

ACT Greens By-laws

24 August 2026

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Part 1 ACT Greens meeting procedures

1 Introduction

- 1.1 These procedures have been developed to encourage positive and productive meetings where everyone attending can feel safe to participate fully, express their opinions and disagree if necessary.
- 1.2 The procedures describe:
 - 1.2.1 how meeting participants are expected to behave at meetings;

- 1.2.2 the role of the meeting facilitator and support people;
- 1.2.3 how speaking at meetings is managed and how decisions are made;
- 1.2.4 how disruptions of these procedures are handled.

- 1.3 When attending a meeting, we should be conscious of these procedures and ensure that we foster and maintain them.

2 Meeting participants

Meeting participants are encouraged to:

- 2.1 be present in good faith with the best interests of the party as your goal;
- 2.2 participate in debate even if you are not an expert — we value all opinions;
- 2.3 be committed to consensus decision-making and attempting to reach consensus;
- 2.4 listen without preconceptions, be open to new ideas;
- 2.5 show respect for others' opinions and for different speaking styles, experiences, skills and knowledge;
- 2.6 use inclusive and respectful language;
- 2.7 demonstrate goodwill towards all participants;
- 2.8 avoid bringing previous differences, difficulties and problems to the current meeting;
- 2.9 address the issue rather than criticising the person raising that issue;
- 2.10 not repeat what other people have said if you agree with them (expressions of agreement are okay);
- 2.11 avoid aggressive verbal or non-verbal interactions;
- 2.12 not disrupt the speaker by interjecting or making loud asides;
- 2.13 if you want to have a side-conversation with someone else, say it quietly or have it far enough away from the meeting for it not to disturb other participants;
- 2.14 balance your input with others and do not dominate the speaking time;
- 2.15 be attentive to what other people are saying, eg bring a snack if it helps you stay alert;
- 2.16 draw a possible breach of meeting or constitutional procedures to the attention of the meeting as a process issue;
- 2.17 ask the facilitator to call a break if the atmosphere is too tense.

3 Meeting facilitator

- 3.1 The pivotal role of meeting facilitation is the key to the successful functioning of meetings. Ideally, the facilitator will be trained. The facilitator should have excellent listening and observation skills in order to:
 - 3.1.1 monitor the flow of speaking and the general atmosphere of the meeting;
 - 3.1.2 facilitate decision making;
 - 3.1.3 equalise input as much as possible while encouraging wide ranging debate.
- 3.2 Good facilitation means that everyone can participate safely and clear decisions are reached.
- 3.3 Meetings must be facilitated by at least one member agreed to by the members present at the meeting.

3.4 When the facilitator wants to play a major role in a discussion, a substitute facilitator will be chosen by the meeting until discussion of the matter is finished.

3.5 The meeting facilitator should:

- 3.5.1 prepare for the meeting by familiarising themselves with the agenda, and anticipating the need for breaks;
- 3.5.2 verify all online access and agenda links at least 30 minutes before the meeting start time, ensure technical support is available during the meeting, and implement measures to enable equal participation of remote attendees ;
- 3.5.3 make sure the room is set up so that all participants can see each other easily;
- 3.5.4 sit in a central position and in the camera view so that, as far as possible, all members can see and hear you, and you can see and hear everyone present;
- 3.5.5 make space for the support person/people to sit near you;
- 3.5.6 foster a friendly, open, participative culture by welcoming people to the meeting, both personally and again publicly at the formal start;
- 3.5.7 draw participants' attention to these meeting procedures;
- 3.5.8 encourage all participants to feel acknowledged, safe, comfortable and to contribute;
- 3.5.9 explain processes and procedures whenever doubts or concerns arise;
- 3.5.10 not give speaking rights to individuals who have previously contributed on a topic ahead of others who have not yet spoken but indicate they wish to speak;
- 3.5.11 encourage those who have not previously contributed to the meeting to do so;
- 3.5.12 monitor tension/tiredness/hunger levels and call a break in the meeting if necessary;
- 3.5.13 receive proposals for amendment of the meeting agenda including additional matters for discussion and motions.

4 Meeting support roles

4.1 If the meeting involves many participants, has a complicated agenda, or has sensitive issues under discussion, the facilitator should seek at least one other person to take on each of the following roles at the meeting:

- 4.1.1 assistant facilitator;
- 4.1.2 speaking list keeper;
- 4.1.3 time keeper.

4.2 The assistant facilitator:

- 4.2.1 supports the facilitator;
- 4.2.2 may also act as timekeeper or speaking list keeper;
- 4.2.3 is responsible for monitoring the interpersonal dynamics and energy levels at the meeting.

4.3 To help people gain experience in facilitation, experienced facilitators may mentor others by taking the role of assistant to support a less experienced person.

Alternatively, a member wanting to develop facilitation skills may begin by taking on the role of assistant.

- 4.4 The speaking list keeper maintains a running list of persons wanting to speak to an agenda item or motion. If a separate speaking list keeper is needed then that person should sit next to the facilitator so that the list is kept under the facilitator's eye. This role ensures that everyone who wants to speak gets a turn (depending on the time available). Particular attention should be given to ensuring remote attendees' speaking rights are treated equally to members physically present.
- 4.5 The time keeper:
 - 4.5.1 ensures that all agenda items are allocated a time period within the overall time agreed for the meeting;
 - 4.5.2 monitors the time taken for each agenda item;
 - 4.5.3 alerts the facilitator when the allocated time is up.
- 4.6 Depending on how many more people wish to speak, the time keeper may ask the meeting to extend the allocated time accordingly and readjust the times for other agenda items within the overall time agreed for the meeting.
- 4.7 If this results in the time available for later items in the agenda being reduced significantly the time keeper should draw this to the attention of the meeting and either seek a rearrangement of the remaining agenda items or an extension of the overall meeting time.

5 Debriefing after a meeting

It is recommended that after meetings close, the facilitator and assistant facilitator take time to check in with each other to debrief and evaluate their performance. The speaking list keeper and time keeper may also wish to participate. This is to support the ongoing development of quality facilitation and other meeting skills and to promote the enhancement of meeting processes over time.

6 Speaking rights

- 6.1 During meetings, process issues¹ and members' rights to equally participate have priority over content or substantive ones.
- 6.2 Persons wanting to speak to an agenda item or motion can indicate this to the speaking list keeper at any time, so that an order of speakers can be maintained.
- 6.3 Participants will be given only one opportunity per motion to put an opinion, until all others who wish to speak have had their turn. Persons may make short interjections, outside of the speakers list once a speaker has finished, about a process issue to seek clarification from the facilitator or to briefly correct any factual errors made by the speaker.
- 6.4 The facilitator may interrupt and terminate a speaker when necessary if these meeting procedures are not being followed.

¹ A process issue is a concern or question about how a decision is being made (e.g. whether the constitutional rules or these meeting procedures are being followed) rather than the substance of the arguments for or against the decision

7 Participation of non-members

Non-members are allowed to attend a meeting, either by invitation or on their own initiative, under the following conditions:

- 7.1 non-members may only speak to the meeting if agreed by the meeting participants
- 7.2 the facilitator may ask the non-member to leave at any time if sensitive issues are being discussed, or if the person's attendance at the meeting is questioned by a participant.

8 Consensus decision making

- 8.1 The party generally follows standard meeting procedures with the major exception that decisions are first attempted to be made by consensus before any form of voting is proposed unless otherwise prescribed in the constitution or by-laws. The party accepts that the process of consensus is not necessarily a quick process and may require extended consultation, discussion, deliberation and compromise, including outside of the meeting.
- 8.2 Proposals for the party to take a particular action or adopt a particular approach to an issue must be proposed to the meeting in the form of a motion for it to be debated by the meeting.
- 8.3 In attempting to reach consensus, the facilitator must allow sufficient time for discussion of different views on a proposal and to make amendments to a proposal. Non-binding straw voting may be held to gauge the meeting's opinion about a proposal or amendment to a proposal.
- 8.4 Any decision making required at a meeting must be conducted by a show of hands, or in the case of online participants through another recognisable means of showing agreement, except for elections for positions which must be determined by secret ballot.

9 Dealing with urgent issues

- 9.1 If a genuine attempt to reach consensus about a motion at a meeting is unsuccessful:
 - 9.1.1 the motion should be deferred to a future meeting; or
 - 9.1.2 if a member present proposes that the substantive motion must be decided immediately at the meeting (via an **urgency motion**), and the meeting agrees, the substantive motion must be decided at the meeting and not be deferred.
- 9.2 An urgency motion is passed if the meeting agrees by consensus or, if consensus is blocked, at least 2/3 of eligible votes are cast in favour of the urgency motion.
- 9.3 If an urgency motion is passed at a meeting but consensus on the substantive motion including amendments cannot be achieved, a vote on the substantive motion must be held before the end of the meeting, and the substantive motion is passed if at least 2/3 of eligible votes are cast in favour.

10 Dealing with disruptions of meeting procedures

A disruption of meeting procedures could include:

- 10.1 someone becoming upset during a meeting, which may be distracting for other people;
- 10.2 someone breaching meeting procedures, either inadvertently or intentionally.

11 Dealing with upset people

- 11.1 Anyone claiming to have been misrepresented or falsely accused should be given an opportunity to speak to the meeting as a whole.
- 11.2 If someone is clearly uncomfortable or upset, the facilitator may stop the business before the meeting and ask the person whether they would like to address the meeting or leave the meeting and talk to a friend or the assistant facilitator.
- 11.3 If someone leaves unexpectedly, the facilitator may ask the assistant facilitator or a volunteer to speak to the person outside the meeting as a priority.
- 11.4 In extreme cases, a break may be called by the facilitator, with the facilitator or the assistant facilitator speaking privately to affected or involved participants during the break.
- 11.5 After the break the facilitator should act with compassion to decide on how to proceed.
- 11.6 If an interpersonal issue cannot be resolved satisfactorily at the meeting the facilitator may suggest that affected people contact the member support team or the arbitration and conciliation committee for assistance.

12 Breaches of meeting procedures

The facilitator should undertake the following actions when they identify a breach of meeting procedures:

- 12.1 ask the person/people involved to not do so again;
- 12.2 if a person breaches again, give a formal warning to the person;
- 12.3 if a person breaches meeting procedures again after receiving a formal warning, a motion may be proposed that the person leave the meeting. This will be treated as an urgency motion requiring at least two thirds present to agree. The person subject to the motion may not vote on it;
- 12.4 if there is an organised attempt to disrupt the meeting such that formal motions regarding removal of persons are unlikely to be successfully and effectively debated, the facilitator may suspend the meeting and reconvene it at a later time or date;
- 12.5 a participant who thinks that the facilitator is breaching meeting procedures may move a motion against the facilitator — either to reverse an action the facilitator has taken or to cease being facilitator of the meeting. In the latter case the facilitator must be immediately replaced by the assistant facilitator or another experienced facilitator who will take control of the meeting at least until this motion is resolved.

13 Meeting minutes

- 13.1 While it is encouraged to use this section as a guide for all party meetings, unless otherwise noted in the constitution or by-laws, it only strictly applies to the following meetings:
 - 13.1.1 annual general meetings;
 - 13.1.2 forum meetings;
 - 13.1.3 management committee meetings;
 - 13.1.4 campaign team meetings.
- 13.2 The minutes of the meeting shall include:

- 13.2.1 meeting location and/or virtual address;
 - 13.2.2 date and time of start and finish;
 - 13.2.3 names of people present and apologising absentees;
 - 13.2.4 names of the facilitator and the minutes taker;
 - 13.2.5 the agenda;
 - 13.2.6 summary of meeting discussions;
 - 13.2.7 decisions made or motions passed including the nominators and seconders;
 - 13.2.8 scheduled next meeting details.
- 13.3 The minutes of *in camera* proceedings shall be summarised for general member viewing but the full minutes shall only be available to current and future authorised members of the relevant bodies.
- 13.4 The draft minutes of the previous meeting shall be made available to party members at least seven days before the next:
- 13.4.1 annual general meeting;
 - 13.4.2 forum meeting.
- 13.5 The draft minutes of the previous management committee meeting shall be made available at least seven days before the next meeting.
- 13.6 The draft minutes of the previous campaign team meeting shall be made available at least two days before the following meeting.
- 13.7 The draft minutes amended or accepted by a motion of the meeting shall constitute the official record of a previous meeting.
- 13.8 Notwithstanding the previous clauses in this section, if the minutes of the previous meeting have not been available for the specified number of days before the meeting, then acceptance of the minutes may be deferred until the next meeting.
- 13.9 Upon request to the relevant minutes keeper, a member must be promptly provided with a copy of the confirmed minutes of a meeting.

Part 2 Management committee quick decision making

14 Scope

- 14.1 This part outlines the quick decision making (*QDM*) procedures for the management committee.
- 14.2 These procedures must be used when management committee needs to make an urgent decision outside a management committee meeting (out-of-session) for:
- 14.2.1 a matter that cannot wait until the next ordinary or urgent management committee meeting; or
 - 14.2.2 clarification of the details of a previous management committee decision to allow for its prompt implementation; or
 - 14.2.3 any matter that the management committee has previously agreed may be made out-of-session.

- 14.3 These procedures may only be used for a decision about a proposed motion that requires limited discussion. Urgent decisions that require major discussion are best dealt with through an urgent management committee meeting.

15 Procedures

Initiation of a Quick Decision Making Request

- 15.1 A proposed motion may be considered using the QDM request, which is initiated by any member of the management committee or the party director, after consultation to determine the appropriateness of this process with at least one other of the following:
- 15.1.1 the convenor, or if not available, the deputy convenor; or
 - 15.1.2 the secretary; or
 - 15.1.3 the treasurer; or
 - 15.1.4 the party director.
- 15.2 A QDM request will be communicated to all management committee members in writing by the initiator using the approved communication channel and must include:
- 15.2.1 an explanation of the issue which requires a quick decision and how the decision will be implemented;
 - 15.2.2 an explanation why the decision needs to be made out-of-session, including any external timelines by which the decision needs to be made if applicable, rather than via the urgent MC meeting process;
 - 15.2.3 a motion for the proposed decision;
 - 15.2.4 a deadline (date and time) for management committee members to respond.
- 15.3 Management committee members should be provided at least 48 hours to respond or 72 hours if the period includes part of a weekend or public holiday. Voting members may be contacted by text or other means to ensure they are aware of the motion and the deadline.
- 15.4 When a situation requires a decision to be made within less than 48 hours, then a shorter deadline is allowed and the shorter deadline must be explained by the initiator.
- 15.5 Only the decision making members of the management committee (the **eligible voters**) may respond to the motion in support or opposition, or they may abstain. Support implicitly endorses the urgency of the matter. Members of the management committee may also respond with comments. All responses must be communicated to all management committee members and the party director.
- 15.6 If there is significant commentary on the motion, the secretary, or in their absence the deputy secretary, in consultation with the convenor and party director will determine if it would be appropriate to convene an urgent management committee meeting instead.

Determination of a Quick Decision Making Motion

- 15.7 After the deadline, the responses to the motion will be promptly tallied by the secretary, or in their absence, deputy secretary, convenor or deputy convenor, in that order.
- 15.8 If the tally confirms that at least 2/3 of the eligible voters support the motion, the motion is passed.

- 15.9 The secretary will promptly advise all management committee members of the result of the motion and if passed, the decision takes effect immediately.

Amendments to the Motion

- 15.10 If the party director or a management committee member wishes to non-substantively amend the motion (for example, correction of a typographical error), and the initiator of the motion agrees, the amended motion is to be determined by the original deadline.
- 15.11 If a management committee member wishes to substantively amend the motion then they must oppose the initial motion and propose an alternative, which must be promptly sent to all members of the management committee and the party director.
- 15.12 If the initial motion is passed then any alternative motions are discarded.
- 15.13 If the original motion is not passed, the proposer of an alternative motion may:
- 15.13.1 circulate the alternative motion as part of a new quick decision making request with a new deadline; or
 - 15.13.2 defer the motion until the next management committee meeting; or
 - 15.13.3 withdraw the motion.

Recording the Decision

- 15.14 The secretary will report the management committee resolution number as part of announcing the outcome of the decision.
- 15.15 The secretary will add the resolution details to the current management committee Motion and Action Register, and note the decision at the next ordinary meeting of the management committee.
- 15.16 For the purposes of management committee minutes, the initiator of the motion will be recorded as the nominator, and the first person to respond in support of the motion will be recorded as the seconder.

Part 3 Membership

16 Joining

- 16.1 An application for membership must include:
- 16.1.1 a declaration that the person:
 - 16.1.1.1 agrees to abide by this constitution and its by-laws including the code of conduct;
 - 16.1.1.2 is not a member of another political party and will not join another political party while a member of the Australian Greens, other than a party with related party status within the Australian Greens;
 - 16.1.1.3 is not subject to any current or pending disciplinary action by the Australian Greens or its member bodies;
 - 16.1.2 details of any past disciplinary action taken against the person by the Australian Greens or its member bodies.
- 16.2 The application must be provided to the membership secretary, and the name of the person must be promptly published in the ACT Greens members' bulletin (on the ***publication date***).

- 16.3 A joining member has provisional membership until 3 months from the date when the application is processed (the **join date**) unless this is varied by the forum but this period is extended while concluding consideration of objections to the application.
- 16.4 Any objection to the application must be given to the membership secretary who must refer it to the management committee for decision.
- 16.5 If an objection is upheld by the management committee, the person's provisional membership is cancelled.
- 16.6 Three months after the join date, if there have been no upheld objections to the application by the end of the provisional membership period, the provisional member becomes a full member.
- 16.7 However, a person who applies or renews membership after an absence of no more than 12 months becomes a full member immediately unless they are subject to any current or pending disciplinary action by the Australian Greens or its member bodies.
- 16.8 For a person who is already a current full member of another member body of the Australian Greens and is not subject to any disciplinary action:
 - 16.8.1 an application from the person to join the ACT Greens will be accepted automatically on receipt of the signed membership application; and
 - 16.8.2 the membership secretary must publish the person's name in the ACT Greens bulletin, and immediately place the name on the register of full members.

17 Other matters

- 17.1 Membership details must not be given to any outside individual or organisation without the member's written permission, unless legally required.
- 17.2 The current period of party membership is the current period of continuous membership plus, for a transferred member, the continuous membership of their previous member body.

Part 4 Member support team

18 Purpose

- 18.1 The member support team is a management committee working group that develops and implements procedures and strategies:
 - 18.1.1 to build cohesion and connection among members and across teams, committees and working groups;
 - 18.1.2 to increase both individual and party capacity and capability through skills and knowledge development;
 - 18.1.3 to build individual and party well being and resilience through increased opportunities for social connections and a greater sense of belonging;
 - 18.1.4 to increase the strength and capacity of the party through the recruitment of new members and increasing overall membership;
 - 18.1.5 to build greater capacity for identifying interpersonal conflict risks by all members and staff.

- 18.2 Members may raise a concern directly with the member support team for assistance, which has absolute discretion as to whether or not the matter falls within the team's scope.
- 18.3 If the member support team cannot assist the member, the team may refer them to the arbitration and conciliation committee.

19 Composition and working arrangements

- 19.1 The member support team comprises:
 - 19.1.1 the party director;
 - 19.1.2 the membership secretary;
 - 19.1.3 up to five member support officers.
- 19.2 The party director is the convenor of the member support team.
- 19.3 The member support team must meet as required.
- 19.4 The party director and the membership secretary must attend the meetings.
- 19.5 The membership secretary must report on the work of the team to each management committee meeting.
- 19.6 The quorum for team meetings is half the current team members rounded up.

Part 5 Donations reference group

20 Role and responsibility

The role of the donations reference group (DRG) is to consider whether donations received by the ACT Greens greater than the threshold amount agreed by the annual general meeting (the **threshold value**) should be accepted. The DRG must use the ACT Greens donations policy outlined in these by-laws.

21 Procedures and processes

- 21.1 The federal party agent or territory reporting agent will notify the DRG as soon as possible of any actual or prospective donation that equals or exceeds the threshold value or is considered sensitive.
- 21.2 The DRG will aim to decide whether to accept the donation within one week of its referral and if no objections are raised to the donation then the donation will be accepted.
- 21.3 The DRG must refer any donation that it thinks could have implications for the Australian Greens to the Australian Greens DRG for advice only.
- 21.4 All proceedings of the DRG are to remain confidential.
- 21.5 The DRG must monitor the operation of the donations policy and report any issues to the management committee.
- 21.6 Consideration of acceptability of any donation may take place face to face, by email or other electronic means.
- 21.7 The DRG convenor must report all decisions to refuse a donation to the management committee highlighting those which may require review by the forum.

22 Membership

- 22.1 The membership of the DRG comprises:
 - 22.1.1 a nominee of the parliamentary representatives without decision making rights;
 - 22.1.2 2 to 4 members appointed by the management committee each year;
 - 22.1.3 the treasurer.
- 22.2 The DRG must select a convenor and a delegate to the Australian Greens DRG from among the decision making members of the group. The same person may hold both positions.

Part 6 ACT Greens donations policy

23 Sources

- 23.1 The ACT Greens, as a party committed to enhancing Australia's democratic process, will pursue the model of publicly funded elections at all levels of government. Publicly funded elections would promote more equitable access and reduce the risk of corruption through donations.
- 23.2 In current circumstances, where donations, whether from individuals or organisations and including gifts-in-kind as defined by the AEC, are used by parties throughout the political cycle, the ACT Greens, using transparent practices, will accept donations subject to ethical review.
- 23.3 Therefore the DRG will:
 - 23.3.1 ensure that if any donor's cumulative donations to the ACT Greens equal or exceed the threshold value within a financial year, the donations are reviewed by the DRG;
 - 23.3.2 consider whether the public activities and statements of these donors are consistent with party policies and the Charter;
 - 23.3.3 accept donations only for supporting the aims of the party;
 - 23.3.4 consider whether any donation gives rise to a perceived or actual conflict of interest;
 - 23.3.5 ensure that donations rejected because of these by-laws are returned to the donor at the earliest opportunity;
 - 23.3.6 immediately reject any donation that has unacceptable conditions attached or is contrary to Commonwealth or ACT electoral law.
- 23.4 The acceptance of any donation by the ACT Greens does not imply endorsement of the activities, undertakings or processes of the donor.
- 23.5 In their capacity as a parliamentary representative or a preselected candidate, no party member may accept any financial gift other than on behalf of the party. Where possible, offered financial gifts should be directed to the party.

24 Implementation

- 24.1 The DRG will oversee implementation of this donations policy.

- 24.2 It is the responsibility of the treasurer to monitor all donations received or offered to the ACT Greens and to ensure all donations that are subject to review by the DRG, or may be subject to rejection under these by-laws, are promptly referred to the DRG for consideration.
- 24.3 Any member body may ask the treasurer to refer any donation it is aware of having been offered to or received by the ACT Greens to the DRG for consideration.

Part 7 Voting procedures

25 Vote counting

- 25.1 The procedures in this section apply to elections for parliamentary leadership roles, annual elections for party positions and preselection of parliamentary candidates.
- 25.2 Voting is optional preferential by secret ballot.
- 25.3 Each ballot includes the option “seek further nominations” which is regarded as a nominee for vote counting.
- 25.4 Election counting is conducted using the Single Transferable Vote method as described below where any voter preferences inform the transfer of votes during the count.
- 25.5 The quota of votes required to be elected is calculated as the number of formal ballots divided by the sum of the number of vacant positions and one, plus one, rounded down to an integer, as represented by the formula:

$$\text{quota} = (\text{formal ballots} / (\text{vacant positions} + 1)) + 1$$
- 25.6 Counting votes proceeds iteratively as follows:
 - 25.6.1 Count the number of votes received for any remaining nominees (the **counting step**).
 - 25.6.2 Each nominee whose number of votes equals or exceeds the quota is declared elected.
 - 25.6.3 Counting continues until all vacancies are filled, or until all nominees are elected, whichever occurs first; however, if there is less than a quota of votes available, an unfilled position and nominees remaining in the count, counting of votes continues until there are no more than two nominees remaining in the count and then the higher ranked nominee is declared elected.
 - 25.6.4 Surplus votes are transferred from each elected nominee as follows:
 - 25.6.4.1 A surplus is the number of any votes in excess of the quota.
 - 25.6.4.2 If more than one nominee has a quota or more of votes, any surplus of the nominee with the highest number of votes is transferred first.
 - 25.6.4.3 If a nominee has received a surplus of votes, transfer all their votes to the voters’ next preferences at a fractional transfer value which is calculated as the number of surplus votes for the nominee divided by the number of formal votes received, to 5 decimal places.
 - 25.6.4.4 Following the fractional transfer of votes, the nominee who is elected no longer remains in the count.
 - 25.6.4.5 If any remaining nominees have a quota or more of votes, return to the **counting step** above.
 - 25.6.5 Eliminate the last placed nominee from the count and transfer those votes at current value to the voters’ next preferences.

- 26.6.6 When no voter preferences remain to be distributed from a ballot it is deemed to be exhausted and is not considered further in the count.
- 25.6.7 Return to the counting step.
- 25.7 The transfer of the votes of an eliminated nominee is conducted one nominee at a time and at any stage the election of a nominee and distribution of their surpluses takes precedence over the elimination of a nominee and transfer of the eliminated nominee's votes.
- 25.8 If two or more nominees have the same number of surplus votes, the ranking of the nominees is made by reference to the ranking at the most recent preceding round where they had a different number of votes; if any remaining nominees had the same number of votes at every round, the remaining ranking is determined by lot.
- 25.9 If a nominee is being eliminated and two or more nominees have the same number of lowest votes, the ranking of the nominees is made by reference to the ranking at the most recent preceding round where they had a different number of votes; if any remaining nominees had the same number of votes at every round, the remaining ranking is determined by lot.
- 25.10 When the "seek further nominations" nominee is the winner of an election for a single position, the returning officer calls for nominations for the position and conducts another election.
- 25.11 Irrespective of other provisions in this Part, when the "seek further nominations" nominee is elected at any stage of the counting in an election for a group of positions, counting ceases, the elected nominees retain their positions and if there are any remaining vacant positions and unelected nominees, the returning officer calls for nominations for the remaining vacant positions and conducts another election.
- 25.12 If a nominee withdraws from the election before the result is declared, the returning officer removes the nominee from the count, transfers those votes to the voters' next preferences and conducts a recount.

26 Scrutiny

- 26.1 All nomination forms, nominee declarations, candidate statements, returning officer's ballot plan, membership status of nominees and nominators, as required, must be accessible to members as soon as practicable.
- 26.2 The reports of the voting software or evidence of manual voting system used in an election including voting instructions and samples of the ballots must be accessible to members as soon as practicable.

Part 8 Preselection of parliamentary candidates

27 Preselection process

Preselection of candidates for each election involves the appointment of a search team to identify potential candidates, the nomination of interested candidates, the appointment of a nominee review team to assess nominees and a voting process by all members.

28 Lead and support candidates

- 28.1 Candidates may be nominated as lead or support candidates. Lead candidates are preferentially promoted during campaigning with additional resources. There is always at least one lead candidate and at least one support candidate for the Senate.
- 28.2 Where the forum decides to run lead and support candidates, the lead candidates' preselections should occur prior to the support candidates' preselections.
- 28.3 For a senate election, the lead candidates shall be listed above the support candidates on the AEC ballot paper and, among the lead or support candidates, the order will be determined by the preselection ballot results.

29 Search team

Purpose and membership

- 29.1 The search team is a working group of the campaign team, noting that all its meetings will be held *in camera*.
- 29.2 The search team must attempt to identify potential nominees from within and outside the party membership for preselection for parliamentary elections.
- 29.3 The search team is appointed by the campaign team.
- 29.4 The search team must have at least 3 and at most 7 members, whose members' skills and experience should include:
 - 29.4.1 experience with, or knowledge of, preselection or search processes of the ACT Greens or other Greens organisations;
 - 29.4.2 having a good understanding of party goals and culture;
 - 29.4.3 having strong links and networks in the party and the broader community to assist in identifying potential candidates;
 - 29.4.4 representing the diversity of the party membership.
- 29.5 Search team members may not nominate for preselection or participate in the nominee review team during a preselection.
- 29.6 The search team will only operate from its appointment until the close of nominations for the preselection process.

Working arrangements

- 29.7 When encouraging people to nominate, the search team must make it clear that the approach does not constitute endorsement of any kind.
- 29.8 The campaign team will provide an information pack, available to any prospective nominee upon request, outlining the candidate role, preselection rules and timeline.
- 29.9 In considering people to encourage for nomination, the following aspects should be taken into account:
 - 29.9.1 integrity;
 - 29.9.2 energy;
 - 29.9.3 networking, communication and teamwork skills;
 - 29.9.4 commitment to the Charter and party objectives;
 - 29.9.5 policy knowledge;
 - 29.9.6 public profile;

- 29.9.7 achievements.
- 29.10 The search team must advise prospective nominees about:
 - 29.10.1 the rules for membership of the ACT Greens;
 - 29.10.2 the rules regarding preselection and its processes;
 - 29.10.3 the timetable for preselection;
 - 29.10.4 the requirement for parliamentary representatives to pay a proportion of their gross parliamentary salary, as determined by the management committee, to the ACT Greens;
 - 29.10.5 any other important matters.
- 29.11 The search team will be provided with an extract of names, contact details and neighbourhood team areas of members from the membership database. The extract of membership data provided to the search team shall be used solely for the purpose of identifying prospective nominees and any other use of the information is strictly prohibited.
- 29.12 The search team must report regularly to the campaign team.
- 29.13 The search team will have at least four weeks to complete its duties including a report to the campaign team.
- 29.14 All records of the deliberations of the search team will be securely archived by the party director and may be accessed by the campaign team and future search teams.

30 Nomination

- 30.1 Nominations are open for 21 days.
- 30.2 The campaign team will provide to the returning officer a nominee pack, available to any member upon request, that includes a candidate agreement, probity questionnaire, instructions, timelines and any other materials determined by the campaign team.
- 30.3 Each nominee must:
 - 30.3.1 be nominated by at least 4 other members of the party each of whose current period of membership of the party is more than one year, on a form provided by the returning officer;
 - 30.3.2 not be a member of the search team, the nominee review team or the campaign team;
 - 30.3.3 be a member of the party on the date of preselection nomination;
 - 30.3.4 provide written consent to be nominated;
 - 30.3.5 provide a declaration that the nominee does not fail the integrity test defined in the eligibility rules for party position elections;
 - 30.3.6 identify any potential impediments to the nominee's eligibility to stand for office, particularly noting electoral laws and s44 of the Australian Constitution;
 - 30.3.7 provide an Australian Federal Police national police check certificate no older than 3 months; each nominee is entitled to reimbursement of the cost of the AFP national police check upon presentation of the receipt; if the police check is not completed before nomination, the nominee must include evidence that a check has been applied for and the certificate must be provided to the

nominee review team prior to the completion of its work or the nomination will lapse;

30.3.8 complete the probity questionnaire;

30.3.9 sign the candidate agreement.

30.4 Each nominee must provide a nominee statement that:

30.4.1 outlines the nominee's achievements, reasons for nominating, public profile and alignment to the Charter, and may include a short resumé;

30.4.2 notes the length of involvement with party, including periods of membership and their electorate of residence;

30.4.3 must not exceed 1000 words;

30.4.4 does not refer negatively to other nominees or contain endorsements;

30.4.5 may include a personal photo.

31 Nominee review team

Purpose and membership

31.1 The nominee review team is a working group of the campaign team, noting that all its meetings are held in camera.

31.2 The role of the nominee review team is to assess the suitability of potential ACT Greens candidates for preselection for election as parliamentary representatives via:

31.2.1 a probity questionnaire;

31.2.2 research;

31.2.3 interviews.

to assist the party in choosing candidates who will represent the party with probity, skill and energy.

31.3 The nominee review team is appointed by the campaign team and must have at least 3 and at most 7 members, and the team skills and experience should include:

31.3.1 experience with, or knowledge of, preselection processes of the ACT Greens or other Greens organisations;

31.3.2 a good understanding of the party goals and culture;

31.3.3 digital information and social media research proficiency

and the party must strive to appoint a team that is representative of the diversity of the party membership.

31.4 Nominee review team members may not be members of the campaign team, nominate for preselection or have participated in the search team for this preselection.

31.5 Nominee review team meetings have a quorum of two members.

31.6 The nominee review team will only operate from its appointment until the end of voting for this preselection.

Working arrangements

31.7 The nominee review team will check the eligibility of each nominee to be a candidate under federal and territory electoral laws.

31.8 The nominee review team will assess the information provided via the probity questionnaire regarding any potential reputational, organisational or ethical risks including but not limited to:

- 31.8.1 any current or recent company directorships;
- 31.8.2 any membership, affiliation, investment, shareholding or other business interest;
- 31.8.3 any criminal convictions, current or historical court, tribunal, regulatory board, or professional disciplinary proceedings, or any other offences;
- 31.8.4 any matters that may impact on eligibility including bankruptcy (either personally or in relation to associated businesses);
- 31.8.5 any inquiries, investigations, charges or proceedings which if made public could cause personal embarrassment or embarrassment to the party;
- 31.8.6 any relevant written, audio or video materials on the public record or in social media that could cause personal embarrassment or embarrassment to the party;
- 31.8.7 significant engagement with another political party or organisation whose objectives or values are in conflict with those of the party;

none of which may automatically render the nominee unsuitable but need to be revealed to the nominee review team as a matter of prudent transparency.

31.9 The nominee review team will investigate the personal characteristics of each nominee regarding their suitability as a candidate in the following areas:

- 31.9.1 campaigning experience and confidence in engaging with campaign issues;
- 31.9.2 public speaking and media skills and ability of nominees to engage with the community on party policies;
- 31.9.3 prominence in the community, involvement in community organisations and involvement in promoting party policies;
- 31.9.4 ability to work as part of a candidate team including the ability to fulfil the specific roles of lead or support candidate;
- 31.9.5 demonstrated commitment to the Charter and party objectives;
- 31.9.6 demonstrated suitable competencies, temperament and behaviours;
- 31.9.7 for nominees of previous preselections – recorded deliberations of previous nominee review processes;
- 31.9.8 for candidates of previous campaigns – previous compliance with candidate agreements, behaviour and election performance including as recorded by the campaign manager and campaign team;
- 31.9.9 for current and former party office bearers, party employees, parliamentary representatives and parliamentary staff – any relevant minutes, reports or other records;
- 31.9.10 the time and effort that they can devote to campaigning.

31.10 The nominee review team may undertake further specific research it deems necessary but is obliged to advise the nominee in advance and the nominee may withdraw their nomination prior to such research starting.

- 31.11 The nominee review team may only recommend that a nominee is unsuitable due to:
 - 31.11.1 failure to cooperate with the nominee review team; or
 - 31.11.2 concern that the nominee may fail to comply with the candidate agreement or the code of conduct; or
 - 31.11.3 identification of insufficient competencies or commitment, or unsuitable values, temperament or behaviours for the role; or
 - 31.11.4 identification of serious probity concerns; or
 - 31.11.5 candidate ineligibility under federal or territory laws.
- 31.12 If the nominee review team is considering a recommendation of non-suitability:
 - 31.12.1 the nominee review team must provide the reasons for the decision to the nominee; and
 - 31.12.2 the nominee then has 48 hours to provide a statement addressing the concerns of the nominee review team.
- 31.13 Each nominee will be:
 - 31.13.1 provided with a final draft of the nominee review team report to check for factual errors and review any adverse comments; and
 - 31.13.2 given the opportunity to make final amendments to their statement and to provide a short response to any adverse comments for inclusion in the final report to the membership.
- 31.14 The nominee review team will provide the final report to the membership which includes a qualitative assessment of each nominee, without ranking, regarding their key strengths and any issues arising from the interviews, research and probity checks.
- 31.15 To complete its duties the nominee review team will have at least two weeks for federal preselections and at least four weeks for ACT preselections plus another two weeks to provide a report to the campaign team.
- 31.16 All records of the deliberations of the nominee review team are confidential and will be securely archived by the party director and may be accessed by the campaign team and future search and nominee review teams.

32 Meet-the-nominee events

- 32.1 At least one meeting of the members must be convened during the period of voting for members to meet and assess the nominees, at which all the nominees will have equal speaking time.
- 32.2 At least one member of the nominee review team will be present to answer questions about the preselection process.

33 Preselection ballot

- 33.1 Party membership records must not be accessed or used for the purposes of preselection campaigning.
- 33.2 As party spokesperson, the convenor is authorised to speak to the media about the preselection including the process and the nominees.
- 33.3 Any member who will be a full member on the final day of voting is eligible to vote in the ballot.

- 33.4 A ballot will be emailed to each member with a valid email address.
- 33.5 A paper ballot will be posted to each member with no valid email address before the ballot opens.
- 33.6 A paper ballot may also be given to a member on request to the returning officer, with safeguards in place to ensure that no member votes twice.
- 33.7 Nominee statements and the nominee review team report must be provided to the members together with the ballot.
- 33.8 Voting is open for 14 days.
- 33.9 The returning officer will tally the ballots and where a nominee wins more than one position, the nominee must choose one of the positions and then the returning officer will conduct vote recounts after withdrawing the relevant member from the relevant ballots and redistributing preferences, to determine the ultimately successful candidates.
- 33.10 The returning officer will announce the results including the vote counts at a forum meeting which may only reject a result based on evidence of a failure of integrity and/or process.
- 33.11 As party spokesperson, the convenor will manage the release of preselection results to the public and any relevant published material will present the candidates in the order of the ballot results with lead candidates ahead of support candidates.

34 Expectations of preselection nominees and election candidates

- 34.1 Preselection is an internal members process and nominees should not engage more broadly outside the party regarding their intention to preselect, without the explicit agreement of the convenor or campaign team.
- 34.2 In particular, nominees or others on behalf of nominees will not engage with the media or public around nomination including using public facing social media platforms to publicise their nomination or dedicating funds to promote preselection content online.
- 34.3 Communications by nominees about preselection must follow the guidelines relating to candidate statements, i.e. to contain no endorsements and no negative statements about other nominees.
- 34.4 Membership records of other members may not be accessed or used to aid in the distribution of statements.
- 34.5 Once preselected, candidates are expected to be available to participate in campaign activities, as directed by the campaign team, and execute the campaign strategy determined by the campaign team.

35 Disendorsement

- 35.1 Upon receipt of a valid petition to disendorse a candidate, the secretary must:
 - 35.1.1 communicate the petition to the management committee, the campaign team and the candidate; and
 - 35.1.2 invite the candidate to provide a responding statement within 48 hours.
- 35.2 In consultation with the campaign team, the management committee must then consider the petition and any response from the candidate and decide:

- 35.2.1 to dismiss the proposal; or
 - 35.2.2 to censure the candidate and provide conditions for continuation of the candidacy, which may include the candidate issuing a statement or an apology; or
 - 35.2.3 to disendorse the candidate immediately or to seek forum approval to disendorse the candidate.
- 35.3 All disendorsement deliberations and the final decision must be made without the candidate being present.
- 35.4 If disendorsement is decided:
- 35.4.1 the decision and reasons must be communicated to the candidate in writing;
 - 35.4.2 the decision must be communicated to the members as soon as possible;
 - 35.4.3 the decision may not be appealed;
 - 35.4.4 if the candidate's nomination has already been submitted to the relevant electoral authority, and the date to withdraw has passed, the management committee may authorise actions required to distance the party from the candidate.

36 Expectations of parliamentary representatives

Parliamentary representatives are expected at all times to abide by the candidate agreement, the code of conduct and to satisfy the eligibility criteria for representatives under electoral laws and the Australian Constitution.

Part 9 Campaign team

37 Purpose

The campaign team is responsible for the strategic management of campaigning during and between elections. This means building campaign infrastructure and capacity, conducting continuous campaigning and running successful election campaigns, while ensuring that campaigns are conducted in a manner that is inclusive, supportive and safe for candidates, volunteers, employees and members. The team will maintain strong communications with the neighbourhood teams at all times.

38 Membership and meetings

- 38.1 The campaign team comprises seven positions with decision making rights which are filled during the annual party positions elections or by appointment to a casual vacancy and the team members will allocate from among themselves the following roles:
- 38.1.1 team convenor;
 - 38.1.2 team secretary;
 - 38.1.3 team treasurer;
 - 38.1.4 communications coordinator.
- 38.2 The parliamentary representatives may collectively appoint one person as their team representative with decision making rights and will provide the team secretary with notification of the appointment.
- 38.3 The party director is an ex officio team member without decision making rights.

- 38.4 The campaign manager is an ex officio team member without decision making rights.
- 38.5 The quorum for a campaign team meeting is half the number of current decision making team members rounded up.
- 38.6 The team may make an out of session decision but the decision must then be confirmed at the next ordinary meeting.
- 38.7 The team must meet at least once every two months.
- 38.8 The team may decide to hold all or part of a meeting in camera only if the issue to be considered is of a confidential nature.

39 Relationship with the management committee

- 39.1 Campaign budget totals must be approved by the management committee upon the recommendations of the party treasurer after consultations with the campaign team.
- 39.2 Under its general responsibilities for supervision of the party, the management committee is responsible for oversight of the campaign team.

40 Powers and responsibilities

- 40.1 The campaign team will:
 - 40.1.1 promote and support the active involvement and participation of members and volunteers in all Greens campaigns, in recognition that it is impossible to achieve the objectives of the ACT Greens or of any specific campaign without the actions and leadership of members and volunteers;
 - 40.1.2 build campaign infrastructure and capacity including by supporting the development of campaigning skills of members and volunteers;
 - 40.1.3 seek expressions of interest from party members for appointment by the campaign team to the search and nominee review teams;
 - 40.1.4 devise and implement strategies for each campaign, including communication strategies;
 - 40.1.5 develop and manage a budget for each campaign, in consultation with the party treasurer;
 - 40.1.6 work with campaign staff and neighbourhood teams to run effective campaigns and manage priorities, in consultation with the management committee;
 - 40.1.7 coordinate fundraising and events to support each campaign;
 - 40.1.8 develop candidate preselection plans for endorsement by the forum;
 - 40.1.9 collaborate with the Australian Greens during election campaigns;
 - 40.1.10 lead and support issues-based and broad-based greens campaigns which promote ongoing constituent engagement.
- 40.2 The campaign team will document matters related to its functions which may include, but is not limited to, developing and maintaining the following records, guidance and documentation:
 - 40.2.1 agendas, minutes and records of decisions;
 - 40.2.2 campaign risk plans;

- 40.2.3 fundraising strategies;
- 40.2.4 communication strategies, including the development and approval of campaign communications;
- 40.2.5 search team terms of reference and operational guide;
- 40.2.6 prospective nominee pack including outline of the candidate role, preselection rules summary and timeline;
- 40.2.7 nominee review team terms of reference and operational guide;
- 40.2.8 nominee pack including timeline, list of required documents, candidate agreement and probity questionnaire;
- 40.2.9 develop rules for budget decisions, whether to be made by the team or by campaign manager in collaboration with the team treasurer and the party treasurer;
- 40.2.10 any other candidate and campaign materials determined by the campaign team.

41 Reporting mechanisms

The campaign team will:

- 41.1 report key activities and budget updates to the management committee;
- 41.2 within 1 month of the conclusion of preselection, give a written report about the preselection process to the management committee and a summary report to the forum;
- 41.3 give regular written updates on the progress of campaigns to the forum and neighbourhood teams;
- 41.4 within 2 months after the official declaration of the result for each election, give a written report about the campaign, including financial statements, to the management committee and a written summary report to the forum.

42 Campaign manager

- 42.1 The campaign manager is employed by the party as the primary manager of election campaigns and implements the decisions of the campaign team.
- 42.2 The campaign manager position description, pay and conditions are defined in a contract with the party which includes the terms of the current Australian Greens industrial instrument.
- 42.3 The campaign manager is authorised to approve any electoral matter.
- 42.4 The campaign manager supervises the campaign staff.
- 42.5 The campaign manager reports to the party director.

Part 10 Party compliance officers

43 Compliance officers

- 43.1 Under the Commonwealth Electoral Act 1918, party registration requires registration of:
 - 43.1.1 the party agent whose duty (disclosure of gifts to the party) is performed by the treasurer;

- 43.1.2 a deputy registered officer of the Australian Greens for the party whose duty (notification of election candidates) is performed by the party director.
- 43.2 Under the Electoral Act 1992 (ACT), party registration requires registration of:
 - 43.2.1 the reporting agent whose duty (disclosure of gifts to the party) is performed by the treasurer (and optionally one other full member) noting that the Act requires that the people performing this duty are at least 18 years of age;
 - 43.2.2 the registered officer whose duty (notification of election candidates) is performed by the party director noting that the Act requires that the person performing this duty is enrolled to vote.
- 43.3 The party must have a public officer as required by the Act whose duty (primary administrative contact) is performed by the secretary noting that the Act requires that the person performing this duty is at least 18 years of age and resides in the ACT.
- 43.4 The secretary is responsible for accurately maintaining party registration with Elections ACT and, via the Australian Greens secretary, with the AEC.
- 43.5 Each party compliance officer must provide an annual report to the convenor prior to the opening of nominations for the annual election of party positions.
- 43.6 Notwithstanding the other provisions of this section, the management committee may assign the duties of a party compliance role to another eligible member or staff if required.

Part 11 Party position duties

44 Convenor

- 44.1 The duties of the convenor are:
 - 44.1.1 to provide senior leadership to the management committee and to facilitate consensus-based decision making by the committee;
 - 44.1.2 to ensure the proper administration and governance of the party, including for financial accountability, risk management, legal compliance and appointments to paid and unpaid party positions;
 - 44.1.3 to provide leadership to the party, consistent with party policies and decisions, to support the effective management of the party and electoral success in the ACT;
 - 44.1.4 to lead management committee attendance and participation at forum meetings;
 - 44.1.5 to ensure the prompt and faithful implementation of decisions made by the forum;
 - 44.1.6 to monitor the performance of the party, staff, committees and working groups;
 - 44.1.7 to act as manager of the party director;
 - 44.1.8 to ensure proactive response to recommendations of the arbitration and conciliation committee;
 - 44.1.9 to act as a spokesperson for the party;
 - 44.1.10 to present an annual report, including a summary of the annual reports of the party compliance officers, at the annual general meeting;

44.1.11 to authorise electoral matter in consultation with the campaign team.

44.2 When a convenor and a deputy convenor are elected or appointed, the duties of the deputy convenor are to support the convenor in the performance of the convenor's duties and to act as convenor during temporary absences. If the convenor resigns from the office or the office becomes vacant for any other reason, the deputy convenor must act as convenor until a new convenor is elected or appointed.

45 Secretary

45.1 The duties of the secretary are:

45.1.1 to be the public officer for the party in accordance with the Act;

45.1.2 to ensure that, in accordance with the Commonwealth Electoral Act 1918, party details on the AEC register of political parties are updated as necessary, including notification of the appointments of party agent and deputy registered officer of the Australian Greens for the party;

45.1.3 to ensure that, in accordance with the Electoral Act 1992 (ACT), party details on the Elections ACT register of political parties are updated as necessary, including notification of the appointments of reporting agent and registered officer;

45.1.4 to arrange annual general meetings, forum meetings and management committee meetings; this responsibility includes providing timely notice of meetings, distributing meeting papers, preparing minutes, recording decisions taken and providing relevant information to other committees, working groups and staff;

45.1.5 to manage certain matters regarding the membership of the party including membership transfers, resignation of membership and disciplinary action against members of the party;

45.1.6 to ensure custody of party records is maintained, including the constitution and by-laws, membership, minutes and decisions;

45.1.7 to maintain a Register of Interests of party officials if required by a Conflict of Interest Policy;

45.1.8 to promptly refer proposals to amend the constitution or by-laws to the governance working group;

45.1.9 to maintain a register of the current occupants of all party positions and roles, and promptly report any vacancies to the management committee.

45.2 The duty of the deputy secretary is to support the secretary in the performance of the secretary's duties, and to act as secretary during temporary absences or to fill a vacancy in the role until a new secretary is elected or appointed.

46 Treasurer

46.1 The duties of the treasurer are:

46.1.1 to be the reporting agent under the Electoral Act 1992 (ACT) and the party agent under the Commonwealth Electoral Act 1918;

- 46.1.2 to monitor, administer, plan and report on all party finances, revenues, expenditure and assets;
 - 46.1.3 to ensure compliance with administrative, auditing and electoral disclosure requirements under relevant legislation, including providing audited financial statements to the annual general meeting;
 - 46.1.4 to lead the preparation of fiscally sustainable budgets for each financial year to support effective management of the party and electoral success in the ACT;
 - 46.1.5 to identify emerging financial risks and to provide information to the management committee, both proactively and in response to requests for information, to enable effective decision making in response to these risks;
 - 46.1.6 to participate in discussions and meetings of the Australian Greens Treasurers Group to advise and support the treasurers of the Australian Greens and other member bodies;
 - 46.1.7 to provide ethical oversight for the management of party financial resources and sources of revenue, including effective scrutiny of donations received by the party as a member of the donations reference group;
 - 46.1.8 to prepare the annual financial report and coordinate the preparation of the annual audit of the party finances, which are presented at the annual general meeting;
 - 46.1.9 to ensure that the custody of all financial records is maintained.
- 46.2 The duty of the deputy treasurer is to support the treasurer in the performance of the treasurer's duties and to act as treasurer during temporary absences or to fill a vacancy in the role until a new treasurer is elected or appointed.

47 Membership secretary

- 47.1 The duties of the membership secretary are:
- 47.1.1 to maintain the register of members and a register of the skills and resources of all members and supporters;
 - 47.1.2 periodically to pass on the membership register to the Australian Greens secretary;
 - 47.1.3 to participate as a member of the member support team.

48 Principal delegate to the Australian Greens National Council

- 48.1 The duties of the principal delegate to the Australian Greens National Council are:
- 48.1.1 to represent the views of the party on national council;
 - 48.1.2 to develop proposals reflecting the views of the party for consideration by national council;
 - 48.1.3 to take part in national strategy development for the Australian Greens, including financial, compliance and political elements;
 - 48.1.4 to report regularly to party bodies, including the national Greens liaison group, forum, management committee and election working groups, about activity on national council;
 - 48.1.5 to consult with party bodies about decisions on the national council.

- 48.2 The duty of the alternate delegate is to support the principal delegate in the performance of the principal delegate's duties, and to act as principal delegate during temporary absences or to fill a vacancy in the role until a new principal delegate is elected or appointed.

49 Neighbourhood team representatives

- 49.1 The duties of the neighbourhood team representatives are:

- 49.1.1 to represent the views of neighbourhood teams to the management committee;
- 49.1.2 to report decisions of the management committee and matters under discussion to members of the neighbourhood teams.

50 Policy coordinator

- 50.1 The policy coordinator has the following duties:

- 50.1.1 to coordinate policy working groups to develop policy amendment proposals;
- 50.1.2 in consultation with parliamentary representatives, to prepare recommendations to the forum for changes to policies.

Part 12 Governance working group

51 Composition

The governance working group is appointed by the management committee and comprises 3 to 7 members who will choose a convenor from among its members.

52 Australian Greens constitutional review panel delegate

The governance working group must choose one of its members as the ACT delegate to the Australian Greens constitutional review panel.

53 Duties

The governance working group:

- 53.1 must ensure compatibility between the constitutions of the ACT Greens and the Australian Greens;
- 53.2 must consult widely within the party when developing amendment proposals;
- 53.3 must evaluate constitutional matters regarding the operation of the ACT Greens;
- 53.4 must formulate proposed amendments to the constitution, by-laws and other governance documents, to facilitate good governance of the ACT Greens;
- 53.5 must prepare amendment proposals for constitutional ballots whenever needed;
- 53.6 must aim to make all decisions by consensus.

Part 13 ACT Young Greens

54 Name

- 54.1 The name of this organisation is the ACT Young Greens.
- 54.2 The organisation is also known as ACTYG or the Young Greens, ACT Branch.

55 Purpose

The purpose of the ACTYG is to provide a voice for progressive youth in the ACT region.

56 Membership

Membership of the ACTYG is split into 2 classes – member and supporter.

57 Members

- 57.1 Admission to the ACTYG as a member is open to all financial members of the ACT Greens who have not yet reached their 31st birthday.
- 57.2 Membership of the ACTYG will not add, modify or restrict any rights a member holds as a member of their branch and of the State or Territory party or any other related body that is a part of their State or Territory Greens party.
- 57.3 Members of the ACTYG are entitled to attend members only meetings, and other restricted events as determined by the ACTYG coordination group.
- 57.4 Members of the ACTYG are entitled to nominate and vote at the ACTYG annual general meeting.

58 Supporters

- 58.1 Admission to the ACTYG as a supporter is open to all persons who are not currently financial members of any other non-Greens political party in Australia and are not subject to any disciplinary orders against them by any body of the ACT Greens or comparable state bodies.
- 58.2 Supporters of the ACTYG are entitled to attend any event that is not restricted to members.
- 58.3 Supporters of the ACTYG are not entitled to nominate or vote at the annual general meeting.

59 Structure

- 59.1 The ACTYG is authorised to establish, maintain and support the following subgroups:
 - 59.1.1 the coordination group;
 - 59.1.2 the ANU Greens;
 - 59.1.3 the UC Greens.
- 59.2 These subgroups are not mutually exclusive, or the only components of the group.
- 59.3 Other subgroups may be established at the discretion of the ACTYG on terms determined by the ACTYG.
- 59.4 The coordination group must delegate a member to report to the forum, annual general meetings and management committee as appropriate.
- 59.5 The coordination group is accountable and responsible for any decisions made by or for the ACTYG, and is comprised of the 4 formal office bearers, plus others that may be added at any time by ACTYG:
 - 59.5.1 the co-convenors of which there are 2 and who jointly share responsibility as spokespeople of the ACTYG, ensuring meetings are facilitated, assuming a vote and role in the Australian Young Greens (given to each state/territory

- convenor), and acting as the primary liaisons to the ACT Greens, and of which at least 1 must identify other than as a cis male;
- 59.5.2 the secretary who is responsible for the ACTYG meeting all governance and constitutional requirements, maintaining documents and archives, reporting to ACTYG and the ACT Greens where necessary, and auditing membership;
 - 59.5.3 the treasurer who is responsible for facilitating approved expenditure, taking funding proposals to the ACT Greens, preparing budgets, reporting to ACTYG and (where necessary) the ACT Greens, and maintaining financial records.
- 59.6 The specific office bearers necessary will remain at the discretion of the ACTYG to determine by consensus at each year's ACTYG annual general meeting.
- 59.7 Without limiting clause 59.6, the following office-bearers may be added, or removed:
- 59.7.1 the campaign coordinator who is responsible for creating resources and recruiting for, and promotion and support of, any issues/policy campaign undertaken by the ACTYG;
 - 59.7.2 the social coordinator who is responsible for planning and running regular social events for the ACTYG, as well as overseeing fundraising and recruitment;
 - 59.7.3 the human resources coordinator who is responsible for training and professional development of members, providing workshops on topics of interest, addressing any conflicts or disputes that may arise between members, and providing for the wellbeing of the organising committee;
 - 59.7.4 the communications coordinator who is responsible for the management of social media accounts, ensuring emails and messages are responded to by the relevant person and in due time, and the design and production of materials, resources and online content for the promotion of the ACT Young Greens and its campaigns;
 - 59.7.5 the community engagement coordinator who is responsible for engaging community groups, activists, and progressive organisations to support external campaigns complementary to the campaigns of and in accordance with the purpose of the ACT Young Greens, and for the training of campaigners to effectively contribute to larger, external campaigns;
 - 59.7.6 the U18 coordinator who is responsible for ensuring ACT Young Greens events, activities and campaigns are accessible, engaging and relevant to Greens members and supporters who have not yet reached their 18th birthday.
- 59.8 People who hold the following positions and reside in the ACT will be considered ex officio members of the coordination group:
- 59.8.1 any office bearer of the Australian Young Greens;
 - 59.8.2 the president or convenor of any university-based Greens Club or Greens Society.
- 59.9 All of the office bearer positions can be shared between 2 people if necessary, aside from the convenorship which must be shared.
- 59.10 If any position is shared, at least 1 person in the sharing arrangement must identify other than as cis male.
- 59.11 People of colour are strongly encouraged to nominate.
- 59.12 At least half of all elected positions must be held by a person who identifies other than as cis male.

- 59.13 Elected positions will be called for nomination per the regular issue of notice for the ACTYG annual general meeting and will be voted on by all present and able at the annual general meeting.
- 59.14 Casual vacancies can be filled by issue of notice, and then and on consensus between all remaining members of the coordination group.

60 Relationship with the Australian Young Greens (AYG)

- 60.1 The Australian Young Greens accepts 2 permanent voting delegates from ACTYG, 1 of whom must identify other than as cis male.
- 60.2 Any member of the ACTYG may nominate to be elected as a delegate, including current and incoming office bearers.
- 60.3 Delegate positions will be called for nomination per the regular issue of notice for the ACTYG annual general meeting and will be voted on by all present and able at the annual general meeting.
- 60.4 The process for filling casual vacancies is that specified in 59.14.
- 60.5 There is an expectation that the ACTYG will participate in AYG campaigns and decision making.
- 60.6 Where possible, members from ACTYG should attend AYG national conferences.

61 Governance and reporting

- 61.1 The ACTYG has no authority to incur debts, liabilities or securities on behalf of or in the name of the ACT Greens, other than where authorised by the ACT Greens.
- 61.2 The ACTYG must report to the ACT Greens regarding its areas of responsibility at least quarterly.
- 61.3 The ACTYG coordination group must comply with any reasonable administrative directive given by the office bearers of the ACT Greens.
- 61.4 The constitution of the ACT Greens takes precedence over all matters within this Part.
- 61.5 If there is a matter not covered in this Part, the rest of the by-laws apply.

62 Meetings and decision making

- 62.1 There are 3 classes of meetings of the ACTYG — confidential, open and informal.
- 62.2 Confidential meetings are any meetings concerned with party strategy, procedure, and discussion of confidential material, as well as financial and disciplinary matters before the ACTYG.
- 62.3 Confidential meetings may only be attended or observed by financial members of the ACT Greens.
- 62.4 The annual general meeting is a confidential meeting.
- 62.5 Confidential meetings must be quorate, and require formal minuting, and the distribution of notice of meeting at least 7 days before the scheduled meeting.
- 62.6 Open meetings may be attended or observed by any person who is either a member of the ACT Greens or is not currently a financial member of any other political party in Australia.

- 62.7 Open meetings are any meetings that do not discuss confidential material, and are concerned with policy development, campaigning, community organising, and event planning, as well as general administration of the ACTYG.
- 62.8 Coordination group meetings are open meetings.
- 62.9 Open meetings require formal minuting.
- 62.10 Informal meetings may be attended or observed by any person who is not barred from attending ACTYG events for disciplinary reasons.
- 62.11 Informal meetings encompass social events, training workshops, and campaigning.
- 62.12 No minuting is required for informal meetings.
- 62.13 Decisions of the ACTYG are to be made by consensus, and where consensus is blocked, a vote may be forced through the passing of an urgency motion and a two-thirds majority would be noted as a passed motion.
- 62.14 Alternate views on an issue will be recorded in accordance with clause 36 of the Australian Greens constitution.
- 62.15 All meetings of the ACTYG are subject to Australian Greens safe meeting procedures and Greens principles.
- 62.16 The quorum for the annual general meeting is the lesser of 20 persons and 10% of the total number of ACT Greens members on record as being of an age before their 31st birthday.
- 62.17 The quorum for confidential meetings of the coordination group is half of the total membership of the coordination group plus 1 and may include proxies.
- 62.18 Proxies must be given in advance of any meeting by email to the secretary.

63 Accountability

The ACTYG will give a brief written report of activity to the forum at least 4 times each year, including:

- 63.1 current membership, including demographic information
- 63.2 minutes of meetings
- 63.3 progress towards campaign objectives and youth involvement in the ACT Greens budget report.

64 Amendment and review

- 64.1 The ACTYG is an ongoing working group of the ACT Greens until such time as the ACT Greens chooses to dissolve or disaffiliate it.
- 64.2 Amendment of this Part must be made by consensus at an ACTYG annual general meeting, and must subsequently be ratified by the ACT Greens.

Part 14 Code of conduct

65 Introduction

Members and volunteers of the ACT Greens agree to abide by the Constitution and our joint purpose of furthering a vision of the world characterised by peace and nonviolence, social justice, grassroots participatory democracy and ecological

sustainability. Our actions towards each other and to others outside the party should reflect the Charter and embody what we believe the world should be.

66 Human rights, dignity and respect

The ACT Greens recognise the human dignity of each person and respect their human rights. As a member or volunteer of the ACT Greens I strive to demonstrate this by:

- 66.1 ensuring my actions are not discriminating on the basis of nationality, race, culture, gender, sexual orientation, beliefs, social background, disability, family status or age;
- 66.2 valuing and acknowledging the opinions and contributions of everyone;
- 66.3 treating everyone fairly, courteously, and with respect;
- 66.4 engaging with good faith and working in a way that promotes trust in and among others;
- 66.5 using language which is respectful;
- 66.6 abstaining from all forms of unacceptable or unlawful behaviour such as harassment, bullying and victimisation, physical or verbal intimidation;
- 66.7 taking action if I witness unacceptable or unlawful behaviour, including supporting victims and alerting those in the party who need to respond to this (e.g. the arbitration and conciliation committee).

67 Integrity and accountability

- 67.1 The ACT Greens hold to the high standards of integrity and accountability that we expect of social institutions, organisations and individuals. As a member or volunteer of the ACT Greens I strive to demonstrate this by:

- 67.1.1 conducting myself honestly, reliably and without favouritism;
- 67.1.2 not engaging in fraudulent or criminal behaviour, bribery or other unlawful conduct;
- 67.1.3 being transparent in my decision making and action;
- 67.1.4 providing constructive feedback to others in an honest and respectful way;
- 67.1.5 receiving constructive feedback from others with good faith and openness;
- 67.1.6 appropriately disclosing or mitigating a real or potential conflict of interest;
- 67.1.7 only making commitments I know I can fulfil, and following through on them;
- 67.1.8 taking responsibility for my actions, work and performance;
- 67.1.9 ensuring my expectations of others are reasonable, clear and understood;
- 67.1.10 ensuring appropriate use of resources with consideration for greatest need and reducing waste and duplication.

- 67.2 Also, as a member or volunteer of the ACT Greens I will demonstrate these high standards by:

- 67.2.1 keeping confidential any party data or information to which I have access and not sharing it outside of the party;
- 67.2.2 using party systems or party data only for the specific party purposes for which I am given access and not other purposes, either party or personal, without prior approval;
- 67.2.3 not saving any party data outside of party systems without the consent of the party director.

68 Participation, empowerment and collaboration

We believe that decision making should involve people affected by these decisions and are committed to consensus decision making. As a member or volunteer of the ACT Greens I strive to demonstrate this by:

- 68.1 committing to creating safe spaces, where contributions are encouraged and valued, the voices of marginalized communities are provided with mechanisms to contribute and that people are able to share views without fear or favour;
- 68.2 contributing to dialogue and discussion in a constructive manner including recognising when it is time to step back and enable others to share their views;
- 68.3 working within a consensus decision making framework;
- 68.4 providing support to other members and volunteers of the ACT Greens who are working to achieve common goals;
- 68.5 working collaboratively with others to the best of my ability;
- 68.6 sharing information and acting in good faith;
- 68.7 recognising the importance of fun and enjoyment in the life of the party.

69 Involvement, activation and representation

The ACT Greens recognise that people join this political party to become involved and contribute to the shared goals of the party. As a member or volunteer of the ACT Greens, I strive to demonstrate this by:

- 69.1 being mindful at all times of the potential impact of my actions on the reputation and standing of the party;
- 69.2 acting in a way that does not cause harm to the reputation of the ACT Greens;
- 69.3 only making comments to the media or in public forums on behalf of the ACT Greens when I have been authorized to do so;
- 69.4 only accepting gifts and donations in a manner that is authorised within the parameters of our donations policies.

70 Breaches of the code of conduct

- 70.1 This code of conduct is aimed to set a standard for the manner in which members and volunteers of the party engage with each other which reflects our values and expectations.
- 70.2 For minor breaches of the code of conduct, such as minor disagreements between party members and/or volunteers, we expect members and volunteers to raise their concerns with relevant individuals, share the impacts of interactions and resolve issues through informal means.
- 70.3 When members or volunteers require advice or wish to raise issues formally, the member support team is a resource to support members to identify the best means of addressing issues. Allegations of major breaches of the code of conduct including criminal acts are handled according to the grievance policy and procedures and the arbitration and conciliation committee policy and procedures.

71 Agreement

When the code of conduct is provided to members or volunteers as part of an agreement to participate in an activity or perform a role, it will include the following agreement for the person to accept:

As a member or volunteer of the ACT Greens I agree to abide by this code of conduct. I understand that the examples provided in this code are designed to give context and are not exhaustive.

I also understand that the code of conduct supplements the legal and policy obligations I have as a member or volunteer of the ACT Greens.

Part 15 Party director

72 Role description

- 72.1 The party director is the most senior staff member of the party, and has delegated authority for managing all operations of the party.
- 72.2 The party director will work with the management committee to provide strategic planning, decision-making and leadership for the party and ensure that the decision making structures of the party are well supported and advised.
- 72.3 The party director will ensure that party resources are deployed in alignment with the decisions and strategic plans of the party.

73 Employment

The party director position description, pay and conditions are formally defined in a contract with the party.

74 Duties

The duties of the party director are:

- 74.1 to undertake strategic planning, decision-making and leadership of the party in collaboration with the management committee;
- 74.2 to lead and manage the operations and administration of the party in alignment with the decisions and strategic plans of the party;
- 74.3 to provide political, strategic, and management advice to the management committee, working groups, committees, staff, and party representatives;
- 74.4 to implement management committee and forum decisions through the direction of ACT Greens office activity, including party administration;
- 74.5 to liaise with the offices of elected representatives, the Australian Greens and other state Greens parties;
- 74.6 to work with the management committee to mitigate risks to the party or to staff, contractors, party members and volunteers, establishing and maintaining risk management systems to support that process;
- 74.7 to recruit, supervise and manage ACT Greens office staff and volunteers in line with agreed procedures;
- 74.8 to supervise the campaign manager;

- 74.9 to manage operational systems and financial resources against approved budgets;
- 74.10 to collaborate with the treasurer in formulating and monitoring budgets;
- 74.11 to report on financial and operational matters to the management committee;
- 74.12 to act on behalf of the management committee as directed by the convenor;
- 74.13 to convene the membership support team, working closely with the membership secretary and other volunteers;
- 74.14 to participate as a member with full voting rights of any working group unless the constitution, forum or management committee determines otherwise;
- 74.15 to participate as a full member of the campaign team and any ACT Greens parliamentary liaison activities;
- 74.16 to fulfil the duties of a deputy registered officer of the Australian Greens for the party registration with the AEC;
- 74.17 to fulfil the duties of the registered officer for the party registration with Elections ACT;
- 74.18 to present an annual report at the annual general meeting.

75 Reporting and accountability

The party director reports to the convenor.

Part 16 Life membership

76 Introduction

Life membership should not be considered as a competitive matter and nominees must be considered individually and on their personal attributes and achievements, and not in comparison to others. Criteria are provided as guidance but it is the overall contribution of the nominee that must be evaluated. There is necessarily some subjectivity in the granting of life membership and nominees' strengths against the various criteria will vary.

77 Criteria

For any of the criteria, the nominee should have demonstrated an exceptional contribution, beyond the ordinary or even the excellent, for an extended period of time. The following criteria must be met for a member to be deemed eligible for life membership:

- 77.1 at least 10 cumulative years membership and activity in roles that contribute to the benefit of the ACT Greens, including 1 or more of:
 - 77.1.1 campaigning, organising or outreach activities;
 - 77.1.2 policy development;
 - 77.1.3 service on committees or working groups;
 - 77.1.4 representation of the ACT Greens on national and international Greens bodies and forums;
 - 77.1.5 service on the management committee;
 - 77.1.6 candidacy in parliamentary elections.
- 77.2 demonstrated attitudes and demeanour that reflect dedication to the Charter
- 77.3 provision of valued leadership within the ACT Greens and is considered a role model.

78 Nomination

- 78.1 A nomination for life membership of the ACT Greens must be lodged with the secretary at least 3 months before the annual general meeting by a current full member and seconded by another current full member accompanied by a submission addressing how the nominee meets the life membership criteria.
- 78.2 The nominator must declare that the nominee agrees to be nominated.

79 Assessment and award

- 79.1 Within 2 months after the secretary receives the nomination, the management committee must assess whether the nominee meets the life membership criteria.
- 79.2 The nominee must recuse themselves from the deliberations if the nominee is a member of the management committee.
- 79.3 The secretary will advise the nominator in writing of the assessment of the management committee.
- 79.4 There is no process of appeal for the assessment by the management committee of the life membership nomination.
- 79.5 If the management committee assesses that the nominee meets the criteria for life membership, a motion to award life membership to the nominee must be proposed at the annual general meeting at which time the nominee may not be a parliamentary representative and the life membership is awarded if the motion is passed.
- 79.6 Life membership expires upon resignation or expulsion from the party.

Part 17 Elections for party positions

80 General

- 80.1 This Part deals with elections for the following party positions:

management committee positions

- 80.1.1 convenor (two co-convenors or one convenor);
- 80.1.2 deputy convenor;
- 80.1.3 secretary;
- 80.1.4 treasurer;
- 80.1.5 membership secretary;
- 80.1.6 one representative for each neighbourhood team;
- 80.1.7 lead national council delegate;

other positions

- 80.1.8 alternate national council delegate;
- 80.1.9 principal national conference delegate;
- 80.1.10 the remaining panel of national conference delegates within the entitlement under the Australian Greens constitution plus three additional delegates;
- 80.1.11 policy coordinator;
- 80.1.12 seven campaign team members;
- 80.1.13 arbitration and conciliation committee members;
- 80.1.14 five assembly arrangements working group member delegates.

- 80.2 During the annual general meeting, nominations may not open nor a ballot be conducted for a position unless – regarding the result of the annual election ballot held prior to the meeting – the position is declared vacant due to the absence of a valid nomination or the withdrawal of all nominees.
- 80.3 The members must be adequately informed of elections and, in a timely manner, provided with suitable nomination instructions, candidate statements, voting instructions and ballots.
- 80.4 A member who is elected to a position must keep records relevant to the position and when leaving the position they must conduct a handover and transfer all records to the incoming member.
- 80.5 The management committee decision making positions have two year terms starting at the end of an annual general meeting but the terms of the neighbourhood team representatives start in odd years.
- 80.6 The campaign team decision making positions have two year terms starting at the end of an annual general meeting but the terms of four of the positions start in odd years.
- 80.7 The arbitration and conciliation committee positions have two year terms starting at the end of an annual general meeting but the term of one position starts one year later than the other two positions.
- 80.8 All other positions have one year terms starting at the end of each annual general meeting.
- 80.9 Transition provisions:
 - 80.9.1 nominations will be called for all management committee positions for the 2026 annual party position elections and the terms of the neighbourhood team representative positions starting at the end of the 2026 annual general meeting will finish at the end of the 2027 annual general meeting.
 - 80.9.2 nominations will be called for all campaign team positions for the 2026 annual party position elections and the terms of the positions of the first three elected members have two year terms starting at the end of the 2026 annual general meeting and ending at the end of the 2028 annual general meeting.

81 Eligibility

- 81.1 The following members may not occupy any of the positions:
 - 81.1.1 an employee of, or contractor to, the party;
 - 81.1.2 a parliamentary representative;
 - 81.1.3 one who fails the integrity test by being currently listed on the Australian Securities and Investment Commission register of banned and disqualified persons or who has been convicted within the last five years of an indictable offence or an offence involving fraud or dishonesty punishable by imprisonment for a period of at least three months.
- 81.2 Members of the management committee and campaign team may not occupy any member delegate positions of the assembly arrangements working group.
- 81.3 A member may not occupy more than one management committee position – the **one hat rule**.
- 81.4 A member may not occupy a management committee position if they:
 - 82.4.1 reside outside the ACT; or

83.4.2 are disqualified according to the Act.

81.5 A neighbourhood team representative must reside in the relevant team area.

81.6 When nominations reopen during the annual general meeting for a vacant position as provided by clause 80.2, a member is ineligible to be nominated for the position if their successful candidacy would be disallowed by the one hat rule or they withdrew from any position for which during the meeting they were declared the successful candidate.

81.7 These eligibility rules apply at all times.

82 Nominations

82.1 A nomination must be proposed and seconded by two other members whose current period of party membership started at least one year before the date of the nomination and the nomination must include the nominee's consent and the nomination must be lodged with the returning officer.

82.2 An eligible member may be nominated for more than one position.

82.3 When two members are jointly nominated for co-convenors they must submit a joint nomination.

82.4 A nomination must be accompanied by a statement not exceeding 300 words per nominee which:

82.4.1 does not refer negatively to other nominees or contain endorsements from others; and

82.4.2 may also include a photograph of each nominee.

82.5 A nomination must also include a declaration that the nominee is not disqualified:

82.5.1 for a management committee position – according to the Act or by residing outside the ACT;

82.5.2 for any position – by failing the integrity test.

82.6 A candidate for a neighbourhood team representative position must be nominated and seconded by members who also reside in that area.

82.7 Nominations for the annual election open on the date six weeks before the annual general meeting and close on the date three weeks before the annual general meeting.

82.8 On the date four weeks before the annual general meeting the returning officer will announce the nominations received so far and renew the call for nominations.

82.9 The following reports must be provided to members before the close of nominations:

82.9.1 the annual report of the convenor;

82.9.2 the annual report of the treasurer including the audited financial statements for the previous financial year.

or members will be advised that the author has failed to provide them in time.

82.10 Notwithstanding the other provisions of this section, nominations for a position may reopen during the annual general meeting as provided by clause 80.2.

83 Meet the candidates

For the annual election, at least one meeting must be convened prior to the annual general meeting between the close of nominations and the start of voting for members to meet and assess the candidates, and at least two weeks' notice of any such meeting must be given to members.

84 Voting

- 84.1 Each ballot is accompanied by a compilation of the candidate statements.
- 84.2 When applicable, a ballot is annotated to indicate that a candidate is seeking more than a second consecutive full term in the position.
- 84.3 When applicable, a ballot for convenor will include the options to vote for one or more pairs of joint co-convenor candidates.
- 84.4 Voting for the annual election opens on the date one week after the nominations close and voting closes on the date two days before the annual general meeting.
- 84.5 Notwithstanding the other provisions of this section, when nominations for a position reopen during the annual general meeting and at least one validated nomination is received – during the meeting a statement is presented for each candidate followed by a secret ballot of the members present for the position.

85 Election tally and results

- 85.1 A convenor ballot is tallied first and when a pair of co-convenor candidates is successful in the convenor ballot the deputy convenor ballot is discarded.
- 85.2 The tally of votes in an election respects the **one hat rule** – when one or more members are the successful candidates for more than one management committee position:
 - 85.2.1 each of those members must choose one of the positions and after the returning officer has received all such choices then the returning officer conducts vote recounts, after withdrawing the relevant members from the relevant ballots and redistributing preferences, to determine the ultimately successful candidates, but
 - 85.2.2 notwithstanding other provisions in this section, when a successful co-convenor candidate chooses another position then the other successful co-convenor candidate is declared the convenor, the deputy convenor ballot is tallied, and unless both successful co-convenor candidates choose other positions the convenor ballot is not recounted.
- 85.3 The returning officer and deputy returning officer finalise the tally of all ballots according to their duties, declare the results including the vote counts to the annual general meeting and the meeting decides whether to reject any of the ballot results.
- 85.4 For those ballot results not rejected by the annual general meeting the relevant members start their terms at the end of the meeting.
- 85.5 If less than half the management committee positions are filled at the annual election –
 - 85.5.1 at the conclusion of the annual general meeting agenda the meeting adjourns until a date which is as soon as practicable after the close of voting in a special election for all the unfilled management committee positions; and

- 85.5.2 the special election is held as soon as practicable, requiring a nomination period of at least one week followed by a meet-the-candidates meeting and then a voting period of at least one week.
- 85.6 A decision to reject one or more ballot results requires a successful urgency motion and the consequent successful substantive motion, but the decision to reject a ballot result may only be determined based on evidence of a failure of integrity and/or process.

Part 18 Elections for parliamentary leadership positions

86 General

- 86.1 This Part deals with the elections for the leadership of the Greens MLAs.
- 86.2 The members must be adequately informed of elections and, in a timely manner, provided with candidate statements, voting instructions and ballots.
- 86.3 An election by secret ballot for one or more leadership positions must occur, as soon as practicable, after:
 - 86.3.1 the preselection of lead candidates for a forthcoming ACT Legislative Assembly election; or
 - 86.3.2 a position becomes vacant.
- 86.4 If there are two Greens MLAs:
 - 86.4.1 the party membership must elect the parliamentary leader from the Greens MLAs;
 - 86.4.2 when the leadership position becomes vacant then the other Greens MLA becomes the leader.
- 86.5 If there are more than two Greens MLAs:
 - 86.5.1 the party membership must elect the parliamentary leader and parliamentary deputy leader from the Greens MLAs;
 - 86.5.2 when the leader position becomes vacant then the deputy will become the acting leader precipitating an election for leader and deputy;
 - 86.5.3 when the deputy leader position becomes vacant then an election for deputy is conducted;
 - 86.5.4 when both positions become vacant then an election for both positions is conducted.
- 86.6 If there is more than one Greens MLA and a leadership position is vacant during a leadership ballot, a person is chosen to act in the role until the ballot result is declared by:
 - 86.6.1 the Greens MLAs choosing from among themselves, otherwise
 - 86.6.2 an election at a forum meeting.
- 86.7 The management committee may vary the parliamentary leadership election process if there is less than four weeks between the conclusion of preselection for ACT electorate lead candidates and the closing date for nominations to be accepted by Elections ACT.

87 Nominations

- 87.1 Only a Greens MLA or a preselected lead candidate (when there are no Greens MLAs), may nominate for a parliamentary leadership position and the nomination must be lodged with the returning officer.
- 87.2 A nomination must be accompanied by a statement not exceeding 300 words per nominee which:
 - 87.2.1 does not refer negatively to other nominees or contain endorsements from others;
 - 87.2.2 may also include a photograph of each nominee;
 - 87.2.3 may indicate that the nominee is running as part of a leader and deputy team.
- 87.3 Nominations are open for one week.
- 87.4 Where there is a concurrent election for both leadership positions, a nominee may nominate for either or both positions.

88 Meet the candidates

During the first week of voting, at least one meeting must be convened for members to meet and assess the candidates.

89 Voting

- 89.1 Each ballot is accompanied by a compilation of the candidate statements.
- 89.2 When applicable, a ballot is annotated to indicate a joint ticket with another candidate.
- 89.3 Voting is open for two weeks.

90 Election tally and results

- 90.1 The returning officer will tally the ballots and promptly declare the results including the vote counts at a forum meeting and during that meeting a member may challenge a ballot result based on evidence of a failure of integrity and/or process and the meeting shall determine the matter. Each successful candidate will immediately start their leadership term.
- 90.2 If a nominee wins the elections for both leadership positions then they will be declared the leader and the ballot for deputy leader will be recounted.

Part 19 Assembly arrangements working group

91 Purpose

- 91.1 The assembly arrangements working group (AAWG) is a standing consultative and advisory working group established by the forum.
- 91.2 Its purpose is to advise the Greens MLAs regarding negotiations with other members of the ACT Legislative Assembly about establishing, amending or ending agreements including, but not limited to, confidence and supply arrangements and parliamentary governing agreements.
- 91.3 Its advice is informed by consultation with the party membership.
- 91.4 The aim of the AAWG is to provide continuity, preparedness and transparency to allow the party to plan ahead, strengthen internal party democracy, support our

parliamentary representatives with timely structured advice and provide members with confidence that their voices will be heard when significant negotiations arise.

92 Membership

- 92.1 The AAWG comprises the following decision making members:
 - 92.1.1 five ACT Greens members (the **member delegates**) elected as part of the annual party position elections;
 - 92.1.2 one member of the management committee appointed by the management committee;
 - 92.1.3 one member of the campaign team appointed by the campaign team.
- 92.2 Members of the management committee and campaign team are ineligible to be member delegates.
- 92.3 Greens MLAs are ineligible to be members of the AAWG.
- 92.4 The party director and any Greens MLAs may attend any AAWG meetings, with speaking rights but no decision making rights.
- 92.5 Other party members may only attend AAWG meetings by invitation of the AAWG, with speaking rights but no decision making rights.
- 92.6 The AAWG appoints its own convenor and secretary from among its members.
- 92.7 The management committee will regularly check the membership of the AAWG and when a member delegate position has become vacant, the management committee will follow the standard process to fill the casual vacancy.

93 Working arrangements

- 93.1 The Greens MLAs will promptly notify the AAWG secretary about negotiations with other MLAs including initial communications, planning and ongoing progress.
- 93.2 AAWG meetings are convened by the AAWG secretary as necessary.
- 93.3 Consensus decision making will always be attempted but if not achievable, a decision may be deferred to a following meeting and party rules about urgent decisions must be followed.
- 93.4 The quorum for a AAWG meeting is half the number of current members of the AAWG rounded up.
- 93.5 Minutes are taken at each AAWG meeting by the secretary and —
 - 93.5.1 the full minutes are provided confidentially to the management committee, campaign team and the Greens MLAs;
 - 93.5.2 a summary of the minutes is presented at the next forum meeting.

94 Consultation with members

The AAWG will promptly consult with the party membership when there is a potential for a change to existing parliamentary arrangements.

95 Confidentiality

- 95.1 The AAWG members, all other AAWG meeting attendees, the management committee and campaign team, must maintain confidentiality regarding the sensitive information being considered by the AAWG.

95.2 Any breach of this section is deemed to be a breach of the code of conduct.
