunday morning. There can also be reference backs on other items on the Conference agenda.

*Who* - Any delegate can call for reference back, although it should only be done by delegates who are confident in the procedural strength of their arguments. However, all delegates should vocally support and vote in favour of efforts to call for reference back on CAC reports which contain decisions which are unfair or irregular. Momentum may support calls for reference back but only if there is a convincing procedural case for doing so.

*Look out for* - Advice on when to support 'reference back' can be found in:

- a) CLPD's Yellow Pages each morning,
- b) Momentum's electronic Conference briefings each morning;
- c) Momentum's Conference App.
- d) The Momentum Stall
- e) The CLPD meeting point - "CLPD table"

## **4.5. Voting in the Priorities Ballot**

*What* - The Priorities Ballot is used to vote on which discrete subjects will be debated at Conference. All contemporary motions which are not ruled out are grouped under subject headings in the Conference documents, and delegates are asked to vote for particular subjects.

*Why does this matter?* - The priorities ballot is one of the few ways in which CLP delegates can directly influence the agenda for Conference. By ensuring that key subjects are on the Conference agenda, members can expand the influence of Conference, using it to embed progressive policies.

*When?* - The priorities ballot will occur on Sunday in the Ballot Area.

*Who?* - One set of card votes are distributed to each delegation on Sunday morning. Delegations need to decide collectively what they will prioritise, so all delegates should be aware of this ballot.

*How?* - CLP delegations vote as one in the priorities ballot, which means there should be collective agreement amongst delegations in line with the wishes of their CLP. Delegates should make sure their vote is not by a delegate without adequate discussion and consultation.

The top four subjects voted for by trade union affiliates and four voted for by CLPs get debated. Delegates should make sure they vote for four subjects which are not amongst the top four of the trade unions, otherwise this vote is effectively wasted. Information on which priorities to vote for can be gained from the following sources:

- a) From CLPD at their rally on Saturday evening;
- b) The Yellow Pages distributed on Sunday morning outside Conference;
- c) Momentum's delegates briefing sent by email on Sunday morning;
- d) Momentum's Conference app which will be updated early on Sunday morning;

#### **4.6. Attending Compositing Meetings for Contemporary Motions**

*What* - Because there are usually quite a few contemporary motions on each subject chosen by the Priorities Ballot usually need to be "composited" (grouped together) into one or more composited motions which will then be debated at Conference. At these meetings delegates will meet the relevant NEC Policy Commission co-convenor and shadow ministers to discuss how the subject can be taken forward. Speakers to move (speak first in favour of it) and second the motion on the floor are chosen at the same meeting. The choice of the mover is crucial - they 'own' the composite motion - if the mover of the motion withdraws it the motion is not debated.

*Why does this matter?* - The way in which motions are composited can significantly influence their meaning as well as the likelihood that they will be passed. Therefore delegates who attend compositing meetings need to ensure that any contemporary motions are only composited in ways that enhance their potential to deliver progressive change, as well as their probability of getting passed.

*When* - This will be on Sunday evening from 6.30pm onwards.

*Who* - Only delegates from CLPs which have submitted a contemporary motion which then passes through the Priorities Ballot on the Sunday will be involved in compositing. More than

one delegate from a given CLP delegation can attend but if the delegation is large it is best for only the most confident and experienced delegate(s) to go. All other delegates will not be involved in compositing.

*How* - Delegates should take care to ensure that motions are not composited in ways to remove dilute the best elements contained in the individual motions that being composited, and should be wary of efforts by officials to do this. Delegates are entitled to take along their own draft composited motions to propose at the meeting - make a sure you have a seconder for your draft and take along at least 25 copies. Advice on compositing can be sought from CLPD. The result and the final composited motions will get released in the CAC Report on Monday, and debated and voted on Monday, Tuesday or Wednesday.

#### **4.7. Voting on Composited Motions**

*What* - Once composited motions have been agreed on, they are taken as part of the debate on the appropriate issue. If passed, they are sent to the National Policy Forum and are part of party policy.

*Why does this matter?* - Composited motions passed by Conference are the basis of party policy, and are thus an important way in which ordinary members can have a say over national policy.

*When* - When the key thematic issues are debated (usually Monday, Tuesday and Wednesday morning).

*Who* - All Conference delegates and delegates from affiliated organisations

*How* - Composited motions are voted on by hand votes unless specifically requested by a delegate or decided by the Chair. In practice, they are only put to a card vote if they are contentious (last year, all the composited motions were voted on by hand votes). Delegates will need to have their card vote booklets on them in the event of any contentious votes.

#### **4.8. Supporting Reference Back on parts of the National Policy Forum (NPF) Report**

*What* - As of 2017, Conference delegates have the option of calling for 'reference back' on parts of the National Policy Forum Report. They can do this if they are unhappy with any aspect of the report.

*Why does this matter?* - NPF Reports can contain bland descriptions of discussions of issues,

without properly taking into account the submissions of members. If a reference back is successful, that part goes back to the NPF for reassessment. The future of the NPF is currently under question in the Democracy Review.

*When* - The key thematic issues will be debated on Monday, Tuesday and Wednesday morning.

*Who* - All Conference delegates and delegates from affiliated organisations

*How* - This year, delegates will need to register their request for reference back with the CAC before Friday 21st September. If they want Momentum to consider support for the reference back, they should fill in an additional application form which will be emailed to all pro-Momentum delegates. Momentum will only support references back if there is a strong policy case and it makes tactical sense to do so. The location of the CAC room is shown in the Delegates Report.

#### **4.9. Voting for the National Constitutional Committee (NCC)**

*What?* The National Constitutional Committee deals with disciplinary cases referred to it by the NEC Disputes Committee and other Party organisations. This year, there will be a ballot for one members' representative on the NCC. Momentum and CLPD are supporting **Daniel Blaney (West Ham CLP, A885633)**. [Click here for a leaflet advertising Daniel's Candidacy](#).

*Why does this matter?* - It is important the NCC upholds the party's rule book in a fair and just manner. It is crucial that members are represented by NCC reps who defend Labour being a broad inclusive pluralistic party.

*When?* Delegations will be able to vote in the NCC Ballot throughout the day on Tuesday, but delegates are advised to get to the ballot area as early as possible on Tuesday morning.

*Who?* Unlike with votes on contemporary motions or rule changes, one delegate votes on behalf of the delegation in the NCC which means that it is crucial for delegations to agree collectively with their CLP how they will vote. It is extremely important not to allow one delegate to vote on behalf of the entire delegation without consultation with the delegation. Delegates should make sure they get to the ballot area as early as possible to avoid missing out. Mandating is in order - all the trade unions mandate their delegates.

*How?* - The whole CLP delegation only has one ballot paper for the NCC ballot and only one of the delegates casts the vote. The votes for the NCC at conference are recorded and the record is made available to CLPs via membersnet. This means that every CLP can check that

their mandate has been carried out. All delegates need to be made aware that such checks will be made.

#### **4.10. Policy Seminars**

*What* - The policy seminars, which are organised by the policy commissions, debate different areas of party policy.

*Why does this matter?* It is beneficial for delegates to engage in debate and discussion to build up their own individual and collective understandings of key policy issues, although the policy seminars do not carry any political weight.

*When?* - The timing of the policy seminars will be set out in detail in the delegates report, which delegates receive before Conference.

*Who?* - Only accredited delegates may attend.

#### **4.11. Debating and Voting on Rule Changes and the Democracy Review**

*What* - Conference debates and votes on rule changes submitted by CLPs, and also on ones which are tabled by the NEC. This year there may be more rule changes to vote on than usual, because there will be rule changes that arise from the Democracy Review.

*Why* - Passing rule changes which enable the party to win the next general election, which is boosted by the membership having a greater say within the party, are the primary way in which delegates can make the Labour Party more effective. Much needs to be done to improve the party's internal democracy. Progressive rule changes should be voted for and those that would undermine party democracy should be voted against. The gains the party is making under Jeremy Corbyn's leadership need to be held on to and extended.

*Who* - All delegates have a responsibility to participate in voting over rule changes. Delegates from particular CLPs which submitted rule changes should also move those rule changes and explain why they are favoured by their local membership.

*When* - This year, rule changes that arise from the Democracy Review will be debated and voted on Sunday afternoon. Remaining rule changes from CLPs will be the first item in the morning session on Tuesday.

*How* - All voting on rule changes is done by a card vote. Please remember that every

delegate get their own card votes packs, and so from a technical perspective, delegates vote as individuals. There are no formal rules saying that anyone is designated as a 'lead delegate', and there are no formal mechanisms to enforce mandates, although delegates should of course vote in line with the wishes of local party members as much as possible. Because of the Democracy Review, many of the rule changes currently on the Conference agenda may be rendered irrelevant and will fall. Therefore, Momentum and CLPD will make recommendations of rule changes only after the NEC meeting on September 18th.

#### **4.12. See Jeremy Corbyn Speak!**

*What?* What better way to end the Labour Conference than hearing the Leader of the Opposition, Jeremy Corbyn, addressing party Conference? This year, Jeremy will be speaking on Wednesday.

*When?* 12.15pm on Wednesday



# Appendix 1: Momentum's Top Tips for Conference

## Top Conference Tips for Delegates

1. Always make sure your phone is charged so you can get access to good information;
2. Keep yourself fully informed with Momentum's Conference App, CLPD's Yellow Pages, and Momentum's emailed briefings.
3. Make sure you cast votes in all elections at Conference, on all the rule changes and that you are present in the Conference hall for the start of every session in case there are procedural issues raised at the start of the session, including proposals to reference back. Also encourage other delegates to treat these issues of using their vote as a serious matter.
4. Support the rule changes which will expand democracy in the Labour Party, and oppose efforts to restrict the rights of members (see Momentum's rule change briefing [here](#)).
5. Make sure to carry your card vote booklet with you when composited motions and rule changes are being debated and voted on (Monday, Tuesday, and Wednesday);
6. Make sure that you collectively agree how your CLP delegation will vote on the priorities ballot and the NCC elections, and don't let anyone vote on behalf of the CLP without this discussion beforehand;
7. On the priorities ballot, make sure your delegation votes for four issues which are not already being supported by the trade unions to maximise the number of areas being debated;
8. Make sure you and your entire delegation arrives in good time before key Conference votes.
9. If you decide to speak, make sure you are well briefed on the topic you are speaking to. If in doubt, contact CLPD or write to [transforminglabour@peoplesmomentum.com](mailto:transforminglabour@peoplesmomentum.com).
10. Be vocal in support of aims to democratise the party but also respectful and comradely at all times.
11. If you have any remaining questions, please write to [transforminglabour@peoplesmomentum.com](mailto:transforminglabour@peoplesmomentum.com)
12. Make sure you follow Momentum on [Facebook](#) and on [Twitter](#).

# Glossary

**Ballot Area** - Place where delegates go to vote in the Priorities Ballot and the NCC Ballot (details in the Delegates Report).

**Card Vote** - Vote where delegates vote with cards representing a proportion of their constituency/trade union membership or representing the whole membership if they are the only.

**Conference Chair** - Person who chairs the Conference, and who is an NEC member. The Conference Chair can decide who can speak, and whether or not some key votes are taken by hand or card (during the 'week' several NEC members take it in turns to chair Conference.

**Conference Floor** - Area of Conference hall where the action takes place and where the delegates and ex-officio delegates sit. Some people have floor passes which allow them access to this area, but have no seat and no role.

**Composited Motions** - Motions which have been joined up (composited) from contemporary motions on issues successful in the priorities ballot.

**Compositing Meetings** - Meetings where delegates from CLPs which submitted contemporary motions on issues chosen in the priorities ballot are invited to join different motions up (composite) in order to produce one final composited motion (or more than one if necessary - the meeting decides, not the chair or the staff.) In the Compositing meeting the largest union has the same status as one single CLP.

**Constitutional Amendment** - Change to the Labour Party Rule Book (rule change)

**Contemporary Motion** - A motion submitted by a CLP addressing policy areas, campaigning priorities or organisational changes. Only CLPs which have not already submitted a constitutional amendment (rule change) this year can submit a contemporary motion. The contemporary motion can only address issues which have not been substantively addressed by the NEC or NPF reports, and must cover issues which have newly arisen after August 3rd, when the National Policy Forum report was published.

**Emergency Motion** - Motion submitted addressing any matter arising after the deadline for contemporary motions (14th September)

**Hand Votes** - Votes decided by a show of hands.

**Membersnet** - Online intranet for Labour Party members where some key Conference documents can be found, including the CAC reports which are made available there every morning of Conference at 7am.

**Priorities Ballot** - A vote taken on Sunday to decide which thematic issues (policy areas) are to be debated at Conference.

**Rule Change** - Change to the Labour Party Rule Book (constitutional amendment)

**Reference Back** - An effort by Conference delegates to reject part or all of a given report or decision by the CAC or NPF.

**Regional Briefings** - Events held by the Labour Party in the run-up to Conference to brief delegates

**Regional Inductions** - Inductions where delegates can receive their final packs of papers.

**Regional Parties** - Social events for delegates held on Saturday and Sunday afternoons and in the evenings.

**Rostrum** - The area at the front of the Conference hall from where delegates speak to Conference.

**Three Year Rule** - Rule meaning that any constitutional amendment which has been voted on by Conference cannot be submitted again for a further three years (in fact it is effectively five years, because the 1968 convention also applies).

**Women's Conference** - Women's Conference, which will be held on Saturday, and which will have a role in policymaking this year.

**1968 Convention** - Convention, agreed by Conference in 1968, (it is not in the rule book) that means that constitutional amendments (rule changes) submitted by CLPs and trade unions (but this does not apply to rule changes from the NEC) cannot be debated until the following year's Conference. A proposed rule change proposed by Filton and Bradley Stoke and Newport West would abolish this convention.

## Acronyms

**ALC - Association of Labour Councillors**, which organises Labour councillors, and can send six delegates to Conference.

**CAC - Conference Arrangements Committee**, which decides the agenda for Conference and makes key decisions over what rule changes and contemporary motions are ruled in and out of order. The CAC is comprised of 5 general seats and 2 CLP seats. It is in near-permanent session while Conference is taking place. The CAC can be visited by delegates who have any issues they wish to pursue. Delegates have the right to seek audience with the whole CAC to put their case - delegates should insist on this right (see the Delegates Report for the location of the CAC). The CAC produces a report each morning outlining the agenda for that day and quite often a verbal report only is given by the CAC Chair first thing in the afternoon. Delegates can challenge this report exactly as if it were a written report.

**CLP** - Constituency Labour Party

**CLPD - Campaign for Labour Party Democracy** - Organisation campaigning for Labour Party democracy, which provides key information and recommendations for delegates at Conference.

**Democracy Review** - Review of Labour Party's internal structures and procedures, which will result in recommended rule changes at this year's Party Conference.

**EC** - Executive Committee

**NCC - National Constitutional Committee** - Committee which makes key decisions on disciplinary proceedings. There will be elections for two positions on the NCC at Conference, which will be on Tuesday between 9am and 5.30pm.

**NPF - National Policy Forum**, which oversees policy development in the Labour Party. The NPF published a report on August 3rd outlining its areas of policy development in the last year, which will be voted on at Conference.

**NEC - National Executive Committee**, which interprets and implements the party rules. Note that the NEC invariably makes recommendations for and against rule changes, and can recommend its own rule changes, or package of rule changes to be debated and voted on.

**TWT - The World Transformed**, a four day festival of politics, art, music, and culture across Brighton, happening alongside the Labour Party Conference.

**WCAC - Women's Conference Arrangements Committee**

**Young Labour** - Organisation representing Labour Party members under the age of 27.