Young Greens Standing Orders

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# Young Greens Convention

## Scheduling

* + 1. The Young Greens Convention shall be held once per year in the months of June, July or August.
    2. The Young Greens Convention will take place for two days during a weekend.

## Location

* + 1. The Young Greens Convention shall not be held twice in the same Region Block, defined in A.2.2, consecutively.
    2. Within each five-year period, as determined by DAC, the Young Greens Convention must take place within the bounds of at least three of these four Region Blocks:
       1. The South East, and the South West.
       2. The North East, the North West, and Yorkshire and the Humber.
       3. The Midlands, and Wales.
       4. The East, and London.

## Liberation Group Sessions

* + 1. Liberation groups will be allocated a session online within the two weeks prior to convention where they will provide a report to its membership on activities undertaken since last convention and for any other purpose the group sees fit. Liberation Groups may request a slot at convention, and the Young Greens Executive must fulfil this request.

# Annual General Meetings

## Competency of the Annual General Meeting

* + 1. The Young Greens Annual General Meeting (AGM) will be held at Young Greens Annual Convention.
    2. The Annual General Meeting is the highest decision-making body within the Young Greens.
    3. There must be at least 25 members of the Young Greens at any General Meeting for decisions to be binding.
    4. The AGM accepts/rejects/amends reports, motions, resolutions and changes to the Constitution or Standing Orders, collectively referred to as 'papers'.
    5. The AGM ratifies decisions about joining or leaving partnerships and membership within other organisations/networks.

## Organisation of the Annual General Meeting

* + 1. The Annual General Meeting agenda must be structured, organised and agreed by the Executive Committee (EC) and Democracy and Accountability Committee (DAC).
    2. DAC must appoint a Chair and Deputy Chair for each session of the Annual General Meeting. The Chair and Deputy Chair must not be proposers of any Papers or Amendments to the session of the Annual General Meeting that they are chairing.
    3. DAC must ensure that all members respect the Constitution and Standing Orders.
    4. DAC must take Annual General Meeting minutes of all official business including recording any votes, important discussions, and decisions.
    5. DAC must keep a record of newly adopted/amended documents and email the Young Greens' Co-Chairs a copy of newly adopted/amended documents as well as the minutes of the Annual General Meeting.
    6. DAC must inform EC to take note of any newly adopted papers.
    7. A prioritisation ballot will occur, conducted by DAC, on the first day of Convention for attendees at the Annual General Meeting in order to decide the order of papers taken.

## Motions & Reports

* + 1. It shall be the role of DAC to compile submitted papers, which consist of
       1. Changes to the Constitution or Standing Orders.
       2. Resolutions, which note the priorities of the Executive Committee for the upcoming term.
       3. Motions, which insert entries into the Record of Policy Statements or Record of Organisational Statements.
       4. Reports, as outlined in B.3.2.
       5. Emergency Motions, as outlined in B3.10.
       6. Motions of Commendation and Motions of Censure.
    2. The Annual General Meeting must take note of mandatory annual reports by the:
       1. Executive Committee Co-Chairs.
       2. Treasurer.
       3. Elections Officer.
       4. Digital Communications Officer.
       5. Press Officer.
       6. Campaigns Officer.
       7. Events Officer.
       8. International Officer.
       9. Membership and Inclusion Officer.
       10. Political Education and Training Officer.
       11. Liberation Officers (from each formally constituted Liberation Group).
       12. Under 18s Officer.
       13. Democracy and Accountability Committee.
       14. Green Students Committee Co-Convenors.
    3. Annual reports detailed in B.3.2 must be submitted to DAC at least 2 weeks before the AGM.
    4. Individual members, EC and Affiliated Young Greens Groups have the right to submit papers and amendments.
    5. For all submissions, there must be a named proposer and at least 3 other co-proposers or at least one other co-proposer if submitting on behalf of an Affiliated YG Group or recognised committee.
    6. Paper copies of the Constitution, Standing Orders, Record of Policy Statements and Record of Organisational Statements must be made available for members attending the General Meeting.
    7. The timescale for the submission of papers and amendments shall be as follows:
       1. At least 8 weeks before the Annual General Meeting, EC must send out a call including guidelines for submission of papers, all relevant dates and where to find papers once they are posted on the members’ website.
       2. Submission for Papers shall close at 5pm on the Saturday exactly 4 weeks before the AGM, aside from submission for Motions of Commendation and Motions of Censure which shall close 1 week before the AGM.
       3. Following this, DAC must post all submissions at the earliest possible moment.
       4. At 5pm on the Saturday exactly 1 week before the AGM, submission of amendments to papers will close.
       5. Amendments may not substantially change the intention of the paper and nor may they impact things irrelevant to the original substantive motion.
    8. Exactly 5 days before the Annual General Meeting, DAC must ensure that all members are emailed (regardless of Annual General Meeting registration status) copies of all papers and amendments to both as well as the reports detailed in B3.2.
    9. The only amendments which shall be accepted from the floor during the AGM are minor textual amendments (e.g. grammatical corrections) and friendly verbal amendments (i.e. where both the proposer of the original paper and the proposer of the verbal amendment agree to an amendment).
    10. Emergency motions, defined as being brought due to an event occurring past the original motion deadline, will be accepted up until 17.00 on the day before the AGM.
    11. The text of Emergency Motions and the accompanying list of Proposers and Supporters should be submitted electronically to DAC .
    12. Emergency Motions shall be prioritised at the AGM by DAC on the basis of the number of co-proposers to each Emergency Motion.

## Motion Voting Procedures

* + 1. When debating a paper or amendment at the Annual General Meeting, the proposer will be asked by the chair to propose the motion or amendment by explaining what the paper or amendment is for and then giving a brief speech in favour of the paper.
    2. Following this the chair will open debate on the paper or amendment by asking for a speech against the paper or amendment.
    3. The chair may continue debate by taking speeches in favour and against the paper or amendment in pairs, so that debate remains as balanced as possible. In each pair of speeches, the speech in favour of the paper or amendment will be heard first.
    4. If it is unclear if there has been sufficient debate a straw poll will be taken by raising hands with the options either for more debate or move to a vote.
    5. At any point before the vote is taken, any member can ask for clarification, raise points of information or propose procedural motions (e.g. minor textural amendments, taking by parts).
    6. If a paper or amendment has received lengthy debate the proposer may request a brief right of reply before the vote is taken.
    7. When voting on paper proposals the possibilities are 'yes', 'no' or 'abstention'.
    8. All voting on papers and amendments shall be confidential.
    9. Depending on the nature of the proposal, the following types of majority may be required for a motion to be passed.
       1. Simple majority: majority of the votes cast in person.
       2. Two-thirds majority: two-thirds of the votes cast in person.
       3. Absolute two-thirds majority: two-thirds majority of the votes cast by the entire membership of the body.
    10. Amendments to the Constitution including accompanying Byelaws or Standing Orders will be accepted with a two-thirds majority.
    11. Unless otherwise stated in the Constitution or Standing Orders, everything else will be accepted with a simple majority.
    12. DAC shall be responsible for counting the votes.
    13. Results of votes must be announced during the meeting.

# Emergency General Meetings

## Calling an EGM

* + 1. An Emergency General Meeting (EGM) may be called at any time by an absolute two-thirds majority of EC, or by members double in number to the amount of members who are requisite for Emergency General Meeting quorum of the Young Greens membership petitioning DAC for an EGM.

## Timescale & Procedure

* + 1. The same procedure as for AGM paper submission, organisation and voting shall apply to an EGM following Section B Parts 2,3,4, however the timescale will be halved.

# Winter General Meeting

## Scheduling

* + 1. There will be a Young Greens General Meeting held in the months of December, January or February.

## Accountability Sessions

* + 1. The Winter General Meeting (WGM) consists of accountability sessions for the following representatives elected in the annual ballot:
       1. Executive Committee Co-chairs.
       2. Treasurer.
       3. Elections Officer.
       4. Digital Communications Officer.
       5. Press Officer.
       6. Campaigns Officer.
       7. Events Officer.
       8. International Officer.
       9. Membership and Inclusion Officer.
       10. Political Education and Training Officer.
       11. Liberation Officers.
       12. Under 18s officer.
       13. Green Students Committee Co-convenors.
    2. The Winter General Meeting must take note of the mandatory six-month progress reports from those representatives.
    3. The accountability session will take the form of a face-to-face Q&A with the membership.

## Competency of the Winter General Meeting

* + 1. There must be at least 25 members of the Young Greens at any General Meeting for decisions to be binding.
    2. Motions of no confidence shall be heard during the accountability session and will pass with a two-thirds majority.
    3. Motions of Censure (formal warnings) and Motions of Commendation (formal praise) shall be heard during the accountability session. Censures and Commendations and shall pass with a simple majority. The subjects(s) of Censures and Commendations shall be holders of any official post within the Young Greens, including elected and co-opted members of national, regional, and local committees, selected delegates, and staff members.
    4. Every Young Green is eligible to vote at the Winter General Meeting.
    5. The Winter General Meeting shall additionally hold the democratic powers of an Emergency General Meeting, with the same timescale as an Emergency General Meeting for paper submission, organisation, and voting.

# Internal Elections

## Candidacy

* + 1. All members of the Young Greens are eligible to be candidates for roles within the Executive Committee, Democracy and Accountability Committee members and the Green Students Committee Co-Convenors providing they abide by the rules such as gender quotas, except in the case of Liberation Officers stated in E1.2.
    2. Only those Young Greens who self-define as belonging to a specific Liberation group may stand to be the Liberation Officer, Co-chair or committee member candidates for election within that respective Liberation group.
       1. Only Young Greens who are members of Wales Green Party may stand to be the Wales Officer.
    3. Members who hold a position on the Democracy and Accountability Committee who stand as a candidate for any role in the Annual Ballot, other than a Democracy and Accountability Committee role, must in every case recuse themselves or be recused from all business involving Annual Ballot Internal Elections.
    4. DAC Members must in every case recuse themselves or be recused from all business involving an Affiliated Group in which they hold or play an active role.
    5. The Electoral Returning Officer and the Deputy shall assume the role of the Democracy and Accountability Committee in the case that all Members are recused with regards to the Annual Ballot.
    6. Candidates must have two nominees, who are members of the Young Greens in accordance with Article 1 of the constitution, and may provide a candidate statement, campaign video, and social media links if they wish.
    7. Members of the Young Greens may not: be a nominee for more than one of the following positions at any one time; nor hold more than one of the following posts at any one time in the Young Greens:
       1. Any EC role.
       2. Democracy and Accountability Committee.
       3. Green Students Committee Co-Convenor.
    8. Members of the Young Greens may put themselves forward as a job share for any of the following posts within the Young Greens annual ballot:
       1. Treasurer.
       2. Elections Officer.
       3. Digital Communications Officer.
       4. Press Officer.
       5. Campaigns Officer.
       6. Events Officer.
       7. International Officer.
       8. Membership and Inclusion Officer.
       9. Political Education and Training Officer.
       10. Liberation Officers (from each formally constituted Liberation Group).
       11. Under 18s Officer.
       12. Wales Officer
       13. Member of the Democracy and Accountability Committee.
       14. Member of the International Committee
    9. Should one part of the job share resign or be removed from their position for whatever reason, their counterpart(s) will be able to either:
       1. Advertise to co-opt a replacement for the existing part of the job share.
       2. Continue to carry out their role without the existing part of the job share, without replacing them.
       3. Resign from their role.
    10. No member may sit on the same body for more than 5 terms consecutively, irrespective of election or co-option.
    11. No member may hold the same post for more than 3 terms, irrespective of election or co-option.

## Term of Office

* + 1. All roles shall be elected for a term of office of 1 year, not including the Handover Period, which should be completed should the officer no longer fit the requirements described in Constitution Clause 1.5.1 or 1.5.2 during their term, accepting variations as described below.
    2. For all roles elected at the AGM in the annual ballot, the term of office shall run until the following year’s AGM except in the cases of resignation or removal by a vote of no confidence.

## Accountability

* + 1. A vote of no confidence shall occur for an individual role if the Democracy and Accountability Committee are petitioned by 25% of the committee or other body which the role is part of.
    2. A vote of no confidence may also be called for any individual role if the Democracy and Accountability Committee are petitioned by a number of members equal to 10% of votes cast in the election for this role in the most recent elections, but never less than 25 members of the Young Greens.
    3. If the role which a vote of no confidence is being petitioned for falls within the Democracy and Accountability Committee, then it shall instead be EC that is petitioned by the members of the relevant committee, body, or general membership.
    4. Complete anonymity shall be maintained throughout by the committee which is petitioned, both relating to the petitioners and the vote.
    5. EC voting members have a responsibility to attend EC meetings and to stay accountable:
       1. Failure to attend four regularly scheduled meetings consecutively shall either: initiate an automatic immediate committee-internal vote of no confidence held via secret ballot by DAC, repeatable during a term; or result in the civil resignation of the member at their discretion, prior to the vote of no confidence.
       2. Failure to attend ten regularly scheduled meetings in total over the course of one term shall either: initiate an immediate automatic committee-internal vote of no confidence held via secret ballot by DAC, repeatable during a term; or result in the civil resignation of the member at their discretion, prior to the vote of no confidence.
       3. Failure to complete two individual quarterly reports in total over the course of one term shall either: initiate an automatic immediate committee-internal vote of no confidence held via secret ballot by DAC, repeatable during a term; or result in the civil resignation of the member at their discretion, prior to the vote of no confidence.
       4. Failure to complete a mandatory individual six-month progress report shall either: initiate an automatic immediate committee-internal vote of no confidence held via secret ballot by DAC; or result in the civil resignation of the member at their discretion, prior to the vote of no confidence. This clause does not apply to members of either EC or DAC who have been co-opted within one month of the report's due date.
       5. Failure to complete a mandatory individual annual report shall result in the ERO reporting this information at the final Convention Hustings if the Candidate is standing for election again.
    6. If an individual EC voting member invokes three of the actions noted in E3.5.1 through E3.5.4, but remains on EC, then DAC shall have the following options available:
       1. Initiate immediate informal mediation to find the causes of the issues at hand and offer support and guidance on various options available.
       2. Initiate another immediate committee-internal vote of no confidence within EC.
       3. Initiate an online ballot, to be held within one month of the DAC decision, open to all Young Greens members where a majority of voting members may vote to remove the EC voting member.

## Election Timescale

* + 1. All processes and the election timescale described between Clauses E4.4 and E4.11 (inclusive) apply only to positions elected in the “Annual Ballot” at convention, namely Executive Committee, Democracy and Accountability Committee members.
    2. Co-Chairs,Committees, or other positions in Young Greens Affiliated Groups shall be elected with a separate timescale to be decided by those respective groups.
    3. At least 8 weeks before the AGM the Executive Committee must send out a call for applications to all Executive Committee positions, all Democracy and Accountability Committee positions, and Green Students Committee Co-Convenor positions. This callout must set out the rest of the timescale and how to apply.
    4. Exactly 4 weeks before the AGM applications will close for all roles elected at Convention except for roles that received no applications during the initial period.
    5. As close as possible to 2 weeks before the start of the AGM a live online video hustings will take place for all roles elected in the Annual Ballot, which all candidates for these roles are invited to take part in.
    6. Exactly 2 weeks before the start of the AGM voting will open in accordance with Standing Order E5.3.
    7. At 17.00 the day before the AGM applications will close for roles covered by E4.1 which gained no applications as of E4.5.
    8. A further in-person hustings shall be held at Convention; each candidate has the right to participate in these as well as to submit a statement in advance.
    9. Voting shall close during Convention between the in-person hustings detailed in E4.8 and the announcement of results (the exact time to be at the discretion of DAC). The time of this should be clearly identified on the Convention Timetable and voting platform.
    10. The election of successful candidates shall be announced during Convention.

## Electoral System & Gender Balancing

* + 1. Every Young Green is eligible to vote at the Annual General Meeting and associated elections where they have 1 vote, except in the case of the elections for Liberation Officers and Officers representing a Special Interest Group on the Executive Committee, where only members of those relevant groups may vote for their representative officer.
    2. All positions shall all be elected using the Single Transferable Vote (STV) system with a provision for negative voting (re-open nominations, acronym RON).
       1. Single Transferable Vote quota for election is calculated as follows: total valid vote divided by one more than the number of seats up for election plus one (or rounded up) to avoid ties: (TVV/(seats+1)) +1.
    3. Voting will take place via secret, secure online ballot arranged by an Electoral Returning Officer (ERO), appointed by the Democracy and Accountability Committee (DAC).
    4. DAC, or the ERO if authorised to do so by DAC, is responsible for counting the votes.
    5. The counting of votes and electing of successful candidates for the positions of Executive Committee Co-Chair and Treasurer will take place before the counting for other EC positions so that the gender balance criteria described in E5.6, E5.7, E5.8 and E5.9 can be applied.
    6. The following rules will apply exclusively to the election of Co-chairs in compliance with Clause 1.1.1 of Constitution Byelaw 1.
       1. The candidate with the highest number of first preference votes will be elected in the first round in which a candidate passes the quota required by the STV method.
       2. If the successful candidate is not a self-defining man, the second candidate elected by the STV method will be elected to the second Co-Chair position, regardless of gender identity.
       3. If the first successful candidate is a self-defining man, all other self-defining men will be excluded from the vote and their further preferences allocated to the remaining candidates from whom the second Co-Chair will be elected.
    7. The election of Green Students Committee Co-Convenors will take place following the same rules as laid out for EC Co-Chairs in E5.6.
    8. The election of members to the Democracy and Accountability Committee will be carried out such that no more than 3 of the places are taken by self-defining men with places reserved, as necessary, to ensure this.
    9. The election of members to the International Committee will be carried out such that no more than 3 of the places are taken by self-defining men with places reserved, as necessary, to ensure this.

## Campaigning Rules

* + 1. Candidates for any role in Young Greens elections, and proposers of papers, are entitled to campaign and must all follow the same rules except for E6.2 which shall only apply to roles explicitly mentioned.
    2. The amount spent on a campaign by a candidate in the Young Greens annual ballot (EC, Democracy and Accountability Committee, Green Students Committee Co-Convenors) must not exceed £30. This includes leaflets, online campaigning and similar expenditures the candidate has incurred as a result of being a candidate for this position within the Young Greens. It also includes expenditure incurred by the supporters of the candidate. At least 50% of all spending will be reimbursed by the Young Greens provided that receipts are given to the Young Greens Treasurer within 30 days of the close of elections - the Treasurer may query the relevance of any expenditure with the Candidate and the Electoral Returning Officer, the Electoral Returning Officer may declare any expenditure to be irrelevant to the election and thus ineligible for reimbursement, the relevant Candidate must be informed if ever this is the case and has the inalienable right to appeal to the Democracy and Accountability Committee where they shall be recused if they sit on this body or were a named Proposers of the relevant candidate. The same amount of money will be reimbursed for every candidate running for any one role. Jobshare candidates share one £30 limit as if they were one person.
    3. Candidates and proposers may use the contact details of people they know personally to directly canvass for support, via their own networks, in the run up to the election but must not use administrative privileges to attain contact details inappropriately such as through access to mailing lists, nor may Candidates or Proposers unduly use their position or prospective position for a strategic advantage such as by offering incentives or through a quid pro quo.
    4. Candidates and proposers may campaign online and use social media to canvas for support but only strictly in a personal capacity. All campaign materials must clearly state in legible typeface "Promoted and produced by [Candidate Name] as part of their campaign for election for [Role]. This is not an official communication from the Young Greens of England and Wales." - this rule shall always be enforced and the repeated use of misleading campaign materials after a warning will lead to disqualification.
    5. Candidates and proposers may not use official Young Greens or Green Party communication channels such as administrative email and Facebook privileges. Official Young Greens channels may not amplify those running for election beyond the limited specific scope of their current role (if they hold one), nor may the Young Greens approve, endorse, or allow Candidates to be external representatives on a National or International level during the electoral period, except if: the Candidate is a duly selected representative at an international event for Green Parties or Youth Green Parties; or if the platform is specifically as part of an electoral campaign to elected office for a local, regional, national, or international position for example a local Council, regional Assembly, or Parliament. Materials produced, co-produced, or approved by candidates which are exact or highly similar in likeness to wording from candidates' statements or campaign materials may not be amplified on official Young Greens channels during the election period.
    6. All Candidate Statements shall be distributed to all Young Greens Members online.
    7. Campaigns must focus on the benefits of the candidate they are supporting, not the flaws of the candidates opposing them. Negative campaigning, smear campaigns, and mudslinging are not permitted. If anonymous smear campaigns take place, the Electoral Returning Officer may rerun the election until they are satisfied that the issue has been resolved. References to actions done or things said in the past by other candidates are not necessarily negative campaigning. This can often be an essential part of an accountable democracy, and these rules are not intended to prevent rigorous and in-depth campaigns from other candidates. The ERO should ensure they act in a fair and consistent manner towards all candidates when adjudicating these matters.
    8. The following acts are strictly forbidden: bribery, coercion, manipulation, disregard for decisions properly made and within the remit of the Electoral Returning Officer or relevant bodies, corruption, intimidation, lying, production and/or distribution of false or misleading campaign materials, and mistreating of members.
    9. Candidates or Proposers with Young Greens email addresses, admin rights, or other privileges due to their role may not use these unduly during the election period. This includes but isn't limited to: Candidates or Proposers must not canvass for support using official email channels; Candidates with Admin privileges on any Young Greens social media group must declare this to the Electoral Returning Officer within 5 days after the announcement of candidates; Admins of groups or channels who happen to be Candidates or Proposers must not approve any posts relating to the elections whatsoever, and the Electoral Returning Officer and Deputy Electoral Returning Officer must be made Admins and be given this sole power.
    10. The Electoral Returning Officer may, from time to time and with the express consent of the Democracy and Accountability Committee, implement specific further regulations which do not conflict with any rules in the Constitution or Standing Orders which also do not impact the equitable and fair treatment of campaigns - time-limited further specific regulations shall not be retrospective nor retroactive and all Candidates and Proposers must be informed of the implementation of any further rules.
    11. Any member, regardless of candidate status, can report a suspected breach of these rules to the Electoral Returning Officer in the case of electoral breaches, Democracy and Accountability Committee in the case of motions or electoral breaches, or, where they feel that is inappropriate, to Young Greens Staff.
    12. Any suspected electoral breach of these rules shall be investigated by the Electoral Returning Officer and the Democracy and Accountability Committee who have the following options open to them:
        1. Suspension of a candidate from the current election, who is suspected to have breached these rules, pending investigation by the Electoral Returning Officer and the Democracy and Accountability Committee. If the investigation cannot be completed by the AGM, the election will be re-run.
        2. Expulsion from the current election of a candidate found to be in breach of these rules, by the Electoral Returning Officer and the Democracy and Accountability Committee - the election shall otherwise continue as normal.
        3. Expulsion from the current election of a candidate where it has been found that person(s) acting on their behalf have breached these rules.
        4. Additionally, Candidates removed from the current election due to the actions of themselves or others will still be eligible to be a candidate for future elections to any position within the Young Greens. However, Candidates or Proposers who are found to be in breach shall automatically be referred to the Complaints and Disputes Subcommittee which may impose further sanctions.
    13. Any suspected non-electoral breaches, during an election and by a candidate, of the Young Greens Constitution, Young Greens Standing Orders, Green Party Constitution, Green Party Standing Orders, Green Party Code of Conduct or any other organisational policies of the Green Party of England and Wales and Young Greens, including anti-harassment and Safe Space policies, shall be investigated by the Democracy and Accountability Committee who shall have the following options open to them:
        1. Suspension of a candidate from the current election, who is suspected to have breached these rules, pending investigation by the Democracy and Accountability Committee. If the investigation cannot be completed by the AGM, the election will be re- run.
        2. Expulsion from the current election of a candidate found to have breached these rules with the election otherwise continuing as normal.
    14. Following any action as described in E6.13.1 or E6.13.2, the Democracy and Accountability Committee shall refer the case to the Complaints and Disputes Subcommittee for full investigation as described in Article 5 of the Constitution, from 5.6 onwards.
    15. Any suspected breach of these rules in relation to the proposal of papers will be investigated by the Democracy and Accountability Committee who will have the following options open to them:
        1. Suspension of a proposer suspected of breaking these rules may be suspended from proposing the paper pending investigation by the Democracy and Accountability Committee and an alternative proposer must be found by the remaining co-proposers.
        2. For serious breaches of these rules, the Democracy and Accountability Committee may rule the paper or amendment Out of Order and remove it from the General Meeting agenda.
    16. A person is accountable to these rules from the opening of the nominations period, however, may only announce their candidacy and begin publicly campaigning after the close of nominations.

## Co-Options

* + 1. Any vacant EC role may be co-opted by a majority vote of EC plus the agreement of the Chair of the Democracy and Accountability Committee, after a call out and interviews have taken place.
    2. Any vacant DAC role may be co-opted by a majority vote of DAC, after a call out has taken place.
    3. If it is not possible to co-opt for DAC roles in accordance with E7.2, these roles may be co-opted by a majority vote of EC, after a call out has taken place.
    4. Vacant Green Students Committee Co-Convenor roles may be co-opted by a majority vote of the Green Students Committee after a call out by the Green Students Committee has taken place.
    5. If it is not possible to co-opt for Green Students Committee Co-Convenor roles in accordance with E7.4, these roles may be co-opted by a majority vote of EC plus the agreement of the Chair of the Democracy and Accountability Committee, after a call out and a hustings has taken place.
    6. Gender balance criteria as defined under section E5.5 through to E5.9 should also apply to any co-options.

# Format and Exceptional Democratic Accountability Measures

## Format

* + 1. The General Meetings defined in Sections B, C, and D shall all be held as hybrid events, with democratic functions and activities exercised on a hybrid basis - where 'hybrid' refers to an event where Official Business may be accessed equally by those in-person and those online with provisions for both types of attendees.

## Exceptional Democratic Accountability Measures (EDAM)

* + 1. In exceptional circumstances in-person functions may not be possible and when this is the case these protocols shall be followed in order:
       1. No less than three voting members of the Executive Committee shall bring forward a motion to a meeting of the Executive Committee, expressing intent and reasoning to invoke Exceptional Democratic Accountability Measures (hereafter referred to as "Exceptional Measures" or colloquially as "EDAM").
       2. The Executive Committee shall vote on whether or not to invoke Exceptional Measures, invocation shall require a two-thirds majority.
       3. If Exceptional Measures are invoked, then the Co-Chairs of the Executive Committee shall inform the Chair or Co-Chairs of the Democracy and Accountability Committee of the decision, alongside documents which shall provide all reasoning and minutes of debate.
       4. The Democracy and Accountability Committee shall thoroughly review the declaration of Exceptional Measures and shall vote on whether or not to ratify the decision, ratification shall require a simple majority of the whole Committee.
       5. If Exceptional Measures are ratified, then the Executive Committee and the Democracy and Accountability Committee shall move to F2.2.
    2. After ratification of Exceptional Measures, the Executive Committee and the Democracy and Accountability Committee shall explore solutions of all nature and produce official planning documents, all solutions must be permitted under the conditions listed in F2.3. After a maximum of two weeks or after mutual agreement, F2.3 shall be implemented.
    3. Following thorough exploration, investigation, and planning, the Executive Committee shall inform the Democracy and Accountability Committee of any decision taken immediately after a vote to:
       1. Postpone a General Meeting by up to 6 weeks after the normal period.
       2. Hold a General Meeting and all associated functions either solely online or solely in-person in accordance with regular timescales.
       3. Postpone a General Meeting by up to 6 weeks after the normal period and hold the event and all associated functions either solely online or solely in person.
       4. Waive Exceptional Measures and carry out a General Meeting in the normal fashion.
    4. Once the Democracy and Accountability Committee has been informed, it shall vote to ratify or reject the decision that has been made.
       1. Should the decision be ratified by a majority, the agreed actions come into effect immediately.
       2. Should the decision be rejected by a majority, the process shall return to either F2.2 or F2.3, at the discretion of the Democracy and Accountability Committee.
    5. The membership of the Young Greens of England and Wales must be informed regularly of progress at the end of each set of processes outlined in F2.1, F2.2, F2.3, and F2.4.
    6. Once the date and format of a General Meeting have been announced, Exceptional Measures and the adjustments thereof may only be invoked (for the first time for said General Meeting) or amended (if already invoked for said General Meeting) in a true case of force majeure or if an election has been called for the UK Parliament or Senedd Cymru with less than ninety days notice and this is deemed to have a significant and clear effect on either: the democratic functioning of the Young Greens (in the view of the Democracy and Accountability Committee) or on the Young Greens' ability to campaign effectively in said election (in the view of the Executive Committee). Invocations and amendments to Exceptional Measures under this clause shall otherwise follow the process and rules in Article F, albeit with all time extensions in F2 clauses extended from "up to 6 weeks" to "up to 12 weeks". If an election is already underway, the Electoral Returning Officer shall be empowered to act in a proportionate manner to ensure the continuity of the election.

# Openness and Confidentiality

## Official Business

* + 1. Official Business shall be defined as the discussion or transaction of any actions in-line with the purpose of any Particular Body within the Young Greens, and actions taken by any Particular Body or its Officers. 'Particular Bodies' and 'Particular Body' shall mean, for the purpose of this Section, the Executive Committee, the Democracy and Accountability Committee, and the Green Students Committee only.

## Confidentiality of Particular Bodies

* + 1. Official Meetings shall regularly be Open to Young Greens Members as Observers, and to any other individual invited by the Executive Committee for any specific portion of a Meeting.
    2. From time to time, Official Business may be sensitive or require confidentiality, in these cases a Particular Body may invoke and enter Executive Session:
       1. The Executive Committee may enter Executive Session by a simple majority vote of a quorate Official Meeting - the Chair or Co-Chairs of the Democracy and Accountability Committee must be informed when this occurs and neither their the Right to Attend and Speak nor their Right to Access to Relevant Documentation is impacted.
       2. The Democracy and Accountability Committee may enter Executive Session by a simple majority vote of a quorate Official Meeting - the Executive Committee Co-Chairs must be informed when this occurs and they have the Right to Attend and Speak and the Right to Access Relevant Documentation when this business is conducted.
       3. The Green Students Committee may enter Executive Session by a simple majority vote of a quorate Official Meeting - the Executive Committee Co-Chairs and Democracy and Accountability Committee Chair or Co-Chairs must be informed when this occurs and they all have the Right to Attend and Speak and the Right to Access Relevant Documentation.
    3. Executive Session shall apply to Official Meetings or parts of Official Meetings only - documents created for or in Executive Session, and documentation pertinent to the subject matter of the Executive Session shall be designated Executive Business and shall be classified as: "Committee Confidential: Executive Committee" or "CCEC" for the Executive Committee, "Committee Confidential: Democracy and Accountability Committee" or "CCDAC" for the Democracy and Accountability Committee, and "Committee Confidential: Green Students Committee" or "CCGSC" for the Green Students Committee - each Committee Confidential document or material shall be accessible to all Voting Members of said Committee, plus others who are explicitly given access to documentation for a justifiable reason.
    4. Documentation or materials with any Committee Confidential classification for any Particular Body shall in every case be accessible to the Executive Committee Co-Chairs, the Chair or Co-Chairs of the Democracy and Accountability Committee, and the DAC Representative to the Complaints and Disputes Subcommittee.
    5. The Co-Chairs of the Executive Committee may, together and unanimously, with the Chair or Co-Chairs of the Democracy and Accountability Committee classify documentation or materials as "Strictly Confidential" or "SC" for matters of the absolute highest need of confidentiality - this documentation may only be shared within this group and others who are given explicit access by unanimous agreement of these individuals. The DAC Representative of the Complaints and Disputes Subcommittee shall also be given access to all Strictly Confidential documentation but shall not be required for votes of unanimity.
    6. Confidentiality shall be used only when necessary and shall not be exploited.
    7. A notice shall be published to Members whenever a Particular Body enters Executive Session or classifies documentation as Committee Confidential alongside a general reason such as "Hiring Process", or "Outcome of Complaints and Disputes Process".
    8. A notice shall be published to Members whenever the Executive Committee Co-Chairs and Democracy and Accountability Committee Chair or Co-Chairs classify documentation or communications as Strictly Confidential.

## Confidentiality of Complaints and Disputes

* + 1. Article 5 of the Constitution and guidance in the Record of Organisational Statements shall dictate confidentiality of Complaints and Disputes procedures.
    2. Matters of the Complaints and Disputes Subcommittee shall be handled with the utmost confidentiality.
    3. The Chair or Co-Chairs of the Democracy and Accountability Committee shall have the Right to Attend meetings and the Right to Access Relevant Documentation for all Complaints and Disputes Subcommittee Business unless Part 7 of this Section offers an exemption.

## Legal Requirements and Duties of Role Holders

* + 1. Laws on Data Protection and other laws such as on privacy shall be complied with; a valid legal case to access documentation classified in any way as Confidential shall result in access to specific documentation being granted expeditiously and within legally specified timescales to relevant individuals.
    2. A person who obtains information because they are, or have been, a member of a Particular Body or the Complaints and Disputes Subcommittee must not improperly use the information to gain an advantage for themselves or someone else, or cause detriment to the organisation or Members therein.
    3. The obligation to maintain confidentiality continues to apply even after a person has left a Particular Body.

## Whistleblowing and Appeals of Confidentiality

* + 1. Whistleblowing is an important part of maintaining transparency and fairness; whistleblowers shall be protected against detrimental treatment as a result of whistleblowing.
    2. Policies of the Green Party of England and Wales on the topic of Whistleblowing shall be used in conjunction with these rules, alongside Young Greens policies in the Record of Organisational Statements, as and when these are developed and implemented.
    3. If any Member believes documentation classified as Committee Confidential or Strictly Confidential to be an overreach of this power, inappropriate, or unreasonably detrimental to the openness of the organisation then they may inform the Complaints and Disputes Subcommittee of a potential breach. The Complaints and Disputes Subcommittee shall be granted full access to relevant documentation and shall conduct an investigation in a timely fashion, however without the explicit timings in Article 5 of the Constitution. The Complaints and Disputes Subcommittee shall have the power to reclassify documentation and its confidentiality status and publish or redact it accordingly. The Complaints and Disputes Subcommittee may only alter classification by one tier at a time (eg from Strictly Confidential to Committee Confidential but not Strictly Confidential to Open) until another request is received. The decision of the Complaints and Disputes Subcommittee shall be final.
    4. Nothing in this Section prevents any individual or Particular Body or the Complaints and Disputes Subcommittee from seeking advice from Staff or a duly appointed legal representative in a personal or collective capacity to ensure that duties are maintained and rules are followed, and the seeking of such advice (including sharing necessary documentation) is firmly within the rules - however, the DAC Representative of the Complaints and Disputes Subcommittee shall be informed when this occurs.
    5. Sharing documentation with the Complaints and Disputes Subcommittee to query a Confidentiality Classification (whether it be Committee Confidential or Strictly Confidential) is firmly within the rules.

## Sanctions for Breaches of Confidentiality

* + 1. An individual who shares a Committee Confidential document beyond the scope expressly permitted shall be referred to the Complaints and Disputes Committee which may issue an appropriate sanction.
    2. An individual who shares a Strictly Confidential document beyond the scope expressly permitted shall be referred to the Complaints and Disputes Committee which shall formally remove the individual from their Office, and suspend their Membership for no less than 6 months and for up to 36 months.
    3. As stated in Part 4, whistleblowing is protected and Members who blow the whistle on inappropriate conduct or conduct against any rules shall be immune from sanctions so long as claims are not made maliciously or in bad faith.

## Exclusions

* + 1. When information, documentation, materials, or a part of a Meeting on Official Business concerns any individual who is a Voting Member of a Particular Body, said individual shall not be required for votes, nor unanimity; the Complaints and Disputes Subcommittee shall opine and rule on these cases and may, from time to time, issue further directives within the scope of the rules to ensure smooth, fair, unbiased, or unswayed proceedings; when it is a Member of the Complaints and Disputes Subcommittee with a direct connection to the case, the relevant Member shall themselves not be required for votes, nor unanimity and shall be recused for that case.