



# **LCIT**

**Liverpool Community Independents Team**

# **CONSTITUTION AND PARTY RULES**

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VERSION 3**

# LIVERPOOL COMMUNITY INDEPENDENTS TEAM

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## **LIVERPOOL COMMUNITY INDEPENDENTS TEAM RULES**

### **A NAME**

Liverpool Community Independents Team Incorporated is a registered political party and an incorporated party. In the following Objectives and Rules, the Liverpool Community Independents Team Incorporated will be referred to as the “the Party” or “LCIT”

LCIT Constitution meets the rules and regulations of The Associations Incorporation Act 2009 and Association Incorporation 2022

### **B OBJECTIVES**

- (a) To promote the election of and re-election of local government candidates who are like minded individuals and are guided in principle by Australian family values and Christian style ethics.
- (b) To provide the opportunity for public participation in local government issues that affect the community;
- (c) To ensure elected members have more community consultation on issues that affect their residents.
- (d) To ensure our members and the community are informed of current Council issues that affect all residents
- (e) To ensure that elected LCIT Councillors and members of LCIT promote the pillars of community expectations of the (3) R’s – Roads, Rates and Rubbish

## **C RULES**

### **PART 1 - DEFINITIONS**

1.1 In these rules:

**AGM** means party Annual General Meeting

**Commissioner** means the Commissioner of the NSW Fair Trading

**ECNSW** means the Electoral Commission of NSW

**FDCNSW** means the Electoral Funding Disclosure Centre of NSW

**Extraordinary general meeting** means a general meeting of the Party other than an annual general meeting.

**Financial member** means a member of the Party that has paid the membership fee prescribed in Rule 2.7 for the current financial year.

**Ordinary member** means a member of the committee who is not an office-bearer of the Party, as referred to in rule .3.2

**Political Party** means any Party registered in accordance with the *Local Government Act 1993*.

**Secretary** means:

- (a) the person holding office under these rules as secretary of the Party, or
- (b) if no such person holds that office – the public officer of the Party.

**The Act** means the *Association Incorporation Act 2009*

**The Regulation** means the *Association Incorporation Regulation 2022*

1.2 In these rules:

- (1) a reference to a function includes a reference to a power, authority and duty, and
- (2) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

1.3 The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the *Act*.

### **PART 2 - MEMBERSHIP**

#### **2.1 Membership qualifications**

A person is qualified to be a member of the Party if, but only if:

- (1) the person is a person referred to in section 15(1)(a),(b) or (c) of the Act and has not ceased to be a member of the Party at any time after incorporation of the Party under the Act, or

- (2) the person is a natural person:
  - (a) who has been nominated for membership of the Party as provided by Rule 2.2;
  - (b) who has been approved for membership of the Party by the committee of the Party;  
and
  - (c) who does not belong to any other registered political organisation, other than a Trade Union.
  - (d) who resides in NSW
- (3)
  - (a) There shall be a minimum membership of 100 registered members at all times to comply with ECNSW regulations.
  - (b) The number of Affiliate members shall not exceed the total number of registered members at any one time to comply with ECNSW regulations
- (4) Registered Memberships shall consist of four categories: -
  - (a) Community Member –
  - (b) Associate Member- (any registered voter who is in receipt of welfare or is a self-funded retiree and),
  - (c) Affiliate Member – (any interested person who is not a registered voter)
  - (d) Lifetime Member – (based on continuous years of membership and service to organisation- as determined by Executive Committee and voted on by members)
- (5) All prospective new members must attend as a visitor for at least 2 meetings prior to applying for membership

Full Voting rights at any general meeting or **AGM** are only granted to current financial and lifetime members and **excludes affiliate members**. A lifetime member is considered a paid financial member for the purposes of voting rights

## 2.2 Nominations for membership

2.2.1 A nomination of a person for membership of the Party:

- (1) must be made by the proposed member and supported by a member of the Party in writing in the form set out in “**Annexure 1**” and “**Annexure 2**”. to these rules, and
- (2) must be lodged with any member of the Executive Committee/Group Members of the Party together with the prescribed membership fee as may be set from time to time.
- (3) All visitors or non-members must be invited and introduced by a member and introducing members name must be recorded against the visitor’s name in the “Register of Attendance” book.

2.2.2 As soon as practicable after receiving a nomination for membership, the committee member will provide the secretary with the nomination application and the nomination will

be referred to the Executive Committee or Group Members to determine whether to approve or to reject the nomination.

2.2.3 As soon as practicable after the Executive Committee or Group Members makes that determination, the secretary must:

- (1) notify the nominee, in writing, that the Executive Committee/Group Members approved or rejected the nomination (whichever is applicable), and
- (2) if the Executive Committee approved the nomination, issue a receipt for the nomination fee paid by the nominee as required by in accordance with Rule 7.1(3).

2.2.4 The secretary must then enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Party.

## **2.3 Conditions of membership**

2.3.1 A condition of Party membership requires that a member must:

- (1) not stand for public office, or nominate another person for public office or campaign against a Party endorsed candidate, when the Party is contesting an election;
- (2) not join, as a member, or retain membership with another registered political Party;
- (3) not act in a manner that brings the Party into disrepute; and
- (4) observe and support the Objectives and Rules of the Party

2.3.2 If a member fails to comply with the membership conditions set out in this rule, then that member can be removed from the Party in accordance with Rule 2.4 and Rule 2.9.

## **2.4 Cessation of membership**

A person ceases to be a member of the Party if the person:

- (1) dies, or
- (2) resigns membership in writing to The Secretary of the Party or
- (3) is expelled from the Party.

## **2.5 Membership entitlements**

A right, privilege or obligation that a person has by reason of being a member of the Party:

- (1) is not capable of being transferred or transmitted to another person, and
- (2) terminates on cessation of the person's membership.

## **2.6 Register of members**

2.6.1 The Secretary of the Party must establish and maintain a register of members of the Party specifying the name and address of each person who is a member of the Party together with the date on which the person became a member.

2.6.2 The register of members must be kept at the principal place of administration of the Party.

2.6.3 The register must contain the person's name, contact details and the date of joining the party. The register is to be kept private and confidential as per the Privacy and Personal Information Protections Act 1998 No 33 and will only be made available to relevant authorities such as ECNSW AND FDCNSW

2.6.4 The Secretary or other nominated committee member will be responsible for forwarding a copy of the register of members to the relevant electoral body as and when required to ensure the currency of the Party's political registration status.

## **2.7 Fees and subscriptions**

2.7.1 A member of the Party must on admission to the Party pay a membership subscription fee as set by the Party at each AGM.

2.7.2 The following categories of members are eligible to pay a reduced membership subscription fee, 50% of the fee as set by the Party at each AGM

- (1) people not employed; retired people, pensioners and, (Associate)
- (2) people not enrolled to vote (Affiliate)

2.7.3 The membership subscription renewal fees referred to in this section are payable after the 1<sup>st</sup> July in each calendar year, and before the 30<sup>th</sup> June in each succeeding year.

2.7.4 Any member who has not paid his or her membership subscription fee as and when it falls due, will remain a member of the party until a written resignation is received by The Secretary of the party, however, they cannot participate in the affairs of the Party such as voting or attending of meetings until membership fees are received

2.7.5 Membership fees are not refundable.

## **2.8 Members' liabilities**

The liability of a member of the Party to contribute towards the payment of the debts and liabilities of the Party or the costs, charges and expenses of the winding up of the Party is limited to the amount, if any, unpaid by the member in respect of membership of the Party as required by Rule 2.7.1.

## **2.9 Disciplining of members**

2.9.1 A written complaint may be made to the Correspondence Secretary by any person that a member of the Party:

- (1) has persistently refused or neglected to comply with a provision or provisions of these rules, or
- (2) has persistently and willfully acted in a manner prejudicial to the interests of the Party.

2.9.2 Without limiting the generality of 2.9.1(2), "manner prejudicial" includes the following conduct:



Disorderly or troublesome attitudes, untrustworthy conduct, actions or behaviour that is offensive, disruptive or aggressive;

2.9.3 On receiving such a written complaint, the Correspondence Secretary:

- (1) must cause notice of the complaint to be served on the member concerned;
- (2) must give the member at least 14 days from the time the notice is served within which to make submissions to the next general meeting in connection with the complaint, and
- (3) must take into consideration any submissions made by the member in connection with the complaint.

2.9.4 The general meeting may, **by resolution**, expel the member from the Party or suspend the member from membership of the Party if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proven.

2.9.5 **Within 7 days of the resolution** of the general meeting, to expel or suspend a member, the secretary must, **within 7 days after the action is taken**, cause written notice to be given to the member of the action taken, of the reasons given by the general meeting for having taken that action and of the member's right of appeal under Rule 2.10.

2.9.6 The expulsion or suspension does not take effect:

- (1) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
- (2) if within that period the member exercises the right of appeal, unless and until the Party confirms the resolution under Rule 2.10.5, whichever is the later.

## **2.10 Right of appeal of a disciplined member**

2.10.1 A member may appeal to the Party in general meeting against a resolution of the general meeting under Rule 2.9.4, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

2.10.2 The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

2.10.3 On receipt of a notice from a member under clause 2.10.1, the secretary must submit the notice to the next general meeting for consideration.

2.10.4 At a general meeting of the Party convened under clause 2.10.3:

- (1) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
- (2) the members present are to vote by **secret ballot** on the question of whether the resolution should be confirmed or revoked.

2.10.5 If at the general meeting the Party passes a special resolution in favour of the confirmation of the resolution made pursuant to clause 2.9.4, the resolution is confirmed and effective immediately.

## **PART 3 - COMMITTEE**

### **3.1 Committee**

The Executive Committee of the Party, subject to the Act, the Regulation and these rules and to any resolution passed by the Party in general meeting:

- (1) is to guide and manage the affairs of the Party, and
- (2) may exercise all such functions as may be mandated by an annual general meeting of the Party other than those functions that are required by these rules to be exercised by a general meeting of members of the Party.

### **3.2 Constitution and membership**

3.2.1 The Executive Committee is to consist of:

- (1) the office-bearers of the Party, and
- (2) two ordinary members including their substitutes
- (3) any elected members (ex officio)

each of whom is to be elected at the annual general meeting of the Party under Rule 4.1.2

3.2.2 All members of the executive committee shall have equal status in all matters pertaining to the executive committee.

3.2.3 The Office-Bearers of the Party are to be:

- (1) the President;
- (2) the Vice-President;
- (3) the Treasurer;
- (4) the Minutes Secretary; and
- (5) the Correspondence Secretary.

3.2.4 The Statutory Officers of the Party are to be:

- (a) the Registered Officer
- (b) the Deputy Registered Officer
- (c) the Party Agent
- (d) the Public Officer

3.2.4 Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

3.2.5 In the event of a casual vacancy occurring in the membership of the committee, the Executive Committee may appoint a member of the Party to fill the vacancy and that appointed member shall be eligible to serve the remainder of the predecessor's term of appointment, and will be subject to these rules.

### **3.3 Election of members**

3.3.1 Nominations of a member of the Party for election as office-bearers of the executive committee:

- (1) must be made verbally or in writing addressed to the Party president;
- (2) must be supported by any two financial members of the Party, being respectively the nominator and seconder;
- (3) must have the consent of the nominated member (nominee), indicated by the nominee either verbally or in writing, and
- (4) must be received either by or at the time of the calling of nominations during the conduct of an annual general meeting.

3.3.2 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

3.3.3 If insufficient nominations are received to fill all vacancies on the executive committee then any vacant positions remaining on the executive committee are taken to be casual vacancies and dealt with as provided for in Rule 3.2.5.

3.3.4 If the number of nominations received exceeds the number of vacancies to be filled then occupancy of the nominated position shall be determined by conducting a secret ballot.

### **3.4 President**

The President will:

- (1) Impartially and ethically chair meetings of the Party, including annual, general and extraordinary and executive committee meetings in accordance with the standard rules of meeting procedure;
- (2) Represent the Party on public occasions and at official functions; and

### **3.5 Vice President**

The Vice President will fulfill any role of the President in the event the President is unavailable.

### **3.6 Treasurer**

The Treasurer will:

- (1) ensure that all money due to the Party is collected, receipted and banked into the Party's account;
- (2) ensure that all payments authorised by a general meeting of the Party are made;

- (3) ensure that correct records are kept showing the financial affairs of the Party, including full details of all receipts and expenditure connected with the activities of the Party;
- (4) present to every general meeting of the Party a report indicating to the Party a true state of the Party's finances at that time;
- (5) submit all financial records to the Party's auditor each year in sufficient time for the auditor's report to be completed before the date of the Party's annual general meeting;
- (6) present to every annual general meeting of the Party a report indicating to the Party a true state of the Party's finances at that time, including a copy of the auditor's report;
- (7) deliver all financial records maintained on behalf of the Party to the succeeding Treasurer; and
- (8) maintain a register of the Party's members indicating the financial or non-financial membership status of each member.

### **3.7 Minutes Secretary**

The Minutes Secretary will:

- (1) Ensure minutes are prepared so as to accurately record the proceedings, and attendance of members and executive committee members, at the annual and general meetings, and executive committee meetings of the Party;
- (2) Ensure the relevant minutes are available for presentation and consideration at the Party meetings;
- (3) Ensure that all the minutes and attendance records are preserved,
- (4) Liaise with members so as to ensure the effective conduct of the Party's activities;
- (5) Liaise with the Correspondence Secretary so as to ensure the effective conduct of the secretarial requirements of the Party.
- (6) Liaise with the individual members of the Executive Committee so as to assist them in their roles; and
- (7) Deliver all secretarial records including the minutes and attendance lists to the succeeding minutes secretary.

### **3.8 Correspondence Secretary**

The Correspondence Secretary must:

- (1) Ensure that an accurate record is kept of the Party's incoming and outgoing correspondence;
- (2) Prepare outgoing correspondence as may be required by a general or executive committee meeting of the Party; and
- (3) Liaise with the minutes secretary so as to ensure the effective conduct of the secretarial requirements of the Party.

### 3.9 Casual vacancies

3.9.1 For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (1) dies, or
- (2) ceases to be a member of the Party, or
- (3) becomes an insolvent under administration within the meaning of the *Corporations Act 2001 (Cth)*, or
- (4) resigns office by notice in writing given to the secretary, or
- (5) is removed from office under Rule 3.10, or
- (6) becomes a mentally incapacitated person, or
- (7) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

3.9.2 Casual vacancies will be filled in accordance with the provisions stated in Rule 3.2.5.

### 3.10 Removal of Members

3.10.1 The Party in general meeting may by resolution remove any member of the executive committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

3.10.2 If a member of the executive committee to whom a proposed resolution referred to in Rule 3.10.1 relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation is notified to the members of the Party, the secretary or the president may send a copy of the representations to each member of the Party or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

### 3.11 Meetings and quorum

3.11.1 The executive committee will meet as and when the need arises and at such time and place as the executive committee may determine.

3.11.2 An executive meeting may be convened at the request of the any member of the executive committee or by general resolution of a general meeting.

3.11.3 Oral or written notice of a meeting of the executive committee must be given by the minutes secretary to each member of the executive committee **at least 7 days** (unless circumstances indicate a need for a shorter period or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.

3.11.4 Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the executive committee.

3.11.5 Only general discussions can take place and no business is to be transacted by the executive committee unless a quorum is present.

### **3.12 Delegation to Sub Committee**

3.12.1 By resolution of a general meeting the Party may:

- (1) appoint, alter or dissolve a sub committee;
- (2) delegate any matter to a sub committee necessary for the efficient function of the Party, unless the function is one that is required to be performed by the executive committee by the Act or by any other law;
- (3) appoint any number of members as may be appropriate to a sub committee; or
- (4) accept, reject or amend any recommendation of a subcommittee.

3.12.2 The subcommittee must:

- (1) exercise the functions within the scope delegated to it by the general meeting resolution,
- (2) make recommendations and report to the general meeting;
- (3) not make final and binding decisions binding upon the Party; and
- (4) not delegate this power of delegation.

## **PART 4 - MEETINGS**

### **4.1 Annual General Meetings (AGM)**

#### **4.1.1 AGM's—calling of**

4.1.1.1 With the exception of the first annual general meeting of the Party, the Party must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Party, convene an annual general meeting of its members.

4.1.1.2 The Party must hold its first annual general meeting:

- (1) within the period of 18 months after its incorporation under the Act, and
- (2) within the period of 6 months after the expiration of the first financial year of the Party.

4.1.1.3 Rule 4.1.1.1 and Rule 4.1.1.2 have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the *Act*.

#### **4.1.2 Annual general meetings – calling of and business at**

4.1.2.1 The annual general meeting of the Party is, subject to the Act and to Rule 4.1.1.1, to be convened on such date and at such place and time as the committee thinks fit.

4.1.2.2 In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

- (1) the consideration, and if found appropriate, the endorsement, of the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
- (2) the hearing and discussion of reports presented by executive committee members on the activities of the Party during the last preceding financial year,
- (3) the consideration of the auditor's report (if required);
- (4) the hearing and discussion of reports of any Party member holding a political office;
- (5) the election of office-bearers of the Party and ordinary members of the committee,
- (6) the receipt and consideration of the statement that is required to be submitted to members under section 26(6) of the Act.

4.1.2.3 No item of business is to be transacted at an annual general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

4.1.2.4 Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of an annual general meeting.

4.1.2.5 If a quorum is not present, the meeting is to stand adjourned to time, date and place as notified by the minutes secretary.

4.1.2.6 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

### **4.1.3 AGM's- Notices**

4.1.3.1 An annual general meeting must be specified as such in the notice convening it.

4.1.3.2 A notice of the annual general meeting must be forwarded to members at least 7 clear calendar days in advance of the proposed meeting, notifying the time, date and place of the meeting.

4.1.3.3 In the event business items other than those referred to in Part 4.1.2 will be considered at the annual general meeting, then notice of the annual general meeting must be forwarded to members at least 21 clear calendar days in advance of the meeting.

4.1.3.4 Proposed business that has not been notified as required by Rule 4.1.3 shall not be considered at the annual general meeting, but may be considered at a subsequent general meeting provided proper notification is made for that subsequent meeting.

#### **4.1.4 AGM - Adjournment**

4.1.4.1 The chairperson of an annual general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

4.1.4.2 If an annual general meeting is adjourned for 14 days or more, the minutes secretary must give written or oral notice of the adjourned meeting to each member of the Party stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

4.1.4.3 Except as provided in Rule 4.1.4.1 and Rule 4.1.4.2, notice of an adjournment of an annual general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

#### **4.1.5 AGM - Making of decisions**

4.1.5.1 A question arising at an annual general meeting of the Party is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, an entry to that effect in the minute book of the Party is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against that resolution.

4.1.5.2 At an annual general meeting of the Party, a poll may be demanded by the chairperson or by at least 3 members present in person or by electronic ballot at the meeting.

4.1.5.3 If a poll is demanded at an annual general meeting, the poll must be taken;

- (1) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
- (2) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

#### **4.1.6 AGM - Voting**

4.1.6.1 On any question arising at an annual general meeting of the Party a member has one vote only.

4.1.6.2 All votes must be given personally or by a member's electronic ballot vote by email

4.1.6.3 In the case of an equality of votes on a question at an annual general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

4.1.6.4 A member or member's electronic ballot is not entitled to vote at an annual general meeting of the Party unless all money due and payable by the member's or member's electronic ballot to the Party has been paid, other than the amount of the annual membership fee payable in respect of the then current year.



4.1.6.5 Each member's electronic ballot vote is to be given notice to the secretary no later than 24 hours before the time of the meeting

4.1.6.6 A member's electronic ballot vote is to be in the form set out in "**Annexure 3**" to these Rules.

## **4.2 Extraordinary general meetings - calling of**

4.2.1 The executive committee may by its own motion or a general meeting of the Party may by resolution convene an extraordinary general meeting of the Party.

4.2.2 The executive committee must, on the requisition in writing of at least 5 per cent of the total number of members present at a general meeting, convene an extraordinary general meeting of the Party.

4.2.3 A requisition of members for an extraordinary general meeting:

- (1) must state the purpose or purposes of the meeting; and
- (2) must be signed by the members making the requisition; and
- (3) must be lodged with the minutes secretary; and
- (4) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

4.2.4 If the executive committee fails to convene an extraordinary general meeting to be held within 2 months after that date on which a requisition of members for the meeting is lodged with the minute's secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 4 months after that date.

4.2.5 An extraordinary general meeting convened by a member or members as referred to in Rule 4.2.4 must be conducted and abide as closely as practicable with the provisions of rules 4.1.2 through to 4.1.6 provided for in annual general meetings.

## **4.3 General Meetings**

4.3.1 A general meeting of the Party shall be convened bi-monthly or as frequently as shall be resolved from time to time by a general meeting of the Party.

4.3.2 A general meeting must be conducted and abide as closely as practicable with the provisions of Rules 4.1.2 through to 4.1.6 provided for in the annual general meetings.

4.3.2 All discussions at a general meeting shall be governed by traditional commonly accepted rules of meeting procedure, displaying courtesy and fairness to all participants, and the chairperson shall be entitled to exercise a second or casting vote.

4.3.3 If a meeting becomes unruly the Chairperson/President can recess the meeting for a period of up to 10 mins. If after the recess the unruliness continues the Chairperson/President can either ask the person/s to vacate the meeting or close the meeting

4.3.4 The order of business at general meetings will be:

- (1) Attendance – reminder to members to sign the attendance register
- (2) Introduction of non-members

- (3) Presentation of Apologies
- (4) Presentation of Urgent business
- (5) Consideration of minutes of previous general meeting or extraordinary general meeting
- (6) Business arising from (4)
- (7) Treasurer's report
- (8) Secretaries report (including correspondence secretary)
- (9) Councillor/s Report or Guest Speaker
- (10) General business

## **PART 5 - ELECTION CAMPAIGN**

### **5.1 Election Campaign**

5.1.1 Matters for consideration by a general meeting in preparation for a political election campaign will include:

- (1) Holding monthly general meetings or more frequent general meetings as provides in Rule 4.3.1;
- (2) Establishment of appropriate sub-committees as provided in Rule 3.12; and
- (3) Appointment of a person/s to fulfil the role of campaign director (if required)

5.1.2 Funds raised or claimed remain the property of the Party, regardless of whether supplied directly to the Party or via goods offered by a Party member or other supporter or by other means.

### **5.2 Pre-Selection**

All LCIT candidates presenting for candidacy as a representative of LCIT, must be residents, business owners, own a residential property or business premises within the Liverpool Local Government Area

5.2.1 All nominations for pre selection must be presented to the credentialling subcommittee for credentialling at least 6 months prior to the election date and endorsed by the executive committee before presenting to the members

5.2.2 Any financial member may nominate for pre selection. However, a person presenting for pre selection must have been a financial member of the party for at least 12 months and have attended at least 6 of the 10 annual meetings prior to pre selection. Should circumstances arise, whereby, a suitable candidate does not meet this criterion, an exemption may be made where they may be put forward to the Executive Committee and the members for a majority vote.

5.2.3 If there are more candidates than positions to fill on a ticket for a proposed election then the candidates to be named on the ticket will be chosen via secret ballot conducted at a general meeting

5.2.4 Endorsement of any member of the Party who desires to be a candidate for election to political office shall be determined by resolution of a general meeting of the Party, normally after consideration of advice from appropriate sub committees and individuals and from the executive committee.

### **5.3 Endorsed Candidates**

- a) If a member is endorsed as an LCIT Candidate for a local government election, they will be expected to be a member of the campaign committee and contribute to all facets of the election processes and procedures along with “One Party”, “One Campaign” for all wards, ensuring we comply with Electoral Funding Act 2018, Electoral Funding Regulations 2018 and the Local Government Act 1983.
- b) Endorsed candidates will be expected to make a financial contribution to the campaign account as determined at pre selection by the Executive Committee

The Party’s endorsed candidates are expected to:

- (1) maintain financial membership status in the Party;
- (2) not be a member of or otherwise support another registered political Party,
- (3) support the Party’s objectives;
- (4) be committed to effective participation in a team situation within the Party;
- (5) not act in a way that might or does bring the Party into disrepute.
- (6) be responsible for the payment of the individual candidate’s election fee, and
- (7) receive any applicable refund of that fee;
- (8) on invitation, attend meetings of committees and individuals in relation to the Party’s election campaign activities;
- (9) attend the Party’s general meetings;
- (10) participate fully in fundraising and other activities relating to the Party’s election campaign; and
- (11) contribute to the discussion and development of the Party’s campaign policies.
- (12) participate as an ex officio member of the Executive Committee

## **PART 6- MEMBERS HOLDING ELECTED POLITICAL OFFICE**

All endorsed party members elected as Councillors are bound by the LCIT Elected Councillors Charter (**Addendum A**)

- 6.1 Members of the Party who have been elected to political office as a consequence of being endorsed as candidates by the Party, or members of the Party who hold political office but who have otherwise been elected to that office are bound by the provisions of Rule 5.2.4.
- 6.2 Elected Councillors need not caucus on how to vote on an issue, and each Councillor reserves the right to vote in accordance with their conscience on an issue taking into account each other's views respectively.
- 6.3 Members elected as Councillors must meet together prior to any council meeting to discuss the agenda items proposed, either in person, or by other communicative methods such as phone, video link or email.
- 6.4 Members elected as Councillors will give clear verbal notice to the fellow LCIT Councillor of their intended voting intentions prior to the official meeting either in person, or by other communicative means e.g., phone, video link or email
- 6.4 Members elected as Councillors will present a report of issues and feedback on matters arising at the previous council meeting to the members at the next general meeting

## **PART 7- MISCELLANEOUS**

### **7.1 Funds**

- 7.1.1 The funds of the Party shall be derived from the annual subscription of members, donations and, subject to any resolution of the Party, such other resources as the Party may determine.
- 7.1.2 All monies received by the Party shall be deposited as soon as practicable and without deduction to the credit of the Party's Financial Institution's account.
- 7.1.3 The Party shall, as soon as practicable after receiving any money, issue an EFA approved receipt.
- 7.1.4 Subject to any resolution of a general meeting of the Party, the funds of the Party shall be distributed in pursuance of the objectives of the Party.
- 7.1.5 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Party who have been authorised as signatories by a general meeting of the Party.
- 7.1.6 A Financial Institution account, term deposit or investment shall be conducted at any bank, building society or credit union only subsequent to a resolution of a general meeting of the Party, and other forms of financial management of the Party's funds shall be prohibited.
- 7.1.7 Operation, in the form of lodging deposits into, and arranging transfers between the Party's Financial Institution account, term deposit/s or investments, shall only be exercised by a member or members of the Party subject to a resolution of a general meeting of the Party.

7.1.8 Any Financial Institution account, term deposit or investment of the Party shall be established and remain in the Party's name: Liverpool Community Independents Team Incorporated

7.1.9 In the event of an extraordinary general meeting of the Party, convened for the purpose of considering the dissolution of the Party, or in the event the Party should otherwise cease to exist, then all funds held in the Party's name shall be given to the Salvation Army, its successor, or similar Christian charitable organisation

## **7.2 Alteration of objects and rules**

The Party's objectives and rules shall be altered, rescinded or added to only by special resolution at an Annual General Meeting of the Party and voted upon in accordance with Part 4.1.5.

## **7.3 Common seal**

7.3.1 The common seal of the Party shall be kept in the custody of the Party Secretary.

7.3.2 The common seal of the Party shall not be affixed to any instrument except by the authority of a resolution of a general meeting of the Party, and the affixing of that common seal shall be attested by the signatures of the Party President and one other member of the executive committee.

## **7.4 Custody & Inspection of books**

7.4.1 The records, books and other documents of the Party shall be maintained at the direction and under the responsibility of the Executive committee.

7.4.2 Opportunity for inspection of the records, books and other documents of the Party (other than member's names, addresses or contact numbers) shall be available:

- (1) to any member of the Party who shall apply in writing to the committee; and
- (2) at a reasonable time within 4 weeks of application as described in Rule 7.4.2(1).

7.4.3 The constitution and rules of Liverpool Community Independents Incorporated is only available to:

- (1) current financial members
- (2) new members upon joining, paying of membership fees and being accepted by the Party plus
- (3) relevant authorised government regulatory bodies

## **7.5 Service of notices**

7.5.1 For the purpose of these rules, a notice may be served on or given to a person:

- (1) by delivering it to the person personally, or
- (2) by sending it by prepaid post to the last known address of the person, or

- (3) by sending it by facsimile transmission or some of other form of electronic transmission to an address specified by the person or giving or serving the notice.

7.5.2 For the purpose of these rules, a notice is taken, unless contrary is proved, to have been served:

- (1) in the case of a notice given or served personally, on the date on which it is received by the addressee, or
- (2) in the case of a notice sent by prepaid post, on the date when it would have been delivered in the ordinary course of post, or
- (3) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date

## **7.6 Insurance**

The Party may effect and maintain insurance as required

**LCIT ELECTED COUNCILLORS CHARTER (2022)**

Points below reflect a resolution passed by LCIT members of what they expect our LCIT endorsed elected Councillors to do and how we expect our Councillors to represent our party, any deviation by councillors from this charter needs to be held to account.

- Collaborative, collegial and open discussion between elected councillors
- Transparent and supportive comradery
- Cordial engagement and flexibility in dealing with Council business
- Briefing of each other on their approach to Council business
- Respecting each other's differences on their individual positions
- When making decisions, Councillors should ensure the impact will be in the best interests of Liverpool LGA and informed by discussion at LCIT meetings
- Resolutions of LCIT general meeting forums should be supported by the Councillors and reflected in their decision-making roles as an elected councillor.
- Councillors must be working for the people, not themselves, teamwork delivers results
- Councillors must be an independent voice for the people and the party they represent
- Councillors must be working for the whole of the Liverpool community (City, Suburban and rural) LGA
- Councillors should work together as a team with individual skills and these skills are coached and taught strategies to work together for the common purpose, common goal and the good of the community. Councillors need those strategies and goals to achieve results
- Councillors should work together for the common good, they need to be selfless and here for the members of their party and the community

# ANNEXURE 1 LCIT MEMBERSHIP FORM

## NEW MEMBERSHIP FORM



*Your local community team selecting and supporting Candidates for election to Local Government*

### FINANCIAL MEMBERSHIP TYPES & FEES

LCIT is a registered Political Party and Membership fees are determined by the Executive Committee and announced every year at the Annual General Meeting.

#### 1. COMMUNITY MEMBER:

A Community Member is a full member, who has opted to pay a standard renewal fee per year, is a registered voter and, does not belong to any other political organisation. A Community Member has full voting rights

#### 2. ASSOCIATE MEMBER:

An Associate member, who is in receipt of a pension or welfare, is a registered voter and, shall not belong to any other political organisation is entitled to pay 50% of Community Member. An Associate Member has full voting rights

#### 3. AFFILIATE MEMBER:

An Affiliate member is any interested person who is not a registered voter and shall not belong to any other political organisation is entitled to pay 50% of Community Member. An Affiliate Member does not have voting rights

#### 4. DONATIONS ANY AMOUNT

As a small community party, we rely on your donations to fund our electoral campaign and any donations are gratefully accepted

**NB. PLEASE ENSURE YOU COMPLETE REVERSE DOCUMENT FOR ECNSW**

### NEW MEMBERSHIP

*Please complete and sign this form and return to the Secretary*

Membership Type: Community/Associate/Affiliate  
(Please circle one)

Members Surname: \_\_\_\_\_

Members Given Name/s \_\_\_\_\_

Members Address – Street Name & Number (only if changed): \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

I enclose: \$ \_\_\_\_\_ for my membership

And

(LCIT Use only)

Money received: \_\_\_\_\_

Date Received: \_\_\_\_\_

EFA Receipt Number \_\_\_\_\_

Date Banked: \_\_\_\_\_

### METHODS OF PAYMENT

There are 3 types of payment methods:

#### 1. CASH:

Cash payments may be made to the Secretary at any LCIT Meeting. Upon receipt of cash an official Electoral Funding authority receipt will be issued to you as soon as is practicable.

#### 2. CHEQUE:

Cheques must be made payable to Liverpool Community Independents Team Inc. and posted to:

#### 3. BANK TRANSFER:

Payments can be made directly into our bank account; the details are as follows:

A/C Name: **Liverpool Community Independents Team**  
*Incorporated*

Bank: \_\_\_\_\_

BSB: \_\_\_\_\_

A/C Number: \_\_\_\_\_

Reference: **Your name/s**

Email to: [secretarylct@bigpond.com](mailto:secretarylct@bigpond.com)

(Some banks have the facility to send a confirmation email when transferring funds)

(Please Note: All information provided on this form is kept confidential and not used for any purposes other than LCIT administrative processes.)

The LCIT membership form along with ECNSW FORM 20 must be completed before being accepted as a member.



## ANNEXURE 2 - ECNSW FORM 20



# Declaration of party membership

### What this form is for

A member of a political party can complete this form and send it to their party so it may be used to help establish or confirm the party's eligibility for registration in NSW.

### How to use this form

- Only the party member may complete this form. It must not be altered or pre-filled.
- This form is sent to the party (**not to the NSW Electoral Commission**) when completed.
- The party member can check their details on the [electoral roll](#) to ensure accurate information is provided.

### Privacy

The NSW Electoral Commission is committed to protecting the privacy of the personal information it collects, manages and stores. The information collected on this form will be used by the NSW Electoral Commission to confirm a party's eligibility to be registered for NSW State and/or local government elections. This form may also be used by the NSW Electoral Commission to undertake its statutory and administrative functions relating to the registration of a political party. Not supplying all the information requested may delay or prevent the NSW Electoral Commission confirming a party's eligibility to be registered. The form is held by the NSW Electoral Commission and accessible by relevant staff and its contractors. If required or authorised by law, information on this form may be made available for public inspection. It may also be disclosed to other persons or entities if required or authorised by law. We may also use your contact details to invite you to confirm your membership of a party. You can find additional information in the NSW Electoral Commission's [Privacy Management Plan](#) concerning access to and correction of your personal information.

**Please note that this form may be viewed as part of a public inspection of a registered political party's information. If a silent elector provides their address it will be redacted before the form is made available for inspection.**

Party membership details

FULL NAME

DATE OF BIRTH

RESIDENTIAL ADDRESS (AS IT APPEARS ON THE ELECTORAL ROLL) POSTCODE

EMAIL ADDRESS

PHONE NUMBER

NAME OF THE PARTY OF WHICH I AM A MEMBER

I consent to the above party relying on my membership for the purpose of qualifying for eligibility for registration under the *Electoral Act 2017* and/or the *Local Government Act 1993* (as applicable).

The Electoral Commissioner for NSW may, in order to verify the requirements for this party's eligibility for registration, contact me to confirm that I am a member of the party.

SIGNATURE DATE

FD\_2019\_OCT21\_V7



ANNEXURE 3 - LCIT BALLOT FORM



# BALLOT PAPER

## VOTE (X) ONCE ONLY

This ballot paper is issued for members of Liverpool Independents Team only to vote upon the following issue:

YES

NO

If unable to attend the meeting, the completed ballot paper is to be forwarded electronically by email to: **secretarylcit@bigpond.com**

Registered party information required under the Electoral Act 2017 and the Local Government Act 1993 for **Liverpool Community Independents Team**:

(1) The party's objects:

*LCIT CONSTITUTION – Page 4 - PART B: the party's objectives*

(2) Procedure for amending the party's written constitution:

As per the Associations Incorporation Act 2009 (Sect 10) –  
Special Resolution notified to all members for all amendments and changes  
to the constitution for input, approval and voting on.

(3) The rules for membership of the party, including for the procedure accepting a person as a member and ending a person's membership:

**Covered in the LCIT Constitution**

1. Page 5,6,7 - **PART 2** – 2.1 MEMBERSHIP QUALIFICATIONS &
2. Page 7 – **PART 2** – 2.4 Cessation of Membership

(4) A description of the party structure and of how the party manages its internal affairs:

**Covered in the LCIT Constitution**

Page 10 to 14 – **PART 3** – COMMITTEE – Positions and responsibilities &  
Page 14 to 18 – **PART 4** – MEETINGS – Meeting rules and regulations

(5) The procedure for selecting a person to hold an office in the party and for removing a person from office:

**Covered in the LCIT Constitution**

Page 10 & 11 – **PART 3** – COMMITTEE – 3.2.3 & 3.3 (Office bearers are nominated and  
voted on at AGM by members) &  
Page 13 – **PART 3** – 3.10 REMOVAL OF MEMBERS holding office

(6) The names of the officers or members of the party responsible for ensuring the party complies with the Electoral Act 2017 and the Electoral Funding Act 2018

JANICE HARLE – **REGISTERED OFFICER**  
MICHAEL RUSSELL – **DEPUTY REGISTERED OFFICER**  
PAULINE ROWE – **PARTY AGENT**

- a) **REGISTERED OFFICER**: Responsible for the reporting of political party members to the ECNSW along with endorsing candidates in local government elections
- b) **DEPUTY REGISTERED OFFICER** – Fulfill the role of Registered Officer as required
- c) **PARTY AGENT** – Responsible for preparing and signing of all political party disclosures and election campaign funds and expenses for the party