

26th June 2017

Dear member,

Invitation to Annual General Meeting

The 2017 Annual General Meeting of Brentwood and Ongar Constituency Labour Party will be held from 7.30pm on Wednesday, July 5th, 2017 at Kelvedon Hatch Village Hall, School Road, Brentwood CM15 0DL. If you would like to attend but need a lift, please get in touch.

As a member of Brentwood and Ongar Constituency Labour Party I am delighted to invite you to attend. Whilst some of the meeting is formal, it is also an opportunity to meet fellow members and find out about the Brentwood and Ongar Labour Party's activities. These include social fundraising events, book and film clubs and a regular programme of campaign activities.

We will be electing officers for the CLP and delegates for the national conference and Essex campaign forum. You are encouraged to nominate yourself for these (no-one will be offended – democracy is valued), but it is essential that you notify us in advance, as nominations will only be accepted on the night for positions where none have been made in advance.

Please contact either Richard Millwood (richard.millwood@gmail.com 07790 558 641) or Gareth Barrett (garethpbarrett@gmail.com 07799 117301) to discuss informally and make sure you nominate by email or phone to Richard, Jane or Gareth before the deadline at 6pm on Tuesday, July 4th 2017. The minutes of the 2016 AGM, the agenda and notes for this meeting are with this letter and also at www.brentwoodandongarlabour.org.uk/AGM2017. Also on the web site are details of the duties for each of the official roles and reports from last years' officers.

Ahead of the AGM we will take part in Labour's **National Campaign Day on Saturday 1st July** meeting from 10:30am to 12:30pm by the St Thomas a Becket ruins in Brentwood High Street for a street stall. We encourage as many members as possible to join us for whatever time you can.

Also there are three social fundraising events coming up; please note the dates:

- **The Great Labour Bash** - Friday 14th July at 7pm at the Essex Arms on Warley Hill for a combination of celebration and music;
- **The Summer Garden Party** - Saturday 22nd July at 2:30pm
- **Quiz Night** - Friday 15th September at 7:30pm.

Details for all three are on our web site at www.brentwoodandongarlabour.org.uk/diary

Looking forward to meeting you at the AGM!

Yours sincerely,

 

Richard Millwood, Chair – richard.millwood@gmail.com 07790 558 641

Jane Winter, Secretary - jane.winter64@gmail.com 07976 057645

Agenda

Brentwood and Ongar Constituency Labour Party

2017 Annual General Meeting

1. Welcome and Apologies for Absence
2. Minutes of the 2016 AGM
3. Officer Reports
 - A. Chair (Richard Millwood)
 - B. Political Education (Sue Kortlandt)
 - C. Fundraising and Events (noted in Secretary's report and Accounts & Treasurers Report)
 - D. Youth & Student (Toby Blunsten)
4. Local Government Report
 - A. Brentwood Borough Council (Gareth Barrett)
 - B. Parish Councils (nine Parish Councillors, noted in Secretary's report)
5. General Election Report (Gareth Barrett)
6. Approval of Accounts & Treasurers Report (Pat Woods)
7. Adoption of Constitution (Gareth Barrett)
8. Election of Officers
 - A. Executive Officers (Chair, Vice Chair (Campaigns & Political), Vice Chair (Membership), Secretary, Treasurer and Women's Officer)
 - B. Executive Committee
 - C. Non-Executive Officers
9. Election of Delegates
 - A. National Conference Delegates
 - B. Essex Campaign Forum Delegates
10. Upcoming Events Update
11. Any other business

Brentwood Branch

2017 Annual General Meeting

1. Welcome and Apologies for Absence
2. Election of Officers (Chair, Secretary and Treasure)

Notes on the Annual General Meeting

Meeting Purpose

The Annual General Meeting will confirm the Constitutional arrangements of the local party; elect officers for the forthcoming year; elect our delegates to National Conference and regional panels; and approve the annual accounts. There will also be reports from Officers on the progress made in the previous year.

Participation

The meeting will open at 7.30pm and voting will begin at 8pm. Any member who arrives after 8pm will not be eligible to vote in any contested elections.

Only full members of Brentwood and Ongar Labour Party can participate, although supporters and affiliates may attend as observers. You do not need to bring your membership card with you.

Constitution

Brentwood and Ongar Constituency Labour Party has previously worked on an 'alternative structure' which was approved by the Regional Director and NEC for a set period. Following issues with other CLPs the NEC is no longer willing to extend these trials and we therefore have to change our format to a standard structure based on the Labour Party Rulebook 2017.

The new structure proposed is that of an 'All-Member' rather than 'Delegate' style. This means all members can attend and vote at our normal meetings, rather than delegates elected from individual branches. The new draft constitution also reapproves our existing Branches – Brentwood Branch and Ongar & North Weald Branch.

The Constitution requires a 2/3 majority to be approved and cannot be amended on the night. If it is approved, then the CLP will function within its rules going forward and elections will follow. If not then a Special General Meeting will need to be called to approve a constitution or the NEC will mandate a constitution on the CLP, with no further functioning permitted until this point. This is an unusual circumstance as normally an existing constitution could stay in place.

Election of executive officers and committee

Assuming the Constitution is approved the meeting will elect the following executive officers. Job descriptions are available on the website at: www.brentwoodandongarlabour.org.uk/AGM2017

1. Chair
2. Vice Chair (Campaigns & Political)
3. Vice Chair (Membership)
4. Secretary
5. Treasurer
6. Women's Officer (Must be a woman and elected only by women)

At least half (three) of these must be women.

Ordinary members of the executive committee

In addition to the six executive officers, we can elect up to seven further ordinary members of which at least three must be women. These thirteen form, with the officers, the executive committee.

Non-executive officers to be elected

These officers may attend executive committee but without voting rights (unless they are already elected as ordinary executive committee members). They are primarily offering representation and oversight. The roles are:

1. Two auditors (one must be female)
2. Youth & Student Officer (must be under 27 and elected only by those under 27)
3. Chair of the campaigns committee (active for general elections and oversight)

The executive committee will subsequently appoint coordinators from the membership for the following areas: Youth & Student; Women's; BAME; Trade union liaison; Membership recruitment & retention; Fundraising; Political education; Press & publicity and Member communications.

It is likely that the Youth & Student and Women's coordinators will be the elected officer for these areas, although it is not a prerequisite. A coordinator role gives no voting rights on its own, and may be drawn from the entire membership.

Delegates to national conference

The NEC has designated the following categories of delegate, and we are seeking clarification:

1. First ordinary delegate, must be a woman
2. One additional women's delegate
3. One youth delegate (under 27)

Delegate to Essex campaign forum

Four delegates (Two of whom should be women and one of whom should ideally be the CLP's campaign co-ordinator).

Brentwood branch

Following the full CLP election, a follow up election will be held for a Chair, Secretary and Treasurer of Brentwood Branch. Historically this has mirrored the CLP.

What can you do next?

Please consider nominating yourself, whether or not you are able to attend the AGM. You can be elected even if absent. We do need more 'hands on deck', but you will not be left to 'sink or swim'.

Please contact either Richard Millwood (richard.millwood@gmail.com 07790 558 641) or Gareth Barrett (garethpbarrett@gmail.com 07799 117301) to discuss informally and **make sure you nominate before the deadline** at 6pm on Tuesday, July 4th 2017.