The Queensland Greens Inc. Constitution and By-Laws

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QUEENSLAND GREENS CONSTITUTION

Chapter One: Principles And Objectives

1. Name and Constitution

1.1. The name of the association is "The Queensland Greens Inc.", hereinafter referred to as 'the party'.

1.2. This constitution identifies the principles governing the conduct of the party's affairs and the bodies responsible for implementing them.

1.3. The Queensland Greens is a member body of the Australian Greens, the national confederation of state and Territory Green parties.

1.4 All other party documents are subordinate to this constitution. This constitution is subordinate to the constitution of the Australian Greens.

2. The Charter of The Greens

Basis For Action

We live at a crucial time in history. Never before have we had so many answers to the problems that have dogged our developing world.

Solutions now exist that could greatly decrease the poverty, hunger and ill health of our fellow humans and we now have technologies to reduce and repair much of the ecological damage to our planet.

Clean air, clean water and ecological sustainability are possible. Yet this is not being achieved. World-wide, governments lack the political will to make the necessary adjustments that will bring an end to the conflict, pollution, poor health and social inequity that characterise our time.

The Greens have evolved in this climate to show a new way forward. A Green response to the ecological crisis proceeds on the basis of a respect for all life, both human and non-human.

We recognise the mutual interdependence between humanity and the rest of nature and we seek to move toward an ecologically sustainable path.

We seek to eradicate poverty, oppression and discrimination and to build a society underpinned by values of participatory democracy, social justice, and the respect for cultural and ecological diversity.

We aim to transform the political, social and economic structures that disempower and oppress people and to develop a rich, participatory cultural life that enables the flourishing of new democratic movements for progressive change.

We believe that contesting elections is a necessary step toward the building of an ecologically sustainable and socially just society, but that it is by no means the only step.

We seek to encourage and facilitate grassroots movements and community initiatives that are working towards ecological responsibility, social justice, affirmative action and global equity.

We seek to avoid parochialism and to cultivate a global, ecological consciousness and a long-term perspective in order to safeguard the interests of both existing and future generations and nonhuman species.

We believe Australia should play an active role in building a more cooperative world that is capable of addressing the glaring disparities in energy and resource consumption and quality of life between rich and poor.

We aim to extend recognition and assistance to progressive social movements in other countries and to international institutions that are working toward these ends.

Reflecting an awareness of the interrelatedness of all ecological, social and economic processes the general principles of The Greens are:

2.1. Ecology

a) To ensure that human activity respects the integrity of ecosystems and does not impair biodiversity and ecological resilience of life-supporting systems.

b) To encourage the development of a consciousness that respects the value of all life.

2.2. Democracy

a) To increase opportunities for public participation in political, social and economic decision-making.

b) To break down inequalities of wealth and power which inhibit participatory democracy.

2.3. Social justice

a) To eradicate poverty by developing initiatives that address the causes as well as the symptoms of poverty.

b) To provide affirmative action to eliminate discrimination based on gender, age, race, ethnicity, class, religion, disability, sexuality, or membership of a minority group.

c) To introduce measures that redress the imbalance of wealth between rich and poor.

2.4. Peace

a) To adopt and promote the non-violent resolution of conflict.

b) To develop an independent, non-aligned foreign policy and a non-nuclear, defensive, self-reliant defence policy.

2.5. An ecologically sustainable economy

a) To develop economic policies that will ensure greater resource and energy efficiency and development and use of environmentally sustainable technologies.

b) To reduce dependence on non-renewable resources and ensure sustainable use of renewable resources.

c) To adopt more comprehensive social, environmental and technology assessment practices.

d) To facilitate socially and ecologically responsible investment.

2.6. Meaningful Work

a) To encourage, develop and assist work that is safe, fairly paid, socially useful, personally fulfilling and not harmful to the environment.

b) To encourage and facilitate more flexible work arrangements (such as job sharing, part-time work, self-employment), on-going education, training and social welfare (including child-care) so that more people

can engage in meaningful work.

2.7. Culture

a) To respect and protect ethnic, religious, racial diversity.

b) To recognise the cultural requirements of the original Australians and to assist in ensuring the achievement of Aboriginal land rights and self-determination.

2.8. Information

a) To facilitate a free flow of information between citizens and all tiers of government.

b) To ensure that Australians have the benefit of a locally responsible, diverse, democratically controlled and independent mass media.

2.9. Global responsibility

To promote equity between nations and peoples by:

a) facilitating fair trading relationships.

b) providing for increased development assistance and concerted international action to abolish Third World Debt

c) providing increased green technology transfer and skills to developing countries

d) opposing human rights abuses and political oppression

e) ensuring that Australia plays an active role in promoting peace and ecological sustainability.

2.10. Long-term future focus

a) To avoid action which might risk long-term or irreversible damage to the environment.

b) To safeguard the planet's ecological resources and values on behalf of future generations.

3. Means

3.1. To seek the election or appointment to public office of people who are committed to the Greens' principles, policies and objectives.

> 3.1.1 To promote the election to the Federal Parliament and the Queensland Legislative Assembly candidates endorsed by the party or by a body or organisation of which it forms a part.

3.2. By electoral strategies and direction of voting preferences, to encourage other political parties to adopt our objectives.

3.3. Our view of social change involves more than merely the substitution of one lot of decision makers with another lot who will act more responsibly.

We aim for changes that will empower all people and allow them to act in greater harmony with each other and the rest of nature. Therefore, while contesting elections is an important part of our strategy it is by no means the only one. We will also be involved in grassroots campaigns which are essential, if destructive and undemocratic values in the community are going to be seriously challenged by our movement. These campaigns shall include:

a) Resistance to oppressive and destructive practices, using non-violent direct means.

b) Promote research and education of ourselves and the community which allows us and others to analyse more vigorously, act more effectively, and envision the future with more compassion and understanding.

c) Co-operation with like minded green organisations both in Australia and overseas so that their complementary efforts for human rights and environmental protection are seen part of a multi-faceted and global project.

Chapter Two: Membership

4. Members

Individuals only (Natural persons) will be welcomed as members provided they:-

4.1. Agree to the constitution, aims, objectives, code of ethics and means of the party.

4.2. They are not members of a proscribed organisation or the subordinate body of a proscribed organisation and intend to refrain from joining a proscribed organisation whilst remaining a member of the Greens

4.3 Have not been proscribed from applying for membership by the Constitution and Arbitration Committee.

4.4 Are aged over the minimum age limit for membership as set in the by-laws, or if aged less they have been endorsed by their prospective branch as capable of exercising the rights and responsibilities of membership.

4.5. They pay an annual membership fee and complete a membership form, either online or on paper.

4.6. They agree to join the Queensland Greens and to be allocated to a branch that they wish to be a member of (By default a new member shall be allocated to a branch according to their residential address). Members who are unable to join a branch may apply directly for membership with a state body.

4.7. Their application for membership is accepted provisionally by a duly constituted and quorate general branch meeting or State Council.

4.8. Rejection of any applicants for membership is to be communicated to the State Secretary and the Constitution and Arbitration Committee, and reported at the subsequent State Council.

4.9. Applicants rejected by one branch can apply to join another branch subject to satisfying the conditions in clauses 4.1-4.7.

4.10. Applicants rejected by a branch may apply to Management Committee subject to satisfying the conditions in clauses 4.1-4.5 for acceptance as a state member to be ratified by State Council.

4.11. For purposes of membership, the State Council can rule on whether an organisation is to be considered a proscribed organisation or a subordinate organisation.

4.12. The State Council will be charged with, from time to time, publishing a list of proscribed parties and organisations. The State Council is empowered to decide whether an organisation is another proscribed organisation or a subordinate body of another proscribed organisation.

4.13. The number of members is unlimited.

5. Associates (Supporters)

5.1. Associates (Supporters) are not members and have none of the rights and privileges of members.

5.2. Associates (Supporters) of The Queensland Greens are not entitled to:

5.2.1. vote or block consensus;

5.2.2. hold any official position within the Queensland Greens organisation as defined in this constitution or be a delegate;

5.2.3. stand as candidates or hold public office in the name of The Queensland Greens;

5.2.4. attend any meeting of The Queensland Greens without the consent of that meeting or place items on the agenda without the co-sponsorship of a member;

5.2.5. make public statements in the name of The Queensland Greens.

5.3. Associates (Supporters) must agree to abide by the Charter and Constitution of The Queensland Greens.

5.4. The number of Associates (Supporters) is unlimited.

6. Membership Entitlements

All financial members are entitled to the following benefits:-

6.1. To be Office Bearers at state and/or branch levels.

6.2. To participate in discussion, debate and decision-making in their branch meeting and at Qld Greens general meetings. To attend as observers at Qld Greens State Council meetings. Participation at other meetings requires the approval of those with voting rights at that meeting.

6.3. To receive a copy of the Constitution upon being accepted as a member.

6.4. To receive upon request a copy of the audited accounts of the previous year. The request is to be made in writing, shall be subject to a reasonable charge to cover printing and postage, and shall be provided in a reasonable time.

6.5. To communicate about pertaining to the Queensland Greens with the entire membership through the Queensland Greens publications within reason constrained by space, cost and time limitations.

6.6. To participate in policy formation according to the Constitution.

6.7. To seek nomination for Public Office as a candidate for the Queensland Greens.

6.8. To receive the recognised Members Bulletin of the Queensland Greens.

6.9 A Suspended member shall have none of the rights and privileges of membership.

7. Joining Procedure

7.1. Any natural person may apply for membership by completing the membership form which shall have the following components:-

a) Name of Applicant.

b) Residential Address of Applicant.

c) Postal Address of Applicant.

d) Preferred Branch.

e) Applicant must sign a declaration that they agree to be bound by the Queensland Greens constitution and Code of Ethics.

f) Applicant must sign a declaration that they are not a member of any other proscribed organisation or its subordinate organisation and intend to refrain from joining such proscribed organisations while remaining a member of the Greens.

7.2. The application for membership must be delivered to the QLD Greens head office with the full membership fees. The State Membership Secretary will advise branches of any person applying for membership with their branch within one month of the fees being accepted.

7.3 A person who has been convicted of a disqualifying electoral offence within ten years before the person applies to become a member of the party is prohibited from joining the Queensland Greens.

7.4 A person who has been convicted of a disqualifying electoral offence is prohibited from continuing as a member of the Queensland Greens.

8. The Register

8.1. A Party Register shall be maintained by the State Secretary which shall include:

a) Members of the Queensland Greens.

b) Members of the State Council.

c) Branches and their Membership.

d) Working Groups and their membership.

e) A record of persons endorsed and supported for public office.

8.2. Membership details will not be passed on to any outside organisations without the written permission of the member except as required by the law.

9. Subscription Fees

9.1. Each member shall pay membership fees to the QLD Greens head office, which shall pass on an agreed amount per membership to the National body and the branch allocated for that member.

9.2. The rate of the subscription fee for members shall be determined at State Council.

9.3. Members are not financial until the Queensland Greens State Office has received the State and National component of the membership fee. On payment of a membership fee a member is financial for a period of one year. In a case where a member fails to pay the renewal fee they will remain financial for a period of 90 days after which time the member will become unfinancial. Unfinancial members are subject to the constraints of clauses 5.2 to 5.2.5 and shall be transferred from the members register to the friends register twelve months from the due date for renewal. In any cases of late payment, the due date for renewal shall be backdated to carry on from the original due date.

> 9.3.1. A member who becomes unfinancial while holding an official position in the party will be notified that they are unfinancial and suspended from holding that position. Once the member has become financial, they will be reinstated to any party positions they had held at the time they became unfinancial, where that party position still exists and the individual has not been removed from the role via a provision in the Constitution or By-laws. If the member remains unfinancial for more than 30 days after the suspension of the position, the position will be declared vacant and filled via the casual vacancy provisions applicable to the role.

9.4. There shall be no special joining or other fees.

9.5 Membership fees may be waived by Management Committee or State Council in lieu of work done or on application. Such members will be deemed to be financial.

10. Resignation

10.1. A person may resign from the Queensland Greens by notifying the branch in writing which shall in turn inform the State organisation. The notice shall be presented at the next meeting of the State Council.

10.2. Notification of resignations received by the Council shall be advised to the branch to which the member belonged within one month of the resignation.

Chapter Three: Complaints, Discipline and Disputes

11. Complaints, Discipline and Disputes

11.1 Complaints concerning breaches of the Charter, the Constitution, bylaws or the Code of Ethics of the Greens or natural justice are to be directed to the Convenor of the Constitution and Arbitration Committee.

11.2 The Constitution and Arbitration Committee (CAC) will determine the merits of any complaints about a member or members or body of the Queensland Greens, and should a complaint be found to have merit determine and order the disciplinary actions and other measures necessary to address it.

> 11.2.1 The CAC will deal with complaints as per the bylaws.
>
> 11.2.2 The CAC can dismiss a complaint as frivolous or vexatious.

11.3 The Constitution and Arbitration Committee (CAC) will facilitate the mediation and/or arbitration of disputes if so requested by a member or body of the Party.

> 11.3.1 The CAC can dismiss a request for mediation and/or arbitration as frivolous or vexatious.

11.4 The State Council or the Constitution and Arbitration Committee may expel, suspend or censure any Member if their conduct is considered to be inconsistent either with the Charter, the Constitution, Code of Ethics, or the policy frameworks of the Greens (or it brings The Greens into disrepute or is contrary to the interests of The Greens).

12. Termination of membership

12.1 The Constitution and Arbitration Committee may expel or suspend a person's membership if the person:-

> 12.1.1 is charged with an indictable offence; or
>
> 12.1.2 does not comply with any of the provisions of these rules; or
>
> 12.1.3 conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the The Greens.

12.2 Before the Constitution and Arbitration Committee terminates a person's membership, the committee must give the person a full and fair opportunity to show why the membership should not be terminated.

12.3 A person whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision. Such a notice of intention to appeal must be given to the Secretary within one (1) month after the person receives written notice of the decision. If the Secretary receives a notice of intention to appeal, the Secretary must ensure the matter is on the agenda for a State Council to decide the appeal.

12.4 State Council to decide appeal:-

> 12.4.1 The appeal must be decided at the first state Council meeting after the Secretary receives the notice of intention to appeal (provided the notice is not received within the submission deadline period of that meeting, in which event the appeal must be decided at the following State Council meeting).
>
> 12.4.2 At the meeting, the person must be given a full and fair opportunity to show why the membership should not be terminated.
>
> 12.4.3 Blocking the reinstatement of the membership of the person making an appeal must be decided by a majority vote of the members present, including proxies, and eligible to vote at the meeting.

12.5 A false declaration as to membership of a proscribed organisation shall be sufficient grounds for expulsion.

Chapter Four: Structure

13. Composition Of The Greens

13.1 The Queensland Greens shall be composed of individual members who form the following bodies:

> 13.1.1 Queensland Greens First Nations Network (Blak Greens);
>
> 13.1.2 Branches;
>
> 13.1.2 State Council;

13.1.3 Management Committee;

13.1.4 Working Groups;

13.1.5 Queensland Campaign Committee;

13.1.6 Queensland Policy Committee;

13.1.7 Constitution and Arbitration Committee;

13.1.8 Parliamentary Liaison Committee;

13.1.10 Queensland Greens Legislative Assembly Party Room;

13.1.11 Queensland Greens caucus of the Australian Greens Federal Party Room.

14. Local Autonomy

14.1. The Greens will operate in State, Regional and Branches. Branches may be formed into regional groupings.

14.2.1. Branches and Regional Groups will have the autonomy to make decisions relating to their own affairs provided that:-

a) These decisions are consistent with the principles, objectives of the Greens.

b) They remain within the Greens' policy frameworks.

c) That they take into account national and state campaign priorities and election strategies.

14.2.2. A duly constituted general meeting of a branch may vote by a 2/3 majority to exclude a member from the branch. Unless disciplinary proceedings are commenced against the member, that member continues to enjoy the full rights of financial membership of the Queensland Greens and may apply to join another branch.

15. Branches

15.1. Any ten members may apply in writing to the State Council for accreditation to form a branch which shall be known as The [adopted name] Branch of the Queensland Greens.

15.2 Branches have the discretion to create other branch positions beyond the following required branch Office Bearers:-

15.2.1 Convenor;

15.2.2 Secretary;

15.2.3 Treasurer.

15.3 The Office Bearers for branches shall be individuals who are members of the branch, and are members of the Queensland Greens. These Office Bearers shall be elected by secret ballot or by a method otherwise determined by the branch at the Annual General Meeting of the branch.

15.3.1 In the event of a casual vacancy for any branch office-bearer position, an ordinary branch meeting can make an interim appointment until the next general meeting.

15.4 Except as otherwise provided, meetings of branches shall be regulated in accordance with sections 22, 24 and the by-laws.

15.5 Following accreditation, either the State Council or the new branch shall notify members in that area of the formation of the branch and invite them to join. The formation of branches shall be reported in the State Newsletter.

15.6 Branches shall conduct meetings as follows: -

15.6.1 Meet at least once every four months.

15.6.2 Agree to the procedure and order of business to be followed.

15.6.3 Ensure that minutes of the meetings are kept which shall include a record of attendance and decisions reached.

15.6.4 Ensure that a copy of the minutes of the meeting shall be sent to the State Secretary within 60 days of the meeting.

15.6.5 Send to the State Secretary copies of any newsletters, publications, and media statements emanating from a branch.

15.6.6 Ensure that any incoming or outgoing correspondence is tabled.

15.6.7 Ensure that a Member having a direct or indirect pecuniary interest in any matter shall declare such interest and shall not block consensus on that matter; if the matter is voted on, the Member may not vote.

15.6.8 Discuss agenda items on notice from subsidiary groups or individual Members ahead of other business unless the meeting determines otherwise.

15.6.9 Branches shall usually meet within the local area of the branch

15.6.10 Proxies cannot be used to establish a quorum;

15.6.11 Proxies may only be used in votes on motions or ballots of which at least 7 days notice has been given;

15.6.12 Proxies cannot be used in the procedural motion to vote;

15.7 Branches shall be entitled to raise and expend funds, but not incur debts in the name of the Queensland Greens, for the purpose of attaining the objectives and implementing the policies of the Queensland Greens, provided that the branch shall forward the financial statements for the year to the State Council at least twenty-eight days before the State Council subsequent to the Annual General Meeting.

15.8 Branches shall not borrow funds from lending institutions.

15.9 Branches shall require a quorum of 10 per cent of their membership, except:

15.9.1 If a branch is smaller than 50 members the quorum is 5 members;

15.9.2 If a branch is larger than 150 members, and only has a single state electorate: the quorum is 7.5 per cent or 15 members, whichever is higher.

15.10 A branch, with the approval of the State Council, may amalgamate with another branch.

15.11 A branch may be dissolved by unanimous decision of the branch or by State Council if its membership falls below the required minimum membership of ten for more than 4 consecutive months.

15.12 If a branch is unable to meet the requirements of section 15 for a period longer than 4 months, the State

Secretary must notify the State Council of this situation.

15.13 On dissolution of a branch, any surplus funds or property shall be transferred to the Council.

16. The Management Committee

16.1 The Management Committee shall consist of a:-

16.1.1 State Convenor

16.1.2 State Secretary

16.1.3 State Treasurer

16.1.4 Campaign Convenor

16.1.5 Membership Convenor

16.1.6 Policy Convenor

16.1.7 Lead National Delegate

16.1.8 Rural and Regional Convenor

16.1.9 First Nations Liaison

16.2 The Management Committee is the Management Committee as per the Incorporated Associations Act and is responsible for the business and operations of the incorporated association. Subject to these rules or a resolution of the members of the association carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the association.

16.2.1 Management Committee will authorise particular members to sign cheques and authorise or make payments, on behalf of the Queensland Greens.

16.3 Members of the Management Committee shall be individuals who are resident in the state, and are financial members of the Queensland Greens.

16.4 An individual may only nominate to be a member of, or be appointed to a casual vacancy on, the Management Committee if they have been a ratified financial member of the Queensland Greens for at least 12 months prior to election to the position.

16.4.1 A previous period of membership of the Queensland Greens will be considered to count towards the required 12 months if;

- the individual was a ratified and financial member of the Queensland Greens, and
- the individual's previous membership period lapsed within the last 2 years at the time of the current election, and
- The individual's previous membership period did not lapse while suspended, or end due to resignation or expulsion from the Queensland Greens.

16.5 An individual may only hold one position on Management Committee, but may nominate for more than one position.

16.6 Members of the Management Committee shall be elected by secret postal or online ballot to be declared

and ratified at the Annual General Meeting.

16.7 Candidates for Management Committee shall have consented to stand in writing.

16.8 The elections for Management Committee, and other positions to be elected as per this constitution, are subject to relevant by-laws.

16.9 The Management Committee shall convene at least once every two months either by electronic bulletin board or by teleconference or in person. An electronic bulletin board conference may be of an ongoing nature.

16.10 All ratified minutes of the Management Committee must be presented to the next state Council meeting. State Council may by simple majority determine to as far as practicable reverse decisions of Management Committee.

16.11 A quorum for a Management Committee meeting shall consist of a simple majority of the members of the Management Committee.

16.12 If a voting member of the Management Committee is unable or refuses to act to fulfil their designated responsibilities, or without apology or leave fails to attend three meetings, or ceases to be a member of the party, the committee may declare the position vacant and make an interim appointment for the period until the next State Council.

16.13 At each meeting a facilitator shall be appointed by nomination and acceptance. Decisions shall be made by consensus or at least a two/thirds majority vote, unless otherwise specified.

16.14 Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a State Council where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a State Council.

16.15 If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

16.16 Management Committee may make interim appointments to fill casual vacancies on Management Committee, except for the position of First Nations Liaison, until the next State Council meeting.

> 16.16.1 Management Committee will make an interim appointment to fill a casual vacancy for the position of Secretary until the next State Council meeting.
>
> 16.16.2 If and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.
>
> 16.16.3 Queensland Greens First Nations Network may make an interim appointment to fill a casual vacancy for the position of First Nations Liaison until the next State Council meeting.

16.17 a) Management Committee may process membership applications received directly at the office, when it is clear that there is no branch covering a region or where the application has already been rejected by a branch, or the applicant does not want to be a member of a branch. A list of names of any rejected applicants must be tabled at the next State Council meeting.

16.17 b) Management Committee may reject membership applicants who are:

- not real natural persons, or
- demonstrably dishonest in their application.

These decisions must be reported to the next State Council for confirmation.

16.18 The State Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee, State Council and general meeting are recorded.

16.19 To ensure the accuracy of the minutes, the minutes of each Management Committee, State Council and general meeting must be signed by the Convenor of the meeting, or the Convenor of the next Management Committee, State Council or general meeting, verifying their accuracy.

16.20 If asked by a member the State Secretary must, within 28 days after the request is made give the member a copy of the ratified minutes of a Management Committee, State Council or general meeting.

16.21 The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

16.22 The State Secretary must make available a copy of the ratified minutes of a Management Committee meeting to State Council delegates within 7 days of the minutes being ratified.

17. State Council

17.1 State Council shall comprise:-

17.1.1 Members of Management Committee

17.1.2 Delegates as per the State Council Delegates bylaw;

17.1.3 Members of the Queensland Greens federal parliamentary caucus;

17.1.4 Members of the Queensland Greens Legislative Assembly Party Room;

17.1.5 Two delegates from each Queensland Greens body or working group representing oppressed people, as specified in the by-laws;

17.2 The State Council shall convene at least three times per year, with a maximum period between meetings of six months, either in person or by means of telecommunications technology. State Council will determine the meeting schedule of State Council.

17.2.1 Management Committee may schedule a State Council meeting if State Council neglects to schedule a meeting.

17.2.2 Management Committee may reschedule a State Council meeting if there is a conflict with a state or federal election, or with a significant campaigning opportunity.

17.2.3 State Council may convene online in an ongoing nature.

17.3 State Council members shall have at least seven days notice of any face to face or teleconference meetings.

17.4 The powers of a State Council include the following, unless otherwise specified:

17.4.1 To adopt policy on behalf of the Queensland Greens, subject to constitutional provisions.

17.4.2 To appoint spokespersons who shall publicly articulate policy.

17.4.3 To endorse persons for public office to stand in seats where no branch exists.

17.4.4 To ratify the preselection of a nominee for the Australian Senate or Legislative Council.

17.4.5 To accredit or disaccredit branches.

17.4.6 To establish Working Groups.

17.4.7 To remove members of Management Committee.

17.4.8 To fill vacancies on Management Committee until the Annual General Meeting.

17.4.9 To authorise the Queensland Greens budget.

17.4.10 To authorise Management Committee to incur debts in the name of the Queensland Greens to a specified limit.

17.4.11 To elect delegates to the National Delegates Committee

17.4.12 Appoint a Returning Officer in due time for the Annual General Meeting.

17.5 A special State Council can be called for in any of the following ways:

17.5.1 A resolution passed by State Council;

17.5.2 A petition signed by 4% of the membership;

17.5.3 A petition supported by three branches;

17.5.4 A resolution passed by Management Committee.

17.6 In the event of a Special State Council being called as per section 17.5, the Management Committee shall give notice of a State Council as soon as practicable.

17.6.1 At least 7 days notice of a Special State Council is required.

17.7 Members of Management Committee shall be ex-officio non-voting members of State Council. They shall have speaking rights and the ability to block consensus. These members may otherwise hold votes.

17.8 Members of parliamentary caucuses shall be non-voting members of State Council. They shall have speaking rights and the ability to block consensus. These members may otherwise hold votes.

17.9 Delegates from Queensland Greens bodies or working groups representing oppressed people, as specified in the by-laws, shall be non-voting members of State Council. They shall have speaking rights and the ability to block consensus. These members may otherwise hold votes.

17.10 The State Council shall be open to all members of the Greens. It will be a decision of the delegates to the State Council whether non-delegated members may be permitted to speak.

17.11 With the approval of the State Council or Management Committee, people who are not members of the Greens may be invited to address the Council.

18. Working Groups

18.1 The Council may establish Working Groups and in so doing shall determine their membership, terms of

reference and duration.

18.2.a) A Working Group shall be established and maintained to produce and circulate a Newsletter to be published not less than four times a year at regular intervals. The Newsletter shall be an organ for communication amongst members for the purposes of information and notification of meetings

18.2.b) The members website shall be maintained to encourage plural and open debate among members in confidence and consistent with the Code of Ethics.

19. Queensland Campaign Committee (QCC)

19.1 The Queensland Campaign Committee (QCC) is responsible for:-

19.1.1 Development and implementation of campaign strategies;

19.1.2 Developing and managing campaign budgets within the framework of the Queensland Greens budget;

19.1.3 Appointing campaign co-ordinators;

19.1.4 Facilitating preselection of candidates;

19.1.5 Review of nominations for House of Representatives and Legislative Assembly preselections,

19.1.6 Ratification and endorsement of the preselections for the House of Representatives and Legislative Assembly;

19.1.6.1 If QCC determines to not endorse a preselected candidate, QCC will notify the candidate and local campaign committee or branch of this decision and provide an opportunity for feedback.

19.1.7 Review of nominations for Senate preselections for eligibility;

19.1.8 Ratification and endorsement of the preselections for the Senate if the writs have been issued for a Senate election or if so delegated by State Council;

19.1.9 Suspension, or if the election has been called disendorsement, of candidates (excluding Senate candidates) until the next State Council;

19.1.10 Act as a candidate selection committee if there is insufficient time for the usual preselection processes to be completed before the official close of nominations for an election;

19.1.11 Appointment, oversight and direction of any preference negotiators;

19.1.12 Appointment, oversight and direction of any representation to Australian Greens campaigning bodies;

19.1.13 Regulation of Spokespersons;

19.1.14 Regulation of the Queensland Greens' public website.

19.2 The members of the Queensland Campaign Committee (QCC) will be:-

19.2.1 the Campaign Convenor;

19.2.2 Campaign Secretary;

19.2.3 Campaign Treasurer;

19.2.4 At least three and no more than six other members as per the bylaws.

19.3 The convenor of the Queensland Campaign Committee (QCC) will be the Campaign Convenor.

19.4 The Queensland Campaign Committee (QCC) will have a subcommittee comprising the Campaign Convenor, Campaign Secretary and Campaign Treasurer known as the Queensland Campaign Executive (QCE).

19.4.1 The QCE is empowered to make decisions on behalf of QCC in situations when the full committee cannot reasonably be expected to make a decision in the time allowed by circumstances.

19.4.2 Decisions of the QCE must be by consensus and must be reviewed by the full committee at their next meeting.

20. Constitution and Arbitration Committee (CAC)

20.1 The powers and responsibilities of the Constitution and Arbitration Committee (CAC) are:

20.1.1 To determine the merits of any complaints, and should a complaint be found to have merit determine and order the disciplinary actions and other measures necessary to address it.

20.1.2 To facilitate the arbitration of disputes.

20.1.3 To interpret the meaning of the constitution and bylaws.

20.1.4 To evaluate constitutional or by-law proposals to general meetings or State Council and make recommendations.

20.1.5 To evaluate constitutional or by-law proposals to National Council or National Conference and make recommendations to State Council and the National Delegates.

20.1.6 To prepare proposals for general meetings to improve the constitution.

20.1.7 To prepare proposals to improve the by-laws.

20.1.8 To provide up-to-date copies of the Queensland Greens Constitution and By-laws.

20.1.9 To provide a report on the constitutionality of any matter referred by State Council, a general meeting, Management Committee, the Queensland Campaign Committee, or the CAC.

20.2 The Annual General Meeting will elect a CAC Convenor, a CAC Secretary and three CAC general members as voting members of the Constitution and Arbitration Committee (CAC).

20.2.1 To nominate for CAC a member must not have had an adverse finding against them in a complaint in the previous three (3) years.

20.3 Queensland Greens delegates to Australian Greens constitutional bodies will be consulted by CAC on matters falling under section 20.1.5 of the Constitution.

20.4 The Queensland Greens Secretary is an ex officio non-voting member.

20.5 The CAC may co-opt other members as non-voting members.

20.6 A voting member of either the Management Committee or the Queensland Campaign Committee cannot simultaneously be a voting member of the Constitution and Arbitration Committee (CAC).

20.7 Remaining members of the CAC can appoint a member who meets the criteria in 20.2 to fill any casual vacancy on CAC on an interim basis until the vacancy is filled by State Council.

20.8 State Council will appoint a member who meets the criteria in 20.2 to fill any casual vacancy on the Constitution and Arbitration Committee (CAC).

20.9 The Constitution and Arbitration Committee (CAC) will operate via the standard decision-making procedures set out in the Constitution and By-laws, with the exception that a motion to go to a vote must have at least three members in support or two-thirds of members in support, whichever is the greater, in order to pass.

20.10 The Constitution and Arbitration Committee will present an annual de-identified summary report to the AGM, detailing the number of complaints in each category arbitrated over the preceding year, the aggravating or mitigating factors in each case, and the disciplinary actions imposed.

21. Queensland Policy Committee (QPC)

21.1 Responsibilities of the Queensland Policy Committee (QPC):-

> 21.1.1 Reviewing of Queensland Greens policy and developing policy proposals and amendments;
>
> 21.1.2 Liaising with, and providing representation to Australian Greens policy bodies and officeholders;
>
> 21.1.3 Facilitation of the involvement of members and supporters in policy development.
>
> 21.1.4 Making interim decisions relating to policy as per Chapter 7.

21.2 The members of the Queensland Policy Committee (QPC) will be:-

> 21.2.1 the Policy Convenor;
>
> 21.2.2 at least four (4) members appointed as per the bylaws.

21.3 The convenor of the Queensland Policy Committee (QPC) will be the Policy Convenor.

Chapter Five: Procedures: Meetings And Decision-Making

22. Annual General or General Meetings

22.1 The first general meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Association, and at such place as the Management Committee may determine.

22.2 The annual general meeting shall be held within six months of the close of the financial year.

22.3 The business to be transacted at every annual general meeting shall be -

> 22.3.1 the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;

22.3.2 the receiving of the auditor's report upon the books and accounts for the preceding financial year;

22.3.3 declaration and ratification of the ballot to elect the Management Committee; and

22.3.4 the appointment of an auditor.

22.3.5 declaration and ratification of the ballot to elect the Campaign Secretary;

22.3.6 declaration and ratification of the ballot to elect the Campaign Treasurer.

22.3.7 the election of the voting members of the Constitution and Arbitration Committee.

22.4 The election of office bearers may be conducted via postal or online ballot. The close of all ballots must occur simultaneously and may occur prior to the opening of the meeting.

22.5 The secretary shall convene a special general meeting -

22.5.1 when directed to do so by the Management Committee; or

22.5.2 on the requisition in writing signed by not less than one-third of the voting members at the previous State Council meeting

22.5.3 on the requisition in writing signed by not less than the number of ordinary members of the party which equals double the number of voting members at the previous State Council meeting plus one

22.5.4 Use of any of the mechanisms in 22.5.1-22.5.3 shall require clearly stating the reasons in writing why such special general meeting is being requisitioned and the nature of the business to be transacted thereat.

22.6 At any general meeting the number of members required to constitute a quorum shall be equal to double the number of members presently on the Management Committee plus one.

22.7 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy.

22.8 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

22.9 The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

22.10 The secretary shall convene all general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.

22.11 Notice of all general meetings shall be given in writing to all members. The notice of AGM shall be included in a newsletter to all members. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

22.12 Unless otherwise provided by these Rules, at every general meeting:

22.12.1 the Convenor shall ensure appointment of a facilitator by the meeting, or if they are not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, then the members present shall appoint a facilitator of the meeting;

22.12.2 the facilitator shall maintain order and conduct the meeting in a proper and orderly manner;

22.12.3 every matter or resolution, substantial or procedural, shall be decided by the methods outlined in section 24 and the bylaws;

22.12.4 every financial member shall be entitled to vote at any general meeting unless suspended;

22.12.5 A procedural motion to hold a secret ballot on a matter requires either consensus or support of 20 percent of votes cast to be carried. The facilitator shall appoint two members to conduct the secret ballot and the result of the ballot as declared by the facilitator shall be deemed to be the resolution of the meeting of which the ballot was demanded;

22.12.6 A financial member may vote in person or by proxy. The instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointor or of their attorney duly authorised in writing. A proxy must be a member of the Party. The instrument appointing a proxy shall be deemed to confer authority to participate in all procedural or substantive votes unless otherwise specified in this constitution;

22.12.7 In the instrument appointing the proxy the appointor may instruct the proxy in how to vote in the event of a vote. If the appointor does not instruct the proxy in this way the proxy may vote according to their own judgement. If a proxy fails to adhere to the instructions of the appointor this will not invalidate the outcome of any resolutions.

22.12.8 The instrument appointing a proxy shall be deposited with the secretary two days prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.

23. Cost Sharing of State Organisation

23.1 The costs of sending the specified number of allowed delegates to annual conferences shall be shared across the organisation.

23.2 The costs of teleconferences shall also be shared.

23.3 The expenses of working groups and the expenses of State Office Bearers shall be a shared State expense.

24. Decision-Making

24.1 Decisions at meetings shall be made by co-operative decision-making processes, which include the options of consensus and various forms of voting. A serious attempt at all times will be made towards achieving consensus. Sufficient time will be allowed for discussion of different views.

24.1.1 A procedural motion requiring a mover and a seconder can refer a motion or amendment to a group to seek development of a consensus proposal to be brought back to the meeting or subsequent meeting.

24.2 Where, after a reasonable period of time, disagreement persists, a motion or amendment may be resolved by vote. A procedural motion to this effect shall be deemed to have been carried if it is supported by consensus or support of a two thirds majority of those eligible votes cast in the affirmative.

24.3 For a motion or amendment to be adopted requires either consensus or support of a two thirds majority of those eligible votes cast in the affirmative unless otherwise provided for in the constitution.

24.3.1 Abstentions shall not be counted in the calculation of the result.

24.4 Voting shall be conducted by open ballot except in the case of elections which shall be determined by secret ballot.

24.4.1 The facilitator or the Returning Officer shall include votes by proxy.

24.4.2 An online ballot can be construed as an open ballot if the votes are recorded.

24.5 Provision shall be made for important or contentious issues at the state level to be resolved by all members. A plebiscite may be convened if initiated by 10% of the individual membership, or 30% of properly constituted branches. The text of the question put to the plebiscite must have the endorsement of all those calling the plebiscite. For the results of the plebiscite to be valid, a minimum of one tenth of the membership must have participated in the plebiscite. For a motion to succeed it needs to be approved by a two thirds majority of those voting to change the status quo.

24.6 Under special circumstances, the State Council of branches may designate persons to make certain kinds of decisions within prescribed parameters. These parameters include the aims, objectives, means and policies of the Queensland Greens. To ensure that this option is not exercised lightly, the decision and the process through which it was mandated shall be brought to the attention of the membership at the next general meeting.

Chapter Six: Candidates And Representatives

25. Endorsement And Preferences

25.1 The executive of all branches included in an electorate area will work cooperatively with each other to invite at least all members in the electorate to join a Local Campaign Committee (LCC). In the absence of branch cooperation, Queensland Campaign Committee (QCC) can invite all members of an electorate to form an LCC.

25.1.1 Where there is only one branch in an electorate, the branch will perform the functions of the LCC.

25.2 Preselection of candidates will be run by a Returning Officer appointed by the LCC or the Queensland Campaign Committee (QCC) who will follow the By-laws governing preselection of candidates for public office.

25.3 For selection purposes, branches or the Queensland Campaign Committee (QCC) may appoint a selection panel comprised of no fewer than five members.

25.4 The process for selecting Candidates for the Federal Senate shall be according to the bylaws.

25.5 State Council may not exercise a veto against the decision of a Senate ballot unless there is a determination that the conduct of the preselection was so flawed as to have to have been likely to have altered the outcome.

25.6 If there is only one Candidate for an election to Public office, endorsement shall nevertheless be required

from the branch or State Council or their delegated authority.

25.7 Any Candidate selection panel shall be established under bylaws that set out the criteria under which Potential Candidates are to be evaluated.

25.8 Where a selection panel is empowered to decide selection, rather than make recommendations on selection to its relevant branch or the State Council, a potential Candidate not selected or not satisfied with the running order may appeal to that relevant body for a review of the decision.

25.9 All preselected candidates must be reviewed and ratified by the Queensland Campaign Committee to be considered endorsed candidates.

25.10 All proposed Candidates must be Members of the Greens.

25.11 Candidates for public office who are members of the Greens whose application has been appropriately approved shall be recognised as endorsed candidates of the Greens.

> 25.11.1 Candidates who face election will be deemed to be an endorsed candidate until four weeks after the return of the writs for that election.

25.12 Sitting Parliamentary Members (and Local Government Members if applicable) shall also go through the Candidate selection process before each relevant election.

25.13 The LCC for each electorate will elect a preference committee who will provide local guidance to the Queensland Campaign Committee for the determination of preferences within the parameters of guidelines formulated by State Council.

25.14 Pre-selection ballots must satisfy the general principles of free and democratic elections, specifically:

> 25.14.1 only members of the party who are electors may vote
>
> 25.14.2 only members of the party who are eligible to vote in the ballot under the party's constitution may vote
>
> 25.14.3 each member has only one vote
>
> 25.14.4 voting must be done by secret ballot
>
> 25.14.5 a member must not be improperly influenced in voting
>
> 25.14.6 a member's ballot paper must be counted if the member's intention is clear
>
> 25.14.7 members' votes must be accurately counted; and
>
> 25.14.8 each person who is seeking selection may be present personally, or may be represented by another person, at the ballot and for scrutiny, and counting of votes.

26. Greens in Public Office

26.1 The actions and activities of all members of the Queensland Greens in public office will be consistent with the Charter, principles, code of ethics and policy platform of The Greens.

> 26.1.1 If, in the opinion of an elected MP or councillor, a party room decision is in conflict with the Charter, principles, code of ethics or policy platform of The Greens, the MP or councillor will not be bound by that party room decision.

26.2 Members of the Queensland Greens elected to the Australian or Queensland Parliaments will be

accountable to State Council. They will provide a written report detailing their major activities, including their voting record on substantive issues, to each State Council meeting.

26.3 Members of the Queensland Greens elected as councillors will be accountable to the branch or regional grouping of branches responsible for the relevant ward, division or local government area for which they have been elected. They will provide a report detailing their major activities, including their voting record on substantive issues, to meetings of the relevant body at least quarterly.

Chapter Seven: Policy

27. Formulation And Adoption Of Policy

27.1. Policies for local government elections may be formulated by the relevant local campaign committee.

27.1.1 Branch policies must be consistent with Queensland Greens' and Australian Greens' policies.

27.1.2 Copies of all proposed draft policies and policies adopted by branches shall be forwarded immediately to the Policy Convenor.

27.1.3 Local government policies adopted by a local campaign committee only become official policy upon ratification by the Queensland Policy Committee or State Council.

27.2 State Council shall deal with proposed policy as per usual for a proposal under the standing orders with the additional option of submitting the proposal, or part thereof, to a binding ballot of the party membership. A proposal submitted for ballot:-

27.2.1 May be amended from the original proposal submitted to State Council;

27.2.2 May include options;

27.2.3 May be conducted electronically;.

27.2.4 Must have at least 5% of the financial membership participate in the ballot for it to be valid;.

27.2.4.1 In the event that this threshold is not reached then State Council has the option to adopt the policy.

27.2.5 Must have the proposed policy made available on the members' only section of the Party's website for at least four weeks before balloting;.

27.2.5.1 State Council or the Queensland Policy Committee will be able to indicate support and/or opposition to proposed policies or amendments to policy.

27.2.5.2 Proposed amendments to proposed policies will be made on the members' only section of the Party's website for at least one week before the ballot.

27.3 The Queensland Policy Committee may make interim amendments to Queensland Greens' policy. Any such amendment will require endorsement by the subsequent State Council or will lapse. Any such amendment must be:-

27.3.1 Urgent, meaning if the amendment waits until the next State Council the party will be disadvantaged;

27.3.2 Agreed by consensus of the QPC;

27.3.3 Subject to appeal to the Constitution and Arbitration Committee.

27.4 Should the Queensland Policy Committee use the power under 27.3 to adopt new policy the new policy must:

27.4.1 Be consistent with the Greens' Charter;

27.4.2 Be consistent with Australian Greens' policy;

27.4.3 Be consistent with Queensland Greens' policy;

27.4.4 Not countermand a decision of State Council made since the last state election.

27.5 Should the Queensland Policy Committee use the power under 27.3 to delete existing policy the deletion must be:

27.5.1 To the minimum degree to address the issue;

27.5.2 Because the policy is factually incorrect or in conflict with the Greens' Charter or Australian Greens' policy or other Queensland Greens' policy.

27.6 The Queensland Policy Committee is empowered to fix formatting, grammar, spelling or numbering issues in policy provided that there is in no way an effect on the substance of the policy, and report any such amendments to the next State Council.

Chapter Eight: Formal Matters

28. Funding

28.1 Substantial funding of the party and parliamentary candidates shall be open to public inspection. Substantial funding shall be money, goods, or services (other than voluntary labour) to the value of $1000 or above in any one year, or the lowest threshold under Queensland or Australian legislation, whichever is the lower. State Council or Management Committee can determine to disclose any funding below the threshold above.

28.2 Decisions about the distribution of public election funding are the responsibility of State Council.

29. Spokespersons

29.1 The only persons with authority to make public statements on behalf of the Queensland Greens are:

29.1.1 Spokespeople appointed by the State Council;

29.1.2 Members of the Greens in Public Office;

29.1.3 Endorsed Candidates for Public Office;

29.1.4 State Convenor;

29.1.5 Spokespeople appointed by Management Committee who are authorised to speak on internal party matters. Such appointments will at maximum be until the conclusion of the next State Council;

29.1.6 Spokespeople appointed by the Queensland Campaign Committee who are authorised to speak

on matters outlined by the QCC. Such appointments will at maximum be until the conclusion of the next State Council.

29.2 Management Committee and the Queensland Campaign Committee may:-

29.2.1 Suspend a spokesperson appointed by State Council until the conclusion of the next State Council;

29.2.2 Revoke Spokesperson authorisation conferred under 29.1.5 or 29.1.6.

29.2.3 Direct a spokesperson to refrain from commenting on a certain issues until the conclusion of the subsequent State Council;

29.2.4 Direct a spokesperson to make a statement or media release and require any such statement or release to be approved by Management Committee and/or the Queensland Campaign Committee or a delegate or delegates thereof;

29.2.5 Direct a spokesperson to take any reasonable steps to address an arising issue;

29.2.6 Arrange the issuing of a comment or media statement by another authorised spokesperson of the Party to address an issue arising regarding a spokesperson

29.3 Spokespersons will be further regulated according to the bylaws.

30. Affirmative Action

30.1 The Greens are committed to the principle of women and men having equal status within society and will practice gender equity and equal opportunity principles.

30.2 The Greens will instigate affirmative action for women to encourage them into non-traditional positions.

30.3 At no time will any member be discriminated against due to gender, age, race, ethnicity, class, religion, disability, sexuality or marital status.

31. Property

31.1 The property and income of the Queensland Greens shall be applied solely towards promoting the principles and achieving the objectives of the Queensland Greens and no part of that property or income may be applied or otherwise distributed, directly or indirectly, except in good faith for that purpose.

31.2 In the event that the Queensland Greens dissolve the property of the party, then it shall be disposed of by the Council to firstly discharge any debts or liabilities and secondly to distribute any surplus to non profit organisations which share the principle or objectives of the Queensland Greens.

32. Auditor

32.1 The Annual General Meeting shall appoint an Auditor. The position of Auditor may be honorary or the meeting may determine the sum of an honorarium. The Auditor shall submit a written report to the Council for presentation at the Annual General Meeting. The Auditor shall not be a member of the Queensland Greens and shall be a qualified accountant.

33. Indemnity

33.1 Members of the Queensland Greens who act on behalf of the Queensland Greens with any written authority of the Council in accepting or incurring any personal pecuniary liability shall be held indemnified against that personal liability in respect of such action.

34. Liability

34.1 The Member Bodies of The Greens are not partners and none of them will be liable in any way for the acts or defaults of any of the other Member Bodies.

34.2 The Queensland Greens may incur debts but will remain responsible for these debts.

34.3 Branches shall not borrow funds from lending institutions. Branches shall be responsible for their own debts.

35. Constitutional Interpretation

35.1 The On request of another body of the Queensland Greens or State Council the Constitution and Arbitration Committee will interpret the meaning of the constitution and bylaws, and any matter relating to the Queensland Greens on which the constitution and bylaws are silent.

> 35.1.1 Any interpretation of the constitution or bylaws by the CAC will take immediate effect and if so directed by the CAC insofar as is possible and reasonable reverse any decisions contrary to the interpretation.
>
> 35.1.2 Any interpretation of the constitution or bylaws by the CAC will subsequently require review by State Council. Should State Council not agree with the CAC interpretation then the decision will be reversed as far as is possible and reasonable.

35.2 The Management Committee may make or amend by-laws, not inconsistent with these rules, for the internal management of the Queensland Greens.

> 35.2.1 Management Committee cannot make or amend by-laws relating to, or contrary to decisions of the Constitution and Arbitration Committee.
>
> 35.2.2 Management Committee cannot make or amend by-laws relating to the election of Management Committee.
>
> 35.2.2 Any by-law made or amended by the Management Committee has to be ratified by the Constitution and Arbitration Committee and published in the newsletter before taking effect.
>
> 35.2.3 Any by-law made or amended by the Management Committee will lapse if not reviewed and endorsed by State Council at the next State Council meeting (provided the change was not made within the submission deadline period of that meeting, in which case the change must be reviewed by the following State Council meeting).

35.3 The provision at section 47(1) of the Associations Incorporation Act 1981, that outlines that the model rules would apply when this constitution is silent, does not apply.

35.4 A by-law or part thereof may be set aside by State Council, or a vote of members at a general meeting.

35.5 A by-law or part thereof may be set aside by the Constitution and Arbitration Committee if it deems that there is a conflict with the constitution, the law, or natural justice.

35.6 The Management Committee may formulate a manual of procedures covering:-

35.6.1 Membership application processes;

35.6.2 Ensuring compliance with statutory reporting requirements;

35.6.3 Compliance with laws;

35.6.4 Banking;

35.6.5 Management and supervision of staff;

35.6.6 Other matters determined by State Council.

36. Constitutional Amendment

36.1

a) Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting: Provided that no such amendment, rescission or addition shall be valid until it has been submitted to and approved by the Director-General, Office of Fair Trading or its successor, Brisbane.

b) Members shall be given four weeks written notice of proposals to amend the constitution.

36.2 The Council shall keep a register of bylaws.

36.3 The bylaws shall be effective on publication in the Newsletter.

36.4. The State Council or a general meeting may introduce, alter or revoke bylaws.

37. Dissolution

37.1 The Queensland Greens may be wound-up by a special resolution of the members passed at a general meeting called for that purpose. Not less than six weeks notice shall be given of this meeting. A special resolution must be passed by 75% of the members present in person and eligible to vote and no proxy or postal votes are allowed. The dissolution of the Queensland Greens shall be effective within 30 days after the result of the vote, or on whichever day is stipulated by the motion.

38. Party Agent

38.1 The State Treasurer will have the right of first refusal to be the Party Agent. Should the State Treasurer decline to be the Party Agent then the Management Committee will appoint a Party Agent. The Agent will perform the duty of Agent under the Commonwealth Electoral Act and equivalent duties under state and local government Electoral Acts.

39. Registered Officer

39.1 The Campaign Convenor will have the right of first refusal to be the Deputy Registered Officer with the Australian Electoral Commission for the Australian Greens. Should the Campaign Convenor decline the position, then the Management Committee will appoint a member to the position.

39.2 The Campaign Secretary will have the right of first refusal to be the Registered Officer with the Australian Electoral Commission for the Queensland Greens and Deputy Registered Officer with the Electoral Commission Queensland. Should the Campaign Secretary decline the position then the Management Committee will appoint a member to any vacant position.

39.3 The State Secretary will have the right of first refusal to be the Deputy Registered Officer with the Australian Electoral Commission for the Queensland Greens and Registered Officer with the Electoral Commission Queensland. Should the State Secretary decline a position then the Management Committee will appoint a member to any vacant position.

39.4 The Registered Officers and Deputy Registered Officers will perform the duties of Registered Officer and Deputy Registered Officer under the relevant Commonwealth electoral act or equivalent duties under state and local government electoral acts.

40. Financial Year

40.1 The financial year of the Association shall close on June 30th in each year.

QUEENSLAND GREENS BY-LAWS

Section 1: Membership By-Laws

By-law 1.1 – Code of ethics

Commitment to common goals and beliefs

We, the members of the Queensland Greens commit to support the Queensland Greens, to uphold our Constitution, policies, and four fundamental principles:

- ecological sustainability
- social and economic justice
- grassroots democracy
- peace, non-violence, and disarmament

We acknowledge the Traditional Owners of the land on which we work and live, and recognise their continuing connection to land, water and community. Sovereignty was never ceded. We pay respect to Elders past and present.

Empowered and authorised

Unless authorised, we will not use the name of the Queensland Greens for publicity, negotiations with any external person or body, or to acquire goods and services.

Tolerant and accepting of differences

We will not demean any person or group on the basis of ethnicity, nationality, race, gender, sexual preference, religion, age, or physical or mental disability.

Safe, polite and friendly

When involved in activities on behalf of the Queensland Greens, we will:

- avoid prejudice and profane language,
- not engage in conduct which is violent, threatening, disrespectful or manipulative,
- not engage in behaviours such as sexual harassment, sexual assault or bullying.

On becoming aware of alleged sexual harassment, sexual assault or bullying by a member, representative or volunteer of the Queensland Greens engaged in party activities we will report it to the party officers responsible for these matters according to Greens procedures.

Trustworthy

We will ensure that any confidential information we may gain as members of the Queensland Greens remains confidential.

Truthfulness and sincerity

At all times, we will speak truthfully, to the best of our knowledge, and will strive to provide our best endeavours to tasks we undertake on behalf of the Queensland Greens to maximise the benefit of our

involvement to all concerned.

Constructive feedback

We will not publicly criticise the Queensland Greens, its office-bearers, candidates, spokespeople, staff, or parliamentary representatives and their staff, but to direct any criticism through the appropriate internal mechanisms. We will use the conflict resolution procedures established by the Queensland Greens in order to resolve disputes.

Respect for party processes

We undertake to comply in good faith with the Queensland Greens Constitution and By-Laws. If involved in a complaints process, we will comply with any directions of the party body overseeing that process, keep information regarding complaints confidential and refrain from recriminating against complainants.

By-law 1.2 – Safe Meeting Procedure

1. Meetings and workshops of the Greens are to be conducted using safe meeting procedures, and unless explicitly stated that the meeting is open, are confidential. This includes phone-based meetings, and applies to invited guests as well as Greens members.
2. Different levels of confidentiality may apply to different meetings/parts of meetings and will be determined at the beginning of the meeting, and may be altered by the agreement of the participants at any stage.
3. Participants are expected to:
    - 3.1. come in good faith;
    - 3.2. come to make decisions in the best interests of the Greens and be open to new ideas;
    - 3.3. have the intention of reaching consensus and a commitment to consensus decision making
    - 3.4. have goodwill and respect towards all participants;
    - 3.5. listen when participants speak about anyone's experiences of oppression;
    - 3.6. not conflate debate with personal grievances;
    - 3.7. be honest;
    - 3.8. refrain from verbal interjections;
    - 3.9. leave the meeting space when undertaking any activity which could distract the meeting.
4. Meeting safety is maintained by:
    - 4.1. respectful interactions between participants
    - 4.2. separating the person from the problem at hand
    - 4.3. ensuring all contributions are valued
    - 4.4. listening actively
    - 4.5. doing the work to understand how oppression impacts people;
    - 4.6. being aware of the harmful impacts of oppression;
    - 4.7. contributing new information or perspectives
    - 4.8. all individuals feel able to contribute freely
    - 4.9. participants address the issue at hand
    - 4.10. participants speak with brevity.
5. Meeting safety is breached by:
    - 5.1. participants speaking over each other
    - 5.2. silencing participants who are speaking about oppression;

5.3. ignoring the harms experienced by oppressed people;

5.4. participants requesting repeated opportunities to speak, to the exclusion of others

5.5. not taking turns

5.6. swearing

5.7. disrespectful language

5.8. personalising an issue

5.9. raised voices

5.10. using online media to breach the confidentiality of the meeting

5.11. recording or filming any part of a meeting for later broadcast without the consent of the participants

5.12. briefing the media (unless explicitly authorised to do so).

6. If there is a breach of this bylaw the facilitator will inform the meeting as soon as possible. The meeting will determine a course of action or refer the matter to the Constitution and Arbitration Committee (CAC).

7. Repercussions if breaches of safe meeting procedures and confidentiality include but not limited to:

7.1. Asking the person to stop the inappropriate behaviour;

7.2. Asking the person to leave the meeting;

7.3. Stopping the meeting until respectful interactions are maintained;

7.4. Strongly recommending the person refrain from attending future meetings;

7.5. Requesting a branch or other body consider the suitability of the person as a delegate to future meetings and report back to next meeting their decision;

7.6. If the person is an observer that person not be allowed to attend future meetings

By-law 1.3 – Membership

1. Payment of fees

1.1. A member must tender their own membership application & fee, except as otherwise permitted by State Council.

1.2. State Council may approve schemes for joint membership.

1.3. Branches must forward the total amount of membership money received for an application or renewal to the Queensland Greens, along with the original of the membership application form so that any fees, taxes and levies may be deducted appropriately.

1.4. New applications for more than one individual are not accepted.

1.5. Unless determined otherwise by State Council, the concession rate of the application fee for membership can be charged at half-price for students studying at high school, universities and similar higher education institutions.

2. Ratification of members

2.1. A member who is rejected by the party shall have their membership fees returned to them and be referred to the Constitution and Arbitration Committee who may proscribe the person from reapplying to join the party.

3. Membership of a branch

3.1. An individual may only be a member of one branch of the Queensland Greens.

3.2. An individual's membership of a branch is subject to a motion accepting that member as a member of the branch being passed and minuted at a duly constituted general meeting, or such other processes as permitted in the Constitution and By-laws

3.3. A member wishing to transfer to a different branch must request a transfer, in writing, to both the Queensland Greens Membership Secretary and the secretaries of both affected branches.

3.4. When a new branch forms, any member living within the catchment area(s) that does not respond within 30 days to a request to indicate their preferred branch shall be automatically deemed to be a member of the branch in whose catchment area they live.

4. Recruitment

4.1. Recruiting members for the purpose of influencing the outcome of preselections or internal elections is prohibited.

5. Age limit

5.1. Individuals must be aged 14 or over to be granted full membership of the Queensland Greens.

5.2. Branches may grant an exemption from the age limit on behalf of a prospective member by passing the following motion at a quorate branch meeting, which will be enacted after minutes are received and processed by the State Secretary:

"[Branch Name] warrants that [prospective member name] is sufficiently mature to fulfill the rights and responsibilities of membership of the Queensland Greens, and should be granted an

exemption to the age restriction in the Membership By-law."

6. Elected Representatives

6.1. Only State Council is empowered to accept or reject any membership application from an individual who has been elected to public office at any level of government as an independent or candidate of another political party.

6.1.1. The Queensland Campaign Committee shall direct the Candidate Review Panel to undertake a probity check with the applicant and shall notify State Council:

6.1.1.1. Whether or not the applicant complies with Queensland Greens requirements for candidates;

6.1.1.2. If any unmanageable risks have been identified in the probity check.

6.1.2. Recommendations from any risk assessments undertaken by other party bodies (e.g. Management Committee, branches) will also be provided to State Council.

6.2. If the applicant intends to present themselves as a Greens representative, they must agree to the following conditions in order for ratification to be considered:

6.2.1. The applicant must agree to the candidate agreement used at the most recent election for their level of government;

6.2.2. The applicant must agree to tithing as per the constitution and by-laws.

7. Prevention of Infiltration

7.1. The Queensland Greens recognise that people aligned with other political parties or organisations working against the Greens Charter and principles may seek membership of the party for the purpose of undermining or sabotaging the party's ability to achieve its goals.

7.2. Any member who has reason to believe that a person has joined the Queensland Greens in bad faith should report their concerns to the Management Committee in writing.

7.3. On receipt of such a report, the Management Committee will conduct an initial evaluation of the matter. Management Committee may decide to:

7.3.1. Dismiss the report as frivolous or vexatious.

7.3.2. Seek to resolve the matter informally.

7.3.3. Call a meeting within 7 days for the purpose of assessing the validity of the report.

7.3.4. Refer the matter to the Constitution and Arbitration Committee for immediate consideration.

7.4. In the event that the matter is to be assessed by a meeting of Management Committee:

7.4.1. Management Committee may request the Constitution and Arbitration Committee to immediately suspend the respondent's membership entitlements on an interim basis until the meeting has made a decision.

7.4.2. The respondent will be informed of the particulars of the concerns and invited to address a meeting of Management Committee, at which they will be given a full and fair opportunity to address the concerns.

7.4.2.1. The respondent may make a written submission prior to the meeting.

7.4.2.2. The respondent may bring a member of their branch as a support person.

7.4.3. Management Committee may also invite the complainant and/or other witnesses to address the meeting or make written submissions.

7.4.4. Only members of the Management Committee may be present while it makes its final deliberations.

7.5. As a result of these deliberations, during an election period or if an election is reasonably expected within six months, the Management Committee may, as a precautionary measure to safeguard the interests of the party, with no presumption of guilt attached, request that the Constitution and Arbitration Committee suspend a member until after the election. In this event the interim suspension under 6.4.1 shall remain in force until either the Constitution and Arbitration Committee decides it is in the best interests of the party to reverse it, the election occurs, or further action under by-law 1.5 is taken.

By-law 1.4 – Privacy of Membership Information and Protection of Data

1. Responsibilities

1.1. The Secretary has overall responsibility for the membership database of the Party according to section 8.1 of the Queensland Greens constitution.

1.1.1. The Secretary will work with the Membership Convenor to liaise with the office staff and volunteers to ensure maintenance of the database.

1.2. The Campaign Secretary has overall responsibility for the databases used to contact voters or organise volunteers for campaigns used for campaign purposes.

1.2.1. The Campaign Secretary will liaise with the State Director and Office Administrator to ensure maintenance of the databases used in campaigns.

2. Usage

2.1. Databases may only be used for legitimate activities of the Queensland Greens. Legitimate activities of the Party are deemed to be:

2.1.1. Branch Activities;

2.1.2. Election and Campaign Activities;

2.1.3. Party Activities.

2.2. Anyone granted access to a database must not, unless authorised according to the constitution or bylaws:

2.2.1. use information obtained from a database to contact, or send material for the purpose of advertising for political, religious, charitable or commercial purposes; or

2.2.2. disclose information obtained from a database to someone else, knowing that the information is likely to be used to contact, or send material for the purpose of advertising for political, religious, charitable or commercial purposes; or

2.2.3. use information from a database to contact, or send material for the purpose of personal advantage or gain unless authorised by an appropriate body of the Party to do so.

2.2.3.1. Appropriate bodies of the Party include Management Committee for statewide use of the database or Branches for branchwide access of the database and authorisation must be passed by motion of the appropriate body of the Party.

3. Direct Access

3.1. Direct access is the ability to query the database, through a controlling interface, to receive on-screen listings containing relevant information. It can also provide the ability to apply actions to the listed information, e.g. send emails.

3.2. The Queensland Greens party has a deep commitment to privacy, and to preserving the privacy of those individuals with details in its databases. Accordingly, the only people with direct access to data will be:

3.2.1. Management Committee;

3.2.2. Staff and volunteers authorised by the:-

3.2.2.1. Secretary; or

3.2.2.2. Membership Convenor; or

3.2.2.3. Campaign Secretary; or

3.2.2.4. Management Committee; or

3.2.2.5. State Council.

3.2.3. Other positions explicitly outlined in this bylaw

3.3. For specified purposes the following will have the requisite access:-

3.3.1. Returning Officer & Deputy Returning Officers for statewide ballots;

3.3.2. Registered Officer for electoral commission membership audits;

3.3.3. Working Group producing the newsletter as per section 18.2a of the constitution for distribution of the newsletter;

3.3.4. Volunteers/Interns authorised as per this bylaw and as directed by relevant Party body, Office bearer or staff member;

3.3.5. Branch Office Bearers and membership secretaries for branch business;

3.3.6. Working Group or Member Action Group Officer Bearers for group business;

3.3.7. Returning Officers for local ballots;

3.3.8. Local campaign volunteers to the extent authorised by the relevant LECC or branch.

3.4. Those listed will have different levels of access.

3.4.1. The members of Management Committee, Campaign Secretary and Campaign Treasurer will have full access to the databases if required to fulfil their duties.

3.4.2. Staff and volunteers authorised under 3.2.2 may be given differing levels of access depending on their roles.

3.4.3. Branch office bearers and membership secretaries will be given access to necessary contact information (email address, phone number and address) for their branch only.

3.5. All people having access to a database must read this document and indicate their agreement to being bound by it.

3.5.1. The State Secretary is responsible for ensuring that access to membership data is granted in accordance with the Queensland Greens Constitution and Bylaws and will liaise with staff and volunteers to ensure this.

3.5.2. The Campaign Secretary is responsible for ensuring that access to campaign data is granted in accordance with the Queensland Greens Constitution and Bylaws and will liaise with staff and volunteers to ensure this.

4. Indirect access

4.1. There are times when it will be necessary for other people to have access to information from a

database. When a person with direct access to information from a database is passing details on to someone else, they are responsible for making that recipient aware that these details are confidential and must not go any further.

4.2. Branch office bearers may communicate member contact details to a branch's newsletter group or relevant Local Campaign Committee only. The branch's executive will be held responsible for the privacy of their data.

4.3. Contact details for branch members, supporters, volunteers and voters are important for planning election campaigns. As such, a branch may decide to pass a motion giving other people (either within the branch or another branch) access to the branch's data for the purposes of election planning.

4.4. The Management Committee or State Council may authorise the disclosure of an individual's details to persons inside the party.

4.5. Individuals' details may be communicated externally where required by law.

4.6. Individuals' details are communicated to the Australian Greens.

4.7. Other than in the instances listed above, the contact details of individuals are not to be given out internally or externally without the express permission of that individual.

5. Breach of privacy

5.1. Any member who feels that their privacy has been breached is encouraged to make a complaint to Constitution and Arbitration Committee (CAC). Violation of the privacy of members is potentially a violation of the Code of Ethics.

5.2. Those authorised by 3.4.1 or 3.4.2 to grant access to a database are authorised to withdraw access if:

5.2.1. An individual is no longer entitled to access;

5.2.2. There has been a suspected breach of the bylaw.

5.3. Breaches of the bylaw will be referred to the Constitution and Arbitration Committee.

By-law 1.5 – Complaints Made to the Constitution and Arbitration Committee

This By-Law is predicated on the recognition of members' obligations to comply in good faith with the Queensland Greens Constitution and By-Law and complaints processes, as detailed in the Code of Ethics.

1. Complaints to the CAC must relate to the following:

    1.1. breach of the code of ethics;

    1.2. breach of the Queensland Greens bylaws;

    1.3. breach of the Queensland Greens constitution;

    1.4. breach of the Australian Greens bylaws;

    1.5. breach of the Australian Greens constitution;

    1.6. breach of the law;

    1.7. bringing the Queensland Greens or Australian Greens into disrepute;

    1.8. any combination of the above.

2. Any member or body of the Queensland Greens or Australian Greens may complain to CAC whether or not they are directly adversely affected.

3. Complaints should clearly outline the transgression in terms of sections 1.1-1.8, and be accompanied by any available evidentiary documentation (eg incident reports, screenshots, emails, notes of pertinent conversations, supporting statements from witnesses).

    3.1. The CAC may subsequently request or the complainant provide further documentation.

    3.2. Before making a formal complaint members should take reasonable steps to resolve the issues, and state in the complaint that such an attempt has been made, or why it is unreasonable to have done so.

        3.2.1. Complaints regarding breaches of the party's sexual harassment or bullying procedures are exempted from this requirement.

4. On receipt of a complaint, the CAC may, consistent with requirement for procedural fairness, as a precautionary measure to ensure a safe environment or safeguard the interests of the party, and with no presumption of guilt attached, do any or all of the following:-

    4.1. Direct a member to avoid any social contact with specified members or staff or volunteers;

    4.2. Direct a member to refrain from any contact with specified members or staff or volunteers even in the course of official duties and direct Management Committee to as far as practicable ensure alternative processes are available;

    4.3. Direct a member to take leave from any position or duties with the party (paid or voluntary) during the CAC process;

        4.3.1. For Queensland Greens employees this may mean leave with pay.

        4.3.2. For employees of elected representatives (who are not Queensland Greens employees),

this means standing aside from any party-related duties while continuing to work for the elected representative.

4.4. Request a member to voluntarily waive any or all of their membership entitlements including withdrawing from any or all member services and party activities during the CAC process.

4.5. Suspend a member during the CAC process.

5. CAC will always ensure the provision of procedural fairness in its processes.

5.1. The timeline outlined in this section will be adhered to except in instances involving the following where CAC may reasonably contract the process whilst maintaining procedural fairness:-

5.1.1. breaching spokesperson authorisation;

5.1.2. publicly attacking the Party;

5.1.3. complaints during an election campaign dealing with issues that have had or are likely to have an impact on the campaign;

5.1.4. a complaint where the subject of the complaint is a member of parliament or a local councillor;

5.1.5. Simple matters where the facts are not in dispute;

5.1.6. Matters that if not dealt with in a timely matter would potentially be a significant disadvantage to the party or allow irredeemable damage to be done;

5.1.7. Sexual harassment or bullying.

5.2. Within three days the CAC Convenor will acknowledge receipt of the complaint in writing.

5.3. Once 5.2 has been completed the CAC will within a week:

5.3.1. confirm that the complaint requires review by the committee; or,

5.3.2. Advise the complainant of alternative appropriate actions; or,

5.3.3. Refer the matter to mediation; or,

5.3.4. Conclude that the complaint is frivolous or vexatious or otherwise not sufficiently substantive to warrant the attention of the committee.

5.4. In the event of 5.3.1, the CAC Convenor will inform the respondent of the particulars of the allegations made in sufficient detail for them to have a fair opportunity to respond and advise them to make a written submission in reply to the particulars of the complaint within ten days.

5.4.1. The respondent may appoint any person to act on their behalf in the complaint. The appointed person will be expected to adhere to the confidentiality expectations outlined in this by-law.

5.4.2. The CAC may grant an extension to the subject of the complaint to respond in exceptional circumstances.

5.4.3. Once this time period has elapsed, CAC will within two weeks adjudicate the matter, or at least report to the complainant and the subject of the complaint that consensus has not been reached.

5.4.4. Should consensus not be reached in two weeks then CAC will report to the complainant

and the subject of the complaint after every committee meeting until consensus is reached.

5.4.5. If consensus has not been reached within six weeks or CAC determines that consensus will not be reached the matter will be referred to State Council in camera if not subsequently resolved by CAC.

5.5. In the event of 5.3.3, a designated member of CAC will then approach the member or body complained of, with the goal of initiating mediation, seeking an apology or other appropriate action to resolve the problem.

5.5.1. A mediation process will be facilitated by a person or persons appointed by the CAC.

5.5.2. The process will continue until it either succeeds or the facilitator or CAC deems that it has little chance of success.

5.5.3. Failure to participate in the process in good faith can be a basis for CAC to impose remedial actions.

6. The CAC may take the following range of remedial actions appropriate to the action complained of:

6.1. Issue a formal warning including notice that should a second substantially similar complaint be upheld, specified remedial action will be taken;

6.2. Require an apology in a form acceptable to the CAC;

6.3. Direct a member to undertake a specific act of restitution;

6.4. Limit access to specific member services (e.g. the members-only website) for a designated period or until certain conditions are met;

6.5. Prohibit a member from holding or standing for positions in the Queensland Greens for a designated period or until certain conditions are met;

6.6. Restrict participation in specified party activities for a designated period or until certain conditions are met;

6.7. Suspend any entitlements of membership for a designated period or until certain conditions are met;

6.8. Suspend a person's membership for a designated period or until certain conditions are met;

6.9. Expel a person from the Party.

7. The CAC may impose remedial action without requiring the complainant to file a separate complaint for:

7.1. Failure to participate in the complaints process in good faith;

7.2. Failure to comply with a proper direction of the CAC authorised under the by-laws;

7.3. Recriminatory behaviour;

7.4. Breach of confidentiality.

8. Respecting confidentiality means that a member may only discuss the details of a complaint to which they are a party with the members of their immediate household, their support person/s (being a person or people with whom the member has relationships of support and mutual expectations of confidentiality), professionals engaged by the member who have ethical duties of confidentiality (for

example, medical professionals, lawyers, etc), members of the CAC, members of the MRWG and other members directly involved with the complaint (e.g. co-complainants, co-respondents, their support person/s and their engaged professionals who have ethical duties of confidentiality).

8.1. In the event that a person whose membership has been terminated exercises their right to appeal to State Council, this confidentiality requirement will cease to apply, and the details of the complaint will instead be subject to the same confidentiality requirements that apply to any other item on the State Council agenda. When providing relevant information and case documentation to State Council, the CAC should continue to respect the privacy of the complainant and any other members involved as far as possible (e.g. by redacting personal details), but any other relevant information relating to the complaint may be reported to State Council and discussed among Greens members.

8.2. In the event that any party to a complaint makes public statements about that complaint, the confidentiality requirement will be lifted to the extent required to enable the CAC to brief relevant office-bearers, staff and elected representatives and to enable the State Convenor to speak publicly about the matter if necessary.

9. The CAC may proscribe a person who is not a member from applying to join the party.

10. Counter complaints may be considered separately or simultaneously at the discretion of the CAC.

11. Separate complaints relating to the same matter can be combined at the discretion of CAC.

12. All members will respect the confidentiality of the complaint and its accompanying documentary evidence.

12.1. In its report to State Council on the matter, CAC should respect the confidentiality and privacy of the members involved as far as possible.

13. Appeals of CAC decisions can only be made to CAC on the basis of new evidence.

14. Any party to the complaint who considers that they have been denied procedural fairness may request that Management Committee review the process used by the CAC to review the complaint. Management Committee may subsequently direct the CAC to remedy any breaches of procedural fairness identified in its review.

15. If the respondent to a complaint is the Management Committee and the complaint is not resolved via the processes in this by-law, the dispute will be referred to an external mediator via the Disputes Resolution Centre, with the costs of the mediation (if any) to be shared equally between the complainant and respondent as outlined in the *Model rules grievance procedure for incorporated associations*. This section does not apply if:

15.1. before initiating the complaint the complainant has behaved in a way that would be grounds for remedial action under this by-law, and the subject of the complaint is related to the behaviour; or

15.2. before the complaint was initiated, a process had started to take action against the complainant to terminate their membership, and the complaint relates to that process or to a matter relevant to that process; or

15.3. the complaint could reasonably be considered frivolous, vexatious, misconceived, or lacking in substance or relates to a matter that has already been the subject of a complaint.

By-law 1.6 – Branch Boundaries

1. Preamble

1.1. This by-law sets out the arrangements for the administration of branch boundaries and allocations of state electorates.

2. Basis for Branch Boundaries

2.1. All branch boundaries are based on an allocation of state government electorates between branches.

3. Allocation of Divisions to Branches

3.1. Changing Branch Allocations

3.1.1. A motion of State Council for the purposes of changing the boundaries of branches must contain the following: -

3.1.1.1. A brief description of the changes to be made;

3.1.1.2. A list of existing branches that are affected by the change;

3.1.1.3. The reallocation of state government electorates between the relevant branches;

3.1.1.4. The naming or changing of the name of any branches.

3.1.2. It is advisable to also pass motions at any relevant branch to accept the changes in support of the motion, but this process is not requisite for the passing of a motion at State Council.

3.2. Boundary redistributions

3.2.1. When state government electorate boundaries are redrawn by the State Boundary commission, a motion should be presented to State Council to reassign branches to state government electorates after the gazette of boundaries has been released.

3.2.2. The motion should make a best efforts attempt to keep the boundaries as similar to the previous allocation as possible. The following guidelines can be applied

3.2.2.1. If the state electorate is unchanged, then the default is to keep the electorate with its current branch.

3.2.2.2. If 51% or more of an electorate's land area is within the previous boundaries of a branch, it should be included in that branch.

3.2.2.3. All branches should have approximately the same number of electorates they had under the previous boundaries, but it may change if seats are added or removed from a region.

3.2.3. Amendments to the plan may be agreed to by State Council. If the amendments do not pass, they may be represented at a later State Council as a change to branch allocations.

4. Current Boundaries

Branch Name	District
Bayside	CHATSWORTH
Bayside	LYTTON
Bulimba	BULIMBA
Caboolture Region	MORAYFIELD
Caboolture Region	PUMICESTONE
Caloundra	CALOUNDRA
Caloundra	KAWANA
Capricorn Coast	KEPPEL
Clayfield	CLAYFIELD
Cooper	COOPER
Far North Qld	BARRON RIVER
Far North Qld	CAIRNS
Far North Qld	COOK
Far North Qld	MULGRAVE
Gladstone, Bundaberg & Hervey Bay	BUNDABERG
Gladstone, Bundaberg & Hervey Bay	BURNETT
Gladstone, Bundaberg & Hervey Bay	CALLIDE
Gladstone, Bundaberg & Hervey Bay	GLADSTONE
Gladstone, Bundaberg & Hervey Bay	HERVEY BAY
Gold Coast North	BONNEY
Gold Coast North	BROADWATER
Gold Coast North	COOMERA
Gold Coast North	GAVEN
Gold Coast North	THEODORE
Gold Coast South	BURLEIGH
Gold Coast South	CURRUMBIN
Gold Coast South	MERMAID BEACH
Gold Coast South	MUDGEERABA
Gold Coast South	SOUTHPORT
Gold Coast South	SURFERS PARADISE
Greenslopes	GREENSLOPES
Greenslopes	MANSFIELD
Ipswich/Lockyer	BUNDAMBA
Ipswich/Lockyer	IPSWICH
Ipswich/Lockyer	IPSWICH WEST
Ipswich/Lockyer	LOCKYER
Karawatha	ALGESTER
Karawatha	STRETTON
Keppel	MIRANI

Keppel	ROCKHAMPTON
Logan	LOGAN
Logan	MACALISTER
Logan	SPRINGWOOD
Logan	WATERFORD
Logan	WOODRIDGE
Maiwar	MAIWAR
Maleny	GLASS HOUSE
Noosa, Gympie & Maryborough	GYMPIE
Noosa, Gympie & Maryborough	MARYBOROUGH
Noosa, Gympie & Maryborough	NOOSA
North Brisbane	McCONNEL
North Brisbane	STAFFORD
North Pine	BANCROFT
North Pine	KURWONGBAH
North Pine	MURRUMBA
North Pine	REDCLIFFE
Northern Qld	HILL
Northern Qld	HINCHINBROOK
Northern Qld	TRAEGER
Pine Rivers	EVERTON
Pine Rivers	FERNY GROVE
Pine Rivers	PINE RIVERS
Redlands	CAPALABA
Redlands	OODGEROO
Redlands	REDLANDS
Sandgate	ASPLEY
Sandgate	NUDGEE
Sandgate	SANDGATE
Scenic Rim	SCENIC RIM
South Brisbane	SOUTH BRISBANE
South West Brisbane	INALA
South West Brisbane	JORDAN
South West Brisbane	MOUNT OMMANEY
Sunshine Coast - Maroochy	BUDERIM
Sunshine Coast - Maroochy	MAROOCHYDORE
Sunshine Coast - Maroochy	NICKLIN
Sunshine Coast - Maroochy	NINDERRY
Toowoomba & Western Qld	CONDAMINE
Toowoomba & Western Qld	GREGORY
Toowoomba & Western Qld	NANANGO
Toowoomba & Western Qld	SOUTHERN DOWNS

Toowoomba & Western Qld	TOOWOOMBA NORTH
Toowoomba & Western Qld	TOOWOOMBA SOUTH
Toowoomba & Western Qld	WARREGO
Tropical Coast	BURDEKIN
Tropical Coast	MACKAY
Tropical Coast	MUNDINGBURRA
Tropical Coast	THURINGOWA
Tropical Coast	TOWNSVILLE
Tropical Coast	WHITSUNDAY
West Brisbane	MOGGILL
Yeerongpilly	MILLER
Yeerongpilly	TOOHEY

By-law 1.7 – Branches

1. Branches shall conduct an Annual General Meeting during the period between 1 October and 31 December each calendar year, in accordance with the Constitution.

Section 2: Voting and Preselections By-Laws

By-law 2.1 – Voting & Conduct for Internal Elections

1. Preamble

1.1. This bylaw prescribes a method for the conduct of internal ballots for elections and ballots conducted by the Queensland Greens. It includes provisions for: -

1.1.1. Full ballots of the Party's Eligible membership on elected positions

1.1.2. Plebiscites of the Party's Eligible membership on issues of importance

1.1.3. Ballots of party delegates taken at State Councils

1.1.4. Other party votes as prescribed by the constitution or by-laws

1.2. The provisions listed provide a baseline for the conduct of a vote, but can be overridden by the special provisions of the constitution or by-law referring to that election.

1.3. The concept of free, inclusive and open elections are held dearly by the Greens, and in writing and following its guidelines we aim to uphold these principles:-

1.3.1. All people within the party have an equal say in its operations regardless of their position or status within the party itself.

1.3.2. All reasonable efforts should be made to accommodate the requirements of candidates and voters to ensure the best democratic outcomes.

1.3.3. Respect for the rules and the arbiters of those rules are held in the highest regard.

1.3.4. That all participants understand that while we have differences of opinion, we are all Greens and we show due respect regardless of those disagreements.

2. Electoral Positions

2.1. Returning Officer (RO)

2.1.1. The Returning Officer is responsible for the operation and conduct of an election held to fill internal positions within the party or gauge support on an issue by plebiscite. The Returning Officer is to conduct the election according to this by-law, and any associated by-laws referring to a specific election.

2.1.2. The Returning Officer may appoint Deputy Returning Officers and Electoral Volunteers to conduct parts of the role outlined in this and associated by-laws.

2.1.3. The Returning Officer can be an external or internal person or organisation, in the case that an external Returning Officer is appointed, an internal Deputy Returning Officer must be appointed.

2.1.4. One or more Returning Officers will be appointed by State Council every year at the State Council meeting prior to the AGM. Additions can be made to the pool of Returning Officers at any State Council meeting.

2.1.5. When more than one Returning Officer has been appointed, the Management Committee, in consultation with the pool of Returning Officers, will appoint an individual Returning Officer from the pool for each election. This appointment will be made a minimum of 4 weeks before the commencement of the election, unless reallocating an election to a different Returning Officer.

2.1.6. If no Returning Officer is available, an Acting Returning Officer can be appointed by the Constitution and Arbitration Committee, or by a decision of the meeting or party body responsible for the ballot.

2.2. Deputy Returning Officer (DRO)

2.2.1. The Deputy Returning Officer is an appointee of the Returning Officer that is tasked to manage a process associated with the work of the Returning Officer.

2.2.2. On the occasion that the Returning Officer is unable to fulfil their duty, the Deputy Returning Officer will act as the Returning Officer

2.3. Election Volunteers

2.3.1. An Electoral Volunteer can be appointed at any time to do a specific task to do with the election.

2.3.2. The use of volunteers is at the discretion of the Returning Officer or Deputy Returning Officer.

2.4. A Returning Officer, Deputy Returning Officer, or Election Volunteer must recuse themself from the appointment for any election in which they are running as a candidate.

2.5. Candidates

2.5.1. A Candidate is a person who has successfully applied to run in an election

2.5.2. The minimum requirement for application to any position is to provide the Returning Officer (or delegate) with their full name and sufficient contact information to identify them in the Greens' membership database, before the close of nominations

2.5.2.1. The Returning Officer (or delegate) may request and/or accept additional identifying information after the close of nominations, if required, providing the nomination is otherwise eligible.

2.5.3. Further candidate requirements may be required, and are outlined in the by-law associated with the election

2.5.3.1. Candidates for any position that is set aside for Rural and Regional members must live within a Queensland Local Government Area that;

2.5.3.1.1. Is not Brisbane City Council

2.5.3.1.2. Is not Gold Coast City Council

2.5.3.1.3. Does not share a border with Brisbane City Council

2.5.3.1.3.1. Except members living in Somerset Regional Council who will count as Rural and Regional under this by-law

2.5.4. All candidates are bound by the constitution and code of ethics, as well as the rulings made on electoral matters made by the Returning Officer

2.5.5. Candidates may appoint a Scrutineer to observe and act on behalf of the Candidate in the electoral process.

2.6. Scrutineer

2.6.1. A Scrutineer is a direct appointee of a candidate. Their role is to oversee the operation of the electoral process.

2.6.2. A Scrutineer can act on behalf of a candidate in any queries or disputes over electoral matters

2.7. Campaign Staff

2.7.1. A Campaign Staffer is anyone who is canvassing on behalf of a candidate or position in a plebiscite

2.8. Observer

2.8.1. An Observer can be any member of the party that wishes to observe the electoral process

2.9. Electors

2.9.1. An elector is any person who:

2.9.1.1. is member of the party at the close of rolls for a given election;

2.9.1.2. is not currently suspended from the party;

2.9.1.3. is a Queensland resident;

2.9.1.4. is fully financial OR was financial and is within the ninety (90) day overdue period at the close of rolls;

2.9.1.4.1. A grace period of seven (7) days will be given to un-financial members to allow for processing times.

2.9.1.5. meets any further rules on Elector eligibility that may apply, and are outlined in the by-law associated with the election

3. Processes and Timetable for State-wide Ballots

For any ballot or plebiscite of the entire eligible party membership, the following process and timetable provide a baseline.

3.1. Declaration of Election & Opening of Nominations

3.1.1. A notice of intention to hold an election or plebiscite and a call for nominees to open positions (if required) is sent to all members of the party regardless of eligibility. All members be notified in writing that elections are being held for casual vacancies in addition to circulation in the party newsletter.

3.1.2. The following information must be included with this notification

3.1.2.1. Contact details for the Returning Officer

3.1.2.2. A link to the relevant nomination form as per the by-laws

3.1.2.3. An election timetable with key dates and events

3.1.3. Held on a date nominated by State Council

3.1.4. If no returning officer has been appointed at this stage, Management Committee will appoint a Returning Officer and delay the schedule by fourteen (14) days.

3.2. Close of Roll

3.2.1. A final roll generated from the membership database based on the provisions in 2.8 is generated by the membership secretary or delegate and delivered to the Returning Officer (or delegate). The minimum information about electors (where available) to be included in the role is as follows: -

3.2.1.1. Name

3.2.1.2. Date of Birth

3.2.1.3. Current Postal Address

3.2.1.4. Home Phone Number

3.2.1.5. Mobile Phone Number

3.2.1.6. Primary email address

3.2.2. Other information may be recorded in the roll for communication purposes at the discretion of the Returning Officer.

3.2.3. Any full member may request the ability to view the generated role for the purpose of accuracy checking. This process may only be done in person and in the presence of either the Returning Officer (or Delegate), membership convenor or paid membership officer.

3.2.4. No copies of the generated roll are to be distributed to candidates or members either directly or indirectly.

3.2.5. Any updates during the "Grace" period (Outlined in 2.8.1.4.1) will be sent to the returning officer (or delegate) for reconciliation

3.2.6. Will occur on a day no less than fourteen (14) days and no more than twenty-one (21) days following the declaration of election or plebiscite. The date will be confirmed by State Council, if no date is specified the minimum time frame is adopted.

3.3. Close of Nomination

3.3.1. All candidate nomination forms must be delivered in full to the Returning Officer (or delegate) by 5:00pm AEST

3.3.2. Nominations received after that time will not be accepted

3.3.3. Will occur on a day no less than fourteen (14) days and no more than twenty-one (21) days following the declaration of election or plebiscite. The date will be confirmed by State Council. If no date is specified the minimum time frame is adopted

3.4. Ballot Draw, Publication of Newsletter & Distribution of Ballots

3.4.1. A ballot draw to determine the order of candidates on the ballot paper will be conducted. This can be attended by scrutineers and observers

3.4.2. A master ballot box will be prepared and may be inspected by scrutineers and

candidates.

3.4.3. Temporary ballot boxes may be created for the election based on need, and may also be inspected by scrutineers and candidates

3.4.4. A newsletter supervised and overseen by the returning officer outlining the process of election, supporting information, and incorporating the internal elections nomination form responses where required by the by-law regulating that election, and ballot papers (or electronic equivalent) will be produced and made available to all electors

3.4.5. During that period, completed ballots will be collected by the Returning Officer (or delegate) from electors and stored securely

3.4.6. A seven (7) day lead time to complete the production of ballot papers is required

3.4.7. Will commence on a day no less than twenty-eight (28) days following the declaration of election or plebiscite

3.4.8. Will remain open for no less than twenty-one (21) days and no more than twenty-eight (28) days. The date will be confirmed by State Council. If no date is specified the minimum time frame is adopted.

3.5. Close of Voting

3.5.1. All ballots must be delivered to the Returning Officer (or delegate) by 11:59pm AEST on the nominated date.

3.5.2. Close of voting will occur on a day no less than forty-two (42) days and no more than fifty-six (56) days following the declaration of election or plebiscite. The date will be confirmed by State Council. If no date is specified the minimum time frame is adopted.

3.6. Count of Ballots

3.6.1. A count of ballots must be performed by the Returning Officer (or delegate) according to the electoral system adopted for the given election

3.6.2. If no such system is specified the methods outlined in this by-law (s8.11) will be adopted

3.6.3. The ballot count may be attended by scrutineers and observers. Only scrutineers can question the formality of a vote or the eligibility of an elector.

3.6.4. The ballot count will occur within one (1) day of ballots if an internal returning officer is appointed or within five (5) working days if an external returning officer is appointed. The returning officer will decide and announce the date, time and location in advance.

3.7. Announcement of Results and Close of Election

3.7.1. The announcement of the results of the election will be made at the most appropriate Queensland Greens meeting (State Council, Annual General Meeting or Special General Meeting) by the Returning Officer (or Delegate) and will also be announced in the party newsletter

3.7.2. The announcement of the results will occur within seven (7) days of the completion of the count. The date will be confirmed by State Council.

4. Processes and Timetable for Meeting Delegate Ballots

For any ballot to be conducted at a State Council to elect Office holders, the following process and

timetable provide a baseline.

4.1. Announcement of Meeting and Open Positions

4.1.1. A notice of intention to hold an election or plebiscite and a call for nominees to open positions (if required) including a link to the nomination form as specified in the by-laws is sent to all members of the party regardless of eligibility at least 4 weeks prior to the State Council meeting.

4.2. Delegate Declarations

4.2.1. A listing of all Delegate votes and proxies will be created and maintained by the State Secretary (or Delegate). The initial list of delegates will be finalised no later than two (2) days before the election, and notifications of proxies before the meeting.

4.3. Close of Nomination

4.3.1. Close of nominations will occur 2 weeks prior to the State Council meeting.

4.3.2. Extra close of nomination provisions (in Addition to By-Law 2.1 Section 3.3);

4.3.2.1. The internal elections nomination form, as specified in Appendix 1 to this by-law must be completed by each Applicant;

4.3.3. Once nominations are closed, the Returning Officer will announce the nominees and issue to Delegates a candidate newsletter, incorporating the internal elections nomination form responses. This newsletter must be provided to delegates at least 1 week prior to the State Council meeting.

4.4. Ballot Draw, Creation and Distribution of Ballots

4.4.1. Ballots containing candidate names, election details and the voter instructions will be drawn.

4.4.2. The order of ballot is random.

4.4.3. Ballot distribution will be done based on the proxy list. The Returning Officer will prepare and group ballots and hand them to the delegate or proxy.

4.4.4. For Delegates who are connecting to the meeting online, an appropriate online option will be immediately deployed.

4.5. Close of Voting

4.5.1. All ballots must be returned to the Returning Officer (Or delegate) by the time on the day of the State Council meeting specified by the Returning officer in the notice of election.

4.6. Count of Ballots

4.6.1. A count of ballots must be performed by the Returning Officer (or delegate) according to the electoral system adopted for the given election.

4.6.2. If no such system is specified the methods outlined in this by-law (s8.11) will be adopted.

4.6.3. The ballot count may be attended by scrutineers and observers. Only scrutineers can question the formality of a vote or the eligibility of an elector.

4.7. Announcement of Results and Close of Election

4.7.1. The announcement of the results of the election will be made at the earliest convenience of the meeting after the completion of the count of ballots.

4.7.2. The announcement will be made in accordance with the provision of the applicable by-law. When no such provision exists the announcement will be made in the following way

4.7.2.1. The winner of the count will be announced

4.7.2.2. No record of voting result will be announced, but will be available on request

4.7.2.3. The order of election will not be recorded

4.8. This baseline can be overruled by the provisions of the by-law specifically governing the electoral process for a given election.

5. Ballot Distribution & Collection

5.1. The methods of collection stated below are discretionary on the current rules of the constitution, any provisions in this or any other relevant by-law.

5.2. In-person voting

5.2.1. Any room can be declared a polling place by the returning officer for the election

5.2.2. Ballot paper(s), a ballot envelope and a declaration envelope will be provided to each elector

5.2.3. The elector will put the completed ballots in the ballot envelope, the ballot envelope in the declaration envelope, fill in the declaration and deposit the package in the ballot box

5.2.4. The responsible officer will then send the completed envelopes to the master ballot box

5.2.5. Scrutineers can enter a polling place. They can help electors, but only at the request of the elector.

5.2.6. Campaigning staff may not enter a polling place other than to cast their own vote

5.2.7. No campaigning material or canvassing is allowed inside the polling place.

5.3. Postal voting

5.3.1. A postal package containing the ballot paper(s), ballot envelope and declaration envelope with a reply paid address will be sent to the elector.

5.3.2. The elector will put the completed ballots in the ballot envelope, the ballot envelope in the declaration envelope, fill in the declaration and mail the package to the reply-paid address.

5.3.3. The returning officer (or delegate) officer will then collect the packages from the Post Office Box and add the ballots to the master ballot box.

5.4. Absentee voting

5.4.1. An elector can at any stage during the voting period request an absentee vote

5.4.2. The voting instructions of the elector are given directly to the returning officer. The information is then transferred to ballot paper(s), the ballots are then put in the ballot envelope and the ballot envelope is put in the declaration envelope the declaration is

signed by the returning officer

5.4.3. Proof of the instruction must be kept, but no record of the voting instruction shall be included in the returning officer's report

5.5. Electronic voting

5.5.1. A system can be deployed (subject to approval by state council) that will collect the preferences of an elector

5.5.2. The system must provide for unique identifiers for each elector

5.5.3. The system will keep logs of electors and votes, but will not display the preferences of any elector to anyone other than the elector

6. Ballot Handling and Processing

6.1. At no stage during the election is anyone other than the returning officer (or delegate) allowed to touch the ballot papers, ballot envelopes, declaration envelopes of a person other than their own or gain access to any software being used for the express purposes of the election

6.2. Ballot boxes will be prepared by the returning officer (or delegate) with scrutineers and observers invited to witness the sealing of the boxes

6.3. Ballot transfers between boxes can only be made by the returning officer (or delegate), scrutineers can apply to observe this process, but the timing of such transfers are at the discretion of the returning officer (or delegate)

6.4. Sealed ballot boxes will not be opened until the commencement of the count

6.5. Physical ballots will be handled in the following manner

6.5.1. A returning officer (or delegate) will verify the details on the declaration envelope, once verified the envelope will be opened and the ballot envelope added to the pile

6.5.1.1. A scrutineer can argue either for or against the eligibility to vote of an elector, the final ruling is made by the returning officer (or delegate)

6.5.2. A returning officer (or delegate) will separately from the process outlined in 6.5.1 take the pile of ballot envelopes, and open each one. The votes will be sorted by election

6.5.3. The formality of each vote will be assessed and then added to the appropriate pile

6.5.3.1. A scrutineer can argue either for or against a vote being formal at this point, the final ruling is made by the returning officer (or delegate).

6.5.4. The votes will then be counted for preferences, either by hand or using electoral software.

6.6. Electronically collected ballots will be handled in the following manner

6.6.1. The audit information from the machine will be assessed by the returning officer (or delegate) and given to scrutineers for perusal. No information tying an elector to their preference is permitted to be given to any staff in the election

6.6.2. The ballot output file will be counted with physical ballots, either by hand or using electoral software

7. Internal Campaigning and Candidate Disputes

7.1. Rulings made by the Returning Officer (or delegate) are to be respected and complied with fully, so long as it applies to this by-law or the by-law directly governing the election

7.2. Internal Election Financing

7.2.1. The acceptance of donations to fund an internal preselection is prohibited

7.2.2. Reportable expenses include the following items

7.2.2.1. Canvassing Materials

7.2.2.2. Candidate-run events

7.2.3. The maximum amount of money that can be spent on reportable expenses is $1000

7.2.4. The cap is applied cumulatively to all material that is approved by the candidate in support of their campaign

7.2.5. The cap applies to members that produce canvassing materials

7.2.6. A log of expenditure as well as accompanying receipts is required within two (2) weeks of the conclusion of the election.

7.2.7. If a candidate has no reportable spending, a declaration made to the Returning Officer to that effect will replace any reporting requirements listed.

7.2.8. Failure to report expenses or file a return may result in the exclusion of a candidate for election

7.3. Canvassing and Electoral Communication

7.3.1. Candidates are entitled to personally canvas any member of the party

7.3.2. Decisions on the appropriateness of any piece of advertising are made by the Returning Officer

7.3.3. No information provided by candidates or their campaign staff will be of a defamatory nature or bring the party into disrepute

7.3.4. Any member can advise to their preferences when asked, however “How to Vote” material is prohibited

7.3.5. Any member, including candidates and campaign workers may produce material for an election, excluding “How to Vote” advice. Such material must comply with the following guidelines

7.3.5.1. The material must be registered with the Returning Officer with an approval for use granted.

7.3.5.2. Material supporting a candidate must be authorised by the candidate.

7.3.5.3. The request for the registration of materials must include the material to be used as well as the name of the candidate that the material is produced in support of

7.3.5.4. The material must comply with all parts of Section 7 of this by-law and any special provisions written in the by-law for that election

7.3.5.5. The material must not be misleading or untrue or instruct a voter in a way that

will encourage informal or non-voting

7.3.5.6. The material must not be disparaging of the character of any member of the party or disclose information about disciplinary action taken against members.

7.3.5.7. The material cannot be larger than 0.6sqm for signage and A4 size for printed material.

7.3.5.8. The following declaration must be on each piece of material: *"Authorised by [Member Name] for campaigning in the Queensland Greens [Election Name & Year] on behalf of [Candidate Name]. If you believe that this does not comply with any rule of the Queensland Greens, contact the Returning Officer, [Returning Officer's name and contact details]"*

7.3.5.9. The size of the declaration will be:

7.3.5.9.1. 12 pt font for printed material no larger than A6

7.3.5.9.2. 14 pt font for printed material no larger than A4

7.3.5.9.3. 20 pt font for election signage

7.3.6. Candidates, scrutineers and campaign workers are not entitled to use party records to contact members other than by the provisions of the constitution and relevant by-laws

7.3.7. Candidates may not use resources provided by the party for canvassing

7.3.8. Advertisements external to the party for internal elections and plebiscites are strictly prohibited.

7.3.9. Internally provided social media options are permitted, but externally provided social media referring to internal elections is prohibited

7.3.10. Fundraising for an internal election is prohibited, unless otherwise overridden by the by-law relevant to that election

7.3.11. No candidate or campaign staff will collect ballots on behalf of an elector

7.4. Rules regarding candidate association

7.4.1. A candidate cannot mention or infer a connection to another candidate running in the election (either directly or indirectly) in any communications made to the party

7.4.2. A "ticket" or "team" vote will not be recognised on ballot papers or in any officially released material on the election

7.4.3. Individual party units (Branches, committees, associations (eg. young greens), State Council and Management committee) cannot directly endorse a candidate or candidates.

7.5. Financial Inducements

7.5.1. Candidates will not make offers of money, gifts or services in kind in exchange for a members vote.

7.5.1.1. The provision will not be interpreted to limit candidates undertaking legitimate activities to promote their candidacy such as providing modest refreshments at a "meet the candidate" event sponsored by the candidate.

7.5.2. Candidates will not suggest that they, or any of their personal contacts, will donate money, gifts, or extraordinary services in kind to the party or to a particular campaign on the condition that they win an internal election.

7.5.3. The Returning Officer will investigate any complaints of alleged breaches of this section.

7.5.4. If the Returning Officer is of the opinion that there is corroborated evidence that a candidate has attempted to induce members to vote for them other than by legitimate means, the Returning Officer may use a remedy under this by-law.

7.6. Candidate Disputes & Complaints Handling

7.6.1. Disputes that occur during the electoral period can be handled in the following manner:

7.6.1.1. If the dispute is to do with a provision of this by-law, the returning officer is allowed to make a ruling on the interpretation of the provisions herein

7.6.1.2. If a party to the election is not satisfied with the resolution provided by the returning officer, they may appeal the decision through the Constitution and Arbitration Committee

7.6.1.3. All disciplinary/conduct complaints will be handled by the complaints process managed by the Constitution and Arbitration Committee

7.6.2. Complaints made about the conduct of the election are first addressed to the Returning Officer or the Constitution and Arbitration Committee to appeal the decision of the Returning Officer

7.6.3. The complaint is assessed against this by-law and any relevant constitutional and by-law provisions

7.6.4. An assessment is made to the validity of the breach and its level of severity and a remedy will be sought

8. Election Method

8.1. Voluntary voting is in place for all elections

8.2. The style of preferences will be Optional Preferential Voting

8.3. Electronic voting is the default system of voting unless the approved electronic voting system is unavailable. In the event of in-person voting with physical ballot papers, a double-blind ballot draw will be used to order the candidates on the ballot papers. Candidates, Scrutineers and observers are invited to witness this process. In the event of electronic voting, candidate order must be randomised in the voting platform settings. A mix of electronic and paper ballot (in-person or postal) voting is not permitted unless authorised by the Queensland Campaign Committee (for preselection ballots) or the Management Committee (for all other ballots).

8.4. All materials produced for the purpose of the election will be of 100% recycled materials unless unavailable

8.5. Instructions on the ballot paper should include

8.5.1. The purpose of the ballot and the year of ballot

8.5.2. Instructions on how to fill in the ballot

8.5.3. Instructions on returning the ballot

8.6. An option to ”Seek further candidates" will be made available. A candidate must pass the threshold of receiving more than two-thirds of the vote against "Seek further candidates" to be elected to a position.

8.7. All physical ballots will be placed in a ballot envelope, and then placed in a declaration envelope. The elector will write their name and sign the declaration

8.8. A ballot can be declared spoiled by an elector at any point before it is added to the master ballot box. The returning officer will remove physical ballots, marked them as spoiled and sign the papers. These papers will be kept and cited by scrutineers on request at the time of count

8.9. A ballot is declared informal if it meets at least one of the following criteria: -

8.9.1. A ballot paper with no marking on it

8.9.2. A ballot paper with a combination of ticks and crosses

8.9.3. A ballot paper containing the number “1" more than once

8.9.4. A ballot paper with any markings that would identify the voter

8.9.5. A ballot paper where the intention of the voter in not clear based on the markings made

8.9.6. Any ballot paper marked discarded and signed by the RO

8.10. The Returning Officer has the last say on the formality of a vote.

8.11. The method of count will be as follows:

8.11.1. Ballots for the election of one person to a single position will be conducted by the Black method of the Condorcet system.

8.11.2. Ballots for the selection of candidates to multiple positions from the same ballot will be conducted using the single transferable vote system Gregory method with a Droop quota.

8.12. In the situation that the result of a ballot is a tie, the following procedures should be undertaken to resolve the election

8.12.1. Using the results from the previous round of preference distribution, select the candidate with the highest running total in that round as the successful candidate

8.12.1.1. If a previous round of preference distribution does not break the tie, use the next latest round until either a candidate is identified as successful or the primary vote round does not resolve the tie

8.12.1.2. If the method of election is Condorcet, the primary vote total is considered the only previous round of voting

8.12.2. If the provisions of 8.12.1 do not resolve the tie, recount the ballot using the Borda Method of counting using the completion method for un-preferenced candidates

8.12.2.1. Give a number of points to each candidate based on the preference chosen on each ballot cast based on the below formula

$$v = N - P$$

Where v is the Value of points awarded, N is the Number of candidates and P is the Preference for the candidate as written on the ballot paper

8.12.2.2. If no preference is given to a candidate, then it is assumed that all candidates that have not received a preference will get an equal share of any point values that have so far not been assigned to a candidate that are associated with that ballot

8.12.2.3. The successful candidate is the candidate with the highest total point value after all ballots have been counted

8.12.3. If the provisions of 8.12.2 do not resolve the tie, the election is resolved by random lots

8.12.3.1. 8.12.3.1 The method of assignment should be determined by the returning officer

8.12.3.2. 8.12.3.2 Any process of random assignment may be used, though it must be observable by the candidates and give each candidate an equal chance of success

8.12.3.3. 8.12.3.3 If a choice is to be given to a candidate, the assignment of that advantage should be determined randomly by a third party observer or the returning officer or their delegate

8.13. In the case of multiple elections and multiple nominations to positions, a candidate elected to a position of higher order to subsequent positions will be withdrawn from the count in the election of further positions

8.14. The order of election of candidates to multiple positions is not relevant to their status, and will not be recorded.

8.15. A candidate may withdraw their nomination at any time up to and including the announcement of results. For the purpose of the count, the votes assigned to that person will be distributed to the next highest preference, or will exhaust if there are no further valid preferences

8.16. Disputed Returns

8.16.1. At the completion of an election, any person considered eligible to vote may dispute the outcome on the following terms:-

8.16.1.1. The vote was conducted in a way contrary to the provisions of this or related by-laws

8.16.1.2. Reasonable efforts were not taken to record ballots of eligible voters

8.16.1.3. The margin of election was less than 0.5% of eligible votes or 10 votes overall whichever is larger

8.16.2. On meeting one of the above requirements, the returning officer may suggest a remedy for the specific situation

9. Returning Officer's Report

9.1. The Returning Officer's report is completed following the conclusion of the election, it should include the following material

9.1.1. A summary of the conduct of the election

9.1.2. A summary of correspondence to the Returning Officer during the election

9.1.3. A log of all Rulings made by the returning officer and a report on candidate conduct. All rulings should be added to the master log of returning officer rulings

9.1.4. A Results Grid for the elections held

9.1.5. A report of absentee vote instructions (with the information of voting preferences redacted)

9.1.6. Recommendations for future elections (if any)

9.1.7. Electronic version of electoral material used during the election

9.1.8. Any Supporting information deemed relevant by the Returning Officer

10. Remedies

10.1. Mediation

10.1.1. For a complaint between parties, mediation can be arranged to negotiate an agreed action.

10.1.2. The mediation process shall include the Returning Officer (or delegate), the complainant parties and an impartial nominated mediator (as required)

10.2. Formal Apology/Reprimand

10.2.1. The Returning Officer can rule that an action taken by any person associated to the election represents a breach of the by-law.

10.2.2. In these cases the person in question is to write a formal apology for the infringing action in the most appropriate and expedient party communication forum

10.2.3. If no apology is published on behalf of the person in breach, a formal reprimand can be published by the Returning Officer

10.3. Referral to Constitution and Arbitration Committee (CAC)

10.3.1. In serious cases of misconduct, the Returning Officer may refer matters to the Constitution and Arbitration Committee.

10.3.2. The CAC can make a recommendation on a suitable remedy for the situation either from the remedies in Section 10 of this by-law or through other by-laws. The CAC will make a binding decision on the issue unless otherwise overturned by the State Council.

10.4. Removal of Scrutineers & Campaign Workers

10.4.1. A Scrutineer or Campaign Worker can be moved from the electoral process for any breach of this by-law or the by-law that specifically governs the election.

10.4.2. Complains against Scrutineers and Campaign Workers will be assessed for seriousness by the Returning officer with remedial action taken as required.

10.4.3. The Constitution and Arbitration Committee can review decisions made by request of any party to the election

10.5. Disqualification of Candidacy

10.5.1. A Candidate, who has made serious breaches of the Constitution, code of ethics or the provisions of the by-law may face disqualification from the election

10.5.2. A disqualification of candidacy can be invoked under one of the following conditions

10.5.2.1. Bringing the party into disrepute

10.5.2.2. A significant breach of the party's code of ethics or constitution

10.5.2.3. A second reprimand for breaches of by-law 2.1 or the associated by-law for the election

10.5.3. The Constitution and Arbitration Committee (CAC) will assess the evidence and advice of the Returning Officer.

10.5.4. The recommendation of Constitution and Arbitration Committee (CAC) will be adopted, either supporting the disqualification of the candidate, recommending a lighter remedy under by-law 2.1 or the dismissal of the complaint.

10.6. Recount of Ballots

10.6.1. A manual recounting of the ballots will be conducted within a period of no more than 10% of the total campaigning period or by negotiation of parties

10.6.2. If the recount returns a different result than that of the first count, the recounted ballot is declared the result of the election

10.7. Election Recall

10.7.1. In the case that no remedy can be seen to rectify the imbalance of an election result. The result of the first ballot can be declared invalid and the election re-run under the provisions of the by-law

10.8. Removal of Election Staff

10.8.1. The removal of Election Volunteers is at the discretion of the Returning Officer

10.8.2. Complains against Election Staff will be assessed for seriousness by the Returning officer with remedial action taken as required

10.8.3. The Constitution and Arbitration Committee can review decisions made by request of any party to the election

10.9. Removal of Returning Officer or Deputy Returning Officer

10.9.1. A Returning Officer or Deputy Returning Officer, who has made serious breaches of the Constitution, code of ethics or the provisions of the by-law may be removed from the role

10.9.2. A removal of a Returning Officer or Deputy Returning Officer can be invoked under one of the following conditions

10.9.2.1. Bringing the party into disrepute

10.9.2.2. A significant breach of the party's code of ethics or constitution

10.9.2.3. Multiple breaches of by-law 2.1 or the associated by-law for the election

10.10. The Constitution and Arbitration Committee (CAC) will assess the evidence and advice of the

returning officer.

10.11. The recommendation of Constitution and Arbitration Committee (CAC) will be adopted, either supporting the removal of the returning officer or dismissal of the complaint.

Appendix 1 - Internal Elections Nomination Form

IDENTIFICATION DETAILS (required by by-law 2.1 for administrative purposes)

- Email
- First Name
- Last Name
- Date of Birth
- Address
- Branch Membership

ROLE NOMINATION (required for the Returning Officer to administer the ballot)

- Which role(s) is being nominated, and order of consideration if there are multiple

VALUES (responses will be shared with voting members)

- Please describe how you support the Queensland Greens Charter and Code of Ethics (dot points is sufficient).
- Do you have anything to disclose for a register of perceived or potential conflicts of interest (such as a current staff role with the Qld Greens or a Qld Greens electoral office, or current roles on a campaign, or an immediate family member holding any of these roles) and if so, how would you manage these?
- Please outline your volunteer history and experience with the Greens (dot points is sufficient).
- Please indicate the web addresses and identities for any public social networking accounts or profiles you have.

CAPABILITY (responses will be shared with voting members)

- Please provide a brief statement (dot points is sufficient) addressing what attracted you to the role(s), including any relevant competence, and/or skill sets, and/or qualifications, and/or experience to undertake the role(s) for which you are nominating.

By-law 2.2 – Preselection of candidates for the House of Representatives or the Legislative Assembly

1. As per the constitution the Queensland Campaign Committee is responsible for preselection of candidates.

2. In exceptional circumstances the Queensland Campaign Committee will specify which branch or branches will be primarily responsible for which electorates.

3. The Queensland Campaign Committee determines if and when a preselection for an electorate is to be conducted.

4. As soon as practicable after the Queensland Campaign Committee determines a preselection process is to be conducted the relevant Local Campaign Committee will appoint a Returning Officer and Deputy Returning Officer.

    4.1. If there is no Local Campaign Committee or the relevant Local Campaign Committee fails to appoint a Returning Officer within one month then the appointment of Returning Officer will be by the Queensland Campaign Committee.

    4.2. In the case of a by-election, the Queensland Campaign Committee will perform the functions of the local campaign committee in terms of preselection and conduct of the campaign.

5. As soon as practicable after being appointed, or within the timeframe directed by the Queensland Campaign Committee, a Returning Officer call for nominations in their electorate(s) by:-

    5.1. Email or letter to all members in the electorate; and

    5.2. In the Party newsletter.

6. Nomination as a candidate for the Queensland Greens requires the following:

    6.1. Membership of the Party;

        6.1.1. for more than six months; or

        6.1.2. Exemption from 6.1.1 by the Queensland Campaign Committee.

    6.2. Compliance with all legal provisions, i.e.

        6.2.1. to be on the electoral roll;

        6.2.2. to be an Australian citizen;

        6.2.3. not to be a disqualified person under the Electoral Act.

    6.3. A completed nomination form as per the bylaws.

    6.4. Not be a disqualified person under the provisions of the Commonwealth and Queensland Constitutions and all relevant electoral laws.

7. The Returning Officer will:-

    7.1. Ensure that By-laws with respect to candidate nomination are complied with.

    7.2. Scrutinise signed nomination forms and applications for validity.

7.3. Screen applicants for undischarged bankruptcy, criminal offences, or other matters pertaining to the nominees which could prevent their becoming legal candidates.

7.4. Ensure that nominees are well informed of their responsibilities if they are endorsed as a candidate.

7.5. As soon as possible after close of nominations the Returning Officer must send copies of the nomination forms to the Campaign Secretary.

8. If the Returning Officer determines there is only one eligible nominee then the preselection will be determined by a selection committee.

8.1. Unless otherwise determined by the Queensland Campaign Committee the selection panel will be formed by the branches in the electorate and comprise at least five members.

9. If it is a contested preselection, there being more than one eligible nominee, then the Returning Officer will determine the roll of eligible voters.

9.1. The eligible voters in a contested preselection will be all the financial members whose primary address as listed on the membership database at the close of the membership roll is within the electorate.

9.2. In cases where there are fewer than 10 financial members who meet these criteria, eligibility will be expanded to include all non-resident members of any branch with more than one third of the total members resident in the electorate.

9.3. The Local Campaign Committee for the electorate can request permission from the Queensland Campaign Committee to further expand voter eligibility.

10. Electronic voting is the default system of voting.The Returning Officer may apply to the Queensland Campaign Committee to utilise a postal voting, in-person voting, or proxy voting system for candidate selection.

11. The Returning Officer must give at least three weeks notice of a meeting or closing of an online ballot which will select a candidate. This can happen at the same time as the call for nominations.

12. The Returning Officer will conduct the candidate selection process as follows:-

12.1. Nominees will be expected to make verbal presentations of up to 10 minutes to the meeting in support of their nomination.

12.2. Ballots will be conducted according to Bylaw 2.1 Voting & Conduct for Internal Elections.

12.3. Nominees will be expected to leave the voting area when voting is in progress.

13. As soon as possible after selection of a candidate, the Returning Officer must send the results of the selection to the Campaign Secretary.

14. Candidates may not publicly present themselves as endorsed Green Party candidates until after their nomination has been reviewed and endorsed by the Queensland Campaign Committee.

15. Any disputes concerning candidate endorsement are to be resolved by the Queensland Campaign Committee.

16. When an election is called, or if State Council or the Queensland Campaign Committee determines that an election is imminent within a specified time not greater than three months, then the Queensland Campaign Committee may determine candidates for preselections that have not yet been determined.

17. The Queensland Campaign Committee will give notice to branches in the relevant electorate/s of an

appointment process commencing and invite the relevant branches to recommend nominees and to send representatives to attend any candidate appointment decision meetings.

18. State Council will determine if and when it will delegate the following powers to Queensland Campaign Committee:-

    18.1. appointment of Lead Candidate/s

By-law 2.3 – Senate Preselection

1. Preamble

1.1. The Queensland Greens have established the following process for the preselection of Senate tickets for Federal election. The process is to determine tickets for half-Senate and full Senate elections.

1.2. This by-law should be interpreted in conjunction with the provisions of By-Law 2.1 (Voting and Conduct for internal elections), unless otherwise specified.

2. Positions to be elected

2.1. The number of places, on the Queensland Greens Senate tickets (the "Ticket"), will be at least three (3) in a half-senate election and at least six (6) in a full Senate election.

2.2. Senate Candidate(s)

2.2.1. The results of the ballots will determine the order on the Senate tickets;

2.2.2. Two simultaneously conducted ballots will be held to determine the Lead Candidate in a half-senate and the Lead Candidate in a full-senate election

2.2.3. Two simultaneously conducted ballots will be held to determine the order of the Support Candidates in a half-senate and full-senate election

2.2.4. Any casual vacancies will be appointed by the mechanism specified in section 5 (s5.7) of this by-law.

3. Candidate Review

3.1. The Candidate Review Panel will be comprised of Queensland Campaign Committee, subject to usual conflict of interest considerations.

3.2. The Candidate Review Panel (CRP) will ascertain whether each Nominee complies with the following:

3.2.1. The nominee has adequately completed the nomination form;

3.2.2. The nominee is a financial member; not having their membership suspended in such a way as to preclude participating in a preselection ballot;

3.2.3. The nominee is enrolled to vote in Queensland

3.2.4. The nominee is not disqualified from being a Senator in relation to their citizenship for the purposes of s44 of the Constitution of Australia, (the "Constitution", for the purposes of this section);

3.2.5. The applicant nominee is not disqualified from being a Senator in relation to their criminal record for the purposes of s44 of the Constitution;

3.2.6. The nominee will not be disqualified from being a Senator in relation to their direct or indirect pecuniary interest in the Commonwealth for the purposes of s44 of the Constitution;

3.2.7. The nominee is not disqualified from being a Senator in relation to undischarged

bankrupt or insolvent for the purposes of s44 of the Constitution;

3.2.8. The nominee is not disqualified from being a Senator by any other electoral law;

3.2.9. The nominee adequately satisfies a reasonable background check.

3.2.10. Nominees cannot support nominations.

3.3. If a Nominee discloses, or the Candidate Review Panel becomes aware of, any matter regarding the personal circumstances or conduct of a nominee that might become an issue during the election campaign, the Candidate Review Panel will investigate the issue(s) and decide whether the nominee is to be listed on the ballot. Nominees may appeal decisions of the Review Panel to the Constitution and Arbitration Committee.

3.4. The Candidate Review Panel (CRP) will ascertain whether each Nominee's nomination has sufficiently complied with all procedural requirements.

3.5. Nominees will disclose to the Candidate Review Panel, in writing, details of any and all of the following:-

3.5.1. Criminal convictions;

3.5.2. Pending criminal or civil actions;

3.5.3. Court orders to which they are or were subject;

3.5.4. Criminal or civil actions to which they were or are a party;

3.5.5. Company directorships, trusteeships or partnerships;

3.5.6. Bankruptcy, entering into a Part X of the Bankruptcy Act arrangement with creditors or being a director of a company that was insolvent;

3.5.7. Any other information that may become relevant during an election campaign;

3.5.8. Any other information about which the Queensland Greens should be made aware.

3.6. Failure to disclose relevant information may be considered a failure to comply with the requirement of nomination.

3.7. The CRP will keep all its information and deliberations strictly confidential.

3.8. All nominees for preselection will be required to answer performance questions on their nomination form. The Candidate Review Panel (CRP), will review those responses, and conduct interviews with all candidates.

3.8.1. The interviews will be broad ranging and detailed. Candidates will be asked about their motives for nomination, their understanding of Greens' values and principles, their experience in election campaigning and their personal circumstances.

3.8.2. Candidates will also be asked directly about anything in their past that could surface during the campaign and cause embarrassment to the party.

3.8.3. Referees will be contacted and, if necessary, additional information will be sought from others with experience working with the nominee.

3.9. The Candidate Review Panel (CRP) will advise each of the applicants whether their nomination is accepted or not no later than 28 days following the close of Nominations for the Senate preselection ballot.

3.10. The Queensland Greens are responsible for reimbursing out of pocket expenses incurred by nominees seeking senate preselection as a result of attaining documents required by the CRP for the purpose of a reasonable background check. This does not include any costs incurred by a nominee in obtaining proof that they are eligible for election to the Australian Parliament under section 44 of the Australian Constitution.

4. Timetable

4.1. Timetable of Events

In addition to the provisions of By-Law 2.1 Section 3.

	Description	Timing	Elapsed Days	
			Min	Max
1	Declaration of election	Time specified by State Council following the federal Senate election		
2	Appointment of Returning Officer	Appointed by State Council prior to the scheduled opening of nominations		
2a	*Mancom Appt. RO if Required*	Within 14 Days of the opening of nominations if no RO has so far been appointed		
3	Opening of Nominations	Specified in the declaration of election made by State Council no less than 49 Days before the 18 Month deadline specified in 4.2	0	
4	Close of Nominations	7 Days after Declaration of Election at 17:00	7	
5	Candidate Review Panel Report	The Candidate Review Panel must deliver its report no later than 28 days following the close of Nominations	35	
5a	Candidate Announcements	On the day of the return of the Candidate Review Panel Report	35	
6	Campaigning Period	To Commence the day after the Candidate Review Panel Report, running for 35 days.	35	
6a	Candidate Forums	During the Campaign period	-	
6b	Ballot Draw & Close of Roll	No Later than the Last day of the Campaign Period	36	70
7	Voting Period	To Commence the day after the end of the Campaign Period, noting that campaigning activities are still permitted	70	
7a	Publication of Newsletter & Distribution of Ballots	At the opening of voting	70	
7b	Close of Votes	No less than 14 days and no more than 28 days following the distribution of ballots ending at 23:59 on the last day of voting	84	98
8	Counting	The day after Close of Voting	85	99
8a	QCC approval for the release of preliminary results	Following the Close of voting at the discretion of QCC	-	-
9	Declaration of Results	At the following State Council/Conference	-	-
10	Returning Officer's Report	Presented at the following State Council/Conference	-	-

4.2. Scheduling

4.2.1. The date for for the opening of nominations for the election of the Lead Senate Candidates will be determined by State Council, but will happen no more than 18 months after the previous federal Senate election.

4.2.2. The date for the opening of nominations for the election of the Support Senate Candidates will be determined by the Campaign Committee under instruction that the election must be complete no later than the second State Council following the State Council at which the Lead Senate Candidate results are ratified.

4.3. Variances

4.3.1. The Returning Officer may ask the Constitution and Arbitration Committee (CAC) for an extension of any of the limits set by the above timetable

4.3.2. Extensions may be granted by the CAC in exceptional circumstances that are outside the control of the Party or candidates

4.3.3. CAC must consider the appropriateness of an extension in terms of the timely completion of the election as well as fairness to all candidates involved

4.4. Candidate Forums

At least three candidate forums during the course of the campaign period will be organised by the Queensland Campaign Committee to allow candidates to make a case for their election. Forums should:

4.4.1. Be online

4.4.2. Be recorded and made available to members

5. Special Electoral Provisions

5.1. Extra Declaration of Election & Opening of Nominations (in Addition to By-Law 2.1 Section 3.1)

5.1.1. The Candidate Review Panel or the Returning Officer will field confidential enquiries from members interested in becoming Nominees.

5.2. Extra close of roll provisions (in Addition to By-Law 2.1 Section 3.2)

5.2.1. Where through oversight, an eligible member was not issued with a ballot paper and can show that they have indeed met the criteria to be an eligible member they may apply to the Returning Officer to be added to the roll and for a ballot to be issued.

5.3. Extra close of nomination provisions (in Addition to By-Law 2.1 Section 3.3)

5.3.1. The Preselection nomination form provided by the party that is compliant with By-Law 2.4 must be completed by each Applicant;

5.3.2. Confirmation that the applicant has stood aside from holding party office or position in the Queensland Greens or the Australian Greens, for the duration of the pre-selection period;

5.3.3. That at least seven (7) members have supported the nomination by signature.

5.3.3.1. Eligible members can only nominate one person;

5.3.3.2. Applicants cannot support nominations.

5.4. Extra ballot draw, newsletter publication and distribution of ballot provisions (in Addition to By-Law 2.1 Section 3.4).

5.4.1. Before a candidate is considered eligible to stand their nomination must be accepted using the Candidate Review Process outlined in Section 3 of this By-Law.

5.4.2. The details of the candidates and ballot draw will be announced through a member only communication method.

5.4.3. Any member eligible to vote in this election are entitled to know the names and contact details of the Candidates.

5.4.4. Any member eligible to vote in this election are entitled to know the names of those who nominated the Candidates.

5.4.5. If candidates withdraw their nomination after the announcement of candidates but before the production of ballots is ordered, their names shall be removed from the ballot paper.

5.4.6. The following information can be provided by candidates to support their nominations in the candidate newsletter: -

5.4.6.1. A 500 word statement supporting their nomination, using only basic formatting techniques (Eg. Text sizes, bolding, italics, underlines);

5.4.6.2. A current digital photograph;

5.4.6.3. An order of preference for candidates on the ballot;

5.4.6.4. Any other campaign materials agreed to by State Council.

5.5. Canvassing & Disputes (in Addition to By-Law 2.1 Section 7).

5.5.1. The Returning Officer will investigate any complaints of alleged breaches of by-law 2.1 (s7).

5.5.2. The Returning Officer will refer evidence collected regarding candidates that allegedly attempted to induce members to vote for them other than by legitimate means, to the Constitution and Arbitration Committee (CAC) for consideration.

5.5.3. The Constitution and Arbitration Committee (CAC) will receive and rule on any complaints in relation to any alleged breach of the Charter, Constitution of the Queensland Greens, bylaws, Code of Ethics or the Senate Process relating to the Senate Process.

5.5.4. The Returning Officer at the direction of the Constitution and Arbitration Committee (CAC), will be responsible for counteracting breaches of process which might affect the outcome of the Senate Preselection, as quickly as possible after the breach occurring.

5.6. Election Method (in Addition to By-Law 2.1 Section 8):-

5.6.1. The ballot papers from all elections will be counted separately and will provide a known list for both the half and full senate elections;

5.6.2. The Senate candidate order to be used will be determined by the type of Senate election that is scheduled to be held (either half or full);

5.6.3. The method of counting this election will be instant runoff/alternate vote method;

5.6.4. For a candidate to be considered selected, they must:-

5.6.4.1. Reach a threshold value of 50% + 1 vote of the valid votes that have not been exhausted; and

5.6.4.2. Have a preference recorded by at least 50% + 1 vote of all formal ballots;

5.6.5. If there is no candidate who has met the threshold, the candidate with the lowest count of votes will be excluded and their votes reallocated to other candidates by the preferences marked on the ballot paper;

5.6.6. Exclusion of candidates will continue until a candidate has met the threshold value;

5.6.7. Candidates will be ordered using the method from above, after removing any successful candidate(s) who have already met the threshold from the count and redistributing their votes to the remaining candidates;

5.6.8. The order generated from 5.6.7 will determine the order in which all successful candidates will be added to the final Senate ticket up to the maximum specified in 2.1.

5.7. Casual Vacancies

5.7.1. Casual vacancies will be filled according to the order of election for candidates until "Seek Further Candidates";

5.7.2. The order of election of successful candidates will be maintained, by promoting all currently successful candidates and adding the next candidate to the end of the ticket;

5.7.3. If no further candidates can be drawn from the result of the ballot, appointments will made by the Queensland Campaign Committee;

5.7.4. Appointees will be added to the end of the ticket, after all successful candidates from the ballot have accepted a position on the Senate ticket.

5.8. Announcement of Results and Close of Election (in Addition to By-law 2.1 Section 3.7)

5.8.1. The result of the preference ballots are preliminary until ratification by State Council. Public announcement of the preliminary result is at the discretion of the Queensland Campaign Committee as determined by consensus;

5.8.2. The State Council retains the ability to set aside the result of a preference ballot under section 25.5 of the constitution if the balloting process is considered to be flawed in a way that would significantly affect the outcome of the ballot;

5.8.3. If a Senate election is called during the Senate preselection process, the Queensland Campaign Committee may exercise the right to suspend the election and appoint candidates as per section 19.1.8 of the constitution.

5.9. State Council can vary, pause or halt the Senate preselection process in extraordinary circumstances in such ways that are fair and reasonable.

By-law 2.4 – Preselection Nomination Form

1. The Queensland Campaign Committee (QCC), in consultation with the Campaign Director, is authorised and required to develop a Preselection Nomination Form for each Federal, State and Local election in line with current legislative and Queensland Greens requirements. The draft form must be endorsed by the Constitution and Arbitration Committee before being used.

2. For a party nomination for public office to be considered complete, a Preselection Nomination Form issued by the QCC for the relevant election must be completed to the satisfaction of the QCC.

3. The QCC has the authority to suspend the requirement for some or all of the Preselection Nomination Form issued for an election once an election has been called, to allow formal nomination deadlines with electoral commissions to be met.

4. The Preselection Nomination Form must include a minimum of the following:

    4.1. Instructions for completion and submission of the Form.

    4.2. The requirement to submit with the completed Form a one page Curriculum Vitae, a 500 word candidate statement in an acceptable electronic format, and a head and shoulders photograph in an acceptable electronic format.

    4.3. Any requirements outlined in the relevant by-laws for the election. Sections dealing with:

        4.3.1. Basic contact and electoral details.

        4.3.2. Formal nomination details including name for ballot paper, authorisation for publication of details, occupation, gender.

        4.3.3. Social networking sites and identities.

        4.3.4. Political and party history.

        4.3.5. Any unsupported areas of party policy.

        4.3.6. Supporter details and signatures from a minimum of 5 financial members of the Queensland Greens who have been members for more than 6 months.

        4.3.7. Pledge:

            4.3.7.1. To be bound by the Queensland Greens Constitution, By-Laws and Code of Ethics.

            4.3.7.2. Commitment to the Principles of the Greens Charter, and to the policies of the Australian Greens and Queensland Greens as presented to the public during the election campaign.

            4.3.7.3. To not actively oppose any local or national policy of the Queensland Greens and Australian Greens not personally supported, and to vote for it as an elected representative if required.

            4.3.7.4. To attend meetings of, and report regularly to, the appropriate levels of the Queensland Greens.

            4.3.7.5. Commitment to work for the Queensland Greens election campaign

4.3.7.6. Not to commit to any expenses on behalf of the Queensland Greens.

4.3.7.7. Recognition that refunding of electoral expenses is not a right and will be subject to party processes, available budgets and proper paperwork being submitted to the Party.

4.3.7.8. To agree to tithing, and if elected to tithe a portion of gross income as an elected representative back to the Party for the advancement of Green ideals, in accordance with the procedures set out in the Queensland Greens Constitution and By-Laws.

4.4. Certification of legal prerequisites:

4.4.1. For all Elections:

4.4.1.1. Financial and ratified member of the Queensland Greens.

4.4.1.2. Enrolled to vote in Queensland at current address.

4.4.2. For Local Government Elections:

4.4.2.1. Currently residing in the local government area for which you are nominating.

4.4.2.2. Not disqualified from being a councillor because of a conviction for a treason offence, an electoral offence, a bribery offence or an integrity offence.

4.4.2.3. Not disqualified from being a councillor due to being an undischarged bankrupt, being in prison, or currently holding another high office.

4.4.2.4. Any other requirements set out in the Queensland *Local Government Act*, the *City of Brisbane Act* or the *Local Government Electoral Act*.

4.4.3. For State Elections:

4.4.3.1. Confirm if occupation is a public servant.

4.4.3.2. Not disqualified from being a member of parliament due to being in prison, having been sentenced or convicted of certain offences, or being an undischarged bankrupt.

4.4.3.3. Not disqualified from being a member of parliament due to holding another high office.

4.4.3.4. Any other requirements set out in the *Parliament of Queensland Act*.

4.4.4. For Federal Elections:

4.4.4.1. Details of place of birth, citizenship, and family history relevant to citizenship.

4.4.4.2. Not disqualified from being a member of parliament in relation to citizenship, criminal record, office of profit under the crown, or being an undischarged bankrupt or insolvent, as detailed in s.44 of the *Australian Constitution*.

4.4.4.3. A statement that nominees (for Federal Senate and Lower House seats) will be responsible for funding the costs of citizenship actions to ensure compliance with Section 44 of the Australian Constitution, including acquisition of Australian Citizenship, and formal renunciation of citizenship of other countries.

4.4.4.4. Any other requirements set out in the *Australian Constitution*.

By-law 2.5 – Annual General Meeting Elections

1. Preamble

This bylaw outlines the rules specific to the election of office bearers in the Queensland Greens.

This by-law should be read in conjunction with By-Law 2.1 which covers the process of elections.

2. Positions to be elected:

2.1. The following positions are to be elected by a ballot of all members.

2.1.1. State Convenor*;

2.1.2. State Secretary*;

2.1.3. State Treasurer*;

2.1.4. Campaign Convenor*;

2.1.5. Membership Convenor*;

2.1.6. Policy Convenor*;

2.1.7. Lead National Delegate*;

2.1.8. Rural & Regional Convenor*;

2.1.9. First Nations Liaison*;

2.1.10. Campaign Secretary;

2.1.11. Campaign Treasurer;

2.1.12. CAC Convenor;

2.1.13. CAC Secretary;

2.1.14. Three general voting members of the Constitution and Arbitration Committee;

2.1.15. PLC Convenor;

2.1.16. Three general members of the Parliamentary Liaison Committee.

2.2. Candidates nominating for multiple positions must include their order of preference for positions with their nomination.

2.3. If a candidate is elected to more than one position the position with the highest preference is accepted.

2.4. The returning officer will not disclose a candidate's order of preference for multiple nominations until after the close of nominations.

2.5. Candidates for the First Nations Liaison position must be First Nations members who are eligible to be on Management Committee.

* Positions so marked are members of the Management Committee who are required by law to be adults, may be ineligible if convicted of certain offences, and must obtain a Director's ID prior to nominating.

2.6. An additional election for the position of First Nations Liaison, open only to First Nations members as electors, will be held concurrently with the general meeting election for the position of First Nations Liaison.

2.6.1. A candidate must pass the threshold of receiving more than two-thirds of the vote against "Seek further candidates" in this additional election to be elected to the First Nations Liaison position, regardless of the result of the general election for this position.

2.6.2. This provision will also apply to any State Council election held to fill a casual vacancy for the position of First Nations Liaison.

2.7. Affirmative action will be applied to the election of voting members of the Constitution and Arbitration Committee so that at least two members will be women.

3. Timetable

3.1. Declaration of Election & Opening of Nominations (By-law 2.1 s3.1)

3.1.1. To be held no later than 6 weeks before the Annual General Meeting

3.2. Close of Roll (By-law 2.1 s3.2)

3.2.1. To be held no later than 4 weeks before the Annual General Meeting

3.3. Close of Nomination (By-law 2.1 s3.3)

3.3.1. To be held no later than 4 weeks before the Annual General Meeting at the time specified by By-law 2.1

3.4. Ballot Draw, Publication of Newsletter & Distribution of Ballots (By-law 2.1 s3.4)

3.4.1. To be held no later than 3 weeks before the Annual General Meeting

3.5. 3.5. Close of Voting (By-law 2.1 s3.5)

3.5.1. To be held no later than 2 days before the Annual General Meeting at the time specified by by-law 2.1

3.6. Count of Ballots (By-law 2.1 s3.6)

3.6.1. To be held no later than 1 day before the Annual General Meeting

3.7. Announcement of Results and Close of Election (By-law 2.1 s3.7)

3.7.1. To be announced at the Annual General Meeting

4. Special Electoral Provisions

4.1. Extra close of nomination provisions (in addition to By-Law 2.1 Section 3.3)

4.1.1. The internal elections nomination form, as specified in Appendix 1 to By-Law 2.1 must be completed by each Applicant;

4.2. Ballot Distribution & Collection (In addition to By-Law 2.1 Section 5)

4.2.1. The ballot collection methods that are valid for the Management Committee elections are Absentee, Postal and Electronic

4.3. Canvassing & Disputes (in Addition to By-Law 2.1 Section 7)

4.3.1. The production of a Special Candidate Newsletter containing each candidate, their current branch membership, the position(s) they are running for, a photograph of the candidate and a 500 word statement.

4.4. The order of the candidates in the newsletter will be by position as listed in clause 2.1 of this by-law, and then by random ordering of nominees. This is to be distributed with the ballots by the returning officer and will be made available online to members.

By-Law 2.6 – Election of Queensland Greens Party Room Leaders

1. Preamble

1.1. The Queensland Greens have established the following process for the election of the Leaders of the Queensland Greens in the Legislative Assembly.

1.2. Elections of the Leaders of the Queensland Greens in the Legislative Assembly shall be conducted by ballot of the entire eligible party membership.

1.3. This by-law should be interpreted in conjunction with the provisions of By-Law 2.1: Voting and Conduct for internal elections, unless otherwise specified.

1.4. The Leaders may not hold roles which are not articulated in the Queensland Greens Constitution and By-Laws.

1.5. Additional resources allocated to the Queensland Greens as a result of increased representation should be allocated and used in agreement with the Parliamentary Liaison Committee.

1.6. In this by-law, "Leaders" and "Leadership" include:

1.6.1. the Leader of the Legislative Assembly Party Room, and

1.6.2. the Deputy Leader or Co-Deputy Leaders of the Legislative Assembly Party Room, if those positions exist.

2. Positions to be elected and Roles

2.1. The following positions are to be elected by the Queensland Greens membership when the conditions for their implementation are met.

2.1.1. When the Queensland Greens Legislative Assembly Party Room consists of three or more Members of the Legislative Assembly:

2.1.1.1. Leader of the Queensland Greens Legislative Assembly Party Room.

2.1.2. If the Queensland Greens Legislative Assembly Party Room decides to have Deputy Leaders:

2.1.2.1. Deputy Leader of the Queensland Greens Legislative Assembly Party Room, or

2.1.2.2. Co-Deputy Leaders of the Queensland Greens Legislative Assembly Party Room.

2.2. Any other Queensland Greens Legislative Assembly Party Room positions will be created and appointed by the Party Room.

2.3. The Leader:

2.3.1. Will be responsible for briefing journalists on the proceedings of Party Room where appropriate, unless the Party Room decides otherwise;

2.3.2. Shall be the spokesperson for matters of state as described in the responsibilities of the Premier under the latest Administrative Arrangements Order. Party Room may allocate the responsibilities to other members of Party Room;

2.3.3. Shall not speak on internal party matters or party governance unless approved by

Management Committee, as per Section 29 of the Constitution;

2.4. The Deputy Leader or Co-Deputy Leaders:

2.4.1. Will take up the responsibilities of the Leader when they are on leave, or otherwise unavailable;

2.4.2. Can share the responsibilities of the Leader, as decided by the Party Room.

2.5. Term of Leaders

2.5.1. The terms of all Leaders will be from the announcement of the results of the election of Queensland Greens Party Room Leaders (5.1.7) to the announcement of the results of the subsequent election of Queensland Greens Party Room Leaders unless otherwise specified in the constitution or by-laws.

3. Nomination as a candidate requires the following:

3.1. A member or member-elect of the Queensland Legislative Assembly.

3.2. Elected to the Queensland Legislative Assembly as an endorsed candidate of the Queensland Greens.

3.3. Members of the Queensland Legislative Assembly Party Room may self nominate as a candidate.

3.4. If candidates are found to be ineligible at a later date, their candidacy will be withdrawn and the ballot will continue as before.

4. Processes

4.1. Ballots for all Leadership positions will be held:

4.1.1. Within six months of writs being returned for the most recent Queensland Legislative Assembly election;

4.1.2. Where any of the Leaders have been spilled by the mechanisms in this by-law;

4.1.3. When any Leadership positions become vacant after an office holder dies, disappears, becomes incapable or resigns;

4.2. All Leaders shall be spilled when:

4.2.1. A motion to spill one or more Leaders is supported by two or ⅓ of current members of the Party Room, whichever is greater;

4.2.2. There is a request to spill one or more Leaders, in writing to Management Committee, signed by at least 10% of the membership of the Queensland Greens. Members may not use party resources or infrastructure to contact other members for this requisition;

4.2.3. Failure of State Council to a pass a motion of confidence in one or more Leaders;

4.3. The Management Committee is responsible for the declaration of the election. If one or more Leaders are spilled, the Management Committee shall be immediately informed by the relevant body.

4.4. In the event a position becomes vacant and it is deemed by Management Committee that circumstances are such a ballot should not be held immediately the vacancy may be filled with preference given to the longest serving member of the Party Room. A ballot must be held as

soon as possible and within 6 months of a vacancy occurring.

4.5. The ballot will be conducted by an appointed Returning Officer of the Party or else by provisions in By-Law 2.1.

4.6. Ballots for Leaders shall be a full ballot of the entire eligible party membership as determined in By-Law 2.1 Section 2.8.

5. Timetable

5.1. Timetable in addition to the provisions of By-Law 2.1 Section 3:

5.1.1. Declaration of Election and Opening of Nominations to be held:

5.1.1.1. No less than 14 days after a Queensland Legislative Assembly election day;

5.1.1.2. As soon after the results of a Queensland Legislative Assembly election are known as is deemed possible by Management Committee or by State Council;

5.1.1.3. No later than six months after the return of writs of a Queensland Legislative Assembly election;

5.1.1.4. No more than 14 days after the Management Committee has been informed a Leader has been spilled or any position left vacant;

5.1.2. Close of Roll:

5.1.2.1. To be held no less than 14 days following the Declaration of Election;

5.1.3. Close of Nomination:

5.1.3.1. Will occur on a day no less than 7 days following the Declaration of Election, and

5.1.3.2. Will occur at a time and location announced to all members of the Legislative Assembly Party Room.

5.1.4. Ballot Draw, Publication of Newsletter & Distribution of Ballots:

5.1.4.1. Will commence on a day no less than 7 days, and no more than 14 days following the Close of Nominations.

5.1.4.2. Will occur after the candidate forum.

5.1.5. Close of Voting:

5.1.5.1. Will occur no less than 14 days and no more than 21 days after the Distribution of Ballots.

5.1.6. Count of Ballots:

5.1.6.1. The ballot count will occur within 1 day of Close of Voting. The returning officer will decide and announce the date, time and location of count in advance.

5.1.7. Announcement of Results and Close of Election:

5.1.7.1. The Returning Officer will inform the Management Committee and Party Room of the results;

5.1.7.2. The announcement of the results of the election will be made by the Returning Officer;

5.1.7.3. The announcement of the results will occur within 7 days of the completion of the count;

5.1.8. Variances:

5.1.8.1. The Returning Officer may ask the Constitution and Arbitration Committee (CAC) for an extension of any of the limits;

5.1.8.2. Extensions may be granted by the CAC in exceptional circumstances that are outside the control of the Party or candidates;

5.1.8.3. CAC must consider the appropriateness of an extension in terms of the timely completion of the election as well as fairness to all candidates involved

6. Special Electoral Provisions

6.1. Extra close of roll provisions (in Addition to By-Law 2.1 Section 3.2)

6.1.1. Where through oversight, an eligible member was not issued with a ballot paper and can show that they have indeed met the criteria to be an eligible member they may apply to the Returning Officer to be added to the roll and for a ballot to be issued.

6.2. Extra ballot draw, newsletter publication and distribution of ballot provisions (in Addition to By-Law 2.1 Section 3.4).

6.2.1. The ballot will be conducted by Electronic Voting and on request Postal Votes may be issued

6.2.2. Alongside any information provided by candidates in the candidate newsletter any adverse findings of a candidate by the Constitution and Arbitration Committee will be published in an appropriate way.

6.2.3. The following information can be provided by candidates to support their nominations in the candidate newsletter:

6.2.3.1. 500 word statement supporting their nomination, using only basic formatting techniques (Eg. Text sizes, bolding, italics, underlines);

6.2.3.2. A current digital photograph;

6.2.3.3. An order of preference for candidates on the ballot;

6.3. Internal Campaigning and Candidate Disputes (in Addition to By-Law 2.1 Section 7, unless otherwise stated in this by-law)

6.3.1. Campaigning shall be allowed to promote the honest, fair, and open engagement of members by candidates for Leader.

6.3.2. Management Committee shall organise at least one Candidate Forum before Ballots are distributed.

6.3.3. The guidelines of By-Law 2.1 Section 7.3.5. does not apply to this ballot unless stated in this By-Law.

6.3.4. Any member, including candidates and campaign workers may produce material for an

election. Such material must comply with the following guidelines:

6.3.4.1. The material must not be misleading or untrue or instruct a voter in a way that will encourage informal or non-voting;

6.3.4.2. The material must not be disparaging of the character of any member of the party;

6.3.4.3. The following declaration must be on each piece of material: “Authorised by [Member Name] for campaigning in the Queensland Greens [Election Name & Year]. If you believe that this does not comply with any rule of the Queensland Greens, contact the Returning Officer, [Returning Officer’s name and contact details]”;

6.3.4.4. The size of the declaration will be;

6.3.4.4.1. 12 pt font for printed material no larger than A6.

6.3.4.4.2. 14 pt font for printed material no larger than A4.

6.3.4.4.3. 20 pt font for election signage.

6.3.4.5. The material must be submitted for registration by the Returning Officer;

6.3.5. At the discretion of Management Committee candidates will be equally facilitated to contact members through party infrastructure such as email or mass text messaging services.

6.3.6. Management Committee may provide all candidates with the roll of electors with phone numbers in a secure format for the purposes of canvassing. Use of which must comply with the following:

6.3.6.1. No electronic or physical copies of the roll are to be made;

6.3.6.2. Candidates may not distribute the roll to any other person or company;

6.3.6.3. Only Candidates may use the roll for the purposes of canvassing;

6.3.6.4. Candidates may not use electronic methods of mass canvassing such as autodiallers or mass text messaging services;

6.3.6.5. On completion of the ballot these records must be returned to the Returning Officer or destroyed;

6.3.6.6. Failure to comply with these provisions shall be immediately remediated to the same extent of breach at the cost of the Candidate;

6.3.7. Externally provided social media options are permitted.

6.3.8. Candidates and members may not use resources, databases or infrastructure of the party or an electorate office for canvassing, unless otherwise stated in this By-Law.

6.3.9. The Returning Officer will investigate any complaints of alleged breaches of by-laws.

6.3.10. The Returning Officer will refer evidence collected regarding candidates that allegedly attempted to induce members to vote for them other than by legitimate means, to the Constitution and Arbitration Committee for consideration.

6.3.11. The Constitution and Arbitration Committee will receive and rule on any complaints in

relation to any alleged breach of the Charter, Constitution of the Queensland Greens, by-laws, Code of Ethics.

6.3.12. The Returning Officer at the direction of the Constitution and Arbitration Committee, will be responsible for counteracting breaches of process which might affect the outcome of the ballot, as quickly as possible after the breach occurring.

6.4. Election Method (in Addition to By-Law 2.1 Section 8)

6.4.1. The method of counting this election will be instant runoff/alternate vote method.

6.4.2. For a ballot to fill a single position:

6.4.2.1. For a candidate to be considered selected, they must reach a threshold value of 50% + 1 vote of the valid votes that have not been exhausted;

6.4.2.2. If there is no candidate who has met the threshold, the candidate with the lowest count of votes will be excluded and their votes reallocated to other candidates by the preferences marked on the ballot paper;

6.4.2.3. Exclusion of candidates will continue until a candidate has met the threshold value;

6.4.3. In the situation that the result of a ballot is a tie:

6.4.3.1. A countback of ballots will be conducted, or

6.4.3.2. If a countback is unable to resolve the tie, the ballot for that position will be repeated. The Constitution and Arbitration Committee may decide to shorten a repeated balloting process with the following conditions:

6.4.3.2.1. Time between Close of nominations to Distribution of Ballots must not be less than 7 days;

6.4.3.2.2. Time between Distribution of Ballots and Close of Voting must not be less than 14 days;

6.4.3.2.3. In such ways that are fair and reasonable;

Section 3: Campaign By-Laws

By-law 3.1 – Local and State Spokesperson Rights and Responsibilities

1. Branch spokespersons also known as 'spokespersons appointed by properly constituted constituent bodies' are:

    1.1. Members of the Queensland Greens and are:

        1.1.1. An endorsed local candidate for public office; or

        1.1.2. Appointed by their local Queensland Greens branch.

2. Branch spokespersons must be:

    2.1. Familiar with State and National policies;

    2.2. Able to communicate in accord with Greens principles and State and National policies.

3. Branch spokespersons must:

    3.1. Abide by Queensland Greens Charter, Constitution, Bylaws and Greens policies;

    3.2. Abide by branch decisions.

4. Branch spokespersons may be authorised within a geographic, subject and/or other parameters determined by the branch to do one or more of the following as determined by the branch:

    4.1. Speak to local media or local groups on local issues and matters of interest to the local media or groups;

    4.2. Speak to state or national media on local issues;

    4.3. Make media releases and written statements to local media.

    4.4. Utilise social media identifying as a Greens' spokesperson to communicate about local issues, or share other authorised material;

    4.5. Provide or check the content for a branch website prior to its addition to the website;

    4.6. Distribute emails, twitter, blog or any other form of electronic comment to the public via a forum that utilises the party's name.

5. Branch spokespersons:

    5.1. Will confer with the branch or subcommittee of the branch, or at least one other person nominated by the branch before making public statements;

    5.2. May give a verbal reply to a direct approach by local media reporters within branch and Qld Greens policy and constitution, but any follow up statements must be vetted by at least one other person nominated by the branch;

    5.3. Have written releases and statements vetted by the branch or nominated representatives of the

branch;

5.4. Are not required to publicly support Greens policies with which they personally disagree; however, they will not publicly attack Greens policies;

5.5. Will forward written releases and statements to all members of the branch.

5.6. When utilising social media not be required to comply with 5.1 or 5.3, but will be polite, friendly and respectful, comply with the code of ethics, adhere to party positions and expected high standards of a member of the party dealing with the public.

6. Branch responsibilities include:

6.1. Posting published spokesperson material on the Queensland Greens website;

6.2. Ensuring that their spokespersons abide by conditions 1. through to 5;

6.3. In the event that Spokespersons do not abide by conditions 1. through to 5., branches may suspend or disqualify spokespersons from further acting as spokespersons;

6.4. Responding to complaints from State Council or a State Council nominated body such as the Queensland Campaign Committee or the State Spokesperson Committee;

6.5. Provide administration access in the form of usernames and passwords for branch websites and social media accounts to the State Director.

6.5.1. State access to branch websites and social media accounts will only be used to ensure continued access to the resources for the party and to address any violation of the constitution or by-laws.

7. Spokespersons who do not abide by directions from the branch or a State body may be subject to further disciplinary procedures.

8. In cases where local candidates do not have a branch, a State Council nominated body such as the Queensland Campaign Committee will take on the role of the branch.

9. Greens members may communicate personally with the media or at public events if they are not identified with The Greens either officially or if are well known as Greens members.

10. Spokespersons wishing to make a public statement on behalf of the Queensland Greens on a topic on which existing policy is either silent or unclear must, where time constraints allow, first consult with the Campaign Convenor and Policy Convenor, each of whom may delegate this role to another member.

11. The authority to make public statements on behalf of the Queensland Greens, as outlined in Section 29 of the Constitution, also includes communicating the release of policy and campaign initiatives as prepared as per by-laws 5.5 and 5.6.

12. Campaign initiatives are publications, proposals and statements released by spokespeople during an election campaign period that aim to communicate with voters. Campaign initiatives may expand on and shall be consistent with existing principles and policy. A campaign period is defined as commencing once the writs are issued, or earlier as determined by State Council.

13. Policy initiatives are defined as detailed documents, such as a submission, election commitment, or position paper, which are intended to represent the party's view on an issue which is not already specified in Queensland Greens policy.

By-law 3.2 – Social Media

1. Aims

1.1. To provide a framework in which members can promote Party values online in a safe, respectful, and dignified manner;

1.2. To define State Level, Branch, and Candidate online assets, and private groups;

1.3. To define the Party's mechanisms to protect the integrity and reputation of online assets, the Party, and Members.

2. Definitions

2.1. "Content" will refer to:

2.1.1. posts to social media;

2.1.2. comments;

2.1.3. images;

2.1.4. audio clips;

2.1.5. video clips.

2.2. "Online asset" will refer to any online presence branded with the Party name, logo, or other branding element used in such a way as to indicate official representation of the Party and is run by an authorised Member or body of the Party.

2.2.1. "State Level online asset" will refer to any online asset representing the Party at a State level.

2.2.2. "Branch or Group level online asset" will refer to any online asset representing a ratified Branch or Group.

2.2.3. "Candidate online asset" will refer to any online asset representing an endorsed local, state or federal Candidate.

2.3. "Private group" refers to online groups and e-lists that are exclusively administered by accredited party bodies of the Queensland Greens with the clear goal of assisting with party organising or facilitating discussion between Queensland Greens members and/or volunteers.

2.4. A "social media manager" is a member of the Queensland Greens who has been appointed by an authorised party body to administer an online asset. They have the same responsibilities as local and state spokespersons (as detailed in By-law 3.1 Local and State Spokesperson Rights and Responsibilities), but are only authorised to post content to the online asset under the name of the party body that appointed them and may not represent themselves as Greens spokespersons.

3. Guidelines for Members

3.1. Members will adhere to the Code of Ethics when posting any content online.

3.2. Members will not post content that contains personal information about Members, supporters, staff, or volunteers without explicit prior consent.

3.3. Members will be safe, polite, and friendly. The Party welcomes all kinds of comments and thoughts: supportive, dissenting, critical, or otherwise as long as they are made in the spirit of constructive and civilised dialogue.

3.4. Members will not, without explicit authorisation, create content that a casual viewer may mistake for official Greens online assets.

4. Guidelines for Online Assets

4.1. Content posted by Administrators to online assets will not conflict with:

4.1.1. The Queensland Greens policies or constitution; or

4.1.2. The Australian Greens policies or constitution.

4.2. Administrative rights and responsibilities of State Level online assets must be held by the State Director and one or more of the following:

4.2.1. the State Convenor;

4.2.2. a ratified Spokesperson or social media manager appointed by Management Committee;

4.2.3. a ratified Spokesperson or social media manager appointed by the Queensland Campaign Committee (QCC);

4.2.4. a ratified Spokesperson or social media manager appointed by State Council.

4.3. Administrative rights and responsibilities of a Branch online asset must be held by:

4.3.1. the State Director; and

4.3.2. a local spokesperson or social media manager who is authorised to utilise social media by the relevant Branch.

4.3.3. a ratified social media manager appointed by the relevant party body representing oppressed people.

4.4. Administrative rights and responsibilities of a Candidate online asset must be held by:

4.4.1. the State Director; and

4.4.2. a local spokesperson or social media manager who is authorised to utilise social media by the relevant Branch; and

4.4.3. the relevant ratified Candidate.

4.5. Branch or Group level online assets must be created by a ratified Spokesperson or social media manager of the relevant Branch or group.

4.6. Candidate online assets must be created by:

4.6.1. Queensland Campaign Committee (or delegate); or

4.6.2. Local Election Campaign Committee (or delegate).

4.7. Candidate online assets are deemed to be Queensland Greens assets and will be unpublished after the return of the writs.

4.7.1. The asset may remain online if:

4.7.1.1. The candidate is elected, or

4.7.1.2. The candidate has made a prior arrangement with the Queensland Greens Campaign Committee to keep the page online after the return of the writs, or

4.7.1.3. The branch appoints the candidate as a branch spokesperson and the page is reconfigured as a Branch Online Asset.

5. Guidelines for Private Groups

5.1. Any Queensland Greens Branch, working group, committee or member action group may create its own private group through the normal decision-making procedures.

5.2. The Branch, working group, committee or member action group is responsible for informing the Communications Working Group of the formation, purpose and termination of the private group, and the Communications Working Group is responsible for maintaining a list/register of the private groups and making it available on Greenhouse.

5.3. Private groups must have clear guidelines on who is eligible to be a member of the group. Group administrators will provide access to those who meet the criteria and remove those who cease to meet the criteria.

5.4. Group administrators must include:

5.4.1. The State Director; and

5.4.2. An office bearer or delegate for the appropriate Branch, working group, committee or member action group.

5.5. The Branch, working group, committee or member action group responsible for the private group may appoint other Queensland Greens members as group administrators.

5.6. Safe Meeting Procedure and the Queensland Greens Code of Ethics apply to all conversations within private groups.

5.7. Group administrators may delete posts which breach the Queensland Greens Constitution and By-Laws, and permanently remove or temporarily suspend from the group anyone who seriously or repeatedly breaches Queensland Greens Code of Ethics or the Safe Meeting Procedure. The decision to remove or suspend a group member must be taken in consultation with the office bearers of the relevant Branch, working group, committee or member action group.

5.8. A clear statement of rules for participation in the private group, including reference to Safe Meeting Procedure and the the Queensland Greens Code of Ethics, must be pinned to the top of the page (or in the case of e-lists, provided to new members of the e-list). The rules will include notification that group members who seriously or repeatedly breach the Safe Meeting Procedure or Queensland Greens Code of Ethics can be permanently removed or temporarily suspended from membership of the group.

5.9. Where the criteria for membership of the private group includes non-members of the Queensland Greens, discussion of internal party matters is not permitted in that group.

6. Empowered and Authorised

6.1. Administration level access shall be granted to the State Director for all online assets and private groups.

6.2. The State Director may use this access to:

6.2.1. immediately hide or remove any content that is a clear and serious breach of the Party's constitution or bylaws;

6.2.2. immediately suspend or remove a Spokesperson or social media manager's administrative access of an online asset if content from that Spokesperson or social media manager's account is a clear and serious breach of the Party's constitution or bylaws;

6.2.3. remove content from online assets or private groups if directed to do so by the;

6.2.3.1. Constitution and Arbitration Committee (CAC); or

6.2.3.2. Management Committee; or

6.2.3.3. Queensland Campaign Committee (QCC).

6.2.4. remove administrative access of a Member from an online asset or private group if directed to do so by the;

6.2.4.1. Constitution and Arbitration Committee (CAC); or

6.2.4.2. Management Committee; or

6.2.4.3. Queensland Campaign Committee (QCC).

6.2.5. permanently close down a Branch, Group or Candidate online asset or private group if directed to do so by State Council.

6.3. The State Director may not use this access to post content to Branch, Group or Candidate's online assets unless authorised to do so by the relevant Branch, Group or Candidate.

6.4. The State Director may appoint or instruct other members of the Party to assist in the implementation of these responsibilities, but retains overall responsibility for any actions carried out under Section 6.

7. Concerns or Complaints

7.1. Concerns or complaints about content posted to online assets or private groups may be directed to the following people or bodies, who are authorised to take the immediate remedial actions set out in section 6 of this by-law.

7.1.1. State Director

7.1.2. Management Committee

7.1.3. Queensland Campaign Committee.

7.2. In the event that the complainant is unsatisfied with the remedial actions taken, they may lodge a formal complaint with the Constitution & Arbitration Committee.

By-law 3.3 – Preference Determination Process

1. Preamble

1.1. The purpose of this bylaw is to set out a method by which consultation and determination of preferences for federal and state elections will be carried out in Queensland.

1.2. The goal of this process is to maximise consultation on preferences while still allowing for efficient negotiations between parties.

2. Master Tickets

2.1. A Master Ticket is the party's default position on preferences to:-

2.1.1. Political parties registered with the Australian Electoral Commission or the Electoral Commission Queensland that:-

2.1.1.1. Have polled more than one percent in Queensland or Australia in the last year or at the previous state or federal election; or

2.1.1.2. Have a member of parliament; and

2.1.1.3. Are not clearly confined to some state other than Queensland.

2.1.2. Any sitting independents;

2.1.3. Any others determined by the Queensland Campaign Committee.

2.2. To generate a Master Ticket a ballot of all members is conducted asking members to rank those outlined in 2.1 in order of their preference using Black's method of Condorcet using a Borda count to break ties.

2.2.1. There will be an option for `Open Ticket', meaning no direction of preferences in a lower house electorate, included in a Master Ticket ballot. This will have no effect on preferences for the Senate.

2.3. The Master Ticket ballot for a State election will ballot members according to their branch membership, with the results applying to all State electorates within the boundaries of the branch. The Master Ticket ballot for a Federal election will ballot members according to the federal electorate in which they reside.

2.4. The campaign committee will be permitted to provide an assessment of registered parties as part of the ballot.

2.5. Master Ticket ballots will be conducted electronically, with voting open for a period of two weeks.

2.5.1. The Master Ticket ballot for a State election will be opened no earlier than 18 months and no later than 12 months prior to the fixed State election date.

2.5.2. The Master Ticket ballot for a Federal election will be opened no later than 6 months prior to the first possible date for the Federal election (assuming simultaneous half-Senate and House of Representatives election).

2.5.3. Management Committee in consultation with the Returning Officer and the Queensland Campaign Committee may vary the date of the Master ticket ballot in order to avoid a

potential overlap with an election period or other potential conflict. If for any reason a Master Ticket ballot is missed, then the previous Master Ticket will stay in effect.

2.6. If the participation rate for members of a branch in a Master Ticket ballot for a State election is less than the quorum for a meeting of the relevant branch, then the average results for the state will apply as the Master Ticket for electorates covered by that branch. In a Master Ticket ballot for a Federal election, the minimum participation threshold will be 10% of the membership resident in the electorate or five members, whichever is the greater. If this threshold is not reached, then the average results for the state will apply to that electorate.

2.6.1. The preferences for any options in the ballot as per 2.1.2 or 2.1.3 specific to that branch will revert to being determined by Queensland Campaign Committee.

2.7. Every Master Ticket ballot will be accompanied by a `Yes/No option to `Allow the Queensland Campaign Committee to determine preferences to implement strategy and conduct negotiations.'

3. Possible Ticket Variations (PTV)

3.1. A Possible Ticket Variation (PTV) is an allowable variation from the Master Ticket passed by specific party-wide ballot conducted electronically.

3.2. PTV ballots can be initiated before, after, or in conjunction with the Master Ticket ballot, by the Queensland Campaign Committee or State Council.

3.2.1. To limit the number of ballots the Campaign Committee will attempt to hold PTV ballots in conjunction with the Master Ticket ballot.

3.3. The number and details of PTVs that can be submitted to the membership is not limited and PTVs can be contradictory.

3.4. PTV ballots conducted subsequent to the Master Ticket will be open for voting for a 24 hour period.

3.5. PTV ballots conducted prior to the Master Ticket ballot will be open for voting for a period of one week.

3.6. For a PTV ballot to pass, it must have the approval of strictly above 50% of the total vote and strictly above 50% approval from the voting membership of each directly affected branch.

3.6.1. If the participation rate for a branch in a ballot is less than the quorum for a branch meeting then the PTV will be deemed to have passed.

3.7. The campaign committee has discretion whether to implement an approved PTV.

4. Independents & Other parties

4.1. The Queensland Campaign Committee, or its delegate, in consultation with the convenor of the relevant Local Campaign Committee, will determine the allocation of preferences to any independents not covered by 2.1.

4.2. The Queensland Campaign Committee, or its delegate, will determine the preferencing for any party not covered by 2.1.

5. Publication of preference position

5.1. The results of PTV ballots will be announced at the discretion of the campaign committee or following the election.

By-law 3.4 – Suspension and Disendorsement of Candidates

1. Any member of the Queensland Campaign Committee (QCC) or the the relevant Local Campaign Committee (LCC) can initiate a complaint against a candidate if the candidate is alleged to have brought or thought likely to bring the Party into disrepute or alleged to have damaged or thought likely to damage the campaign or the Party.

2. Members, including candidates, are not at any time authorised to communicate with the public or to the media on internal Party matters.

    2.1. This prohibition also applies to any complaints or subsequent actions against a candidate.

    2.2. Persons who resign from the Party are still bound by this prohibition regarding any knowledge gained while a member.

    2.3. This prohibition does not apply to the Convenor or Spokesperson explicitly authorised by the constitution, bylaws, or State Council to communicate to the public or the media regarding internal Party matters.

3. A complaint against a candidate with supporting evidence should be lodged in writing with the Secretary of the QCC.

    3.1. The Campaign Secretary of the the QCC will convene the Queensland Campaign Executive (QCE), being the Campaign Convenor, Campaign Secretary and Campaign Treasurer of the the QCC, as soon as possible to address the complaint.

4. The Queensland Campaign Executive (QCE) will do an initial evaluation of the complaint.

    4.1. QCE can:-

        4.1.1. Dismiss a complaint if it is determined to be petty, frivolous or vexatious.

        4.1.2. Refer a matter to the internal complaints process of the Party.

        4.1.3. Refer a matter directly to the whole of the QCC.

        4.1.4. Seek to resolve the issue informally.

    4.2. Pending a decision by the QCC the QCE has the following powers:-

        4.2.1. Suspension of a candidate. Suspension applies especially to the role of candidate as spokesperson, but extends to the privilege of representing the Party to the media and public generally.

        4.2.2. Direct a candidate to refrain from commenting on certain issues.

        4.2.3. Arrange the issuing of comments or media statements by an authorised Spokesperson of the Party to address issues arising from a complaint.

5. The candidate and Local Campaign Committee will be informed of the complaint and required to address a meeting of the QCC, and may make a written submission prior to the meeting.

    5.1. If the candidate is the convenor of the Local Campaign Committee then the secretary of the LCC will be substituted to represent the LCC.

    5.2. The LCC may appoint another member as its delegate in place of LCC Convenor or Secretary.

5.3. The candidate may bring a member of the relevant branch in support.

5.4. The complainant may be required to address a meeting of the QCC, and to make a written submission prior to the meeting.

6. The Queensland Campaign Committee (QCC) makes the final decision on complaints not dismissed or referred under section 4.1.

6.1. Candidates subject to complaints will have the opportunity to speak in their defence though must not be present for the final deliberations of QCC.

6.2. The delegate of the Local Campaign Committee (LCC) will have the opportunity to speak though must not be present for the final deliberations of QCC.

6.3. QCC has the following powers:-

6.3.1. Suspension of a candidate. Suspension applies to the candidate's ability to act as a spokesperson of the Party and thereby communicate with the media or the public.

6.3.2. Direct a candidate to refrain from commenting on certain issues.

6.3.3. Direct a candidate to make a statement or media release and require any such statement or release to be approved by the QCC or a delegate or delegates thereof.

6.3.4. Direct a candidate to take any reasonable steps to address issues arising from a complaint.

6.3.5. Arrange the issuing of a comment or media statement by an authorised Spokesperson of the Party to address issues arising from a complaint.

6.3.6. Dismiss a complaint if it is determined to be petty, frivolous or vexatious.

6.3.7. Refer a matter to the internal complaints process of the Party.

6.3.8. Disendorse a candidate.

6.3.9. Any other reasonable steps to address issues arising from a complaint.

By-law 3.5 – Donations

1. The Queensland Greens does not accept donations from for-profit entities.

    1.1. Management Committee or its delegate has authority to determine which donations are donations from for-profit entities.

    1.2. The prohibition in paragraph 1 does not include in-kind donations under the value of $1000 every six months.

2. In-kind donations are any gift, benefit or service which is not cash. For example, access to meeting rooms, raffle prizes or a discount on commercial transactions not generally available.

3. For-profit entities include:

    3.1. Any entity which exists to make a profit rather than for some public, charitable or other purpose regardless of its legal form.

    3.2. Non-profit industry associations representing such entities, such as lobby groups;

4. For-profit entities generally do not include:

    4.1. Individuals

    4.2. Workers' organisations and unions

    4.3. Cooperatives, charities, not for profits and community groups

5. The requirements in this by-law are additional to any legislative requirements, for instance the legislative ban on accepting any donations (including in-kind donations) from property developers under Queensland law.

By-law 3.6 – Tithing

1. Preamble

   1.1. This by-law sets out the formal arrangements for tithings to the Queensland Greens for all Queensland Greens members of parliament or local councils.

2. Tithings

   2.1. The current discount cutoff level is $100,000

   2.2. The discount rate is equal to 10% of the proportion of the member's base income as a percentage of the discount cutoff. (Eg. If base salary is $50,000, then 10% × (50, 000/100, 000) = 5%)

   2.3. The calculation for annual tithings will be made on the basis of the annual salary of an elected official who is a member of the Queensland Greens. The amount is calculated based on the table below.

Salary Component	Calculation
Less than the Discount Cutoff	The discount rate of every dollar over base income
Greater than the Discount Cutoff	10% of every dollar of base income, and an additional 1% for State and Federal MPs

   Base income includes salaries as defined by the relevant Parliamentary Office / Remuneration Tribunal / Council and includes the base salary plus any other salary remuneration awarded to individuals based on their roles such as party leader, deputy, whip, committee chair, etc. which are calculated by the parliamentary or other relevant pay office. It excludes allowances and other benefits.

   2.4. All final elected official tithings and tithe distributions are rounded down to the nearest dollar amount

   2.5. As noted in the APGF Bylaws, state and federal MPs are required to contribute 1% of their MP gross salaries to the global movement. (APGF receives this 1%, and then splits it 50:50 with the Global Greens).

   2.6. The payment of tithings will be done as an automatic deduction from MP salary where available, otherwise the payments on tithing will be made quarterly, or on a schedule agreed with Management Committee.

   2.7. The by-law will not override any existing arrangements for MPs or councillors that are currently in parliament or council (as of the date of any review) and their arrangements will remain in place until their subsequent election. Tithing arrangements in force as at the date of execution of a candidate agreement will be the applicable arrangements for the first term of that candidate if they are elected.

3. Distributions

3.1. The below table represents the distribution of funds for all tithings.

	Distribution of the 10% tithe			Distribution of the additional 1% contribution	
Tithe source	Branch or Branches	State Party	Federal Party	APGF	Global Greens
Local Councillor or Mayor	65%	35%	0%	0%	0%
BCC[1] Lord Mayor	0%	100%	0%	0%	0%
State MP	35%	65%	0%	50%	50%
Federal MP	0%	50%	50%	50%	50%

3.2. All tithings to branches are be placed in a designated bank account for each electorate / ward / division with an elected representative to be spent:

3.2.1. For election campaigns for that electorate / ward / division, or

3.2.2. By the agreement of all branches in the electorate / ward / division.

4. Review

4.1. The tithable income and distributions above will be considered for review by the Management Committee once every 4-year state election cycle, timing the review to avoid the federal election cycle. The result of the review will be taken to state council for approval.

5. Reporting

5.1. The State Treasurer must report tithes to State Council annually, and whenever there is a significant change. Reports should include:

5.1.1. Elected official tithe amounts held in designated bank accounts.

[1] BCC stands for Brisbane City Council

By-law 3.7 – Local Campaign Committees (LECCs)

1. Scope and Definitions

1.1. This by-law describes the formation and operation of the party bodies referred to as Local Campaign Committees and/or Local Election Campaign Committees (LECCs) in the Queensland Greens.

1.2. LECCs are party bodies created for the purpose of organising an election campaign for a specific electorate. They are formed by and accountable to the branches responsible for campaigning in that electorate.

1.3. For the purposes of this by-law, 'electorate' means a specific electoral area at any level of government, including federal divisions, state electoral districts, local government areas, and local government wards and divisions.

2. Formation and Membership

2.1. A LECC can be formed at any time after the previous LECC for that electorate has dissolved.

2.1.1. Any of the branches responsible for campaigning in the electorate may initiate the process of forming the LECC.

2.2. The branches responsible for campaigning in the electorate will appoint delegates as voting members of the LECC.

2.2.1. All delegates appointed to the LECC must be current or grace members of the Queensland Greens, and either be a member of the branch appointing them, or a resident of the relevant electorate.

2.2.2. Should a delegate become ineligible under section 2.2.1, their term as a voting member of the LECC will also end.

2.3. The total number of LECC members and the share of delegates to be appointed by each branch shall be agreed between the relevant branches when the LECC is formed.

2.3.1. All branches whose catchment area overlaps with the electorate are entitled to appoint at least one delegate to the LECC.

2.3.2. A branch may waive its right to participate in a LECC.

2.4. Agreements between the branches regarding the structure and operations of the LECC may be codified in a Terms of Reference document, which must be formally accepted by each branch before it can be considered valid.

2.4.1. Any proposed amendments to a LECC Terms of Reference must also be formally accepted by each branch before they take effect.

2.5. Branch delegates to the LECC can be appointed or removed by any properly constituted branch meeting.

2.5.1. Unless revoked by the branch, delegate appointments will remain valid until the dissolution of the LECC.

2.6. A ratified candidate for the electorate is an ex-officio non-voting member of the LECC.

2.7. The voting members of the LECC may co-opt additional non-voting members.

2.8. Quorum is a simple majority of the voting members of the LECC.

2.9. By default, a LECC will dissolve four weeks after the return of the writs for the election for which it was formed.

2.9.1. Should the responsible branches wish to create a standing LECC, they may do so by asking State Council to endorse a Terms of Reference for the LECC which will be added to the Committee and Other Party Body By-Laws.

2.9.1.1. A Terms of Reference for a standing LECC may contain provisions which vary from those listed in this by-law. Should this be the case, the Terms of Reference will take precedence.

2.9.2. On dissolution of the LECC, any funds remaining in the campaign account will be managed in accordance with electoral regulations. In the event that remaining funds are distributed, they will be distributed between the relevant party body account(s) in the same ratio as the amount of campaign funding which was directly contributed from each account before or during the campaign.

3. Responsibilities

3.1. To organise preselection of a candidate, in accordance with legislative requirements and party rules.

3.2. To make strategic decisions regarding the campaign, in consultation with the Qld Campaign Committee.

3.3. To fundraise for the election campaign.

3.4. To manage campaign expenditure from funds contributed to the electoral campaign account, in accordance with legislative requirements and party rules.

3.4.1. LECCs have no authority to incur debts, enter into material contracts such as tenancies, or secure loans on behalf of the party.

3.5. To define and allocate campaign tasks.

3.6. To organise the recruitment of campaign staff in accordance with legislative requirements and the party's current human resources procedures.

3.7. To supervise campaign staff in accordance with with legislative requirements and the party's current human resources procedures.

3.8. To coordinate campaign volunteers.

3.9. To report on the conduct, finances, and outcomes of the campaign as required to the branches

responsible for campaigning in the electorate and to the Qld Campaign Committee.

3.10. To ensure any other tasks assigned to LECCs in the QG Constitution and By-Laws or by State Council are completed in a timely manner and in accordance with party rules.

4. Decision-making

4.1. Whenever possible, LECCs will use standard Greens decision-making processes.

4.2. In situations where quick decision-making is required, LECCs may also make decisions via flying minute.

4.2.1. Flying minute motions must be circulated in writing to all voting members of the LECC.

4.2.2. A flying minute passes if:

4.2.2.1. all voting LECC members indicate support for the motion; or

4.2.2.2. after 24 hours, at least a quorum of voting LECC members has indicated support for the motion, and no voting members have indicated dissent.

4.2.3. If neither of these conditions is met, the flying minute will fail and the motion will lapse.

4.2.4. Any member who has not responded to a flying minute within 24 hours of it being circulated to LECC members will be deemed to have abstained from the decision.

Section 4: State Council By-Laws

By-law 4.1 – Standing Orders

1. **Submission of motions**

   1.1. Motions can be submitted by any Party body listed in section 13 of the Constitution Composition of the Greens.

   1.2. If the motion is submitted as per section 1.1 then a seconder is not required.

   1.3. Motions can also be submitted if moved and seconded by:-

      1.3.1. Office Bearer/s; and/or

      1.3.2. Delegate/s

   1.4. Submission deadline:-

      1.4.1. Motions must be submitted in the approved format (see Appendix 1) to the State Secretary six weeks before the meeting.

      1.4.2. Motions submitted less than six weeks before the meeting may be accepted by the Management Committee or the meeting as urgency motions. Management Committee can accept and distribute a motion that will require a procedural motion before proceeding at the meeting.

   1.5. Distribution deadline

      1.5.1. Motions must be distributed by the State Secretary to branch secretaries five weeks before the meeting.

   1.6. Duration of submitted motions

      1.6.1. A submitted motion will stay on the State Council agenda for a maximum of three consecutive State Council meetings. If State Council has not dealt with the motion in that time, it will lapse.

      1.6.2. Lapsed motions may be updated and resubmitted according to the procedures set out in this by-law.

2. **Management Committee review of motions**

   2.1. The Management Committee will review proposed motions to identify motions that:-

      2.1.1. Do not take into account existing practices and/or bylaws;

      2.1.2. Lack a specific, unambiguous outcome;

      2.1.3. Conflicts with the constitution or bylaws.

   2.2. Management Committee, or its delegate, can:-

      2.2.1. Negotiate amendments with the movers of a motion to address identified issues;

2.2.2. Give notice of an intention to move an appropriate point of order or procedural motion during the meeting.

2.3. Management Committee can by consensus rule a motion, or part thereof, or background material, not be circulated if it violates the code of ethics, or could reasonably be considered potentially libellous.

3. State Council Delegates

3.1. The branch delegate entitlements for State meetings are to be calculated as at three weeks before the advertised starting time of a meeting.

3.2. Branch secretaries are responsible for notifying in writing the State Secretary of their branch delegates at least two days prior to the meeting.

3.2.1. If a branch secretary fails to notify the State Secretary of the branch delegates by the specified deadline then the branch delegate entitlement is foregone and does not count towards quorum.

3.2.2. Notification of branch delegates appointed at the branch Annual General Meeting fulfils this requirement.

3.3. A branch may appoint main delegates up to the number to which they are entitled under any relevant decisions by a State meeting or bylaws.

3.3.1. A branch may appoint reserve delegates who are granted delegate status in the absence of a main delegate from that branch (provided that delegate has not otherwise provided a proxy).

3.3.2. If a branch sends a list of delegates longer than they are entitled to the delegates will be counted from the top or beginning of the list.

3.4. Delegate registration will take place in the half hour prior to the advertised start time of the meeting.

3.4.1. “Accreditation of delegates” shall be a standing item on the agenda for State Council.

3.4.2. No business shall be dealt with until the list of accredited delegates has been presented to the meeting and quorum established

3.5. Diverse state council

3.5.1. At least one of the four annual State Council meetings from 2021 onwards will be designated as ‘Diverse State Council’, where branches and committees are encouraged to prioritise marginalised and under-represented people - including women, trans and non-binary people, people of colour, and socioeconomically disadvantaged people - as delegates where possible. State Council will determine which meeting will be the Diverse State Council when the annual state council dates are planned.

4. Proxies

4.1. Proxies must be received by the Secretary in written form (paper or email) prior to the commencement of the business of the meeting.

4.2. Proxies are non-transferable.

4.3. Proxies can be specified to be allocated beyond one meeting, but cannot be allocated beyond

the conclusion of the State Council subsequent to the Annual General Meeting.

4.4. Proxies may specify an order of alternate proxy holders should a specified proxy holder not be in attendance.

4.5. Branches may specify an order of delegates that outlines who would exercise a branch's vote depending on who is in attendance.

4.5.1. If the branch is entitled to more votes than delegates in attendance or represented by proxy then surplus votes will be allocated starting at the top of the order of delegates.

5. Opening the meeting

5.1. The Convenor, or a member delegated by the Convenor, will at the beginning of the meeting:-

5.1.1. Open the meeting;

5.1.2. Acknowledge the traditional owners;

5.1.3. Ensure the appointment of facilitators by the meeting;

5.1.4. Ensure the appointment of a Returning Officer by the meeting.

5.1.5. Read aloud from the Charter of The Greens for at least 3 minutes.

5.2. The Secretary, or a member delegated by the Secretary:-

5.2.1. Will take the minutes. If the Secretary or their delegate is not available then the meeting will appoint someone to take the minutes.

5.2.2. Ensure that attendance at the meeting is recorded.

5.2.3. Report to the meeting the accredited delegates and confirm that the meeting is quorate.

5.3. That State Council cannot commence without reasonable efforts being made to establish and maintain the full connectivity of Remote Access delegates.

6. Facilitators

6.1. Facilitators are to ensure that:-

6.1.1. Within the limitation of the rules and standing orders all participants are able to participate.

6.1.2. The rules and standing orders are complied with.

6.2. The facilitator may suggest but will not move or second substantive motions, amendments or foreshadowed motions.

6.3. The facilitator will refrain from providing a summary of the discussion.

6.4. The powers of the facilitator include the following:-

6.4.1. Calling for order. Any and all members must immediately stop talking when so directed by the facilitator.

6.4.2. Ruling on those procedural motions stated as being at the discretion of the facilitator, noting that the meeting has recourse to move procedural motions of dissent or remove the facilitator.

6.4.3. To grant an extension of one minute to a speaker.

6.5. Facilitators should facilitate for no longer than two hours at a time except with the consent of both the facilitator and the meeting.

6.5.1. With the consent of the facilitator this rule will not require a new facilitator before the matter on the floor is dealt with within 30 minutes of the threshold.

6.6. The facilitator should appoint members to the following positions to assist them to facilitate the meeting:-

6.6.1. Timekeeper;

6.6.2. Someone to take the Speakers list.

7. Agenda Management

7.1. The following will be standing items on the State Council agenda:-

7.1.1. Opening of the meeting as per section 5.

7.1.2. Appointment of facilitators as per section 6.

7.1.3. Ratification of State Council minutes.

7.1.4. That State Council has confidence in the Leader [and Deputy Leader][and Co-Deputy Leaders] of the Queensland Greens Legislative Assembly Party Room.

7.2. Matters relating to pending elections shall take precedence in the agenda.

7.3. The rest of the agenda will be divided into the following categories (with the associated default allocation of time):-

7.3.1. State Council and Management Committee (20 minutes) including:-

7.3.1.1. Convenor's Report

7.3.1.2. Review of Management Committee decisions

7.3.2. Campaigns (120 minutes) including:-

7.3.2.1. Campaign Committee reports

7.3.2.2. Campaign Committee motions

7.3.2.3. Review of spokesperson's activities and statements

7.3.2.4. Parliamentarian's reports

7.3.2.5. Review of parliamentarian's votes and statements

7.3.2.6. Questions on notice for parliamentarians

7.3.3. Policy (80 minutes) including:-

7.3.3.1. Policy committee reports

7.3.3.2. Policy committee motions

7.3.4. Finance and Fundraising (40 minutes) including:-

7.3.4.1. Treasurer's Report

7.3.4.2. Queensland Greens budget review

7.3.5. National Council & Conference (60 minutes) including:-

7.3.5.1. National Delegates Committee Report

7.3.5.2. National Delegates Committee motions

7.3.6. Constitution, Administration & Arbitration (30 minutes) including:-

7.3.6.1. Secretary's Report

7.3.6.2. Official Members Group Moderators Report

7.3.7. Membership & Communication (30 minutes) including:-

7.3.7.1. Membership Secretary's Report

7.3.7.2. Rural and Regional Convenor's Report

7.3.8. An adjournment (30 minutes)

7.3.9. Other business (any time remaining after the conclusion of 7.3.1-7.3.7 including extensions agreed to by the meeting).

7.4. The order of motions within a category outlined in 7.3 will:-

7.4.1. Give precedence to motions from any relevant party body for that category

7.4.2. Otherwise be in the order in which they are received by the Secretary.

7.5. The default allocation of time for a motion will be 20 minutes.

7.6. Before the meeting the order of the agenda or the allocation of time in the agenda may be varied by the Secretary in consultation with the Convenor, but such changes must be agreed to by the meeting.

7.7. At the beginning of the meeting there will be an opportunity for the meeting to change the arrangement and time allocation of the agenda by procedural motion.

7.8. Subsequent amendments to the agenda during the meeting shall be by procedural motions.

8. Substantive Motions

8.1. A substantive motion must do one or more of the following:-

8.1.1. Authorise and/or direct some person or group to take some specific action;

8.1.2. Introduce or alter a bylaw, policy, budget or other Party documentation;

8.1.3. Otherwise deal with the business of the Party.

8.2. Substantive motions must:-

8.2.1. Seek to change the status quo;

8.2.2. Be specific and unambiguous as to the change sought.

8.3. Notice of a motion must be given to the Secretary at least six weeks before the scheduled

meeting unless otherwise specified in the constitution or bylaws.

8.3.1. The usual notice for a substantive motion may be waived via procedural motion. A prerequisite for waiver of notice is submission of a written version of the substantive motion being presented to the facilitator.

8.4. Motions must have a mover and seconder before being discussed on the floor of the meeting and only accredited delegates or office bearers may move or second motions.

8.5. The mover and seconder of a motion can alter the motion with the consent of the meeting.

8.6. Motions can be made contingent on the passing or failure of other motions. Contingency must be made explicit with notice of the motion

9. Amendments & Foreshadowed Motions

9.1. An amendment to substantive motion:-

9.1.1. Must be specific and unambiguous as to the change sought;

9.1.2. Must be consistent with the motion that it seeks to amend, and so framed that it would result in a sensible and coherent motion;

9.1.3. Cannot negative the motion.

9.2. The facilitator can require that an amendment must be written and presented to the facilitator prior to coming to the floor.

9.3. Amendments must have a mover and seconder before being discussed on the floor of the meeting and only accredited delegates or office bearers may move or second motions.

9.4. The mover and seconder of an amendment can alter the amendment with the consent of the meeting.

9.5. Amendments can be made contingent on the passing or failure of other motions or amendments. Contingency must be made explicit with tabling of the amendment.

9.6. An amendment to a motion shall be accepted by consensus or vote according to the same process used for substantive motions with the following exceptions:-

9.6.1. The mover of an amendment shall not have the right of reply at the conclusion of the discussion.

9.7. Should the amendment be carried, it then becomes a substantive motion upon which further amendments may be moved

9.8. There shall not be, at one time, more than one amendment on the floor.

9.9. Any participant may during their speech foreshadow a motion or amendment.

9.9.1. A foreshadowed motion or amendment must be consistent with the motion that it seeks to supplant or amend, and result in a sensible and coherent motion;

9.9.2. A foreshadowed motion or amendment shall not come to the floor of the meeting until the motion or amendment before the meeting has been disposed of;

9.9.3. The facilitator may waive the requirement for a foreshadowed motion or amendment to be submitted in writing.

10. Speaking

10.1. The mover of the motion or amendment will be given two minutes to speak to the motion or amendment. This right can:-

10.1.1. Be waived;

10.1.2. Not be reserved;

10.1.3. Be delegated.

10.2. The facilitator will ensure that a speakers list is taken.

10.2.1. The maximum number of speakers on the speakers list will be determined by procedure used by the meeting.

10.3. For the sake of people participating via teleconference a speaker may only speak when in possession of a microphone.

10.4. The default allocation per speaker will be two minutes.

10.5. Speakers will:-

10.5.1. Only speak to the matter on the floor;

10.5.2. Not repeat comments already made;

10.5.3. Not exceed the allocated time;

10.5.4. Adhere to safe meeting procedure;

10.5.5. Respect the facilitator's directions.

10.5.6. Formulate amendments to work towards consensus, or declare their intention to block consensus.

10.5.7. Only speak to each motion or amendment once unless specifically authorised to speak again.

10.6. Participants will only speak with permission of the facilitator, and will not interject.

10.7. Observers may only speak if so authorised by the passing of the relevant procedural motion.

11. Quorum

11.1. A quorum check takes precedence over all other business. A call for a quorum check requires that the Secretary, or in the absence of the Secretary then the facilitator, to confirm that a quorum is present.

11.1.1. A call for quorum can not be called sooner than 15 minutes after quorum was previously established.

11.2. Quorum shall be a simple majority unless otherwise stated.

12. Points of Order, Clarification or Information

12.1. Points of order take precedence over all other business except a quorum check.

12.2. Points of order require only a mover and must be raised immediately upon the occurrence of

the alleged breach.

12.2.1. The facilitator can move a point of order.

12.3. The following points of order can be ruled on by the facilitator:-

12.3.1. Safe meeting procedure (see Bylaw 1.2 Safe Meeting Procedure and Bylaw 1.1 Code of Ethics). That a participant has violated safe meeting procedure and should be directed to refrain from the offending behaviour, and if necessary be directed to apologise.

12.3.2. Relevance. That the speaker be directed to speak to the matter on the floor.

12.3.3. Repetition. That the speaker is be directed to refrain from repeating comments already made.

12.3.4. Duplication. That the motion or amendment duplicates matters already dealt with by the meeting or is the status quo.

12.3.5. Time. That a speaker's allocated time has elapsed and should not be further heard.

12.3.6. Ultra vires. That the motion, amendment or point of order or part thereof conflicts with the constitution or bylaws and is therefore void.

12.3.7. Insubstantial. That the motion does not conform to the definition of a substantive motion and is therefore void.

12.3.8. Close. That the time allowed for the meeting has elapsed and unless a procedural motion to extend the meeting is moved and accepted the meeting be closed.

12.3.9. Godwin's law. A comparison of a member or a member's position to Hitler or the Nazis has been made and whoever made the comparison has automatically lost the floor and the right to speak for the rest of the meeting.

12.4. Point of clarification. If a person's remarks are misquoted or grossly distorted, the person may rise and ask permission to make a point of clarification. The person should correct only the statements wrongly attributed and not proceed to make a speech. Whether to allow a point of clarification will be ruled on by the facilitator.

12.5. Point of information. This is to provide a reference to information such as relevant sections of the constitution, bylaws, minutes, budget or other documentation that is directly relevant to a point raised by a speaker. Points of information should be brief and factual, not the giving of an opinion. Whether to allow a point of information will be ruled on by the facilitator.

13. Procedural Motions

13.1. Procedural motions take precedence over all other business except a quorum check and points of order.

13.2. The facilitator can move procedural motions.

13.3. The following procedural motions require only a mover, will be ruled on by the facilitator and cannot be debated:-

13.3.1. Reply. That the mover or seconder of a motion, or person specifically mentioned in the discussion, be able to reply to a point or points raised in precedence to the speakers list.

13.3.2. Follow-up. The speaker be allowed to speak again during a discussion or debate.

13.3.3. Observer. That a member who does not have speaking rights at the meeting be granted

leave to be speak on a particular matter.

13.4. The following procedural motions require a mover and seconder, will be ruled on by the facilitator and cannot be debated:-

13.4.1. Divide motion. That a motion be divided up into more than one motion to allow issues to be dealt with separately.

13.4.2. Move as a bloc. That two or more motions be deemed to be related and therefore dealt with as a single motion.

13.4.3. Adjournment. That discussion of the motion be adjourned until later in the meeting.

13.5. The following procedural motions require only a mover, are decided by the meeting, and can not be debated:-

13.5.1. Allocation. That the time allocated to an agenda item be extended for a specified period.

13.5.2. Move to vote. Any participant who has not already spoken on the motion or amendment under discussion may propose a motion to vote.

13.5.3. Motion not be put. That the motion requires further discussion instead of being put to a vote.

13.5.4. Lay on the table. That debate of the motion be suspended until the next, or other specified, meeting

13.5.5. Withdrawal. That the motion be withdrawn. Withdrawal is moved by the mover of the motion.

13.5.6. Extension. That the meeting be extended for a further specified time.

13.5.6.1. This motions must not extend the meeting finish beyond 17:20.

13.5.7. Division. That the names of participants voting for and against and abstaining shall be recorded in the minutes.

13.6. The following procedural motions require a mover and seconder, will be decided by the meeting and can be debated:-

13.6.1. Reference. That the motion be referred to a committee or working group.

13.6.2. Meeting adjournment. That the meeting be adjourned until a specified time and place, or referred to a committee to determine a time and place.

13.6.3. Formal meeting procedure. That the motion or amendment be debated using formal meeting procedure.

13.6.4. Defence of thesis procedure. That the motion or amendment be debated using defence of thesis procedure.

13.6.5. Parallel motions procedure. That the motion be debated using the parallel motions procedure.

13.6.6. Online procedure. That the motion be referred to be debated using the online procedure.

13.6.7. Urgency. That the required notice for a motion be waived due to urgency. Urgency means that the matter cannot be deferred to the next meeting and it would be detrimental to the Party for it not to be dealt with at the current meeting. This

mechanism can only be utilised immediately subsequent to a call for quorum as per 11.1.1. If the proposal requires use of an extension of time of the meeting then Urgency cannot be used and the Waive notice procedural motion must be attempted instead.

13.7. The following procedural motion requires a mover and seconder, consensus by the meeting and can be debated:-

13.7.1. Suspend standing orders. That a specified standing order be suspended for a specified purpose.

13.7.2. Waive notice. That the required notice to a motion be waived due to urgency. This mechanism can only be utilised immediately subsequent to a call for quorum as per 11.1.1.

13.7.3. Machinery. That no discussion take place on a motion or amendment.

13.8. The following procedural motions require a mover and a seconder, will be decided by the meeting and can not be debated:-

13.8.1. Suspension of a participant from the meeting for a specified time or agenda item for significant and/or repeated violations of safe meeting procedure or other failure to comply with the rules.

13.8.2. Expulsion of a participant from the meeting for significant and/or repeated violations of safe meeting procedure or other failure to comply with the rules.

13.9. The following procedural motions only require a mover, will be decided by the meeting, can be debated, a temporary facilitator will be appointed for the duration of the discussion, and cannot be ruled ultra vires:-

13.9.1. Ruling. If there is dissent with the ruling of the facilitator then there will be a motion that the ruling of the facilitator be upheld. If the ruling does not receive the confidence of a two-thirds majority then the ruling is not upheld and is reversed.

13.9.2. Confidence. That the facilitator retains the confidence of the meeting. If the facilitator does not receive the confidence of a two-thirds majority then they are removed and a new facilitator appointed.

14. Consensus procedure

14.1. Seeking consensus in committee will be the default mechanism for dealing with motions and amendments.

14.2. Upon a motion or amendment being seconded, the facilitator will test for consensus. If there is consensus then the motion is deemed to have passed. If there is not consensus the facilitator will ask for participants to indicate if they are seeking:-

14.2.1. Clarification;

14.2.2. To make amendments;

14.2.3. To oppose the motion or amendment, and if so whether there is an intention to `Block' consensus.

14.3. A speakers list will be generated.

14.3.1. The maximum number of speakers on the speakers list will be determined by the amount of time allocated divided by the minutes allocated per speaker plus one.

14.3.2. The speakers list will be progressive. The following speakers will be given priority:

14.3.2.1. members who have not yet spoken

14.3.2.2. members who need assistance to speak due to a disability or language barrier

14.3.2.3. members who have significant difficulty following conversations due to a disability or language barrier

14.4. Dissent to a motion or amendment is most productively dealt with by either signalling whether the dissent is irreconcilable or by proposing an amendment to the motion (in writing).

14.5. If dissent is such that the motion requires significant amendment before it is able to passed by consensus, a breakout group (ideally consisting of at least the mover, seconder and any dissenters) should work on the amended motion apart from the plenary and present a motion to the plenary after they have reached a decision.

14.6. The facilitator shall occasionally test the mood of the meeting to determine if more time is required on the motion.

14.7. There is no implicit right of reply for the mover of a motion during discussion contrary to the speakers list.

14.8. The facilitator when testing for consensus will allow at least 10 seconds for dissent to be registered.

14.9. At the conclusion of discussion before the motion or amendment is put the mover has a right of reply for two minutes. In replying to the discussion the mover must not introduce any new matter but should only answer the arguments raised.

14.10. There shall not be, at one time, more than one substantive motion or amendment on the floor.

14.11. Delegates who have instructions from their branch to block consensus on the initial wording of a particular proposal should declare such conditions before an issue is discussed. Delegates should indicate if there are any conditions under which they can participate in consensus.

14.12. When a `reasonable period of time' has passed and a decision cannot be deferred, and consensus cannot be reached then there may be a procedural motion to move to vote. A `reasonable period of time' is defined as:

14.12.1. when the time limit on an agenda item under discussion has passed; and

14.12.2. any resolution by consensus is unlikely to be reached quickly; or

14.12.3. when consensus on a proposal is continually blocked and there is obviously no movement towards resolution by consensus; and

14.12.4. all avenues to reach consensus have failed, e.g.

14.12.5. small group process;

14.12.6. objectors to a proposal prepared to step aside; and

14.12.7. new proposals or amendments put forward to address concerns raised defeated.

14.13. A motion will be deemed carried by a two-thirds majority of delegates present, as prescribed by the constitution.

14.14. Once a vote has been taken the meeting will revert back to the consensus process.

15. Formal meeting procedure

15.1. Formal meeting procedure would be used where debate is particularly contentious and after passing of the relevant procedural motion to adopt the procedure.

15.2. The facilitator will confirm the substantive motion, and will call for a mover and seconder for the motion.

15.2.1. If there is not a mover and seconder for a motion, then the motion lapses and will not be debated.

15.3. Once a motion is seconded two speakers lists will be generated, `For' and `Against'.

15.3.1. If there are no Against speakers the motion will proceed directly to a vote.

15.4. The following order of debate for a motion will be:-:

15.4.1. mover (5 minutes);

15.4.2. the first speaker from the `Against' speakers list (2 minutes);

15.4.3. the first speaker from the `For' speakers list (2 minutes);

15.4.4. the second speaker from the `Against' speakers list (2 minutes);

15.4.5. the second speaker from the `For' speakers list (2 minutes);

15.4.6. the third speaker from the `Against' speakers list (2 minutes);

15.4.7. the third speaker from the `For' speakers list (2 minutes);

15.4.8. Subsequent rounds of speakers `Against' and `For' (2 minutes each) will only be allowed if sufficient time was allocated to the motion on the agenda or by the meeting and be at the discretion of the facilitator;

15.4.9. mover's right of reply (3 minutes); and

15.4.10. a vote taken.

15.4.11. If at any time during the order of debate there are no further speakers `Against' then the debate will proceed directly to the mover's right of reply.

15.5. A debate on an amendment suspends debate on the motion.

15.5.1. As the amendment is a separate question, speakers who have already spoken to the proposal may speak to the amendment.

15.5.2. Once the amendment has been voted on, debate on the motion resumes where it was suspended.

15.6. The order of debate for an amendment will be:-

15.6.1. mover (3 minutes);

15.6.2. the first speaker from the `Against' speakers list (2 minutes);

15.6.3. the first speaker from the `For' speakers list (2 minutes);

15.6.4. the second speaker from the `Against' speakers list (2 minutes);

15.6.5. the second speaker from the `For' speakers list (2 minutes); and

15.6.6. a vote taken.

15.6.7. If at any time during the order of debate there are no further speakers `Against' then the motion will proceed directly to a vote.

15.7. There shall not be, at one time, more than one substantive motion or amendment on the floor.

15.8. If some aspect of formal meeting procedure is not covered by these by-laws the meeting should refer to the reference book by Renton on meeting procedure.

16. Defence of thesis procedure

16.1. The defence of thesis procedure would be used where carriage of a detailed motion or amendment is effectively undertaken by one or two people and after passing of the relevant procedural motion.

16.2. If there is dissent a list of those dissenting will be used to form the speakers list.

16.2.1. Speakers may speak more than once or may delegate their turn to a devil's advocate.

16.3. The number of speakers on the speakers list will be limited to the time allocated divided by four. Each speaker will be allocated two minutes.

16.4. The mover of the motion or amendment will have:-

16.4.1. At least two minutes to initially speak to the motion or amendments, or longer with permission of the meeting;

16.4.2. One minute right of reply after each speaker;

16.4.3. Two minutes for summation before the motion is put.

17. Parallel motion procedure

17.1. The parallel motion procedure would be used to determine which of several approaches that would be passed has the most support and after passing of the relevant procedural motion.

17.2. Proposed changes to motions would take the form of alternate motions rather than amendments or foreshadowed motions.

17.3. Only those proposing a parallel motion may speak.

17.4. A motion (including the original motion) may be withdrawn by the participant who moved it with the consensus of the meeting.

17.5. Passing motions will be via approval where voters can indicate support for any or all or no motions. Any motion with the most support and meeting the threshold of two-thirds support required to change the status quo will be successful.

17.5.1. The meeting can determine to conduct an approval ballot to be conducted by the Returning Officer.

17.5.2. In the event of a tie there would be a vote to decide between the tied motions

18. Voting on motions or amendments

18.1. Voting on a motion or amendment requires a procedural motion `Move to vote'.

18.1.1. If the procedural motion is accepted by consensus then there will be a vote on the motion or amendment.

18.1.2. If the procedural motion is not accepted by consensus then there will be a vote to vote.

18.2. Voting will be by show of delegate slips.

18.2.1. Those holding proxies will be allocated delegate slips for those proxies.

18.3. Motions or amendments will be carried by a two thirds majority of those voting, meaning abstentions do not count towards the total.

18.4. The Returning Officer will count the votes and return the result to the facilitator who will report the results to the meeting.

18.4.1. The Returning Officer may appoint assistants to assist with counting the votes.

18.5. The facilitator will ensure that the votes of any delegates participating remotely are sought.

19. Voting on positions

19.1. The ballot shall contain a box for a dummy candidate of "No further nominees". A voter may express this option as any preference. Any candidates ranked after "No further nominees" shall be counted as if there was no preference expressed for this candidate.

19.2. The following method will select single positions:-

19.2.1. If, after all first preference votes have been counted, no nominee has obtained an absolute majority of all formal votes, then the candidate with the fewest number of first preference votes is excluded. That excluded nominee's second preference votes are then distributed to the remaining candidates.

19.2.2. If after that exclusion no nominee has obtained an absolute majority of formal votes, the next remaining nominee with the fewest votes is excluded and all of their votes (ie. first preference votes plus those votes received from excluded candidates) are distributed to the remaining candidates. `No further nominee' is not excluded.

19.2.3. If at any exclusion, the next available preference is for a previously excluded nominee, then that preference is disregarded and the vote is distributed to the continuing nominee for whom the next available preference is shown.

19.2.4. This process is continued until one nominee obtains an absolute majority of formal votes and is elected.

19.3. The following method of proportional counting will determine appointments for multiple positions:-

19.3.1. Based on an optional preferential single transferable vote using a Droop quota.

19.3.2. If `No further nominee' is to be elected any remaining positions in the ballot are declared empty.

19.4. The Returning Officer may arrange to use software to facilitate determining the results of the ballots.

19.5. The order of appointment will be recorded.

19.6. The ballots for delegates participating remotely will be collected by the Returning Officer

19.6.1. The Returning Officer may collect ballots for remotely participating delegates verbally or by reasonable electronic means.

20. Online procedure

20.1. Step One. Submission of motions. The timeline for seeking consensus on motions by the party body on the members' site is as follows from the time of submission of a motion.

20.2. Step Two. There will be two weeks for discussion and the opportunity to submit alternate motions. Alternative motions do not replace, or amend, an existing motion but exist in parallel.

20.2.1. A motion (including the original) may be withdrawn by the participant who submitted it with the permission of the convenor of the party body.

20.2.2. The withdrawal of all motions will result in the cessation of the process after two days if no further motions are submitted.

20.2.3. Participants who have a vote may indicate consent or otherwise for motions during this period but are not obliged to do so.

20.3. Step Three. Following step two there will be one week for participants who have a vote in to indicate consent, or otherwise, to any motions not withdrawn.

20.3.1. If after a week and a quorum of participation has been achieved there is only one motion with the consent of all participants then that motion is deemed accepted by consensus.

20.3.2. If at any time during the week there is a consensus from all participants entitled to a vote then that motion is deemed accepted by consensus immediately.

20.3.3. If after a week and a quorum of participation has been achieved no motion has the consent of all those participating the process proceeds to step four A (see 20.4.1).

20.3.4. If after a week and a quorum of participation has been achieved more than one motion has the consent of those participating the process proceeds to step four B (see 20.4.2).

20.3.5. Step concludes when all entitled to a vote on the relevant Party body have indicated their position regardless of whether the entire week has elapsed.

20.4. Step Four

20.4.1. Step Four A – No Consensus. If no motion garners consent from all participants exercising their vote then the process returns to step two. All motions not withdrawn are retained as active.

20.4.2. Step Four B – Multiple Consensus. If more than one motion gets consent from all participants exercising their vote there will be a preferential ballot to determine the preferred motion. There will be one week for all Members, Delegates, or Representatives entitled to a vote on the Party body to vote.

20.4.3. Step Four C - Consensus. If one motion gets consent from all participants exercising their vote then that motion is deemed to have passed.

20.5. A procedural motion may be made at any time, but will be conducted in parallel to the ongoing business of the Party body. That is the Party body may continue attempts to reach consensus, discussion and votes on a motion that would be effected by the procedural motion until such time as the procedural motion is resolved.

20.5.1. A procedural motion will be deemed carried by a two-thirds majority of votes, if the quorum threshold is reached.

20.5.2. Once a procedural motion is submitted, or triggered, those entitled to vote have one week to vote on the motion.

20.5.3. A procedural motion is decided as soon as either more than two thirds of eligible votes have indicated support for the motion or more than one third of eligible votes have indicated opposition to the motion, or the week has elapsed. If the week has passed without the procedural motion being passed it is deemed to have lapsed.

20.5.4. Procedural motions take effect from the time they are decided.

20.6. If a procedural motion is carried to vote on the submitted active motions, a vote will be taken.

20.6.1. The vote will be a compulsory preferential vote, with the addition of `Status quo' as an option that remains in the count until the conclusion.

20.6.2. To pass a motion requires a two-thirds majority versus the status quo option once preferences are distributed.

20.7. Appointing people to positions will proceed directly to a vote once nominations close.

21. Reports

21.1. Speakers giving a report will by default be granted a maximum of ten minutes unless otherwise specified.

21.2. The speaker giving a report may be given the opportunity to respond to a direct question but this does not imply a right of reply to every speaker.

22. Teleconferencing/Online participation

22.1. The facilitator will:-

22.1.1. From time to time check with participants online that they are still present and able to follow proceedings.

22.1.2. Ensure that participants online have an opportunity to be included on the speakers' list.

23. Miscellaneous

23.1. That a fine of $2 be levied on any member whose mobile phone or other electronic device interrupts a meeting. The imposition of the fine will be ruled on by the facilitator. Any money collected in this manner will go towards the costs of the meeting.

23.2. Any documents to be circulated must be submitted to the Secretary.

23.2.1. The Secretary can determine that a document not be circulated if it is not relevant to the meeting.

Appendix 1 - Motion template

TITLE:

MOTION:

MOVED BY:

Refer queries and suggested changes to:

BACKGROUND SUMMARY and RATIONALE:

RELEVANT OTHER POLICIES, BYLAWS or STATE COUNCIL DETERMINATIONS:

BUDGET IMPLICATIONS:

By-law 4.2 – State Council Delegates

1. 1. Branch delegate entitlements be, for a branch with

    1.1. Between 10-29 financial members: two delegates with two votes.

    1.2. Between 30-59 financial members: three delegates with three votes.

    1.3. A total membership of 60 or more financial members: four delegates with four votes.

    1.4. Any branch not meeting the requirements in section 2 of this bylaw is entitled to only one delegate.

2. It is a requirement that a branch has had a quorate general meeting and that the meeting was not more than four months before the date of the State Council.

    2.1. The minutes of the branch meeting must be forwarded to the Queensland Greens Secretary no less than 48 hours before the advertised commencing time of the State Council meeting.

3. Branch Delegates to State Council shall be credentialed through nomination by the Branch at a duly constituted general meeting where notice is sent to each member at least seven days prior to the meeting. The notice must state that the meeting is to decide the delegates to Council. Delegates shall have a term of office expiring at the subsequent branch annual general meeting. Delegates may be mandated or revoked by the branch at any time following a duly constituted general meeting as above.

4. Branch delegates have a responsibility to keep their branch informed of issues under consideration at State Council, and receive advice from their branch as to the parameters within which they can negotiate consensus decisions at State Council. Delegates should report to their branch on the decisions made at State Council, and on their contribution to these meetings, and on any votes they cast.

5. Delegates of Branches may appoint proxies to State Council. Notification of such proxies must be given to the State Secretary in writing.

By-law 4.3 – Reward and Recognition (R&R)

1. Preamble

The purpose of this bylaw is to set out a method by which members can be rewarded and recognised in a formal manner for their efforts on behalf of the party.

2. Nominations

2.1. All members of the party are eligible to nominate and be nominated for Reward and Recognition (R&R).

2.2. The call for nominations for R&R will open concurrently with the distribution of ballots for the State Council subsequent to the Annual General Meeting.

2.3. Nominations will require a mover and a seconder who cannot be related to the nominee, and a member can only move or second one nomination per award.

2.4. Members can be nominated in more than category.

2.5. Nominations can include a statement in support of the nomination of up to 500 words.

2.6. The first compliant nomination of a member in a category will be the nomination accepted.

2.7. Nominations will go to the Returning Officer appointed by State Council.

2.8. Nomination statements will be published in the newsletter, or linked to from the newsletter.

3. Categories for Reward and Recognition

3.1. The categories for Reward and Recognition will be:-

3.1.1. The “Thomas Coyne Green of the Year” - being the member of the year making the greatest overall voluntary contribution to the party.

3.1.2. Membership - being the member who has made the greatest voluntary contribution to the recruitment, retainment, training, processing of, or communication to the membership for a branch and/or for the state collectively.

3.1.3. Policy - “The Wonk” - being the member who has made the greatest voluntary contribution to the development of Queensland Greens or Australian Greens policy.

3.1.4. Campaigns - being the member who has made the greatest voluntary contribution to campaigning as a candidate or spokesperson on behalf of the party.

3.1.5. Support - “The Person behind the Person” - being the member who has made the greatest voluntary contribution to the support of candidates or spokespersons or campaigns eg local campaign coordinator.

3.1.6. Administration - being the member who has made the greatest voluntary contribution to the administration of the party for a branch and/or for the state collectively.

3.1.7. Finance - being the member who has made the greatest voluntary contribution to the financial administration of, and/or fundraising for, the party for a branch and/or for the state collectively.

3.1.8. Regional “Green in a wide brown land” - being the member who has made the greatest

voluntary contribution to the representation or functioning of the party in a regional area, or regional areas collectively.

4. Selection

4.1. Selection of the successful reward recipient for each category will be via Condorcet ballot of the State Council subsequent to the Annual General Meeting delegates.

5. Rewards

5.1. Rewards will be the waiving of membership fees in lieu of work done on behalf of the party as allowed under the Queensland Greens constitution s9.5: "Membership fees may be waived by Management Committee or State Council in lieu of work done or on application. Such members will be deemed to be financial."

5.2. Rewards per category will be as follow:-

5.2.1. "The Gold Green" - one year

5.2.2. Membership - one year

5.2.3. Policy - one year

5.2.4. Campaigns - one year

5.2.5. Support - one year

5.2.6. Administration - one year

5.2.7. Finance - one year

5.2.8. Regional - one year

6. Presentation

6.1. The Rewards and Recognition will be on the the State Council subsequent to the Annual General Meeting agenda during the Membership and Communications section.

6.1.1. State Council may determine to make presentation of rewards and recognition to an event such as a dinner held in conjunction with the State Council subsequent to the Annual General Meeting.

7. Other rewards and recognition

7.1. State Council may formally confer reward and recognition outside of this process outlined above.

Section 5: Committee and Other Party Body By-Laws

By-law 5.1 – Responsibilities of Officebearers

In addition to the legislated duties and responsibilities of Officers under the Queensland *Incorporated Associations Act* and *Incorporated Associations Regulation* that pertain to all elected members of the Management Committee, following are the responsibilities of the State Convenor, State Secretary, and State Treasurer.

1. **The State Convenor**

    1.1. The duties of the State Convenor include the following matters with regard to all general meetings and meetings of the State Council: -

        1.1.1. ensuring that the appropriate notice of meetings, agenda and motions on notice are provided in good time;

        1.1.2. ensuring that a facilitator is appointed for each meeting;

        1.1.3. ensuring that the business of each meeting is properly addressed.

    1.2. The State Convenor will present the Annual Report to the Annual General Meeting.

    1.3. The State Convenor will perform such other duties as the State Council may from time to time determine.

    1.4. The State Convenor or their delegate is responsible for managing staff.

2. **The State Secretary**

    2.1. The duties of the State Secretary comprise:

        2.1.1. Preparing the agenda for and giving notification of all meetings of State Council and general meetings in good time.

        2.1.2. Ensuring full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee, State Council and general meeting.

        2.1.3. Verifying the accuracy of all minutes by ensuring that the Chair of the meeting or of the succeeding meeting signs the minutes.

        2.1.4. Storing these minutes so that they may be open for inspection by any financial member who previously applies to the secretary for that inspection.

        2.1.5. Co-ordination of the correspondence of the State Council, tabling correspondence and recording the attendance of all persons present.

        2.1.6. Publishing the Party's Annual Report.

        2.1.7. Working co-operatively to assist the Membership Secretary to maintain the Membership

Register.

2.1.8. Keeping custody, during the term of office, of all books, documents, records and registers of the Queensland Greens, except those which are the responsibility of the Treasurer. The custody of all records is to be transferred in full to the incoming Secretary when a change of office occurs.

2.1.9. Receiving minutes from Branches.

2.1.10. Convening Special General Meetings and ensuring adequate notification.

2.1.11. Performing such other duties as the State Council may from time to time determine.

3. The State Treasurer

3.1. The duties of the State Treasurer comprise:

3.1.1. Responsibility for the receipt of all monies paid to the State Council, the issuing of receipts, and the deposit of those monies in accounts as determined from time to time by the State Council.

3.1.2. Responsibility for monies paid by the Queensland Greens with the authority of the State Council.

3.1.3. Ensuring that all cheques are signed by any two members appointed as per section 16.2.1 of this constitution).

3.1.4. The submission to the Annual General Meeting of a report, balance sheets and financial statement (including any requirements of the *Incorporated Associations Act* and *Incorporated Associations Regulation*), and the submission of those particulars to the State Council when requested.

3.1.5. Keeping custody of all securities, books and documents pertaining to the financial records of the Greens, and ensuring that all records are transferred to the incoming Treasurer when a change of office occurs.

3.1.6. Assisting Branches in financial matters.

3.1.7. Performing such other duties as the State Council may from time to time determine.

4. Leave provision

4.1. A member holding an elected position on any party body can take leave from that position during their term.

4.1.1. The leave must be for a specified period agreed between the member and the relevant party body, and be for no more than 100 days.

4.2. In the event of a member taking leave from their position, the relevant party body may appoint another member to their position for the duration of their leave.

4.2.1. The member taking leave may participate in the appointment of the member replacing them during their leave.

4.2.2. The relevant party body will notify the electors of that party body of the appointment to fill the position within 21 days of the appointment.

By-law 5.2 – Employment of Queensland Greens non-parliamentary staff

1. The State Council and the Management Committee is responsible for all Human Resources matters for the party.
2. For every employee and contractor, the State Council or the Management Committee will appoint a supervisor.
3. All letters of appointment and contracts for labour or services require the approval of the State Council or the Management Committee and must be signed by the Convenor.
4. No party member, committee, working group, branch or other Party group may make any offer of employment, or negotiate terms or conditions of employment without the prior approval of the State Council or the Management Committee, or a specifically delegated representative. Any offers, negotiations or discussions without the prior approval of the State Council or the Management Committee are not done on behalf of the the Qld Greens and are not binding on the Party.

By-law 5.3 – Management Committee Assistants Bylaw

1. Each member of Management Committee will be entitled to appoint assistants.
2. The appointment of an assistant requires ratification by Management Committee before taking effect.
3. Management Committee assistants:
    - 3.1. May be granted observer status at Management Committee meetings and on other Management Committee forums;
    - 3.2. Do not have a vote on Management Committee;
    - 3.3. Do not count towards quorum;
    - 3.4. Do not automatically fill any casual vacancy;
    - 3.5. Will be excluded if a Management Committee meeting goes in camera;
    - 3.6. Can be removed from their position by the member for which they are assistant, or Management Committee as a whole.

By-law 5.4 – Queensland Parliamentary Liaison Committee

1. The responsibilities of the Parliamentary Liaison Committee (PLC) will be:

    1.1. To maintain an effective and close partnership between Queensland Greens State parliamentary representatives and the party organisation;

    1.2. To provide a supportive framework in which MPs can draw on the knowledge and experience of party representatives to inform decision-making that is consistent with the Queensland Greens' charter, principles, code of ethics and policy platform; and the expectations of the party membership;

    1.3. To advise on parliamentary strategy;

    1.4. To provide advice on any matter to MPs, on request or on the PLC's own initiative;

    1.5. To provide a resolution process for disputes between MPs, and between MPs and the Queensland Greens.

2. The voting members of the PLC will be:

    2.1. The PLC Convenor, elected by the Annual General Meeting;

    2.2. The Queensland Greens Convenor;

    2.3. One delegate from the Queensland Campaign Committee;

    2.4. One delegate from the Queensland Policy Committee;

    2.5. Three general members elected by the Annual General Meeting.

3. Non-voting members of the PLC will be:

    3.1. All members of the Greens who have been elected to the Queensland Parliament;

    3.2. One representative from among the Queensland Greens federal MPs;

    3.3. One representative from among the Queensland Greens local councillors;

    3.4. The State Director;

    3.5. A minutes secretary appointed by the PLC;

    3.6. Any other members of the Queensland Greens co-opted by the PLC as non-voting members.

4. A quorum for a PLC meeting shall consist of a simple majority of the voting members of the PLC.

5. All Queensland Greens State MPs are expected to attend PLC meetings. Non-voting members of the PLC can move proposals, but not second proposals, block consensus or vote. Only voting members of the PLC are counted toward quorum.

6. In the event of a casual vacancy the Parliamentary Liaison Committee (PLC) can make an interim appointment until the next general meeting or State Council.

7. The PLC will meet as required but no less than six times per year. Minutes of PLC meetings will be made available on the members' website and tabled at each State Council meeting, except where the PLC deems it to be necessary for the meeting or sections of the meeting to be held in camera due to

matters for discussion pertaining to legal, employment or politically sensitive matters requiring confidentiality.

8. The PLC Secretary will send a copy of the ratified minutes of each PLC meeting to the State Secretary within 7 days of the minutes being ratified.

9. The PLC is accountable to the Queensland Greens State Council and will present a report on its activities to each State Council meeting.

By-law 5.5 – Queensland Campaign Committee

1. The voting members of the Queensland Campaign Committee (QCC) will be:-

    1.1. Campaign Convenor;

    1.2. a Campaign Secretary, to be elected at the Annual General Meeting;

    1.3. a Campaign Treasurer, to be elected at the Annual General Meeting;

    1.4. Lead National Delegate, to be elected at the Annual General Meeting;

    1.5. Five general members, appointed at the State Council subsequent to the Annual General Meeting.

2. Affirmative action will be applied to the election of voting members of the Queensland Campaign Committee so that at least two members will be from rural or regional areas.

3. The non-voting members of the Queensland Campaign Committee (QCC) will be:-

    3.1. The Lead Senate Candidate;

    3.2. Two members from among the Queensland Greens Members of the federal Party Room appointed by State Council, or one member if the Lead Senate candidate is a sitting Senator;

    3.3. Two members from among the Queensland Greens Members of the Legislative Assembly (MLA) appointed by State Council;

    3.4. State Director;

    3.5. Other members of the Party may be co-opted by the QCC as non-voting members.

4. Non-voting members of the Queensland Campaign Committee (QCC) may not also be elected members of QCC.

5. Non-voting members of the Queensland Campaign Committee (QCC) can move proposals, but not second proposals, block consensus or vote unless also a voting member on the committee.

6. Only voting members of the Queensland Campaign Committee (QCC) are counted toward quorum.

7. If a voting member of the committee is unable or refuses to act to fulfil their designated responsibilities, or without apology or leave fails to attend three successive meetings they have a duty under the bylaws to attend, or if the voting member resigns from the position in writing or ceases to be a Member of the party, the committee may declare the position vacant and make an interim appointment for the period until the next State Council.

8. In the event of a casual vacancy the Queensland Campaign Committee (QCC) can make an interim appointment until the next general meeting or State Council.

9. A general meeting or State Council shall have power to appoint any member of the Queensland Greens to fill any casual vacancy on the Queensland Campaign Committee (QCC).

10. QCC is responsible for collecting, collating and prioritising proposals for campaign initiatives from members and party bodies, including from QCC itself.

11. QCC is tasked with determining what campaign initiative proposals will be released, the timing of the

release of campaign initiatives and the manner in which campaign initiatives are released.

12. QCC may task QPC with developing campaign initiatives to suit an election campaign strategy.

13. All campaign initiatives must be in line and consistent with the policy framework of the Australian and Queensland Greens, in line and consistent with the Greens Four Pillars and Charter, costed where possible and evidence-based where possible.

By-law 5.6 – Queensland Policy Committee (QPC)

1. Membership of the Queensland Policy Committee (QPC)

1.1. The voting members of the Queensland Policy Committee will be:

1.1.1. The Policy Convenor;

1.1.2. State Council will appoint four general members;

1.2. The Queensland Policy Committee (QPC) will appoint a member of the Party as the Policy Secretary. The Policy Secretary will be non-voting unless also a voting member of the QPC.

1.3. The Queensland Policy Committee (QPC) will appoint a member of the QPC to be a delegate to the Parliamentary Liaison Committee.

1.4. The Queensland Policy Committee (QPC) may appoint other members as non-voting members of the QPC.

1.5. Non-voting members of the Queensland Policy Committee (QPC) can move proposals, but not second proposals, block consensus or vote unless also a voting member on the committee.

1.6. Only voting members of the Queensland Policy Committee (QPC) are counted toward quorum.

1.7. In the event of a casual vacancy the Queensland Policy Committee (QPC) can make an interim appointment until the next State Council.

1.8. State Council shall have power to appoint any member of the Queensland Greens to fill any casual vacancy on the Queensland Policy Committee (QPC).

2. Basic reviewing of Queensland Greens policy

2.1. The Queensland Policy Committee is responsible for facilitating a basic review of all Queensland Greens policies to ensure that any out-of-date references, obvious omissions, inconsistencies, or, grammatical or other similar errors are addressed.

2.2. QPC will review all Queensland Greens policies within each state government term, and will certify that each policy has been reviewed.

2.3. QPC will determine the schedule for reviewing policies.

2.4. QPC will review as soon as practicable any policy or part thereof referred for review by State Council or Queensland Campaign Committee or the Parliamentary Liaison Committee or the Party Room.

2.5. Any changes to policy arising for a basic review will be reported to State Council, or submitted as a motion to State Council, as required under the constitution.

3. Substantive policy development

3.1. The Queensland Policy Committee is responsible for the facilitation of the involvement of members in substantive policy development, the introduction or amendment or deletion of principles or aims in policies.

3.1.1. QPC may use whatever process it determines likely to engage the membership in policy development.

3.2. QPC may make motions to State Council to amend or adopt policy.

3.3. QPC will ensure provision of accessible mechanisms for members and bodies of the parties to make submissions of suggested amendments to existing policy or suggested new policy to be adopted.

3.4. QPC is obliged to reply in a timely manner to the submitter/s of any submission suggested amendments or new policy as to the determination to whether the suggestion would be:-

3.4.1. Recommended to State Council;

3.4.2. Referred to a process of consultation with the membership;

3.4.3. Referred to the Australian Greens policy review process;

3.4.4. Considered for adoption as an initiative;

3.4.5. Not pursued by Queensland Policy Committee.

3.5. Any submission accepted by QPC under 3.5.1-3.5.4 will be allocated to be the responsibility of one or more members of the QPC to facilitate through the process.

3.6. QPC will review as soon as practicable any policy or part thereof referred for substantive review by State Council or Queensland Campaign Committee or the Parliamentary Liaison Committee or the Party Room.

4. Liaising with, and providing representation to Australian Greens policy bodies and officeholders

4.1. The Queensland Policy Committee (QPC) Convenor will have first right of refusal as the Queensland Greens delegate to the Australian Greens Policy Coordination Committee (AGPCC), with another member of the QPC to be appointed by the QPC if refused by the Convenor.

4.2. QPC will provide an accessible mechanism for members to have input into the Australian Greens policy review process.

5. Policy Working Groups (PWG)

5.1. The structure, membership, responsibilities and duration of a policy working group will be determined by Queensland Policy Committee.

5.1.1. Each PWG will be allocated a member of QPC to oversee it, who by default will be the convenor of the PWG.

5.2. All PWGs will report to the QPC at least monthly and will report any significant development and the level of engagement by the membership.

6. Budget

6.1. The QPC has no authority to incur debts or secure loans on behalf of the party.

6.2. The QPC will only expend funds provided by the party where this is an accordance with a budget that has been ratified by State Council.

6.3. The QPC Convenor is responsible for acquittal in coordination with the State Treasurer.

7. Communication and Decision Making

7.1. The QPC will meet at least monthly; either in person, or by any other appropriate method

available.

7.2. The QPC will act in accordance with Queensland Greens meeting procedures.

7.3. All members of the QPC must be given a previously agreed time to review draft documents submitted in the name of the QPC before they are submitted.

8. Reporting and Accountability

8.1. The QPC will provide a brief written report of activity to each state council meeting, with a more comprehensive report to be tabled at each Annual General Meeting.

8.2. The report to Annual General Meeting must detail as a minimum:

8.2.1. Membership of committee and subcommittees;

8.2.2. Details of meeting activity;

8.2.3. Progress towards goals of QPC as defined in the Constitution;

8.2.4. Budget report

Bylaw 5.7 – Constitution and Arbitration Committee (CAC) Terms of Reference

1. Membership

    1.1. The membership of the Constitution and Arbitration Committee (CAC) shall be as per the constitution.

    1.2. It is important for members of CAC to have a detailed knowledge of Queensland Greens processes and culture; and desirable to be able to demonstrate suitable experience, training or qualifications to support their ability to undertake the functions of the committee (e.g. experience, training or qualifications in the legal profession, arbitration, dispute resolution, people management, or similar areas).

    1.3. A member of CAC who is the subject of a complaint, has an interest in the outcome of a complaint or other matter before CAC or a conflict of interest should recuse themselves from hearing the complaint. If the member does not recuse themselves, the other voting members of the committee can determine to exclude them from the complaint.

    1.4. In the event that a member of CAC recuses themselves or is excluded from hearing a complaint, or is otherwise not available the remaining voting members shall have the ability to second eligible members of the party as temporary voting members.

        1.4.1. Members of the committee may take leave from the committee or withdraw from complaints for whatever reason and either be replaced as per the above clause or the committee continue to function in their absence.

    1.5. If a voting member of the committee is unable or refuses to act to fulfil their designated responsibilities, or without leave fails to attend three successive meetings, or if the voting member resigns from the position in writing or ceases to be a member of the party, the committee may in their absence declare the position vacant and make an interim appointment for the period until the next State Council.

    1.6. The Constitution and Arbitration Committee (CAC) may appoint other members as non-voting members of the CAC.

2. Responsibilities of CAC

    2.1. Dealing with submissions made as per bylaw 1.5.

    2.2. Dealing with submissions seeking a report on the constitutionality of any matter referred by State Council, a general meeting, Management Committee, Queensland Campaign Committee, or the Constitution and Arbitration Committee.

    2.3. Evaluating constitutional or by-law motions to general meetings or State Council and making recommendations to the relevant body.

        2.3.1. The State Secretary will forward any motions relating to the amendments to the constitution or bylaws to CAC upon receipt.

    2.4. Evaluating constitutional or by-law proposals to National Council or National Conference and make recommendations to State Council and the National Delegates.

        2.4.1. The Lead National Delegate will forward any motions for the National Council or

National Conference relating to amendments to the constitution or bylaws to CAC upon receipt.

2.5. Preparing proposals for general meetings to improve the constitution and bylaws.

2.5.1. The CAC will facilitate input from the membership in preparation of proposals to improve the constitution and bylaws.

2.6. Providing up-to-date copies of the Queensland Greens Constitution and By-laws.

2.6.1. The State Secretary will prepare a draft update of the constitution and bylaws after amendments are made for ratification by CAC.

2.7. Considering ratification of any changes to the bylaws made by Management Committee.

3. Legal assistance

3.1. Where CAC deems it necessary, it may seek the assistance of a legal professional.

3.1.1. Any expenditure on a legal professional must have prior approval by either Management Committee or a CAC budget approved by State Council.

4. Budget

4.1. The CAC has no authority to incur debts or secure loans on behalf of the party.

4.2. The CAC will only expend funds provided by the party where this is an accordance with a budget that has been ratified by State Council.

4.3. The CAC Convenor is responsible for acquittal in coordination with the State Treasurer.

5. Communication and Decision Making

5.1. The CAC will meet at least monthly; either in person, via phone link up or by any other appropriate method available.

5.2. The CAC will act in accordance with Queensland Greens meeting procedures.

5.3. All members of the CAC must be given a previously agreed time to review draft reports to State Council submitted in the name of the CAC before they are submitted.

6. Reporting and Accountability

6.1. The CAC will provide a brief written report of activity to each state council meeting, with a more comprehensive report to be tabled at each Annual General Meeting.

6.2. The report to Annual General Meeting must detail as a minimum:

6.2.1. Membership of committee and subcommittees;

6.2.2. Details of meeting activity;

6.2.3. Activities to fulfill the responsibilities of CAC as defined in the Constitution;

6.2.4. Budget report

By-law 5.8 – Queensland Greens Legislative Assembly Party Room Terms of Reference

1. Agreements relating to formation of government or similar matters

    1.1. The Party Room may enter into negotiations with another party or parties or independents relating to the following matters but must comply with directions of State Council as passed by motion or incorporated in the by-laws:-

        1.1.1. Formation of government;

        1.1.2. Coalition;

        1.1.3. Guarantee of supply;

        1.1.4. Guarantee of confidence;

        1.1.5. Acceptance of ministerial or similar positions by members of the party;

        1.1.6. Any other agreement whether formal or informal that might reasonably be interpreted by the public or membership as the party supporting another party or parties to attain or retain executive government

    1.2. State Council may delegate any role in negotiations it deems necessary to any party body either directly or via the by-laws.

    1.3. State Council or its delegates may create prerequisites for any negotiations.

    1.4. State Council or its delegates may seek amendments to any agreement.

        1.4.1. Unless otherwise specified by State Council the Parliamentary Liaison Committee will act for State Council in negotiations.

    1.5. Any agreement entered into with another party or parties or independents relating to the matters outlined in section 1.1 requires ratification by a State Council meeting before coming in effect.

By-law 5.9 – Qld Greens First Nations Network (Queensland Blak Greens) Terms of Reference

1. Name of State/Territory Group

1.1. The name of the Group shall be the Queensland Greens First Nations Network Group or Queensland Blak Greens.

1.2. The abbreviation will be QGFNN to reflect all Greens Federation Member Bodies/Groups.

2. Structure of the Queensland Greens First Nations Network Group

2.1. The QGFNN will be made up of any Queensland Greens member who identifies as First Nations (Aboriginal or Torres Strait Islander) and who chooses to join the QGFNN and;

2.2. Whose identity is further confirmed through a process of engagement via the QGFNN Convenor in conversation with the Australian Greens First Nations Network National Community Engagement & Membership Officer.

2.2.1. A First Nations member may wish to forward a Confirmation of Aboriginality (if they have one) to the National Community Engagement Officer, and the Convenors of the QGFNN Group to be referred to the National Engagement Officer for a personal conversation about their membership.

2.2.2. This process forms part of our Provisional membership of the First Nations Network which occurs for a period of three months or until Confirmation of Identity is confirmed, and relayed to the Member who has applied to join, whichever comes first.

2.2.3. Full Membership will then be confirmed by members at a meeting of the QGFNN and the decision recorded in the Minutes and the QGFNN Membership Register.

2.3. The QGFNN is established to:

2.3.1. enact self-determination for First Nations peoples in those State/Territories,

2.3.2. serve local and regional First Nations communities, and

2.3.3. engage with the State/Territory Australian Greens Member Body on all issues and policy affecting communities of First Nations peoples in their State/Territory.

3. Membership & Voting

3.1. Membership of the QGFNN is open to any First Nations person who is a member of the Queensland Greens member body.

3.2. Ally (Associate) membership of the FNN Group is open to any non-First Nations Australian Greens members who applies, and:

3.2.1. Ally membership must be agreed to by consensus of the QGFNN members, and

3.2.2. It must be recorded in the membership register of the FNN Group.

3.3. Only First Nations people, who have identified as such and been accepted into full membership by the process in Clause 2.2. above, can exercise a vote at QGFNN meetings.

3.4. First Nations people who identify as First Nations and are accepted in the communities in

which they live, who are not Australian Greens members, can be invited to meetings of the QGFNN as agreed by the members of the FNN Group.

3.5. These First Nations people will become part of the wider community network of the Australian Greens First Nations Network "The Blak Greens".

3.6. Members of the QGFNN may invite observers and allies (both First Nations and non-First Nations) to meetings and activities of the FNN, but these invited people cannot vote or block consensus.

3.7. FNN Groups can choose to use the Australian Greens Opavote system or their own method of election within their group that meets their cultural traditions with the proviso that it is democratic, decided by group consensus, accepted by all members and the process and outcome is publicly recorded by the Secretary.

4. Office Bearers and Delegates

4.1. After a National Conference (bi-annually) State and Territory (Member Body) FNN Groups shall hold their AGM and elect the following office bearers for their Group.

4.1.1. Two Co-convenors

4.1.2. A Secretary to act as group administrator

4.1.3. A Community Engagement and Membership person

4.1.4. Any other roles QGFNN members deem necessary for the group

4.2. Any shared roles shall ideally be from diverse genders as per First People's traditions.

4.3. Only First Nations people who have identified via Clause 2.2 above can be elected as Office Bearers, AG-FNN Executive delegates, and delegates of Committees at both State/Territory and National level.

4.4. Associate 'Ally' Membership/Members cannot become delegates or office bearers of the AG-FNN or any FNN, however they can volunteer and be supportive.

5. Relationship to the National AG-FNN - 'the National Network'

5.1. Australian Greens First Nations Network (AG-FNN) 'the National Network' will be made up of eighteen (18) elected members from each State/Territory and Torres Strait Islands FNN Group as decided by members of each State/Territory and TSI FNN Group.

5.2. QGFNN shall nominate two delegates to the Australian Greens First Nations Network (AG-FNN). These two delegates can be a QGFNN Co-convenor and Secretary, or any members of the QGFNN as decided by the QGFNN membership.

5.3. Delegates from the current eight Member Bodies and a future Torres Strait Islanders Group (ACT/VIC/NSW/SA/WA/NT/QLD/TAS/TSI) if Torres Strait Islanders so self-determine to join us, will form the National AG-FNN.

5.4. Decisions on elected representatives from the State/Territory FNNs must be recorded at a meeting, noted in the Minutes, signed by the Co Convenors, and emailed to the National Secretary of the AG-FNN, within seven (7) days after the vote.

6. Role of the Member Body (State/Territory) First Nations Network Group

6.1. FNNs and the AG-FNN as the elected peak group of FNNs in the Australian Greens Federation

will take a leading role, in accordance with the consultative and consensus decision making processes of the Australian Greens, and each of it is Member Bodies, to develop, maintain and promote Australian Greens positions on issues related to First Nations people in their State/Territory areas.

6.2. The QGFNN will act as a reference group to any local, regional or State/Territory elected representative/s who has/have a political/Ministerial or opposition portfolio covering First Nations issues and will provide advice to all elected Australian Greens MPs on local, regional and State First Nations community issues.

6.3. The QGFNN will assist the development of Australian Greens policies at both State/Territory-Member Body level, in partnership with the State/Territory Member Body and through input to the AG-FNN and the AG-FNN delegates to the AG-Policy Co-ordinating Committee.

6.4. The QGFNN will develop strategies that support First Nations peoples, communities and issues in Queensland, with local and regional communities, and First Nations organisations and their partners.

6.5. The QGFNN shall promote First Nations issues within the Party and in the community, through engagement with Member Bodies, education and training seminars, Talking Circles, Membership drives and other activities they determine, in partnership with Queensland Greens State Council, committees, and members, and as they deem suitable for their activities.

6.6. QGFNN group at State level, will act as a resource for groups and AGs members on issues associated with First Nations peoples, including communication, preselection of candidates including supporting First Nations candidates, membership drives in First Nations communities, and campaigning for elections.

6.7. The QGFNN at Member Body and National level through their elected delegates, will liaise with and take part in policy development, services and other activities with First Nations Australian Greens members in other States and Territories and internationally in consultation with the AG-FNN and other relevant groups and individuals in an accountable and transparent process.

7. Communication, Meetings and Decision Making

7.1. The QGFNN shall meet in person, via teleconference or online preferably once a month, but not less than eight (8) times per year and can use email and encrypted messaging apps to conduct its business between meetings.

7.2. The QGFNN will develop agreed procedures for all its members for the safe conduct of meetings, and act in accordance with Australian Greens safe meeting procedures, including supporting and endorsing First Nations Candidates within; ensuring decisions are accurately recorded and maintained.

7.3. The Office Bearers and any delegated member(s) shall maintain an e-list of all members utilising personal email addresses, where possible.

7.4. The Secretary of each FNN group will provide Agendas and Minutes of each meeting to all members via their e-list or other methods within seven (7) to ten (10) days of each meeting.

7.5. Minutes and records will be kept by the QGFNN Secretary and be available to any member of the FNN Group, the AG-FNN and Australian Greens by request.

7.6. The Secretary of each group will attempt as much as possible to provide additional documents for meetings before the date of the upcoming meeting to give people time to read them prior to the meeting.

7.7. Members of all FNN Groups must be given reasonable time to review draft documents and respond to proposals and recommend changes. The timing and procedures can be decided at a local FNN Group meeting.

7.8. Decisions will be made by consensus by all members present at a meeting, based on the traditional consensus practices of First Nations peoples utilised prior to colonisation.

7.9. If consensus is not reached, a decision will not be taken at that time and can be revisited at future meetings or as deemed necessary by the members.

7.10. Special meetings of the QGFNN can be called as needed, if three or more members feel there needs to be a special meeting to address an emerging issue.

7.11. Quorum for a meeting of the QGFNN shall be at least one of the Convenors, the Secretary and two other members, i.e., four (4) members not including associate-ally members.

8. Budget Arrangements for QGFNN

8.1. The QGFNN has no authority to incur debts or secure loans on behalf of the group, the National AG-FNN nor the Australian Greens party.

8.2. All FNNs will only expend funds provided by the party where this is in accordance with an annual budget that has been ratified by National Council with the AG-FNN and through the State/Territory Treasurer in collaboration with the Convenor of the QGFNN.

8.3. The QGFNN can fund raise, accept donations, and have funds allocated to them

8.4. These funds can be managed either as:

8.4.1. a line item in the Queensland Greens budget and managed with the Queensland Greens Treasurer in direct collaboration with the Convenor of the QGFNN, or

8.4.2. allocated and retained as part of the AG-FNN budget, managed by the National Treasurer and AG-FNN Secretary and allocated directly to the QGFNN directly as needed.

8.5. The QGFNN will utilise the Queensland Greens Treasurer in relation to managing the QGFNN budget.

8.6. The QGFNN will devise their budget within the Queensland Greens with the Treasurer and managing committee of the Queensland Greens.

8.7. The Queensland Greens Treasurer is responsible for acquittal of any funds for the QGFNN.

9. Reporting and Accountability

9.1. The QGFNN delegates to the National AG-FNN shall provide verbal/oral Reports on the QGFNN at each meeting of the National AG-FNN.

9.2. Minutes of the QGFNN will be included in an e-list to all QGFNN members and after each meeting (or regularly) and are sent to;

9.2.1. the Secretary and Convenor of the Queensland Greens, and

9.2.2. the National Secretary of the AG-FNN.

9.3. All Minutes of the National AG-FNN meetings shall be circulated to the AG-FNN e-list which will include the Co Convenors and Secretary of each State/Territory FNN Group for their information and feedback/discussions at all meetings of the Network and for coordination of issues across

jurisdictions.

9.4. The National AG-FNN Co-Convenors shall provide a Bi-Annual Report of the AG-FNN activities to the Bi-Annual General Meeting of the AG-FNN.

9.5. The Bi-Annual Report of the AG-FNN will include the activities of State/Territory Member Body FNNs – these should be provided to the AG-FNN at least a month prior to the AGM.

9.6. The National AG-FNN will provide the Bi-Annual Report of all State/Territory FNNs activities and the activities of the AG-FNN to the Australian Greens Federation AGM, bi-annually.

9.7. These Terms of Reference shall be reviewed at least every two years by the AG-FNN in consultation with the QGFNN; or earlier if needed.

9.8. The QGFNN will provide a brief written report of activity to each state council meeting.

9.9. The report to state council must detail as a minimum:

9.9.1. The size of current membership;

9.9.2. Details of meeting activity;

9.9.3. Progress towards goals as defined in the terms of reference;

9.9.4. Budget report.

Section 6: National Delegates By-Laws

By-law 6.1 – National Conference Delegation

1. Name

1.1. The name of the Working Group shall be the National Conference Delegation (NCD)

2. Member Delegates

The order of appointment of the Queensland Member Delegates to National Conference will be:

2.1. The Lead National Delegate, who will be an ex officio member and the convenor of the National Conference Delegation (NCD).

2.1.1. The Alternate National Councillor will be an ex officio non-voting observer of the NCD.

2.1.2. If the Lead National Delegate is unable to attend a National Conference, the Alternate National Councillor will replace them as a voting member delegate and the NCD convenor at that National Conference.

2.2. One First Nations delegate, who will be appointed by the Queensland Greens First Nations Network (QGFNN).

2.3. The Queensland Greens delegate to the Australian Greens Policy Coordination Committee (AGPCC), who will be an ex officio member of the NCD.

2.4. The Treasurer or their delegate, who will be an ex officio member of the NCD.

2.5. At least six (6) Member Delegates will be appointed by the first State Council of each calendar year for a term of twelve (12) months. This appointment will cover all National Conferences held during that period, including both online and in-person conferences.

2.5.1. The order of appointment will be retained.

2.5.2. If Queensland's Member Delegate entitlement is greater than 10, State Council will appoint enough additional Member Delegates to make up the difference.

2.5.3. If Queensland's Member Delegate entitlement is less than 10, Member Delegates will be removed in reverse order of appointment.

2.5.4. Casual vacancies will be filled by a countback of Member Delegate ballots. Member Delegates will be added to the end of the order of appointment, in the order of the countback.

2.6. All Member Delegates will have a vote on Queensland NCD decisions.

3. Elected Representative Delegates

3.1. State Council will appoint one member from among the Queensland Greens Members of the Legislative Assembly (MLA) who will be the MLA delegate to National Conference.

3.1.1. In the event of a casual vacancy the Party Room can make an interim appointment until the next State Council.

3.2. State Council will appoint one member from among the Queensland Greens endorsed local councillors who will be the local councillor delegate to National Conference.

3.2.1. In the event of a casual vacancy the NCD can make an interim appointment until the next State Council.

3.3. Elected Representative delegates will not have a vote on Queensland NCD decisions.

4. Other Delegates

4.1. Any other delegates to National Council will be appointed by State Council.

4.2. Other members may be co-opted by the NCD.

4.3. Delegates and members appointed under this section will not have a vote on Queensland NCD decisions.

5. Roles of the Group

5.1. Attend National Conference as Queensland Greens delegates.

5.2. Report to State Council regarding National Conference.

6. Determination of National Delegates to National Conference

6.1. Queensland Greens delegates to National Conference will be the delegates appointed under this by-law.

6.2. The NCD may appoint any member of the Queensland Greens as a delegate to fill any casual vacancies that have not already been filled under sections 2 and 3.

6.2.1. Member Delegates will be added to the end of the order of appointment in the order recorded in the motions appointing them.

6.2.2. If the NCD does not fill a casual vacancy, then the Lead National Delegate will distribute proxies to the Queensland Greens National Conference Member Delegates, in the same way as the dispute procedure in section 7.

6.3. The Lead National Delegate will provide proxies to the National Secretary as necessary to allow the Queensland Greens to exercise all National Conference votes to which it is entitled under the Australian Greens constitution and by-laws.

6.3.1. If there is a conflict between this by-law and the Australian Greens constitution and by-laws, the national rules must be followed.

7. Disputes between delegates at National Conference

7.1. In the event of a dispute between delegates at National Conference and the votes the Queensland Greens are entitled to will be distributed in order of appointment, beginning again at the top of the order of appointment if there are more votes than delegates.

8. Budget

8.1. The NCD has no authority to incur debts or secure loans on behalf of the party.

8.2. The NCD will only expend funds provided by the party where this is in accordance with a budget that has been ratified by State Council.

8.3. The NCD Convenor is responsible for acquittal in coordination with the State Treasurer.

8.4. Reasonable travel expenses incurred by Queensland Greens delegates to National Conference will be reimbursed. If the budget will not cover the travel expenses of all delegates who want to attend National Conference:

8.4.1. Reimbursement will be offered to Member Delegates in the order of appointment

8.4.2. Elected representatives whose salary is above the tithing discount cutoff level will not be reimbursed.

8.4.3. Queensland will use any cost-sharing arrangements decided by National Conference or National Council.

9. Communication and Decision Making

9.1. The NCD will meet either in person, via phone link up or by any other appropriate method available.

9.2. The NCD will act in accordance with Queensland Greens meeting procedures.

9.3. All members of the group must be given a previously agreed time to review draft documents submitted in the name of the group before they are submitted.

9.4. Only voting members count towards quorum.

10. Longevity

10.1. The NCD will be appointed according to the processes elsewhere in this by-law:

10.1.1. Ex officio delegates will remain delegates as long as they hold the relevant position.

10.1.2. Delegates appointed by QGFNN will be appointed at the first meeting after the Queensland Greens AGM, and operate until the first meeting after the next Queensland Greens AGM.

10.1.3. Other delegates will be appointed by the State Council directly after each National Conference, and operate until the State Council subsequent to the relevant National Conference.

11. Reporting and Accountability

11.1. NCD meeting minutes will be circulated to the State Secretary

11.2. The Lead National Delegate will provide a written report of activity to State Council meetings. The report should include:

11.2.1. A list of the current National delegates, and how any casual vacancies were filled.

11.2.2. For each National Conference and National Council: a list of delegates that attended, a short summary of each motion, and Queensland's position on that motion.

11.2.3. Confidential motions at the level of detail permitted by National Conference or National Council.

11.2.4. A link to the detailed National Conference and National Council minutes.

By-law 6.2 – Lead National Delegate, National Council and other delegations to Australian Greens' bodies

1. National Councillors

1.1. The Lead National Delegate will be the first National Councillor.

1.1.1. At the AGM elections, a candidate for Lead National Delegate can nominate by themselves, or they can co-nominate with an Alternate National Councillor.

1.1.2. The Lead National Delegate ballot must show each co-nomination as a single choice. The lead and alternate should be clearly indicated.

1.1.3. If a co-nominated Lead National Delegate is elected, their designated alternate becomes the Alternate State Member for Queensland on National Council.

1.1.4. If an individually nominated Lead National Delegate is elected, the Alternate National Councillor vacancy will be filled by State Council, using the process in section 1.3. Nominations for this vacancy can be opened before the outcome of the AGM elections is known.

1.2. Any subsequent National Councillor, and any Lead National Delegate or National Councillor casual vacancies, will be filled by a countback of Lead National Delegate ballots. The order of appointment will be retained.

1.2.1. Co-nominated Alternate National Councillors will be ignored during countbacks.

1.3. Any other delegates to National Council, and any unfilled Lead National Delegate, National Councillor, or Alternate National Councillor vacancies, will be appointed by State Council. The order of appointment will be retained.

1.3.1. Management Committee may appoint interim holders of these positions until the following State Council.

1.4. If any National Councillor is unable to attend a National Council, the Alternate National Councillor will be a National Councillor at that National Council. Their order of appointment will be the same as the National Councillor they are replacing.

1.4.1. If neither the Lead National Delegate nor Alternate National Councillor is available to fill the role of National Councillor at a National Council meeting or for specific National Council items, the Management Committee may appoint an additional temporary Alternate National Councillor for that meeting.

1.5. National Council votes and proxies will be assigned to National Councillors in order of appointment, in the same way as National Conference votes and proxies.

1.6. Reasonable travel expenses incurred by Queensland Greens delegates to National Council will be reimbursed.

1.6.1. If there is a limited budget, reimbursements will be offered in order of appointment, in the same way as National Conference reimbursements.

2. Queensland Greens delegates to Australian Greens Working Groups

2.1. Unless otherwise outlined in the Constitution or Bylaws, Queensland Greens delegates to ongoing Australian Greens working groups will be elected by State Council for a term expiring at the State Council subsequent to the Annual General Meeting. The first person elected will be

the Queensland delegate to the working group. The second person elected will be the designated alternate delegate.

2.1.1. Delegates to ongoing Australian Greens working groups will provide a written report on the working group's activities to each State Council.

2.1.2. Management Committee may make an interim appointment to fill a casual vacancy for Queensland Greens delegates to ongoing Australian Greens working groups until the next State Council.

2.2. As an exception to 2.1, Queensland Greens delegates to ongoing Australian Greens working groups representing oppressed people, will be elected by the Queensland Greens bodies or working groups representing those oppressed people.

2.2.1. Delegates will be elected for a term expiring at the relevant body or working group's Annual General Meeting. This includes any delegates previously elected or appointed by State Council or Management Committee.

2.2.2. The first person elected will be the Queensland delegate to the Australian Greens working group. The second person elected will be the designated alternate delegate.

2.2.3. Delegates will provide regular reports on the Australian Greens working group's activities to the Queensland Greens body or working group. This is in addition to any reports required by State Council or Management Committee.

2.2.4. The relevant Queensland Greens body or working group may make an interim appointment to fill a casual vacancy until the next body or working group Annual General Meeting.

2.2.5. The body or working group may give directions to delegates to the relevant Australian Greens working groups.

2.2.6. Each body or working group should inform State Council and the State Secretary whenever the relevant Australian Greens working group delegates change.

2.3. The Management Committee is responsible for appointing Queensland Greens delegates to ad hoc Australian Greens working groups.

2.3.1. The Management Committee may remove a Queensland Greens delegate to an ad hoc Australian Greens working group.

2.4. The Management Committee may give directions to, and require reports from, Queensland Greens delegates to Australian Greens working groups.

2.5. The Queensland Campaign Committee (QCC) will be responsible for direction of delegates on campaign matters.

2.6. The Queensland Policy Committee (QPC) will be responsible for direction of delegates on policy matters.

2.7. The Constitution and Arbitration Committee (CAC) will be responsible for direction of delegates to the Australian Greens Constitutional Review Panel.

Section 7: Working Group Terms of Reference

By-law 7.1 – Communications Working Group Terms of Reference

1. **Constitutional basis and name**

   1.1. This is the working group outlined in section 18.2.a) of the constitution tasked to produce and circulate a newsletter.

   1.2. The working group will also have broader internal communication functions with a view to improving the dissemination of information amongst members and facilitating the knowledge base of the party around how the party works.

   1.3. The name of the working group is the Communications Working Group (CWG).

2. **Membership**

   2.1. The State Council subsequent to the Annual General Meeting will appoint 3 members as voting members of the working group.

   2.2. The working group may co-opt other members.

   2.3. All members of the working group must sign the Queensland Greens confidentiality agreement.

   2.4. Management Committee may appoint members to fill casual vacancies on the working group.

3. **Roles of the Group**

   3.1. To publish the online newsletter at least twice per month;

   3.2. To update party information displayed on the Party's public website in consultation with the State Director, State Secretary, any Queensland Greens employed communications personnel, or Australian Greens IT personnel, as required;

   3.3. To maintain and make available on Greenhouse a list/register of Private Groups (as defined in By-law 3.2 – Social Media);

   3.4. Administration of Party email addresses with the Secretary;

   3.5. To publish other materials as required by the Constitution, bylaws, or State Council including:-

      3.5.1. Notice of general meetings (s22.11)

      3.5.2. Publication of bylaws (s37.3)

      3.5.3. Formation of branches (s15.5)

4. **Publication of material**

   4.1. The newsletter is to be an organ for communication amongst members for the purposes of information and notification of meetings.

      4.1.1. The working group will include details on how to access the Party's member-only forums and private groups in the newsletter, in order to facilitate member engagement.

   4.2. The Communications Working Group may by two-thirds majority of voting members publish

non-controversial material which is defined as:-

4.2.1. Notice of meetings;

4.2.2. Notification of internal elections, preselections;

4.2.3. Material from media releases or similar publications by Party Spokespersons or Australian Greens members of parliament;

4.2.4. Material passed for publication by motion of a Party working group, committee, branch, or Australian Greens body;

4.2.5. Party contact information.

4.3. Publications by the working group will not be used to influence an internal election or preselections except as allowed for elsewhere in the constitution or bylaws.

4.3.1. The Returning Officer will notify the Communications Working Group of candidates for an internal election or preselection.

4.3.2. Any material produced by or regarding a candidate for an internal position or preselection, will be passed to the relevant Returning Officer (RO) prior to publication. Where the RO identifies issues of concern to the election, the Returning Officer will communicate them directly to the Communications Working Group for correction.

4.3.3. Incumbents will not be limited in carrying out the standard functions of their elected position.

4.4. Potentially controversial material will be provided on the secure members' website and may be linked to from the newsletter. Potentially controversial material will include:-

4.4.1. Internal party issues such as proposals to Council or a general meeting;

4.4.2. Letters to the editor;

4.4.3. Opinion pieces.

4.5. Any fundraising conducted via the newsletter must be authorised by either State Council, Management Committee or a Campaign Committee.

4.6. Material relating to outside organisations must be authorised by either State Council, Management Committee, Campaign Committee or a Spokesperson.

4.7. Proscribed material will not be published and includes material that would be:-

4.7.1. Libellous;

4.7.2. In violation of the code of ethics;

4.7.3. Otherwise contrary to the constitution or bylaws;

4.7.4. Material outlined in 4.3.

4.8. The Communications Working Group will comply with the Media, Entertainment & Arts Alliance Code of Ethics (http://www.alliance.org.au/code-of-ethics.html)

5. Budget

5.1. The CWG has no authority to incur debts or secure loans on behalf of the party.

5.2. The CWG will only expend funds provided by the party where this is in accordance with a budget that has been ratified by State Council.

5.3. The CWG Convenor is responsible for acquittal in coordination with the State Treasurer.

6. Communication and Decision Making

6.1. The CWG will only meet as required, generally operating online.

6.2. The CWG will act in accordance with Queensland Greens meeting procedures.

6.3. All members of the group must be given a previously agreed time to review draft reports to be submitted in the name of the group before they are submitted.

6.4. The CWG will appoint its own Convenor by consensus. In the event that consensus cannot be reached then there will be a vote. If the working group is unable to appoint a Convenor then the Management Committee will appoint a Convenor.

6.5. Only voting members count towards quorum.

6.6. If a member doesn't reply to a proposal within two days they will be deemed to have abstained.

7. Longevity

7.1. The Communications Working Group is an ongoing working group.

8. Reporting and Accountability

8.1. CWG meeting minutes will be circulated to the Queensland Greens Secretary.

8.2. The CWG will provide a written report of activity to each state council meeting, with a more comprehensive report to be tabled at the Annual General Meeting.

8.3. The report to the Annual General Meeting must detail as a minimum:

8.3.1. Reports on publications.

By-law 7.2 – Rainbow Working Group Terms of Reference

1. Name

1.1. The name of the Working Group shall be the Queensland Greens Rainbow Working Group (QG-RWG)

1.2. The working group is known as Queensland Rainbow Greens or QRG.

2. Membership

2.1. Voting members of the QG-RWG shall be members of the Queensland Greens who identify as LGBTIQA+ who have requested to join the QG-RWG.

2.2. Anybody who is eligible to become a QG-RWG voting member but does not wish to publicly identify as LGBTIQA+ can, if they feel comfortable, speak to a QG-RWG Executive Officer who will act as a proxy vote on their behalf while upholding strict confidentiality at all times.

2.3. Allies who are members of the Queensland Greens may become observers of the QG-RWG.

2.4. The QG-RWG shall appoint a Convenor or Co-Convenors. Joint nominations for co-convenors will be accepted.

2.5. The QG-RWG may appoint other positions it deems necessary.

2.6. QG-RWG Office Bearer positions must only be held by QG-RWG voting members.

2.6.1. The QG-RWG will re-appoint all relevant Office Bearer positions at its Annual General Meeting, which must be held between October and December each year.

2.6.2. The QG-RWG may fill any vacancy of an Office Bearer position, preferably by consensus over a vote.

2.6.3. If a person resigns or is removed from a shared Office Bearer position, the remaining voting members who share the position may continue in that role.

2.6.4. If the QG-RWG Convenor or Co-Convenors' position is vacant for two months, the Queensland Greens State Council may appoint an interim Convenor or Co-Convenors, if needed, until QG-RWG appoints a Convenor or Co-Convenors.

2.7. The QG-RWG recognises the strength in diversity, inclusion, and leadership of the most impacted and welcomes input and participation from LGBTIQA+ people who are in other marginalised groups, including but not limited to First Nations people, sistergirls and brotherboys, disabled people, people of colour, people from culturally and linguistically diverse backgrounds, and people from regional and rural areas.

2.8. A duly constituted general meeting of the QG-RWG may vote by a 2/3 majority to exclude a member from the QG-RWG.

3. Roles of the Group

3.1. The QG-RWG will liaise with the Queensland Greens and other State Greens spokespeople to:

3.1.1. provide assistance upon request;

3.1.2. act as a source of information regarding current issues in LGBTIQA+ communities;

3.1.3. provide suggestions regarding potential campaign opportunities on issues associated with LGBTIQA+ communities;

3.1.4. provide a means for socialising and supporting LGBTIQA+ members.

3.2. The QG-RWG will act as a policy think tank on issues affecting LGBTIQA+ communities, reviewing Greens policy as appropriate to ensure appropriate consideration of these issues, and making recommendations to State Council.

3.3. The QG-RWG will also liaise and work with NGOs actively advocating on these issues.

4. Budget

4.1. The QG-RWG has no authority to incur debts or secure loans on behalf of the party.

4.2. The QG-RWG will only expend funds provided by the party where this is an accordance with a budget that has been ratified by State Council.

4.3. The QG-RWG Convenor will be responsible for approving expenditure in the budget, although any member may request funding for activities.

4.4. The QG-RWG Convenor is responsible for acquittal in coordination with the State Treasurer.

5. Communication and Decision Making

5.1. The QG-RWG will primarily meet online to allow statewide participation, and occasionally have hybrid meetings or in person social events.

5.2. Where possible, meetings will be facilitated by a trained and experienced facilitator.

5.3. The QG-RWG will develop agreed procedures for the conduct of meetings, and act in accordance with Queensland Greens meeting procedures.

5.4. All members of the group must be given a previously agreed time to review draft documents submitted in the name of the group before they are submitted, and be given the opportunity to recommend changes to them.

5.5. The group's office-bearers should be given, where necessary, statewide access to the Greens' membership database to facilitate membership checks and the resignation of lapsed members.

5.6. The QG-RWG shall require a quorum of 10% of their membership or 5, whichever is the greater.

6. Anticipated Longevity

6.1. In the event that the QG-RWG fails to meet a minimum of four times for the twelve-month period leading up to the final state council in a calendar year, or fails to present a report to state council, a QG-RWG dissolution item will be put on the next State Council agenda.

6.2. The QG-RWG will appoint a convenor for the group at least every twelve months.

7. Reporting and Accountability

7.1. The QG-RWG will provide a brief written report of activity to each state council meeting.

7.2. The report to state council must detail as a minimum:

7.2.1. The size of current membership ;

7.2.2. Details of meeting activity;

7.2.3. Progress towards goals of Working Group as defined in the terms of reference;

7.2.4. Budget report

By-law 7.3 – Queensland Young Greens Terms of Reference

1. Name

1.1. The name of the working group shall be the Queensland Young Greens (QYG).

2. Purpose

2.1. To provide a voice to young members of the Queensland Greens by:

2.1.1. Advocating for young people in party decisions,

2.1.2. Running social events for members,

2.1.3. Encouraging members to be candidates and to take on roles within the party, and

2.1.4. Any other actions that may support the overall purpose of the QYG.

3. Membership

3.1. All financial members of the Queensland Greens who have not yet reached their 26th birthday shall be members of the QYG.

3.1.1. Membership of the QYG will not add, modify or restrict any rights said member holds as a member of their Branch and of the State Party.

3.1.2. Members of the QYG are entitled to attend membership meetings of the QYG, including the Annual General Meeting.

3.1.3. Members of the QYG are entitled to nominate and vote at the Annual General Meeting.

4. Structure

4.1. The QYG is governed by two formal bodies, the executive and the organising committee.

4.2. The executive is accountable for any decisions made by the QYG, and is comprised of the following members:

4.2.1. A Convenor,

4.2.2. A secretary, and

4.2.3. A treasurer.

4.3. The organising committee is comprised of the executive, as defined above, and the following members.

4.3.1. A social media manager,

4.3.2. Two delegates to state council, and

4.3.3. Two delegates to the Australian Young Greens Steering Committee.

4.4. Individuals are considered a non-voting observer of the organising committee if they are a member of the Queensland Greens and are at least one of the following:

4.4.1. A member of the Australian Young Greens executive.

4.4.2. A delegate from each university Greens club in Queensland recognised by the Queensland Young Greens Organising Committee, as chosen by the club.

4.5. A delegate, who must be elected to a student organisation, from each Greens aligned Student Politics group recognised by the Queensland Young Greens Organising Committee, as chosen by the group.

5. Elections

5.1. The QYG executive and organising committee will be elected at the Annual General Meeting (AGM), which must be held between October and December each year.

5.2. The QYG executive must appoint a Returning Officer at least four weeks prior to the planned AGM date. The Returning Officer will invite all eligible members of the QYG to nominate for executive and organising committee positions.

5.3. Any member of the QYG who has not yet reached their 16th birthday is not eligible to run for executive or organising committee positions.

5.4. The executive and organising committee shall be elected by an online ballot completed prior to the commencement of the AGM. During the AGM, results of the ballot are to be ratified. Any positions with no nominations or where Seek was the successful candidate in the ballot may be appointed during the AGM through consensus.

5.5. The term of newly elected positions will take effect upon conclusion of the AGM, with the term of all previously elected positions concluding simultaneously.

5.6. Any positions in the organising committee and executive may be shared between two members.Any sharing arrangement must include at least one person who is at least one of the following:

5.6.1. a person of colour,

5.6.2. a transgender person,

5.6.3. a non-binary person, or

5.6.4. a woman.

5.7. Casual vacancies in the executive or organising committee can be filled by consensus between all remaining members of the organising committee.

6. Meetings & Decision-making

6.1. The QYG has three meeting classes: Executive, Organising & Membership.

6.1.1. Executive meetings may be attended by members of the QYG executive, and are concerned with high level matters within the QYG. Members of the QYG organising committee are permitted to observe executive meetings.

6.1.2. Organising meetings may be attended by any member of the QYG organising committee, and are concerned with policy, strategy, event planning and the organisation of the QYG.

6.1.3. Membership meetings may be attended by any member of the QYG, and are designed to help members of the QYG get more involved with the party. The AGM is a membership meeting.

6.2. Decisions of the QYG are to be made by consensus, and where consensus is blocked, a vote may be undertaken and the motion will be deemed carried by a two-thirds majority of QYG members present.

6.3. All meetings of the QYG will be subject to Queensland Greens safe meeting procedures and Greens principles.

6.4. Quorum for executive meetings will consist of a simple majority of the executive. Quorum for organising meetings will consist of a simple majority of the organising committee. Quorum for membership meetings will be double the number of elected positions in the organising committee plus one or 15, whichever is lower.

6.5. Proxies will only be accepted for an AGM, and must be given in advance of the meeting by informing the secretary.

7. Finance

7.1. The QYG has no authority to incur debts, liabilities or securities on behalf of or in the name of the Party.

7.2. The QYG Treasurer is responsible for approving any finance transactions made by or for the benefit of QYG.

8. Accountability

8.1. The QYG will provide a brief written report of activity to each State Council meeting, which must detail as a minimum:

8.1.1. Current membership;

8.1.2. Details of meeting activity;

8.1.3. Details of any other QYG activity;

8.1.4. Budget report (if relevant).

9. Anticipated Longevity

9.1. The QYG is an ongoing working group of the Queensland Greens until such time as the State Council chooses to dissolve or disaffiliate it.

By-law 7.4 – Participatory Democracy Circle Terms of Reference

1. Name of the Group

1.1. The name of the Working Group shall be the Participatory Democracy Circle (PDC).

2. Membership of the Group

2.1. Membership of the working group is open to any Queensland Greens member.

2.2. The PDC shall appoint Co-convenors, who must be of different genders.

2.3. The PDC may appoint other positions it determines necessary.

2.4. All members of the PDC shall have voting rights.

2.5. Non-member experts may be invited to actively participate in PDC activities, but without member rights.

3. Aims of the Group

3.1. To focus on implementing the second of the party's general principles:-

"Democracy

a) To increase opportunities for public participation in political, social and economic decision-making.

b) To break down inequalities of wealth and power which inhibit participatory democracy."

3.2. To strengthen the democratic system, proving that democracy can be reformed and improved, and suggest reforms to these ends.

4. Roles of the Group

4.1. Contributing to the determination of the Party's policies and positions on democracy, co-ordinating with the relevant policy working groups and spokespersons;

4.2. Contributing to party submissions for electoral boundary redistributions, and facilitating submissions by non-member individuals;

4.3. Facilitating the practice of psephology ("a branch of political science which deals with the study and scientific analysis of elections") within the Party;

4.4. Researching, discussing and debating democracy and different democratic systems;

4.5. Exploring and supporting innovative democratic processes for groups, civil society, local and parliamentary government, and business;

4.6. Engagement and education of members and the wider public on democracy, including the preferential voting system; the role of local, state and federal government; the legislative process; etc to reinforce the argument that democracy can and must work for the betterment of society and the planet.

4.7. Working to improve the structure and functioning of internal democracy at all levels of the party;

4.8. Liaising with external groups seeking democratic reform;

4.9. Eternal vigilance.

5. Budget of the Group

5.1. The PDC has no authority to incur debts or secure loans on behalf of the party.

5.2. The PDC will only expend funds provided by the party where this is in accordance with a PDC budget that has been ratified by State Council;

5.3. The PDC Co-convenors will be responsible for approving expenditure in the budget, although any member may request funding for activities; and

5.4. The PDC Co-convenors are responsible for acquittal in co-ordination with the State Treasurer.

6. Communication and Decision Making

6.1. The PDC will officially meet a minimum of four times per year either face to face or by other means;.

6.2. The PDC shall require a quorum of 10% of their membership or 5, whatever is the greater.

6.3. The PDC will develop agreed procedures for the conduct of meetings, and by default act in accordance with Queensland Greens meeting procedures;.

6.4. All members of the group must be given a previously agreed time to review draft documents submitted in the name of the group before they are submitted, and be given the opportunity to recommend changes to them.

6.5. The group's office bearers should be given, where necessary, access to the Greens' membership database for similar reasons to existing branch activities and issues.

7. Anticipated Longevity

7.1. In the event that the PDC fails to meet its minimum meeting requirement and/or fails to present a report to State Council for a period of twelve months, then it will be deemed to have dissolved.

7.2. The PDC will elect Co-convenors annually.

8. Reporting and Accountability

8.1. The PDC will provide a brief written report to each State Council meeting.

8.2. The report to State Council must detail as a minimum:

8.2.1. The size of the current membership;

8.2.2. Details of meeting activity;

8.2.3. Progress towards aims and roles as defined in the terms of reference;

8.2.4. Budget report.

By-law 7.5 – Supporters of First Peoples Working Group Terms of Reference

1. Name

1.1. The name of the Working Group shall be the Queensland Greens Supporters of First Peoples Working Group.

2. Purpose

2.1. The Working Group will actively learn from and be led in its activities as much as possible from Australian First Nations People, share those learnings with the branches and State Council, and facilitate First Nations People's engagement with the Queensland Greens.

2.2. The Working group will actively seek to support First Nations Peoples initiatives in the community in its own capacity and by bringing the matters to the attention of the Queensland Greens Membership

2.3. Membership of the working group is open to any Queensland Greens member.

2.4. The Working Group shall appoint a convenor and other ex-officio members it determines necessary. All members of the Working Group shall have voting rights.

2.5. First Nations People will be invited to play a leadership role and actively participate in the Working Group, but non-members of the Greens may not be afforded voting or blocking rights.

2.6. Experts may be invited to actively participate within the Working Group's activities, but non-members of the Greens may not be afforded voting or blocking rights.

3. Roles of the Group

3.1. The Working Group will liaise with the Queensland Greens and other State Greens spokespeople to:

3.1.1. facilitate engagement with members of First Nations communities;

3.1.2. facilitate the communication of First Nation People's perspectives;

3.1.3. promote and facilitate the consideration of First Nation People's perspectives within the policy creation and decision-making processes of the Queensland Greens.

3.2. The Working Group will actively engage with First Nations Communities to build relationships with the Queensland Greens.

3.3. The Working Group will seek to learn how First Nations People believe the Greens can better support their issues and communities.

4. Budget

4.1. The Working Group has no authority to incur debts or secure loans on behalf of the party.

4.2. The Working Group will only expend funds provided by the party where this is an accordance with a budget that has been ratified by State Council.

4.3. The Working Group Convenor will be responsible for approving expenditure in the budget,

although any member may request funding for activities.

4.4. The Working Group Convenor is responsible for acquittal in coordination with the State Treasurer.

5. Communication and Decision Making

5.1. The Working Group will determine the best means of communication amongst its members subject to review when necessary.

5.2. The Working Group will develop agreed procedures for the conduct of meetings, and act in accordance with Queensland Greens meeting procedures.

5.3. All members of the group must be given a previously agreed time to review draft documents submitted in the name of the group before they are submitted, and be given the opportunity to recommend changes to them.

5.4. The group's office-bearers should be given, where necessary, state-wide access to the Greens' membership database to facilitate membership checks and the resignation of lapsed members.

5.5. The Working Group has no authority to make public statements on behalf of the Queensland Greens unless explicitly authorised to do so by a person or body within the party with appropriate powers to provide such authority.

5.6. The Working Group will meet at least 3 times per calendar year.

5.7. A quorum of 10% of the membership or 5 people, whichever is the greater, is required for decisions to be made.

6. Anticipated Longevity

6.1. In the event that the Working Group fails to present a report to state council, then it will be deemed to have dissolved.

6.2. The Working Group will elect a convenor for the group at least every twelve months.

7. Reporting and Accountability

7.1. The Working Group will provide a brief written report of activity to each state council meeting.

7.2. The report to state council must detail as a minimum:

7.2.1. The size of current membership;

7.2.2. Details of meeting activity;

7.2.3. Progress towards goals of Working Group as defined in the terms of reference;

7.2.4. Budget report

By-law 7.6 – Mediation and Resolution Working Group Terms of Reference

1. Constitutional basis and name

1.1. This working group is established under section 18.1 of the constitution.

1.2. The name of the working group is the Mediation and Resolution Working Group (MRWG).

2. Membership

2.1. The State Council subsequent to each Annual General Meeting will elect five (5) members as voting members of the working group.

2.2. Members of the working group must be able to demonstrate experience, training or qualifications to support their ability to undertake the functions of the group (e.g. experience, training or qualifications in mediation, counselling, social work, psychology or similar areas).

2.3. The working group may co-opt other members.

2.4. All members of the working group must sign a Queensland Greens confidentiality agreement.

2.5. Management Committee may appoint members to fill casual vacancies on the working group until a ballot can be conducted at the next scheduled State Council meeting.

3. Roles of the Group

3.1. To undertake mediation functions in cases referred to the MRWG by the CAC or other duly constituted Queensland Greens body:

3.1.1. Mediation will have the goal of resolving the underlying dispute between the complainant and the member or body complained of to the satisfaction of both parties;

3.1.2. Mediation may result in an apology or appropriate restorative action to resolve the dispute;

3.1.3. The mediation process will continue until it either succeeds or the facilitator of the mediation deems that it has little chance of success;

3.1.4. Failure to participate in the mediation process in good faith can be a basis for the MRWG to refer the case to the CAC for arbitration;

3.2. To assist members, branches and committees with informal resolution of disputes before they become serious;

3.3. To provide support for members participating in a CAC arbitration process;

3.4. To assist members who have participated in a CAC arbitration process with restoration afterwards.

4. Budget

4.1. The MRWG has no authority to incur debts or secure loans on behalf of the party.

4.2. The MRWG will only expend funds provided by the party where this is in accordance with a

budget that has been ratified by State Council.

4.3. The MRWG Convenor is responsible for acquittal in coordination with the State Treasurer.

5. Communication and Decision Making

5.1. The MRWG will meet at least monthly, and more frequently if required by operational matters, generally operating online.

5.2. The MRWG will act in accordance with Queensland Greens meeting procedures.

5.3. All members of the group must be given a previously agreed time to review draft reports to be submitted in the name of the group before they are submitted.

5.4. The MRWG will appoint its own Convenor by consensus. In the event that consensus cannot be reached then there will be a vote. If the working group is unable to appoint a Convenor then the Management Committee will appoint a Convenor.

5.5. Only voting members count towards quorum.

5.6. If a member doesn't reply to a proposal within two days they will be deemed to have abstained.

6. Longevity

6.1. The Mediation and Resolution Working Group is an ongoing working group.

7. Reporting and Accountability

7.1. MRWG meeting minutes will be circulated to the Queensland Greens Secretary.

7.2. The MRWG will provide a de-identified written report of activity to each state council meeting, with a more comprehensive report to be tabled at the Annual General Meeting.

7.3. The report to the Annual General Meeting must detail as a minimum:

7.3.1. The number of cases handled by the working group.

7.3.2. A broad categorisation of types of case and any causative patterns detected.

7.3.3. The rate of successful interventions as defined by establishment of a working relationship between the parties at the close of the intervention.

By-law 7.7 – Queensland Greens Disability Working Group Terms of Reference

1. Name

1.1. The name of the Working Group shall be the Queensland Greens Disability Working Group (QG-DWG).

1.2. The working group is known as Queensland Disabled Greens or QDG.

2. Membership

2.1. Voting members of the QG-DWG shall be members of the Queensland Greens who identify as a person with a disability who have requested to join the QG-DWG.

2.2. A QG-DWG voting member may be assisted by a supporter or carer as required, including through the use of proxies where the proxy is a QG-DWG member, or the voting member has instructed the proxy regarding how to vote in the event of a vote. This supporter or carer does not need to be a member of QG-DWG or the Queensland Greens.

2.3. Experts and allied health professionals who are members of the Queensland Greens may become observers of the QG-DWG.

2.4. Queensland Greens members who are a parent and/or carer of a child with a disability are encouraged to join the QG-DWG as observers.

2.5. The QG-DWG shall appoint a Convenor or Co-Convenors. Joint nominations for co-convenors will be accepted.

2.6. The QG-DWG may appoint other positions it deems necessary.

2.7. QG-DWG Office Bearer positions must only be held by QG-DWG voting members.

2.7.1. The QG-DWG will re-appoint all relevant Office Bearer positions at its Annual General Meeting, which must be held between October and December each year.

2.7.2. The QG-DWG may fill any vacancy of an Office Bearer position, preferably by consensus over a vote.

2.7.3. If a person resigns or is removed from a shared Office Bearer position, the remaining voting members who share the position may continue in that role.

2.7.4. If the QG-DWG Convenor or Co-Convenors' position is vacant for two months, the Queensland Greens State Council may appoint an interim Convenor or Co-Convenors, if needed, until QG-DWG appoints a Convenor or Co-Convenors.

2.8. The QG-DWG recognises the strength in diversity and intersectionality and welcomes input and participation from people with disabilities who are in other marginalised groups, including but not limited to women, people who identify as LGBTIQ+, people from culturally and linguistically diverse backgrounds, and people from regional and rural areas.

2.9. A duly constituted general meeting of the QG-DWG may vote by a 2/3 majority to exclude a member from the QG-DWG.

3. Aims

3.1. The QG-DWG aims to:

3.1.1. Build spaces and support networks to be a welcoming organisation for people with disabilities;

3.1.2. Help the Queensland Greens lead on state disability issues and support the Australian Greens to lead on disability issues;

3.1.3. Provide a means of socialising, support and networking for QG-DWG members;

3.1.4. Support and empower people with disability to take up an active role in the party including volunteering, leadership, and candidacy;

3.1.5. Influence internal party policy, culture and practice which impacts on people with disability's ability to be elected and to play a full role in the party; and

3.1.6. Liaise and work with select NGOs actively advocating on issues faced by people with disability.

4. Roles of the Group

4.1. Work within the Queensland Greens to achieve the goals of affirmative action outlined in section 30 of the party's constitution.

4.2. Provide assistance to spokespersons in matters related to people with disabilities.

4.3. Work with relevant Queensland Greens committees and spokespeople to enrich all policy areas, strategies and initiatives with the knowledge and expertise of members with disabilities about how they may impact people with disabilities.

4.4. Develop potential campaign opportunities on issues regarding people with disabilities.

4.5. Be an education resource and reference for people within the Queensland Greens on disability policy and practice.

4.6. The QG-DWG will collaborate with and take the advice of people with specific disabilities where activities or decisions of the group relate to that specific disability.

4.6.1. This includes consultation about which experts are invited to participate in the group.

4.7. The QG-DWG will seek to learn how people with disabilities believe the Greens can better support and advocate for them.

5. Budget

5.1. The QG-DWG has no authority to incur debts or secure loans on behalf of the party.

5.2. The QG-DWG will only expend funds provided by the party where this is in accordance with a budget that has been ratified by State Council.

5.3. The QG-DWG Convenor or Co-Convenors will be responsible for approving expenditure in the budget, although any member may request funding for activities.

5.4. The QG-DWG Convenor or Co-Convenors are responsible for acquittal in coordination with the State Treasurer.

6. Communication and Decision Making

6.1. The QG-DWG will meet not less than four times per year either in person, via video link up or by any other appropriate method available.

6.2. Where possible, meetings will be facilitated by a trained and experienced facilitator.

6.3. The QG-DWG shall require a quorum of 10% of their membership or 5, whatever is the greater.

6.4. The QG-DWG will develop agreed procedures for the conduct of meetings, and act in accordance with Queensland Greens meeting procedures.

6.5. All members of the group must be given a previously agreed time to review draft documents submitted in the name of the group before they are submitted and be given the opportunity to recommend changes to them.

6.6. The group's office-bearers should be given, where necessary, statewide access to the Greens' membership database to facilitate membership checks and the resignation of lapsed members.

6.7. The QG-DWG will make use of a flying minute protocol where necessary.

7. Anticipated Longevity

7.1. In the event that the QG-DWG fails to meet its minimum meeting requirement for the twelve-month period between state councils, and/or fails to present a report to state council, a QG-DWG dissolution item will be put on the State Council annual general meeting agenda.

7.2. The QG-DWG will appoint a convenor or co-convenors for the group at least every twelve months.

8. Reporting and Accountability

8.1. The QG-DWG will provide a brief written report of activity to each state council meeting.

8.2. The report to state council must detail as a minimum:

8.2.1. The size of current membership ;

8.2.2. Details of meeting activity;

8.2.3. Progress towards goals as defined in the terms of reference; and

8.2.4. Budget report.

By-law 7.8 – Official Members Group Terms of Reference

1. Definition and Objectives

1.1. The Qld Greens Official Members Group [QG-OMG] is a private social media group as defined in By-Law 3.2, section 5.1. State Council is the responsible party body.

1.2. The Official Members Group moderators are an independent team that makes moderation decisions about member discussions in the group.

1.3. Moderators should act in a way that:

1.3.1. Increases opportunities for member participation in group discussions;

1.3.2. Breaks down inequalities of wealth and power which inhibit participatory democracy; and

1.3.3. Helps members understand the group rules; and

1.3.4. Prevents or limits harm; and

1.3.5. Encourages members to moderate their own discussions in the group, and to de-escalate harmful conflicts.

2. Membership and access

2.1. All current and grace members of the Queensland Greens are entitled to be members of the group;

2.2. Membership of the group is contingent on the member abiding by the Queensland Greens Code of Ethics and Safe Meeting Procedure as set out in the by-laws, as well as the Rules of this Group as set out in this by-law.

2.3. State Council will elect nine group moderators, who will have moderator-level access to the group;

2.4. The State Director and the Secretarial Support Officer will have administrator-level access to the group.

2.5. The Returning Officers for party-wide internal elections will have moderator-level access to the group during the period from the date of notice to close of the ballot for an internal party-wide election, for the limited purpose of advising or acting on posts or comments about those elections;

2.6. The moderators will have access to an email address for members to submit concerns, and an email list for moderator discussions.

3. Elected moderators will be responsible for:

3.1. Promoting membership of the group to Queensland Greens members;

3.2. Explaining the group rules to members;

3.3. Performing initial moderation of member communication in the group, including posts, comments, and reactions;

3.4. Making decisions by consensus of all available moderators. The moderators:

3.4.1. should consult the relevant returning officers for posts or comments related to internal elections;

3.4.2. may consult relevant committees, staff, or members;

3.4.3. may include other members in decision-making conversations, by consensus of elected moderators.

3.5. As exceptions to 3.4, a moderator may take individual action:

3.5.1. To prevent significant harm to members.

This action:

3.5.1.1. Should be the minimum action needed to limit further harm:

3.5.1.2. Must be reversible;

3.5.1.3. Must be shared with all the moderators as soon as reasonably possible, and

3.5.1.4. The available moderators may reverse any individual action by a simple majority vote

3.5.2. To manage announcements, any moderator can:

3.5.2.1. Mark a post as an announcement if it is a Greens activity that is relevant to multiple branches; or

3.5.2.2. Un-mark outdated announcements.

3.6. Telling other moderators about:

3.6.1. any relevant member discussions in the OMG;

3.6.2. any relevant consultation with other members or committees; and

3.6.3. any moderation actions that have already been taken.

3.7. Explaining moderation decisions in the Official Members Group;

3.8. Asking members to edit posts or comments that breach the rules;

3.9. When a post has had comments that breach the group rules, temporarily or permanently turning off comments on that post;

3.10. Deleting any posts or comments that breach the Queensland Greens Constitution and By-Laws, Rules of this Group or pose an unacceptable level of risk to the party, its elected representatives, staff, candidates or members;

3.11. Turning on post-approval for anyone who fails to comply with the group rules for participation as laid out in this by-law;

3.12. Temporarily suspending anyone who breaches the Queensland Greens Code of Ethics or Safe Meeting Procedure from membership of the group;

3.13. Permanently suspending anyone who seriously or repeatedly breaches the Queensland Greens Code of Ethics, Safe Meeting Procedure, or Rules of this Group from membership of the group.

3.14. Managing real and perceived conflicts of interest:

3.14.1. Moderators should allow discussion of party processes, policies, and campaign initiatives; but not involve themselves by taking a position while acting as a moderator;

3.14.2. Moderators should manage conflicts of interest, by recusing themselves from making moderation decisions where they have an interest in the outcome;

3.14.3. A moderator who is the subject of a complaint, has an interest in the outcome of a complaint, or a conflict of interest, should recuse themselves from hearing the complaint;

3.14.4. If the moderator does not recuse themselves, the other moderators can determine to exclude them from the complaint.

3.15. Appointing temporary moderators:

3.15.1. In the event that a moderator recuses themselves or is excluded from hearing a complaint, or is otherwise not available, the remaining moderators shall have the ability to second eligible members of the party as temporary moderators until the next state council, except for members of the party who nominated as moderators but were not elected in the previous year;

3.15.2. Moderators may take leave from moderation or withdraw from complaints for whatever reason, and either be replaced as per the above clauses, or the moderators continue to function in their absence;

3.15.3. Casual vacancies in the elected moderator group may be filled by a consensus decision of the remaining elected moderators until the next state council, except for members of the party who nominated as moderators but were not elected.

3.16. Reporting to state council:

3.16.1. The moderators will provide a brief written report of activity to each state council meeting, with a more comprehensive report to be tabled at each Annual General Meeting;

3.17. Making interim group rules:

3.17.1. The moderators may make or amend the rules of the Official Members Group for participation in Section 5 (“the group rules”);

3.17.2. The moderators cannot make or amend the group rules contrary to decisions of State Council, the Management Committee, or the Constitution and Arbitration Committee;

3.17.3. Any rule made or amended by the moderators has to be ratified by the Constitution and Arbitration Committee and published in the Official Members Group before taking effect;

3.17.4. Any rule made or amended by the moderators will lapse if not reviewed and endorsed by State Council at the next state Council meeting (provided the change was not made within the submission deadline period of that meeting, in which case the change must be reviewed by the following State Council meeting).

4. Staff administrators will be responsible for:

4.1. Adding moderators elected by State Council;

4.2. Removing moderators who resign from their roles or whose elected terms have ended;

4.3. Checking that applicants to join the group meet the criteria for membership set out in this by-law;

4.4. Monitoring membership of the group to ensure all members continue to meet the criteria for membership set out in this by-law;

4.5. Pausing, deleting or relaunching the group as directed by State Council or Management Committee;

4.6. Making any other changes to group settings as determined by State Council.

5. The Rules of this Group for participation

5.1. Posts and comments should be constructive and made in good faith;

5.2. During internal elections, only moderators are permitted to post or comment relating to the election until the formal beginning of the internal campaign period;

5.3. Members are limited to one question to Candidates in internal elections only;

5.4. Posts or comments that breach the Queensland Greens Code of Ethics, Safe Meeting Procedure as set out in the by-laws or any Rules of this Group are prohibited and will be deleted. This includes, but is not limited to:

5.4.1. Aggressive, offensive or personal comments aimed at another individual;

5.4.2. Comments that denigrate or bring into disrepute the Queensland Greens, other members, office-bearers, candidates, spokespeople, staff, or parliamentary representatives and their staff;

5.4.3. Accusations or complaints (for which there are party complaints processes available);

5.4.4. All members are strongly urged not to dominate a conversation and be mindful of concepts like progressive speaking lists before they post or comment. Members who ignore guidance or warnings may be moderated;

5.5. Posts or comments that may pose a risk of reputational damage to the Queensland Greens, our members, office-bearers, candidates, spokespeople, staff, parliamentary representatives and their staff, are prohibited and will be deleted.

5.5.1. All members will refrain from spreading rumours, or suggesting that there are rumours circulating about an individual, committee or staff member;

5.5.2. All members will refrain from posting content that is critical of candidates or members running for preselection. This includes comments or posts that could reasonably be interpreted as a negative characterisation;

5.5.3. All members will refrain from posting content that is critical of individual party members, party bodies or staff members. This includes comments or posts that could reasonably be interpreted as a negative characterisation;

5.6. All members are required to respect and maintain the confidentiality of this forum by not screenshotting posts, not sharing any content in this forum to any platform or channel outside the Queensland Greens, and not sharing any forum content whatsoever to any media outlet, journalist, or other political parties;

5.6.1. All members recognise that legal action may be taken by party bodies, staff, candidates or members if this rule is contravened;

5.7. All members recognise that while moderators will do their best, all content posted in this Group may be misused by those seeking to harm the Queensland Greens. As such all members are reminded to be mindful of the concept of “Do No Harm” before posting;

5.8. All members recognise the responsibility of moderators to safeguard participants and the party by turning on post-approval if required and removing posts or comments which do not comply with these rules;

5.9. All members acknowledge that breaches of these rules may also result in being referred to the IAT (Intake Assessment Team) or CAC (Constitution and Arbitration Committee) by other members of the group or moderators. Any Greens member may refer themselves or others to the MRWG (Mediation and Remediation Working Group) for support;

5.10. All members will endeavour not to flood or spam the Group;

5.11. All members will refrain from negative campaigning during internal elections. Content must not be critical of any candidate, including posts or comments that could reasonably be interpreted as a negative characterisation of a candidate/s. Content must not be misleading, untrue or instruct a voter in a way that will encourage or advocate informal, donkey or non-voting;

5.12. Members should make all attempts to make critiques of our election campaigns and internal party processes in a constructive, solutions-focused manner.

5.13. If a post or comment is promoting a commercial product:

5.13.1. Members who post or comment should declare any personal benefits or conflicts of interest;

5.13.2. Moderators should limit the number of commercial promotions in the group; and

5.13.3. Commercial promotions should not be made into group announcements.

6. Appeals mechanism

6.1. Should a group member disagree with a decision made by the moderators, they may appeal to the CAC for a ruling on the procedural fairness of the decision.

7. Lifespan

7.1. This group will be ongoing but may require pausing or deletion at any time for strategic, legal or other risk mitigation as deemed necessary by Management Committee.

By-law 7.9 – Bodies and Working Groups Representing Oppressed People

1. **List of Bodies and Working Groups Representing Oppressed People**

    1.1. The following bodies and working groups represent oppressed people, and have the relevant powers and responsibilities defined in the Constitution and other by-laws, including electing delegates to the specified Australian Greens working groups:

        1.1.1. Queensland Greens Rainbow Working Group, electing delegates to Australian Greens working groups for LGBTIQA+ people

        1.1.2. Queensland Young Greens, electing delegates to Australian Greens working groups for young people

        1.1.3. Queensland Greens Disability Working Group, electing delegates to Australian Greens working groups for disabled people

        1.1.4. Queensland Greens First Nations Network, electing delegates to Australian Greens working groups for First Nations peoples

2. Bodies and working groups representing oppressed people are authorised to operate Branch or Group level online assets as defined in By-Law 3.2 Social Media.

By-law 7.10 – First Nations Engagement Plan Working Group Terms of Reference

1. Constitutional basis and name

1.1. The name of the working group is the First Nations Engagement Plan Working Group (FNEPWG).

1.2. The working group is established under section 18.1 of the Queensland Greens' constitution.

2. Membership

2.1. The State Council (SC) will elect five (5) members as voting members of the working group. The first election is to take place at the first State Council meeting in 2023, and all subsequent elections to take place at the State Council subsequent to each Annual General Meeting.

2.2. The 5 elected members of the working group will consist of:

2.2.1. At least one (1) First Nations member.

2.2.2. Two (2) Settler or First Nations Queensland Greens members from urban Queensland.

2.2.3. Two (2) Settler or First Nations Queensland Greens members from Rural & Regional (R&R) Queensland.

2.3. The working group may co-opt other members to assist.

2.4. Management Committee (MC) may appoint members to fill casual vacancies on the working group until a ballot can be conducted at the next scheduled SC meeting.

3. Roles

The FNEPWG's roles are to: -

3.1. Report quarterly to Qld Greens First Nations Network (QGFNN) and SC.

3.1.1. At a minimum, the reports must include short updates from Elected Greens Representatives and their offices, Queensland Greens State Office Staff, Committees, Working Groups and Branches on their progress towards task implementation of the active FNEP.

3.1.2. If updates have not been provided by any of those groups, the report must include a statement to that effect.

3.2. Produce, in consultation with the QGFNN, a follow-on FNEP to take effect when the active FNEP is completed, after approval by SC.

3.3. Provide governance during the period of an active FNEP.

3.4. Monitor the task implementation of the active FNEP and contact the responsible groups to determine task mitigation or alternatives if the task may not be completed as per the active FNEP schedule.

3.5. Request assistance (people &/or resources) from MC or SC if FNEP task(s) are delayed.

3.6. Liaise with Australian Greens First Nations Network (AGFNN), Elected Greens Representatives

and their offices, Queensland Greens State Office staff, Committees, Working Groups, QGFNN, Branches and members to:

3.6.1. clarify any queries over, or implementation, of FNEP tasks; 3.6.2 generate the follow-on FNEP for review by SC; and

3.6.2. identify significant tasks which may need mitigation action.

3.7. Have the Elected Greens Representatives and their offices, Queensland Greens State Office Staff, Committees, Working Groups and Branches report quarterly to the FNEPWG on the progress of task implementation of their respective elements in the active FNEP, in time for this to be included in the FNEPWG quarterly reports due under 3.1.

4. Budget

4.1. The FNEPWG has no authority to incur debts or secure loans on behalf of the party.

4.2. The FNEPWG will only expend funds provided by the party where this is in accordance with a budget that has been ratified by SC.

4.3. The FNEPWG Convenor is responsible for acquittal in coordination with the State Treasurer.

5. Communication and Decision Making

5.1. The FNEPWG will meet at least 6 times a year but more frequently if required by operational matters, generally operating online. It is envisaged monthly meetings will be needed at the start of an active FNEP.

5.2. The FNEPWG shall require a quorum of 3.

5.3. The FNEPWG will act in accordance with Queensland Greens meeting procedures.

5.4. All members of the group must be given 7 calendar days to review draft reports to be submitted in the name of the group before they are submitted.

5.5. The FNEPWG will appoint its own Convenor by consensus. If consensus cannot be reached, then there will be a vote. If the working group is unable to appoint a Convenor, then the MC will appoint a Convenor.

5.6. Only voting members count towards quorum.

5.7. If a member does not reply to a proposal within two days after the closing date of the review period, they will be deemed to have abstained.

6. Longevity

6.1. The FNEPWG is an ongoing working group.

7. Reporting and Accountability

7.1. FNEPWG meeting minutes will be circulated to the Queensland Greens Secretary.

7.2. The FNEPWG will provide a written report of activity to each state council meeting in accordance with 3.1, with a more comprehensive report to be tabled at the Annual General Meeting.

7.3. The report to the Annual General Meeting must detail as a minimum:

7.3.1. Any correspondence / issues flagged by MC or SC.

7.3.2. Any correspondence / issues flagged by AGFNN or QGFNN.

7.3.3. The number of FNEP tasks completed, running behind or having mitigation steps started during the period.

7.3.4. The support provided to Queensland Greens Committees, Working Groups, QGFNN, Branches, Queensland Greens Elected Representatives and Offices, and members.

By-law 7.11 – Unions Working Group

1. Name

1.1. The name of the Working Group shall be the Queensland Greens Unions Working Group, or Queensland Greens Unionists (QGU).

2. Membership

2.1. Voting members of the QGU shall be members of the Queensland Greens who are members of a union or workers rights group, who have requested to join QGU.

2.2. Workers rights advocates who are members of the Queensland Greens may become observers of QGU.

2.3. QGU shall appoint a Convenor or Co-Convenors. Joint nominations for co-convenors will be accepted.

2.4. QGU may appoint other positions it deems necessary.

2.5. QGU Office Bearer positions must only be held by QGU voting members.

2.5.1. QGU will re-appoint all relevant Office Bearer positions at its Annual General Meeting, which must be held between October and December each year.

2.5.2. QGU may fill any vacancy of an Office Bearer position, preferably by consensus over a vote.

2.5.3. If a person resigns or is removed from a shared Office Bearer position, the remaining voting members who share the position may continue in that role.

2.5.4. If the QGU Convenor or Co-Convenors' position is vacant for two months, the Queensland Greens State Council may appoint interim office bearers, if needed, until QGU appoints office bearers.

2.6. The QGU recognises the strength in diversity and intersectionality, and welcomes input and participation from working class people who are in other marginalised groups, including but not limited to unemployed workers, prison workers, young people, migrant workers, disabled people, women, people who identify as LGBTIQ+, First Nations people, people of colour, people from culturally and linguistically diverse backgrounds, and people from regional and rural areas.

2.7. A duly constituted general meeting of QGU may vote by a 2/3 majority to exclude a member from QGU.

3. Aims

3.1. The QGU aims to:

3.1.1. Support workers rights, collective action, and trade unionists.

3.1.2. Build connections with grassroots trade union and workers rights groups.

3.1.3. Support individual Greens members to become involved in independent, democratic, member-led union campaigns, to continue to democratise the union movement.

3.1.4. Support and empower Greens members to take up an active role in their unions,

including volunteering, delegates, health & safety officers, and union leadership.

3.1.5. Build spaces and support networks to be a welcoming organisation for workers across a wide range of industries.

3.1.6. Help the Queensland Greens lead on state workers rights issues and support the Australian Greens to lead on workers rights issues.

3.1.7. Provide a means of socialising, support and networking for QGU members.

3.1.8. Support and empower working class people, from diverse industries and backgrounds, to take up an active role in the party including volunteering, leadership, and candidacy.

3.1.9. Influence internal party policy, culture and practice which impacts on workers' ability to be elected and to play a full role in the party.

4. Roles of the Group

4.1. Work within the Queensland Greens to achieve the goals of affirmative action outlined in section 30 of the party's constitution.

4.2. Provide assistance to spokespersons in matters related to unions, workers rights, and working class issues.

4.3. Work with relevant Queensland Greens committees and spokespeople to enrich all policy areas, strategies and initiatives with the knowledge and expertise of workers, and how they may impact all working class people.

4.4. Develop potential campaign opportunities on issues regarding workers rights, unions, and working class people.

4.5. Be an education resource and reference for people within the Queensland Greens on workers rights policy and practice.

4.6. QGU will collaborate with and take the advice of people in specific industries or workplaces where activities or decisions of the group relate to that specific area.

4.6.1. This includes consultation about which workers rights advocates are invited to participate in the group.

4.7. QGU will seek to learn how workers, unions, and working class people believe the Greens can better support and advocate for them.

5. Budget

5.1. QGU has no authority to incur debts or secure loans on behalf of the party.

5.2. QGU will only expend funds provided by the party where this is in accordance with a budget that has been ratified by State Council.

5.3. The QGU Convenor or Co-Convenors will be responsible for approving expenditure in the budget, although any member may request funding for activities.

5.4. The QGU Convenor or Co-Convenors are responsible for acquittal in coordination with the State Treasurer, and the QGU Treasurer.

6. Communication and Decision Making

6.1. QGU will meet not less than four times per year either in person, via video link up or by any other

appropriate method available.

6.2. Where possible, meetings will be facilitated by a trained and experienced facilitator.

6.3. QGU shall require a quorum of 10% of their membership or 5, whatever is the greater.

6.4. QGU will develop agreed procedures for the conduct of meetings, and act in accordance with Queensland Greens meeting procedures.

6.5. All members of the group must be given a previously agreed time to review draft documents submitted in the name of the group before they are submitted and be given the opportunity to recommend changes to them.

6.6. The group's office-bearers should be given, where necessary, statewide access to the Greens' membership database to facilitate membership checks and the resignation of lapsed members.

6.7. The QGU will make use of a flying minute protocol where necessary.

7. Anticipated Longevity

7.1. In the event that the QGU fails to meet its minimum meeting requirement for the twelve-month period between State Councils, and/or fails to present a report to State Council, a QGU dissolution item will be put on the State Council annual general meeting agenda.

7.2. The QGU will appoint a convenor or co-convenors for the group at least every twelve months.

8. Reporting and Accountability

8.1. The QGU will provide a brief written report of activity to each state council meeting.

8.2. The report to state council must detail as a minimum:

8.2.1. The size of current membership;

8.2.2. Details of meeting activity;

8.2.3. Progress towards goals as defined in the terms of reference; and

8.2.4. Budget report.