

Momentum NCG Standing Orders

NCG Meetings

Regular meetings:

- The full NCG shall meet monthly.
- These meetings will take place using videoconferencing software.

In person meetings:

Annual in-person-meeting

- The full NCG shall meet in person once per year for a full weekend subject to adequate resources being available to facilitate attendance at the meeting.
- The decision on whether to hold the annual in-person meeting shall be taken by the Officers Group.
- This will replace the normal meeting that month.
- All staff will be invited to attend part of this meeting.
- These meetings will be an opportunity for evaluation of the previous 6 months as well as having long term strategic discussions.

Informal in-person meet ups

- The secretary and the Administration and Governance Officer shall organise three informal in person meet ups each year at diverse locations to facilitate accessibility for the maximum number of NCG members.
- All staff will also be invited to attend.
- No formal business shall be conducted at the meet ups but they will provide an opportunity for informal discussions and relationship building.

Notice of meetings:

- A schedule of meetings should be planned for the upcoming 12 months by the secretary and the Administration and Governance Officer and agreed by the NCG.
- This should keep in mind the LP calendar and NCG members should be given the opportunity to point out clashes, although it is noted that it won't be possible to avoid all clashes.
- Changes to the regular meetings schedule can be made by the chair/s and secretary, but this should only be done in exceptional circumstances and should be communicated with ample time.

Emergency NCG meetings:

- Emergency meetings in addition to those outlined can be called by the chair/s.
- A minimum of 24 hours notice should be given and this should only be done in exceptional circumstances.
- Exceptional circumstances: if an issue is time critical and cannot be decided on by the officers group or through a digital vote of the full NCG.

Emergency Officers Group meetings:

- Emergency meetings can be called by the chair/s.
- A minimum of 12 hours notice should be given and this should only be done in exceptional circumstances.
- All efforts must be taken to ensure all members of the Officer Group are aware of the meeting, including individually contacting each member by all available means (not by email only).
- Exceptional circumstances: if an issue is time critical and cannot be held over to the next Officers Group or NCG meeting, nor through a digital vote of the full NCG.

Agendas, Papers, etc:

- Regular monthly meetings should take place on either a Saturday or Sunday.
- The secretary shall be responsible for compiling the agenda with support from the Administration and Governance Officer. The agenda should be signed off by the chair(s) and secretary.
- Any final papers should be submitted to the secretary and Administration and Governance Officer by Wednesday at noon on the week of the meeting. To allow time for the secretary to check all papers.
- In some cases proposals might overlap, might be impractical or not yet developed enough. The secretary might recommend to the proposer to not put it to the NCG yet.
- The agenda and papers should be circulated on Wednesday evening to all NCG members.
- Amendments and written responses should be submitted by Friday 9am.
- All additional documents to be circulated to the NCG on Friday 5pm.

Termly strategy review process

- At the start of each new NCG term a strategy review shall be conducted to set organisational priorities for the NCG term.
- The process shall consist of the following steps:
 - a. A strategy working group shall be established which is representative of the whole NCG.
 - b. Other working groups shall be invited to identify potential projects and/or actions in their relevant areas of oversight and to rank these as either high, medium, or low priority, and submit these to the strategy working group.
 - c. Staff teams shall review these submissions and advise on the likely timescales and workload implications of each.
 - d. The strategy working group shall review the submissions, taking into consideration Momentum's constitutionally enshrined Aims and Purposes & Principles, the particular strategic demands of the current political moment, the recommended priorities of each of the working groups, and staff advice on resource implications.
 - e. The strategy working group shall submit a proposal for Momentum's strategy for the new NCG term to be discussed and approved at the next full NCG meeting.
- The final proposal from the strategy working group shall be submitted to the NCG for approval no later than three months after the completion of the NCG elections.

Minutes and reports of NCG meetings:

- Action report of each NCG meeting to be written by the Administration and Governance Officer and approved by the co-chairs and secretary within 3 working days after a meeting and to be posted on the website and communicated to members.
- Minutes to be sent around the NCG for approval within 3 working days after a meeting and to be uploaded to the Momentum website within 10 days. Minutes are to be approved digitally, with 48 hours given for any objections to be raised, unless there are major disagreements in which case a discussion and decision may be deferred to the following NCG meeting.

Minutes and reports of Officers Group meetings:

- Action report of each Officers Group meeting to be written by the Administration and Governance Officer and approved by the co-chairs and secretary within 3 working days after a meeting and to be posted on the website and communicated to members.
- Minutes to be sent around the Officers Group for approval within 3 working days after a meeting and to be uploaded to the Momentum website within 10 days. Minutes are to be approved digitally, with 48 hours given for any objections to be raised, unless there are major disagreements in which case a discussion and decision may be deferred to the following Officers Group meeting.

Reports from working group chairs:

- The chair of each working group shall produce quarterly reports on any projects or workstreams being carried out within their remit and/or proposals brought to the NCG by their working group, and the progress thereof.
- These reports shall be shared with the wider membership via email and/or by hosting them on the Momentum website.

Reports from NCG reps:

- NCG members shall regularly report back to groups in their region at the relevant Organising Calls.

Reports from Momentum-backed reps on Labour committees:

- A verbal report back at each NCG meeting shall be sought from Momentum-backed reps on the Labour NEC. These reports shall then be shared with the wider membership via the minutes of NCG meetings.
- Annual report backs shall be sought from Momentum-backed reps on all other Labour committees.

Reports on organisational information:

- Reports on aspects of Momentum's organisational health (e.g. membership figures and financial data) shall be shared with the wider membership via updates in the Organiser. This information shall be shared as deemed appropriate by the NCG, with due regard to the potential benefits and risks of doing so.

Accessibility of meetings:

- The Chair should allow for a 10 minute break approximately every 90 minutes.

- NCG members should contact the Administration and Governance Officer with any accessibility queries.

Standing orders for NCG meetings:

1. Structure of regular meetings / Order of business:

- a. Agree minutes of previous meeting (if not already agreed digitally at an earlier time)
- b. Discussion on political situation (optional)
- c. Report from Officers Group
- d. Report on the finances
- e. Report from sub-groups
- f. Report from Momentum-backed NEC reps
- g. Report from staff members (optional)
- h. Proposals and Amendments
- i. Any other business

NB1: this may differ for big in person meetings.

NB2: Wherever possible reports should be written and most time in this section of the meeting should be allocated to questions and answers.

2. Proposals

- a. Proposals can be submitted by NCG member, by sub-groups or by staff.
- b. Proposals must have 1 proposer.
- c. Any papers that go along with a proposal should be submitted 3 days in advance (by Wednesday at noon) to the secretary and the Administration and Governance Officer.
- d. The agenda, including proposals and papers, should be circulated to NCG members 3 days in advance (Wednesday evening).

NB1: process needs to be developed for how local groups and/or members can submit proposals to the NCG.

NB2: Momentum staff should only submit proposals if absolutely necessary. Generally, they should go through NCG members or sub groups.

NB3: NCG members should look to make feasibility assessments of proposals with relevant staff members in advance of submitting proposals. Where appropriate, proposals should be accompanied by additional information relating to costs and feasibility.

3. Amendments

- a. Amendments should be submitted in writing in advance of the meeting.
- b. No amendment shall negate the intention of the original motion.
- c. Written amendments should be submitted by 9am the day before the meeting to the Administration and Governance Officer and the secretary by email.

- d. Amendments, along with any additional documents, should then be circulated by the Administration & Governance Officers to the NCG by 5pm on the day before the meeting.
- e. Amendments can be proposed in the meeting by one proposer and a minimum of one seconder. The proposer of the proposal can accept the amendment. If not accepted by the proposer of the proposal and if objections are raised to the amendment being discussed and voted upon, then a vote should be taken immediately without further discussion on whether the amendment is discussed and voted upon. If that vote falls, the amendment shall NOT then be discussed and voted on. If that vote CARRIES, the amendment shall then be discussed and voted upon.

4. Order of Debate

- a. Any proposal should be introduced by the proposer. The time allowed to the proposer shall be at the chair's discretion, but with a view to allowing adequate time for debate.
- b. Proposals should be followed by ANY clarifying questions from NCG members to the proposer. The chair should allocate a limited period of time for this. The purpose of these questions should be to aid understanding.
- c. Questions should be followed by any amendments to the proposal and speakers for and against an amendment.
- d. If an amendment is carried, the motion as amended shall take the place of the original motion, and shall become the question upon which any further amendment may be moved.
- e. The chair should then ask for speakers for and against the proposal.
- f. The time allowed to speakers shall be at the chair's discretion, but with a view to allowing all those who want to speak to do so and equal time to speakers both for and against the proposal.
- g. A NCG member who speaks, shall direct their speech strictly to a proposal under discussion, or to a question of order.
- h. If two or more members indicate to speak at the same time, the chair shall decide to whom priority shall be given. The chair should aim to factor in the order of hands raised, ensuring a balance of opinion is heard (for and against), as well as gender balance and hearing from those who have not spoken yet (see best practice guidelines).
- i. If there are no speakers against the proposal, the chair can either hear speeches for (kept to a handful of contributions) or move directly to a vote.
- j. The mover of a proposal may reply to the discussion and shall confine themselves to answering previous speakers, and shall not introduce any new matter into the debate. The chair shall have discretion on whether to allow any member to speak more than once.
- k. Procedural motions may be proposed, such as "That the debate now be adjourned and the proposal goes to a vote" or "That the meeting proceed to the next business". If any such motions are proposed, the chair should immediately ask if there are any objections. If there are no objections the motion is carried. If there are objections, any such motions should proceed immediately to a vote without discussion.
- l. Points of order must deal with the conduct and procedure of debate.

NB: Staff may come into the discussion to provide relevant information and guidance.

5. Suspension of Standing Orders

- a. Any one or more of the Standing Orders, in any case of urgency, or upon a motion made on notice duly given, may be suspended at any meeting in regard to any business at a meeting. The Standing Order of Orders involved must be specified in any such motion. A motion for the suspension of Standing Orders will not be deemed carried unless a 2/3 majority of the delegates present vote in favour.
- b. Where it is considered necessary to conduct confidential discussions the proposal to do so shall be made and vote taken prior to the discussion of the item. The discussion shall be minuted and votes recorded and circulated to members of the NCG, but not made public.

6. Voting

- a. Decisions taken at NCG meetings will be by a simple majority, unless otherwise qualified in the constitution.
- b. All votes should be recorded, meaning the names who voted for/against/abstain shall be noted in the minutes.
- c. The chair may decide not to take a matter to a vote, if no objections are raised to the proposal. This will then be recorded as agreed unanimously. If a NCG member wishes to vote no or to abstain, they should raise an objection.
- d. In the event of there being an equality of votes on any matter, the chair may give a casting vote provided that they have not used an ordinary vote. If the chair does not wish to give a casting vote, the motion is not carried.

7. Chair's decision:

- a. The chair's decision on the implementation of Standing Orders and on any question of order not provided for by them, shall be final, unless challenged in the appropriate way.
- b. A decision by the chair can be challenged by any member of the NCG, and must be seconded by two members. It must then be supported by a two thirds vote.
- c. The NCG may remove the chair for that meeting if a member proposes a motion "that the chair do leave the chair". This must be seconded by two members and supported by a 2/3 majority vote.

8. Quoracy:

- a. At least 50% +1 of NCG members (20 people) must be present for a meeting to be quorate.
- b. If a meeting is inquorate, discussion may take place, but decisions must be put to a digital vote following the meeting.

NB: Clear processes still need to be set up to facilitate email votes.

9. Digital decision-making of the full NCG between meetings:

- a. Votes can be taken by email if they are time-sensitive and the decision has to be made by the full NCG.
- b. Members need to be given 24h to vote.
- c. At least 50% +1 of the NCG must vote.
- d. Decisions will be made by a simple majority.

NB: in the past the NCG has used email votes to take decisions between meetings. We should look into alternative arrangements for communications and decision-making.

Appendix 1: Glossary of Procedural Terms

Point of Order: an objection raised on the grounds that a speaker is departing from the subject under discussion, or that the Standing Orders are not being observed, or that the recognised rules of debate are not being operated, or that a speaker is using offensive language.

Point of Information: a request for information on a specific question, either about process or about the content of a motion. A point of information does not give the speaker the privilege to provide information. If you have information to give, raise your hand to be put on the speakers list.

The Question Be Put: to move that the question be now put means that the discussion should cease and a vote should be immediately taken on the motion (or amendment if any) which is before the meeting. If made, this proposal should immediately be put to the vote, requiring a simple majority to pass.

Next Business: moving next business means that the meeting should immediately proceed to the next item of business on the agenda, dismissing the current item without a vote on it. If made, this proposal should immediately be put to the vote, requiring a simple majority to pass.