

THE
CONSTITUTION

of

THE UNITED
PROGRESSIVE PARTY

“People First”

Ratified on April 21, 2024 at the 12th Biennial Convention

First Ratified on April 18th, 1993

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PART 1

PREAMBLE

WHEREAS there were three political organisations styled and named The Progressive Labour Movement (PLM); The United National Democratic Party (UNDP); and The Antigua Caribbean Liberation Movement (ACLM);

AND WHEREAS the said three organisations recognised that their aims and objectives were similar and geared to achieving and realizing the same goals;

AND WHEREAS the said three organisations were united and resolved in the opinion that in unity there is strength;

AND WHEREAS the said three organisations were determined to unite their collective resources to create a political organisation which would unite and embrace and forever represent their respective members; followers and supporters;

AND WHEREAS it was formally resolved and determined that the said organisations would be amalgamated into one political organisation styled and named as appears hereinafter;

AND WHEREAS the Progressive Labour Movement, the United National Democratic Party and The Antigua Caribbean Liberation Movement by respective resolutions carried by the respective organisations in Special General Meetings held on the 29th day of March, 1992; the 30th day of March, 1992; and the 11th day of April, 1992 respectively pursuant to their respective Constitutions and Rules formally determined to dissolve their separate identities and to amalgamate their respective membership, assets and liabilities, and be forever known, styled, declared and recognised as the organization hereinafter described;

IT IS HEREBY PROCLAIMED that:

ARTICLE 1: NAME

The name of the Organisation shall be the **United Progressive Party** (hereinafter referred to as “**UPP**” or “**the Party**”).

ARTICLE 2: EMBLEM AND MOTTO

1. The Party shall have an Emblem and a Motto:
 - a. The Emblem of the UPP shall be:



- b. The Motto of the UPP shall be: **“PEOPLE FIRST”**
 - c. The Party’s emblem may only be used in accordance with the brand guidelines.

ARTICLE 3: USE OF EMBLEM AND MOTTO

No Unit or member of the Party shall use the Party emblem or motto for any use purported for promotion of the Unit or individual on any media, whether it be social or otherwise without the prior approval of the Central Executive.

ARTICLE 4: AIMS AND OBJECTIVES

1. The UPP is a political organisation pledged to the maintenance of the Rule of Law, founded upon Democratic principles, basic human rights and human dignity, and dedicated the raising of the moral spiritual and material standards of the citizens of Antigua and Barbuda, and the promotion of their progress in all fields including but not limited to:- political, economic, social, spiritual, moral and cultural.
2. To this end, the UPP specifically pledges and declares itself to give special emphasis to the following objectives;
 - a) The preservation of the national independence for the people of Antigua and Barbuda;
 - b) The promotion and maintenance of the democratic way of life in Antigua and Barbuda;
 - c) The pursuit of such activities as are calculated to preserve the sanctity of the home and Family Life;
 - d) The development of an educated democracy participating actively in the conduct of public affairs by the promotion of political education and practical training;

- e) The raising of the level of economic productivity of the people by planned and rational development of the country's resources both human and physical;
- f) A higher standard of living for all, both moral and material;
- g) The provision of social security for all;
- h) The encouragement of proper industrial relations practices and effective democratic trade unionism;
- i) Equality of opportunity for all and a career open to talent for all citizens of Antigua and Barbuda irrespective of their race, place of origin, political opinion, colour, class or creed;
- j) The elimination of all forms of discrimination in public life;
- k) Tolerance and respect for rival political parties and opinions;
- l) Denunciation and elimination of discrimination, corruption, maladministration inefficiency, extravagance and ignorance in public affairs and public life;
- m) Collaboration with all Caribbean Countries in an effort to promote the more effective use of Caribbean resources for the benefit of Caribbean peoples;
- n) Promotion support development and maintenance of Caribbean Culture and Caribbean Institutions of merit;
- o) Economic integration of and cultural collaboration among the various countries of the Caribbean in the interest of the political dignity, political unity, economic development and social well being of its peoples;
- p) Collaboration with the international community in the world struggle for the establishment of a just society and the achievement of lasting peace.

ARTICLE 5: MEMBERSHIP

1. Membership shall be of two kinds:-
 - a) Individual:
 - i. Adult Membership;

- ii. Youth Membership.
- b) Affiliate:
 - i. Individual;
 - ii. Group Membership.
- 2. Financial Member is a member who is fully paid up. That is to say, not in arrears of any
 - a. membership dues
 - b. any levy established by the General Council applied to income received by virtue of such income being the result of membership of the UPP
 - c. Any other fees/dues as determined by the General Council
- 3. a non-financial member is a member who is not a financial member

ARTICLE 6: ADULT MEMBERSHIP

1. **Membership:** Any person who is a registered voter under the laws of Antigua and Barbuda is eligible for Adult Membership if the applicant:-
 - a) accepts the aims and objects, the principles, policies and programmes of the UPP and pledges to work for their achievement;
 - b) agrees to abide by the Constitution, by-laws, discipline and decisions of the UPP;
 - c) is not a member of any other political party or is not a member of any organisation whose policies or programmes are contrary to or inconsistent with those of the UPP;
 - d) has followed the procedure for application for membership as outlined in Part 5 of this constitution.

ARTICLE 7: YOUTH MEMBERSHIP

Any person who, on attaining the age of eighteen (18) years, would be eligible to register in Antigua and Barbuda, is eligible for Youth Membership if the person:

- a) is not less than twelve (12) years of age and not greater than thirty five (35) years of age;
- b) accepts the aims and objects, the principles, policies and programmes of the UPP;
- c) agrees to abide by the Constitution, by-laws, discipline and decisions of the UPP;
- d) is not a member of any other Political Party or is not a member of any organisation whose principles, policies or programmes are contrary to or inconsistent with those of the UPP.

ARTICLE 8: AFFILIATE MEMBERSHIP

1. INDIVIDUAL MEMBERSHIP

Any individual not eligible to be registered as a voter in Antigua and Barbuda and who:-

- a) accepts the aims and objects, principles, policies and programmes of the UPP and pledges to work for their achievement;
- b) agrees to abide by the Constitution, by-laws, discipline and decisions of the UPP;
- c) Is not affiliated to or connected with any organisation whose aims and objects or principles or policy or programme are contrary to or inconsistent with those of the UPP;
- d) shall be eligible for affiliate membership in the UPP.

2. GROUP MEMBERSHIP

Any democratic organisation such as a Trade Union, Friendly Society, Cooperative, Credit Union, Cultural Group, Sports Association or other Group which:-

- a) accepts the aims and objects, principles, policy and programme of the UPP and pledges itself to work for their achievement;
- b) agrees to abide by the Constitution, by-laws, discipline and decisions of the UPP;

- c) is not affiliated to or connected with any organisation whose aims and objects or principles or policies or programmes are contrary to or inconsistent with those of the UPP;
- d) shall be eligible for affiliate membership in the UPP.

ARTICLE 9: PARTY MEMBERSHIP ADMINISTRATION (new)

- a) An active member of the United Progressive Party is one who regularly attends meetings of the unit to which he/she belongs. Inactive members are defined as individual adult members, youth members, or affiliate members who have not attended the unit's meetings for six consecutive months without submitting a written excuse accepted by the Party Unit and who remain non-financial for twelve (12) months. The Central Executive shall consider and determine such members for cessation of UPP membership.
- b) The Party Unit is responsible for making all necessary efforts to notify individuals of their impending cessation of membership.
- c) Members who cease to be part of the UPP under this section shall be eligible for reinstatement no less than three (3) months after cessation of membership, except when the Political Leadership, at its sole discretion, varies the reinstatement period for such individuals. Requests for reinstatement must be submitted in writing to the Central Executive through the General Secretary.
- d) The Central Executive shall approve or deny such requests for reinstatement and shall inform the Unit of the request for reinstatement and of its decision.
- e) Each Party Unit shall conduct an annual review of its members' activity and submit to the Central Executive a list of members meeting the criteria for cessation of membership.
- f) Each list should include the Unit's recommendation regarding whether such member should cease being or remaining a member of the Party.

ARTICLE 10: UNITS

1. The Units of the UPP shall be the following:
 - a) The Constituency Branch
 - b) The External Party Branch
 - c) The Youth Forum
 - d) The Women's Forum

- e) The Central Executive
- f) The Parliamentary/Legislative Group
- g) The General Council
- h) The Biennial National/Special Convention

ARTICLE 11: THE CONSTITUENCY BRANCH

1. There shall be one Constituency Branch in each electoral Constituency, the membership of which shall comprise of adult members and youth members who have been approved for membership following the procedure outlined herein.
2. The Constituency Branch shall elect from among its members:
 - a) A Constituency Executive at its Annual General Meeting
 - b) Nine (9) delegates who, along with the Chairperson of the Branch, shall represent the Constituency Branch on the General Council. Such delegates shall be elected at its Annual General Meeting
 - c) Fourteen (14) Delegates, who, along with those elected in (b) above, shall represent the Constituency Branch at a Biennial Convention or any Special Convention. These delegates are to be elected after the summoning of the Convention by the General Council and by the date established by the Central Executive for the submission of its list of delegates.
3. Each constituency Branch shall elect from among its members a Constituency Executive which shall comprise of the following officers:
 - a) Chairman;
 - b) Deputy Chairman;
 - c) Secretary;
 - d) Treasurer;
 - e) Asst. Secretary /Asst. Treasurer
 - f) Public Relations Officer / Education Officer;
 - g) Welfare Officer;
 - h) Events Officer;

- i) Elections /Field Officer;
 - j) Mobilization/Transportation Officer;
 - k) Five (5) other members;
 - l) The elected Member of Parliament for the constituency. Such member shall have voting rights.
 - m) Any unelected Member of Parliament or any Caretaker who is a member of the branch. Such member shall have voting rights on the Executive.
 - n) The Caretaker for the Constituency, who is not a member of the Branch. Such member shall have no voting rights on the Executive.
4. The Constituency Executive shall meet as often as necessary but in any case at least once per month.
 5. The quorum of the Constituency Executive shall be seven (7) members of whom at least three (3) must be Officers.
 6. A Constituency Branch shall meet as often as is necessary but in any case at least once per quarter and its quorum shall be thirteen (13) of whom at least three (3) shall be officers.
 7. The Constituency Branch shall be responsible for the organization, administration and control of Party affairs in its Electoral Constituency, and its powers and duties shall be as follows:
 - a) to carry out the directives of the Central Executive and the General Council;
 - b) to submit to the Central Executive a Quarterly Report on its activities in the electoral Constituency and a quarterly statement of its financial position;
 - c) to investigate on its own initiative, or at the instance of the General Council or Central Executive matters of discipline and party concern and forthwith to report thereon to the General Council or Central Executive as the case maybe;
 - d) to convene an Annual General Meeting (AGM), the quorum of which shall be no less than fifty percent (50%) of the financial members or thirteen (13) financial members whichever is greater;
 - e) to submit an Annual Report of its activities to the General Secretary of the UPP;

- f) to establish, organise and maintain a Constituency Office;
- g) to organize Public Meetings as may be deemed necessary in consultation with the Political Leadership;
- h) to nominate persons for election as Officers of the UPP and such nominations shall be forwarded to the General Secretary of the UPP by the Secretary or Chairman of the Constituency Branch;
- i) to nominate persons for selection by the Central Executive and Political Leadership
 - i. the candidate of the UPP for election to the House of Representatives
 - ii. the Constituency Caretaker
 - iii. the person to represent the UPP on any other elected body.

The name and other data of the person so nominated shall be forwarded to the Political Leadership through the Political Leader for approval;
- j) generally, to promote the welfare of Party members in the Constituency.

ARTICLE 12: THE EXTERNAL PARTY BRANCH

1. Any grouping of Members of the UPP residing in any given overseas territory may operate as an External Party Branch.
2. To apply for External Branch Membership, an overseas based group of members shall apply in writing to the Party via its General Secretary, indicating the names of the Members of the UPP who will comprise such External Branch.
3. The requirements for formation of a Constituency Branch shall apply to the formation of an External Branch in so far as they are applicable.
4. On the recommendation of the Central Executive, the General Council may approve any such Group to be granted External Branch status. Such Group(s) shall be required to function according to the rules and regulations governing the functioning of Constituency Branches as far as it is possible.

ARTICLE 13: THE YOUTH FORUM

1. There shall be a Youth forum named **PROGRESSIVE YOUTH**, which shall

be comprised of the Youth members of the UPP and adult members who are below the age of thirty five (35) years.

2. The **Progressive Youth** shall elect from among its members:
 - a) An Executive at its Annual General Meeting
 - b) Nine (9) delegates who, along with the Chairperson of Progressive Youth, shall represent the Forum on the General Council. Such delegates shall be elected at its Annual General Meeting
 - c) Fourteen (14) Delegates, who, along with those elected in (b) above, shall represent the Progressive Youth at the Biennial Convention or any Special Convention. These delegates are to be elected after the summoning of the Convention by the General Council and by the date established by the Central Executive for submission of the list of delegates.
3. The Progressive Youth shall elect from among its members an Executive which shall comprise of the following Officers:
 - a) Chairman,
 - b) Deputy Chairman,
 - c) Secretary
 - d) Treasurer
 - e) Assistant Secretary
 - f) Public Relations Officer
 - g) Events Planning Officer
 - h) Five (5) other members
4. The Progressive Youth Executive shall meet as often as is necessary but at least once every calendar month and its quorum shall be seven (7) members of whom at least three (3) shall be Officers.
5. The Progressive Youth shall meet as often as is necessary but at least once every three calendar month and its quorum shall be thirteen (13) of whom at least three (3) shall be officers.
6. The Progressive Youth shall have special responsibility for dealing with the issues of youth and for promoting the full participation of youth in all phases of national, community and Party life with particular emphasis on education, training, economics, culture, sport, good social and moral activities.

7. The Progressive Youth powers and duties shall be as follows:
- a) to carry out the directives of the Central Executive and the General Council;
 - b) to submit to the Central Executive a quarterly report on its activities and a quarterly statement of its financial position;
 - c) to convene an Annual General Meeting(AGM); the quorum of which shall be no less than fifty percent (50%) of the financial members or thirteen (13) financial members whichever is greater;
 - d) to submit an annual report of its activities to the General Secretary of the UPP
 - e) to elect whenever a Biennial or a Special Convention is summoned such number of Convention delegates as is required;
 - f) to nominate persons for election as Officers of the UPP and such nominations shall be forwarded to the General Secretary of the UPP by the Secretary or Chairman of the Progressive Youth;
 - g) generally, to promote the welfare of the youth members.

ARTICLE 14: THE WOMEN'S FORUM

1. There shall be a Women's Forum which shall comprise the Women members of the UPP.
2. The Women Forum shall elect from among its members:
 - a. An Executive at its Annual General Meeting
 - b. Nine (9) delegates who, along with the Chairperson of the Forum, shall represent the Forum on the General Council. Such delegates shall be elected at its Annual General Meeting
 - c. Fourteen (14) Delegates, who, along with those elected in (b) above, shall represent the Women's Forum at the Biennial Convention or any Special Convention. These delegates are to be elected after the summoning of the Convention by the General Council and by the date established by the Central Executive for submission of the list of delegates.
3. The Women's Forum shall elect from among its members an Executive which shall comprise of the following Officers:

- a. Chairman,
 - b. Deputy Chairman,
 - c. Secretary
 - d. Treasurer
 - e. Assistant Secretary
 - f. Public Relations Officer
 - g. Events Planning Officer
 - h. Five (5) other members
4. The Women's Forum Executive shall meet as often as is necessary but at least once every calendar month and its quorum shall be seven (7) members of whom at least three (3) shall be Officers.
 5. The Women's Forum shall meet as often as is necessary but at least once every three calendar month and its quorum shall be thirteen (13) of whom at least three (3) shall be officers.
 6. The Women's Forum shall have special responsibility for dealing with the issues of women and for promoting the full participation of women in all phases of national, community and Party life with particular emphasis on education, training, economics, culture, sport, good social and moral activities.
 7. The Women's Forum powers and duties shall be as follows:
 - a. to carry out the directives of the Central Executive and the General Council;
 - b. to submit to the Central Executive a quarterly report on its activities and a quarterly statement of its financial position;
 - c. to convene an Annual General Meeting(AGM); the quorum of which shall be no less than fifty percent (50%) of the financial members or thirteen (13) financial members whichever is greater;
 - d. to submit an annual report of its activities to the General Secretary of the UPP
 - e. to elect whenever a Biennial or a Special Convention is summoned such number of Convention delegates as is required;
 - f. to nominate persons for election as Officers of the UPP and such

nominations shall be forwarded to the General Secretary of the UPP by the Secretary or Chairman of the Women's Forum;

- g. generally, to promote the welfare of the women members

ARTICLE 15: THE CENTRAL EXECUTIVE

1. There shall be a Central Executive which shall be responsible to the General Council.
2. In addition to any matter specifically assigned to it, the Central Executive is charged with the organization and administration of the UPP and shall have the power in an emergency to take such action on any matters as it may deem necessary.
3. The Central Executive shall comprise:
 - a. The Officers of the UPP;
 - b. The Chairperson of each Constituency Branch;
 - c. Ten (10) other members elected at the Biennial Convention;
 - d. The Chair of the Progressive Youth;
 - e. The Chair of the Women's Forum;
 - f. UPP members in the House of Representatives and the Senate.
 - g. Five advisory positions appointed by the Political Leader and ratified by General Council.
 - h. All Constituency Candidates and Caretakers who have been ratified by the General Council and who have not been removed or replaced.
 - i. The immediate past Political Leader of the Party.
 - j. The immediate past Chairman of the Party.
 - k. Trustees of the UPP
4. The Deputy Chairman of each other unit shall be named as an alternate to the Chairman of the Unit and shall represent his/her Unit on the Central Executive in the absence of the Chairman, and where the Chairperson of the Unit is otherwise a member of the Central Executive.
5. The Central Executive shall meet as often as is necessary but in any event at least

once per month. Any member of the Central Executive who is absent for more than three (3) consecutive meetings without reasonable excuse and just cause, shall cease to be a member of the Central Executive, upon a resolution passed by a two thirds majority of the financial members present.

6. The quorum for a meeting of the Central Executive shall be twenty (20) of whom at least four (4) shall be Officers of the UPP.
7. The provisions for determining the person to preside over the meetings of the General Council shall apply also to meetings of Central Executive.
8. The Central Executive is hereby assigned the following exclusive rights, powers and duties:
 - a. to determine all questions of membership of the UPP;
 - b. to assign any member or committee to guide, oversee, assist any unit of the UPP.
 - c. to approve the UPP's candidates/caretakers nominated by Constituency Branches for all elections after being reviewed by the Political Leadership. All nominated candidates/caretakers shall be subject to a veto by the Political Leader;
 - d. to investigate matters of discipline at all levels of the UPP for reference to the General Council where necessary;
 - e. to approve, alter, modify or disband the existence or operational areas of Constituency Branches, the Youth Forum, the Women's Forum or an External Party Branch;
 - f. to summon the Executive or members of any Constituency Branch, the Youth Forum, the Women's Forum or an External Party Branch of the party to appear before it to discuss matters pertaining to their operations.
9. The Political Leader is specifically empowered to take such steps as may be necessary after consultation with the Central Executive to direct party members on Statutory Bodies or Public Bodies in matters pertaining to the discharge of their public responsibilities and particularly to the effective implementation of Party policies and decisions.
10. The Central Executive shall appoint the following Standing Committees which shall be under its direct supervision and control and shall be directly responsible to it under the regulations herein made for their control and function:
 - a. The Investigations Committee on Disciplinary Matters;
 - b. The Membership Screening Committee;

- c. The Management and Personnel Committee;
 - d. Events/Entertainment Committee;
 - e. Collections Management Committee
 - f. Finance Committee.
 - g. Council of Chairpersons
11. Members of the Standing Committees of the Central Executive may be drawn from the members of the Central Executive as well as from such other members of the UPP as the Central Executive may deem fit.

ARTICLE 16: THE PARLIAMENTARY GROUP

1. The Parliamentary Group shall be responsible to the General Council through the Central Executive and ultimately to the Biennial Convention.
2. The Parliamentary Group shall comprise:
 - a) The members who represent the UPP in Parliament.
 - b) All persons nominated by a Constituency Branch and approved by the General Council as the UPP's candidate for elections to Parliament and other elected Bodies. Any such person shall automatically cease to be a member if he/she is defeated in the election and shall resume membership if re-nominated subsequently and approved by the General Council;
 - c) No more than two Officers of the UPP selected by the Central Executive who are not members by virtue of items (a) or (b) of this section.
3. The Parliamentary Group shall meet as often as necessary but as least once every three (3) months, and its quorum shall be one-third (1/3) of its membership.
4. The Parliamentary Group shall be presided over by the Political Leader or in his/her absence a Deputy Political Leader. In the absence of the foregoing, a Chairman shall be elected by the members present.
5. At the Biennial or any Special Convention members of the Parliamentary Group who are not delegates shall have the right to attend and to speak on all matters but not the right to vote.
6. The Parliamentary Group shall submit through its Chairman an annual report on its activities to the Central Executive and the General Council.
7. The Parliamentary Group through its Chairman shall submit a report on its

activities to the General Council, through the Central Executive, for consideration by the Biennial Convention.

ARTICLE 17: THE GENERAL COUNCIL

1. The General Council shall be the governing body of the UPP and shall be responsible for its policy, organization, administration and discipline:
 - a. It shall have control of the units, constituents and activities of the UPP;
 - b. It shall have power to establish Standing and other Committee and to make and enforce rules, regulations and Standing Orders to enable it to carry out its various duties, responsibilities and functions;
 - c. It shall have power generally to do all things as are necessary for the enforcement of the Constitution and the achievement of the aims and objects, principles, policies and programmes of the UPP;
 - d. It shall approve as Party Candidates for election to the House of Representative and other Elected Bodies, persons who have been recommended by the Constituency Branches, selected by the Political Leadership and have received the approval of the Central Executive.
 - e. It shall have the power to establish the fees, levies, dues, etc. which shall determine a member's financial status.

2. The General Council shall comprise:
 - a. The Officers of the UPP that is to say:
 - i. Chairman;
 - ii. Deputy Chairman;
 - iii. Political Leader;
 - iv. Two Deputy Political Leaders (selected by the Political Leader);
 - v. General Secretary;
 - vi. Assistant General Secretary;
 - vii. Treasurer
 - viii. Assistant Treasurer;

- ix. Elections Officer;
 - x. Education Officer;
 - xi. Public Relations Officer;
 - xii. Events/Entertainment Officer;
 - xiii. Labour Relations Officer;
 - xiv. Field Officer;
 - xv. Welfare Officer;
 - xvi. Mobilization/Operations Officer;
 - xvii. Unity / Mediation Officer
- b. Trustees of the UPP.
 - c. Ten (10) General Council representatives from each Constituency Branch.
 - d. Members of the Central Executive who are not officers of the UPP;
 - e. Ten (10) representatives of the Youth Forum;
 - f. Ten (10) representatives of the Women's Forum;
 - g. UPP members in the House of Representatives and the Senate and other elected Bodies;
 - h. The Chairperson of all General Council Standing Committees.
3. The General Council shall meet as often as necessary but in any case at least once every two (2) calendar months at such date, time and place as it may decide or in the absence of such decision, the Central Executive may decide.
 4. Its quorum shall be sixty (60), at least five (5) of whom shall be Officers of the UPP;
 5. In the absence of the Chairperson or the Deputy Chairperson of the UPP, the Political Leader or the Deputy Political Leaders, or in the absence of all the foregoing, an Officer elected for the purpose by the quorum present provided that they vacate the chair upon the arrival of the Chair or Deputy Chair
 6. The General Council shall appoint the following Standing Committees and such other Standing Committees as it may deem fit from time to time which shall be under its direct supervision and control and shall be directly responsible to it under

the regulations herein made for their control and function:

- a. Disciplinary Committee
 - b. Education Committee
 - c. Research Committee
 - d. Public Relations, Publicity and Propaganda Committee
 - e. Elections Strategy Committee
 - f. Policy Committee
 - g. Party Welfare Committee
 - h. Mobilization/Operations Committee
 - i. Rules, Regulations and Standing Orders Committee
7. Members of the Standing Committees appointed by the General Council may be drawn from the members of the General Council as well as from such other members of the UPP as the General Council may deem fit.
 8. The Chairperson of a Standing Committee of the General Council shall be that Officer of the UPP elected at a Biennial or Special Convention to deal with the matters which fall within the scope of such committee, but where there is no such Officer, the General Council shall appoint the Chairperson of the Standing Committee from among its members;
 9. The Chairperson of each Standing Committee shall in consultation with his/her Committee draw up a programme of work for such Committee and present it to the General Council for approval within such time as is stipulated by the General Council.
 10. Standing Committees shall submit written reports on their activities for consideration at Meetings of the General Council.
 11. Each Standing Committee shall submit a final Report to the General Council at the end of its term.
 12. It shall be the duty of the General Council or the Political Leadership to summon and to make arrangements for the Biennial Convention and the General Council or Political Leadership as the case may be shall also have the right and the power, in its discretion, on a Resolution being passed for that purpose to summon a Special Convention to consider and determine specific matters affecting the interest of the UPP.
 13. The General Council shall have the power to determine if a vacancy exists in any Office and to make an appointment and to fill such vacancy in the absence of

specific provisions therefore in the Constitution.

14. The General Council shall have the right to appoint any committee to manage the planning of any convention and to appoint any person/entity to conduct specific duties at the upcoming Convention. The General Council shall determine the reporting frequency of such appointees.

ARTICLE 18: THE BIENNIAL CONVENTION

1. The General Council or the Political Leader shall summon the Biennial National Convention on a date in the month of June biennially but shall have the power in its discretion, for good reason, to summon the Biennial Convention on a date in a month other than the month of June in any biennial year when such Convention is due. The Convention must be held not less than ninety (90) days and not more than one hundred & twenty (120) days after the date on which it was summoned.
2. The General Council by majority vote or the Political Leader shall have the power to summon at any time a Special Convention for specific purposes. Notice of the proposed agenda of the convention shall be disseminated in writing to all members entitled to attend not less than seven (7) days prior to the date of such meeting. The special convention must be held not less than sixty (60) days and not more than ninety (90) days after the date on which it was summoned.
3. The Biennial Convention or any Special Convention shall comprise:
 - a) as of right:
 - i. the members of the General Council;
 - ii. fourteen (14) delegates from each Constituency Branch excluding persons falling in any of the other categories in this section;
 - iii. fourteen (14) delegates from the Youth Forum excluding persons falling in any of the other categories in this section;
 - iv. fourteen (14) delegates from the Women's Forum excluding persons falling in any of the other categories in this section;
 - v. fourteen (14) delegates from combined external branches;
 - b) as Observers: The following shall be entitled to attend any Convention as observers and shall not have the right to vote:
 - i. approved prospective candidates for election to the House of Representatives and other elected bodies who are not delegates or persons falling in any of the other categories in this section;

- ii. Elected Officers of any unit of the UPP who are not delegates or persons falling in any of the other categories in this section;
 - iii. such invitees as the General Council or Political Leader may determine.
 - c) Approved members/persons as required to facilitate the work of the Convention.
4. One Hundred and fifty (150) members eligible to attend and who shall have the right to vote shall constitute a quorum.
5. The Biennial Convention shall be the supreme authority of the UPP and shall have the following rights, power, and duties:
- a) to consider, formulate, declare, or deal in any way with the principles, policies and programmes of the UPP;
 - b) to consider the Annual Reports of the General Council;
 - c) to consider the Reports of the Political Leader; Chairperson, General Secretary and Treasurer;
 - d) to consider, adopt, amend or deal in any way with the Constitution of the UPP;
 - e) to hear and determine appeals from the decision of the General Council on the suspension or expulsion of any member or Unit of the UPP;
 - f) to deal with any other matter or transact any other business submitted for its consideration by the General Council;
 - g) to appoint an Auditor to audit the Accounts of the UPP and to consider their audited report;
 - h) to consider resolutions relative to national and international Affairs, to the principles, policies and programmes of the UPP provided that such resolutions have had the prior approval of the General Council or any Constituency Branch once approved by the Central Executive;
 - i) to elect the Officers of the UPP as provided by Article 18(1).
6. A Special Convention shall have similar rights, power and duties to those of a Biennial Convention within the scope of and the purpose for which it has been summoned by the General Council or the Political Leader.

ARTICLE 19: ELECTION AND REMOVAL OF OFFICERS

1. The Officers of the UPP (except the Deputy Political Leaders, and the Trustees of the UPP) shall be elected at a Biennial Convention and shall hold office for two (2) years until successors have been elected or unless they have resigned, ceases to be a member, ceases to be a member of the Central Executive or are removed in a Special Convention
2. The Officers of the UPP (except the Deputy Political Leaders, and the Trustees of the UPP) who are elected at a Special Convention, shall hold office until the next Biennial Convention or until successors have been elected or unless they have resigned, ceases to be a member or are removed in a Special Convention.
3. The Officers of the UPP shall comprise the Chairman, Deputy Chairman, Political Leader, Two Deputy Political Leaders, General Secretary, Assistant General Secretary, Treasurer, Assistant Treasurer, Education Officer, Public Relations Officer, Elections Officer, Field Officer, Welfare Officer, Events/Entertainment Officer, Mobilization/Operations Officer and three (3) Trustees.
4. Two Deputy Political Leaders shall be appointed by the Political Leader and shall be named at each Biennial Convention or as soon as possible thereafter as is practicable after conclusion of the Convention. The appointments shall be ratified either at the Convention in which they were named or if subsequent to the Convention, at the next General Council Meeting of the UPP. The appointment of any Deputy Political Leader may be revoked by the Political Leader but such revocation must be ratified at the next General Council Meeting following the revocation or a Convention, whichever is the soonest and at such General Council Meeting or Convention a new Deputy Political Leader shall be appointed and ratified.
5. All Officers with the exception of the Deputy Political Leaders and the Trustees, shall be elected by secret ballot on the basis of written nominations proposed by a Unit of the UPP and submitted to the General Council, provided that such nominations shall not be valid without the prior consent of the person nominated given in writing to the Secretary of the Unit or the General Secretary of the UPP.
6. All nominees shall be financial at the time of accepting the nomination and shall, at that time, be financial beyond the proposed date of the Convention.
7. Any meeting of any Unit of the Party during which an election is to be conducted, shall be held in a place which is approved by the Central Executive.
8. The General Council may, by resolution, recommend to a Special Convention as the case may be, that any Officer with the exception of the Deputy Political Leaders shall be dismissed from Office and the matter shall be decided on a motion duly passed at the Special Convention as the case maybe.
9. The General Council shall have the power to fill a vacancy occurring in any office in the absence of specific provisions therefore under the Constitution of the UPP.

ARTICLE 20: POLITICAL LEADERSHIP AND OFFICERS OF THE

UPP

1. POLITICAL LEADERSHIP:

Subject to the provisions of this Constitution the Political Leader shall be responsible to the Party for the execution of its political affairs and in the execution of this responsibility he/she shall consult with the Chairman, Deputy Chairman, the Deputy Political Leaders, General Secretary, Treasurer and the elected Parliamentarians who shall together comprise the Political Leadership of the UPP.

2. POLITICAL LEADER:

The Political Leader of the Party shall be the principal political officer of the Party. He/She shall be responsible for the proper implementation of the policies of the UPP as well as the organization and implementation of the political activities of the UPP. He/She shall present to the Biennial Convention the following, namely:

- i. A report of the activities of the Party since the last Biennial or Special Convention as the case may be and
- ii. A political report covering all major aspects of the Government of Antigua and Barbuda since the last Biennial Convention.

3. DEPUTY POLITICAL LEADERS:

The Deputy Political Leaders shall perform such duties as may be designated to them by the Political Leader and in particular shall assist the Political Leader in the execution of his/her responsibilities in his/her relations with the Party; in the formulation and implementation of matters of policy and in the execution of his/her responsibilities in relation to UPP members who serve in Parliament, elected Bodies and such Statutory Bodies as may be determined by the Central Executive from time to time. A Deputy Political Leader shall perform the functions of the office of the Political Leader if the Political Leader is unable to so do.

4. CHAIRMAN:

- a) The Chairman shall be the Principal Officer of the Party and shall be responsible for the proper administration and discipline of all members and Units of the UPP in accordance with the Provisions, Articles, By- Laws, Standing Orders and Regulations of this Constitution.
- b) The Chairman of the Party shall preside at all meetings of the General Council, Party Conventions and the Central Executive of the Party.
- c) He/She shall be responsible to the General Council for the proper performance of his/her duties.

- d) He/She can only be removed from office between Party Conventions on a censure motion passed by a majority of three fourths (3/4) of those members present at an extraordinary meeting of the General Council, notice of which motion shall be included on the agenda which must be given in writing to all of the members of the General Council not less than seven (7) days prior to the date of such meeting.

5. DEPUTY CHAIRMAN:

- a) The Deputy Chairman of the Party shall perform such duties as may be designated to him/her by the Chairman and preside at all Conventions, meetings of the General Council and the Central Executive of the UPP at which the Chairman is absent.
- b) He/She shall automatically assume the principal functions and duties of the Chairman if the Chairman is removed from office by a vote of censure passed in the accordance with Paragraph 4 of this Article.

6. GENERAL SECRETARY:

- a) The General Secretary of the Party shall be the Secretary of Party Conventions, the General Council and the Central Executive of the Party, and shall be wholly responsible for the following, namely:
 - i. The recording of Minutes of all meetings of the General Council, the Central Executive;
 - ii. The implementation of their decisions and directives;
 - iii. The maintenance of complete and comprehensive records of all matters pertaining to the Party Units so as to be informed at all times of all aspects of Party activities;
 - iv. The General Manager of his/her office which shall be called the Party Secretariat and as such shall be responsible for staff discipline; the co-ordination of the functions of various members of the staff so as to promote maximum efficiency; checking and supervising the work of each member of staff and in his/her discretion to report any shortcomings to the Political Leadership; and attending to incoming and outgoing correspondence;
 - v. Liaising with the Editorial Board of the Publishing Company in relation to the publication of the Party Organ or other Party publications.

7. ASSISTANT GENERAL SECRETARY:

The Assistant General Secretary shall be an officer who shall assist the General Secretary from time to time and perform such duties as may be designated to

him/her by the General Secretary. He/She shall also perform the duties of the office of the General Secretary during periods of his/her absence provided that when he/she acts for a continuous period of more than one month he/she shall be remunerated on the same basis as provided for the General Secretary by the General Council.

8. TREASURER:

The Treasurer of the Party shall be responsible for the funds and finances of the Party. He/She shall submit an annual report to the General Council which shall include an Income and Expenditure Statement and Balance Sheet for the relevant period covered by the Report.

9. ASSISTANT TREASURER:

The Assistant Treasurer shall assist the Treasurer from time to time and perform such duties as may be designated to him/her by the Treasurer. He/She shall perform the functions of the office of Treasurer if the Treasurer is unable to do so due to illness or absence abroad.

10. EDUCATION OFFICER:

The Education Officer shall perform such functions which are delegated to him/her by the Central Executive and which are consistent with the functions of the Education Committee.

11. PUBLIC RELATIONS OFFICER:

The Public Relations Officer shall perform such functions which are delegated to him/her by the Central Executive and which are consistent with the functions of the Public Relations Publicity and Propaganda Committee.

12. LABOUR RELATIONS OFFICER:

The Labour Relations Officer shall perform such functions which are delegated by the Central Executive and which are consistent with the functions of the Labour Relations Committee.

13. ELECTIONS OFFICER:

The Elections Officer shall perform such functions which are delegated by the Central Executive and which are consistent with the functions of the Elections Strategy Committee.

14. EVENTS/ENTERTAINMENT OFFICER:

The Events/Entertainment Officer of the Party shall be responsible for planning of fundraising, political and other events of the Party. He/She shall submit an annual report to the General Council through the Treasurer which shall include a summary of the income and expenses for the relevant period covered by the Report.

15. WELFARE OFFICER:

The Welfare Officer shall perform such functions which are delegated by the Central Executive and which are consistent with the functions of the Party Welfare Committee.

16. MOBILISATION/OPERATIONS OFFICER:

The Mobilisation Operations Officer shall perform such functions which are delegated to him/her by the Central Executive and which are consistent with the functions of the Operations Committee.

17. UNITY / MEDIATION OFFICER:

The Unity / Mediation Officer shall be responsible for maintaining unity among its members and Units. S/he shall act as an independent and trustworthy mediator when necessary to attempt to resolve disputes before they escalate to the Party investigation and/or disciplinary committees. The officer shall also perform any other functions delegated by the Central Executive consistent with the role of the Party Unity/Mobilization Officer.

18. TRUSTEES:

The General Council shall appoint three (3) trustees who shall hold office for such term as the General Council may determine. A Trustee may be removed from office by a majority vote of the General Council or a majority vote at a Convention of the Party. Title to any real property which is owned by the Party shall be vested in its Trustees for the time being.

ARTICLE 21: ELIGIBILITY FOR OFFICE

1. No person shall be nominated to hold office in the UPP, nor vote in any election of the UPP nor represent the UPP at any level who:
 - a) is non-financial;
 - b) is the subject of any disciplinary censure and has thereby been debarred by the General Council.

2. Any person elected or appointed to hold office or to represent the UPP on any Unit or Committee shall automatically cease to be such member if he/she is non-financial for a period in excess of three (3) calendar months or absents himself from three (3) consecutive, regular meetings of such Unit or Committee without reasonable excuse to the Secretary of such Unit or Committee. The vacancy thus created shall be declared by the Chairman of the Unit or Committee at its next regular meeting.
3. A person who is a member of the Central Executive shall cease to be such member if he/she is non-financial for a period in excess of three (3) months.

ARTICLE 22: FUNDS AND OTHER ASSETS OF THE PARTY

1. All monies and other assets of the UPP, including those of all Units of the UPP, shall be vested in the name of the Party.
2. Any Unit of the Party needing to open an account at any Financial Institution shall first obtain the authorization of the Central Executive. All such accounts shall be opened in the name approved/assigned by the Central Executive.
3. Any funds collected personally on behalf of the Party shall be transferred in full to the UPP through its Treasurer. Any monies received which is greater than \$500.00 or the amount set by the Central Executive, shall be transferred to the UPP via bank transfer.
4. It shall be the responsibility of every Unit's Executive to submit annually, to the General Secretary, a list of assets under its control.
5. It shall be the duty of the Central Executive to make proper arrangements for the raising, collection, maintenance and control of the funds and other assets of the UPP.
6. Each of the Units of the UPP shall be responsible for the funds and other assets of the UPP under its particular control and shall account for such funds and other assets to the Central Executive through the Chairman of the Unit.
7. Except for the fees/dues/levies determined by the General Council which are collected and paid in full to the Treasurer of the UPP, each Unit shall donate to the UPP through the Chairman of the Unit a percentage of their annual profits as determined by the Executive of the Unit and the Treasurer of the UPP.

ARTICLE 23: DISCIPLINE

1. GENERAL

If any member of the UPP who is in rivalry or opposition to any Party Candidate

or Nominee, or is otherwise in defiance of or contrary to any Party directive or declared policy or principle or announcement contrary to the interests of the UPP:

- a. publicly announces his/her intention to participate in or contest, or be a candidate or nominee for election to a seat in Parliament or any other public body;
- b. accepts nomination or appointment to any such public body; shall thereupon cease to be a member of the UPP and shall not subsequently be entitled to be a member of the UPP except after the expiration of five (5) years from the date of such announcement or participation or acceptance or consent or otherwise as the case may be as determined by the General Council, and then only upon approval of and on such terms and condition as the General Council may prescribe.

2. RESIGNATION WITHOUT NOTICE

No member of the UPP in Parliament or any other public body, to which he/she has been nominated by the Party, may tender his/her resignation from any such Body without first giving the General Council notice in writing of his/her intention so to do with the reason therefore, and without first obtaining the permission of the General Council so to do. Any such member who tenders his/her resignation without prior notice or permission, or who allows his/her seat to lapse by default or otherwise, shall be liable to such disciplinary action as the General Council may deem fit.

3. STATEMENTS CONTRARY TO PARTY POLICY

Any member of the UPP who publicly expresses any opinion or makes or accepts any statement or announcements on the declared written or unwritten policy or principle or programme of the UPP which in the opinion of the General Council is in conflict with or contrary to or in contradiction of the desired policy or principles or programmes of the UPP, or who, by his/her statements brings the party into disrepute or who enters into public controversy inimical to the interest of the UPP on any such opinion statement or pronouncement, shall be required to explain his/her conduct to the satisfaction of the General Council and if he/she fails to do so, shall be liable to such disciplinary action as the General Council may deem fit.

4. ACTIONS CONTRARY TO PARTY POLICY

- a. Any member of the UPP in Parliament or any other public body who votes contrary to the declared policy or principles or programmes of the UPP or to any directive of the UPP on any matter, or who willfully omits to vote or to act in accordance with any directive on the policy, principles or programme of the UPP, or does or willfully omits to do any act in connection therewith, which in the opinion of the General Council, conflicts with or is contrary to the declared policy, or principles or

programmes of the UPP shall be expelled from the UPP. An expelled member shall not be eligible to be a member of the UPP except after the expiration of five (5) years from the date of any such act or omission or otherwise as the case may be, and then only upon the special approval of the General Council and on such terms and conditions as the General Council may prescribe.

- b. Any member of the UPP whose conduct is in the opinion of the General Council inimical to the interests of the UPP shall be liable to such disciplinary action as the General Council may determine.
- c. Any member of the UPP who is charged with any breach of discipline may, in the discretion of the General Council, be suspended during the investigation of such charge.
- d. A disciplinary charge shall be disposed of expeditiously and in any case within six (6) months of the date of the laying of such charge failing which the charge shall lapse unless the General Council determine otherwise.

5. RECOMMENDATIONS BY DISCIPLINARY COMMITTEE

- a) Neither the General Council nor any Convention shall act on the recommendations of the Disciplinary Committee to expel or suspend any member of the Party, or to deny him/her any of his/her rights, privileges or entitlements which he/she enjoys by virtue of such membership until it shall have been satisfied that every reasonable opportunity was given to him/her to present all such available evidence which are relevant to his/her defense or explanation with regard to the member charged in the complaint, and that he/she either refused or neglected to take advantage of such opportunity or that his/her defense or explanation was unsatisfactory in all the circumstances in the opinion of a majority of those members of the General Council or the Biennial or Special Convention as the case may be presented at the meeting at which the matter was dealt with.
- b) The General Council, the Biennial Convention or a Special Convention shall be entitled to accept or reject in part or in whole the recommendations made to it by the Disciplinary Committee for action to be taken against any member whose conduct it has investigated according to the procedure prescribed in the Regulations.
- c) The Political Leader shall not be subject to any disciplinary measures by the General Council. The conduct of the Political Leader shall however be discussed and debated by the General Council and may be made the subject of a matter that is referred to the Disciplinary Committee for investigations. The Report of the Disciplinary Committee in respect of such an investigation must be presented to a Convention which alone can take such disciplinary action against the Political Leader as may be recommended by the General Council or as may be determined by at least sixty (60%) percent of the members present at the Convention.

- d) Any member of the UPP who has been suspended or expelled by the General Council shall have a right to appeal to the next Biennial Convention or Special Convention according to the procedure prescribed in the Regulations.

ARTICLE 24: INTERPRETATION OF CONSTITUTION

1. The General Council shall have the power to determine all matters on which this Constitution and any Standing Orders or Rules or Regulations made hereunder are silent, or from which ambiguity or difficulty of interpretation or otherwise arises and its decision on any such matter shall be final for all purposes whatsoever.

ARTICLE 25: AMENDMENT OF CONSTITUTION

1. This Constitution shall be amended at a Biennial Convention or Special Convention on the basis of written proposals duly submitted by a Unit or committee of the UPP. Such submissions are to be made to the Rules, Regulations and Standing Orders Committee no later than 90 days prior to the Convention save and except the Rules, Regulations and Standing Orders Committee varies the due date.
2. Such proposals shall not be considered at a Biennial Convention or Special Convention as the case may be without the prior approval of the General Council.
3. A resolution to amend the Constitution at a Convention must receive not less than two thirds (2/3) of the votes of the delegates present and voting.
4. Once a Convention has approved changes, the Central Executive shall, no later than its third meeting after a Convention, appoint a Committee to amend the written constitution with any changes approved by any Party Convention. The Committee shall submit the amended Constitution no later than the third General Council after the Convention.
5. In such cases where there is a general review of the Constitution, the updated Constitution shall be submitted to the Rules, Regulations and Standing Orders Committee for consideration. After approval of the General Council, the Committee shall present the Constitution to a Biennial or Special Convention for its Approval. A general review of the Constitution may be considered only if more than six sections of the constitution are to be amended.
6. All Articles of this Constitution are entrenched and can only be modified by a Convention of the Party. All other sections of the Constitution are not entrenched and can be modified by a two-thirds majority of the General Council.

ARTICLE 26: PARTY SECRETARIAT

The UPP shall have a headquarters and a Secretariat. The Secretariat shall have full time employees who will be recommended by the Management and Personnel Committee and approved by the Political Leadership. The number of employees and remunerations paid, if any, shall be approved by the Political Leadership.

ARTICLE 27: DISSOLUTION

1. The UPP shall not be dissolved except with the consent of two thirds (2/3) of its membership at a Convention voting by means of a secret ballot.
2. In the event of the UPP being dissolved, all debts incurred on behalf of the UPP shall be fully discharged by all its members and any remaining funds shall be distributed amongst the members of the UPP in proportion to their contribution as recorded in the records of the Treasurer of the UPP.

PART 2 – REGULATIONS OF PARTY UNITS

REGULATIONS OF EXTERNAL PARTY BRANCHES OF THE UPP

1. NAME:

Each External Party Branch shall be known and described by the name assigned to it by the Central Executive.

2. MEMBERS:

The External Party Branch shall comprise:

- a. Such affiliate members of the UPP registered within its area of operation as provided for in Article 8(1).
- b. Members of the UPP living in its the area of operation as provided for in Article 5(a)

3. OFFICERS:

The Officers of an External Party Branch shall be such persons as are elected at its Annual General Meeting according to the provisions of Article 10 (3) of the Constitution.

4. MEETINGS:

Each External Party Branch shall:

- a. Hold a regular meeting as often as necessary but at least once in each month, the Agenda at such meetings shall include:
 - i. Roll Call;
 - ii. Confirmation of Minutes;
 - iii. Matters arising out of the Minutes;
 - iv. Correspondence;
 - v. Contributions and subscriptions
 - vi. Consideration of Applications for membership;

- vii. Consideration of Reports;
 - viii. Any Other Business.
- b. Convene its Annual General Meeting at which meeting it shall elect its Executive in accordance with Article 10 (3) of the Constitution.

5. THE EXTERNAL PARTY BRANCH EXECUTIVE:

- c. The External Party Branch Executive shall:
- i. Be generally responsible for the smooth and efficient operations of the Party Branch and the implementation of directives duly issued;
 - ii. Meet at least once in each and every month;
 - iii. Have the power to fill such vacancies – after an Annual General Meeting - as may arise during their term of office. Whenever such vacancy is filled is shall be the duty of the Secretary, within fourteen (14) days thereof to inform the General Secretary of the UPP.

REGULATIONS OF THE CONSTITUENCY BRANCH

1. NAME:

Every Constituency Branch shall bear the name of the Electoral Constituency in which it operates.

2. COMPOSITION:

The Constituency Branch shall comprise such members who:

- a) are electors registered within the constituency,
- b) are electors residing in the constituency who have proof that they have initiated the process of electoral transfer
- c) are the members of the Progressive Youth who are eligible to be members of the Constituency Branch.
- d) Has been nominated and approved as the UPP's candidates to represent that Constituency in Parliament. If the Candidate is not registered in the constituency he/she represents then he/she shall not be allowed to vote.
- e) Has been selected as the Caretaker for the Constituency. If the Caretaker is not registered in the constituency he/she represents then he/she shall not be allowed to vote.

3. FUNCTIONS:

- a) Be responsible for the organisation, administration and control of Party affairs in its electoral constituency and for carrying out the duties set out in Article 10 (7) of the Constitution.
- b) Fill vacancies which may arise - between Annual General Meetings - among its officers and other members of the Constituency Executive, provided that at least seven (7) days' notice shall be given of any meeting summoned for that purpose.
- c) Determine any subscriptions, donations, fees, etc. it deems necessary.
- d) Recommend applicants for membership and submit same to the Central Executive for approval

4. BRANCH EXECUTIVE:

- a) The Constituency Executive shall:
 - a. Be charged with the responsibility of directing and supervising the working and functioning of the Constituency Branch.
 - b. Within three (3) months of its election prepare a comprehensive programme of activities for the Constituency for the ensuing year.
 - c. Consider within one (1) month of receipt thereof programmes of activities submitted by Party Branches.
 - d. Summon or cause to be summoned the Annual General Meeting to be held at a location approved by the Central Executive.
 - e. Recommend a place for the conduct of meetings of the Branch to the Central Executive for approval.

5. TERMS OF OFFICE:

The members of the Constituency Executive shall hold office for one (1) year and shall continue in office and perform their function until the new Constituency Executive is installed at the next Annual Constituency General Meeting.

6. CHAIRMAN'S POWERS AND DUTIES:

- a) The Chairman shall be responsible for maintaining the discipline and decorum of the meeting and his/her ruling shall be final and binding on all members.

- b) The Chairman shall have power to regulate the conduct of business in all matters and shall have an original and casting vote.
- c) Any Officer presiding over the Branch Executive in accordance with the provisions of the Constitution to that effect, shall have and exercise the like powers of the Chairman.
- d) The Chairman may in his/her discretion limit the speaking time of any member during discussion on any subject.

7. ELECTIONS OFFICER:

The Elections Officer of the Constituency Branch shall:

- a. Be responsible for making the necessary arrangements for ensuring that political events planned by the party in the constituency are successfully executed;
- b. To liaise with the Scrutineer or any election official appointed by the UPP to ensure that the Branch is kept abreast of all pertinent information relating to the elections and its processes.
- c. To report to the Branch Executive once every quarter and present statistics on the progress of voter registration and any other information which may be deemed necessary by either party.
- d. To report to the Central Executive through the assigned Officer or in person as may be required.

8. MOBILIZATION/TRANSPORTATION OFFICER:

The Mobilization/Transportation Officer shall:

- a. be responsible for organizing/coordinating the mobilization of constituents for any event of the Branch
- b. Assist the Party with mobilizing for any Party event
- c. Prepare for approval by the Branch Executive a plan for the transportation of constituents to any Branch or Party event and
- d. Execute any approved plan to transport Constituents to any Party event.
- e. To assist the Party's Mobilization Officer with related functions as requested.

9. EVENTS OFFICER

The Events Officer of the Constituency Branch shall:

- a. Be responsible for the planning/organizing of events of the Branch;
- b. Submit a report of the planned activities for each event and an analysis of the success of each activity;
- c. To assist the Party's Events Officer as required

10. SECRETARY:

The Secretary of the Constituency Branch shall:

- a. Be responsible for forwarding to the General Secretary all relevant information about the Constituency Branch and Executive such information shall among other things include:
 - i. the number of Party Branches functioning;
 - ii. names and addresses of members of Constituency Branch,
 - iii. names and address of members of the Constituency Executive;
 - iv. place, date and time of regular meetings of the Constituency Branch and Executive.
- b. Prepare the Minutes and summon meetings of the Constituency Branch and Executive.
- c. Submit to the Central Executive, through the General Secretary, a quarterly report on the Constituency's financial position, its activities and an annual inventory of all property in the custody of the Constituency Branch.
- d. Submit a report to the Annual General Meeting on the activities of the Constituency for the previous year.
- e. Perform such other duties as the Constituency Branch of Executive may from time to time determine.

11. OUTGOING OFFICERS AND PARTY PROPERTY:

- a) it shall be the duty of all outgoing officers and members of the Constituency Branch within fourteen (14) days of relinquishing office to hand over to the new Constituency Executive all funds, books, documents and Party property entrusted to their keeping.
- b) Each Officer and member of the Constituency Branch shall be responsible

for the custody and safety of all monies, books, documents, vouchers, receipts or other records in their charge, and shall, at the request of the Central Executive, forthwith produce and deliver these to the General Secretary of the UPP.

12. AGENDA:

The Agenda for the regular meetings of the Constituency Branch and Executive shall include:

- a. Roll Call
- b. Minutes
- c. Business arising out of Minutes
- d. Correspondence
- e. Financial Report
- f. Scrutineers Report(Summary)
- g. Applications for membership
- h. Consideration of Reports
- i. Other Business
- j. Date and Place of next meeting.

13. VOTING:

- a) Voting at meetings of the Constituency Branch and Executive shall be by show of hands, provided that if three (3) or more members demand a vote by secret ballot the vote shall be held by the secret ballot.
- b) Decisions on all matters, except as otherwise provided by the Constitution, shall be a simple majority.
- c) The Chairman shall have an original as well as a casting vote.

REGULATIONS OF THE GENERAL COUNCIL

1. CHAIRMAN POWERS AND DUTIES:

- a) The Chairman of a meeting of the General Council shall be determined in accordance with the provisions of the Constitution as contained in Article 16(5).

- b) The Chairman shall be responsible for maintaining the discipline and decorum of the meeting and his/her ruling shall be final and binding on all members.
- c) The Chairman shall have power to regulate the conduct of business in all matters not provided for in these Standing Orders and shall have an original and casting vote.
- d) Any Officer presiding over the General Council in accordance with the provisions of the Constitution to that effect shall have and exercise the like powers of the Chairman
- e) The Chairman may, in his/her direction, limit the speaking time of any member during discussions on any subject.

2. RESPONSIBILITIES

- a) The General Council shall, at its first meeting after the Biennial Convention or at any subsequent meeting, determine the dues, levies and fees which shall apply to a member's financial status. It may also determine any subscriptions, donations, etc. it deems necessary.
- b) The General Council shall appoint a Convention Planning Committee in the month of January of the year of a Biennial Convention or no more than six (6) months prior to the Biennial Convention. This Committee shall be responsible for the planning of the Convention.
- c) The General Council shall appoint a Convention Planning Committee no less than two (2) months prior to a Special Convention. This Committee shall be responsible for the planning of the Convention.
- d) The General Council shall, ninety (90) days prior to the Biennial Convention, appoint a Returning Officer and an alternate and such number of Clerks as are necessary to conduct the Elections of Officers during the Biennial Convention.
- e) The General Council shall appoint a Secretary and an alternate to record the proceedings of the upcoming Biennial Convention.

3. CONDUCT OF MEETINGS:

- a) The business of the General Council shall be conducted in accordance with the Regulations herein prescribed. Matters for the consideration of the General Council shall be brought before it in the form of papers, statements and/or reports.
- b) The Chairman may in his/her discretion terminate any discussion by putting the matter to the vote if in his/her opinion the matter has been

sufficiently ventilated.

- c) Any member may move the closure of a debate and such motion need not be seconded, but it shall be entirely within the discretion of the Chairman to accept or reject such motion.
- d) Except with the permission of the Chairman no member shall be allowed to speak more than once on any motion provided that the mover of motion shall have a right to reply.

4. AGENDA:

The notice and/or Agenda for a regular meeting shall be circulated at least five (5) days prior to the date of the meeting. The Agenda for the regular meetings of the General Council shall include:

- a. Roll Call
- b. Minutes
- c. Business arising out of the Minutes
- d. Correspondence
- e. Finance - A statement of the Receipts and Payments for the preceding months.
- f. Reports:
 - i. Reports of the State of the Party in the preceding months.
 - ii. Standing Committees
 - iii. Ad-hoc Committees
 - iv. Central Executive
 - v. Other Reports
 - vi. General Business

5. STANDING COMMITTEES:

The General Council shall:

- a. Appoint its Standing Committees as prescribed in Article 16 (6) of the Constitution and shall expeditiously fill any vacancies arising therein from time to time.

- b. Approve all rules, regulations and Standing Orders of its Standing Committees and amendments thereto.
- c. Require each of its Standing Committees to submit quarterly reports or at such other periods as it may deem requisite.

6. SPECIAL MEETINGS:

- a) A Special Meeting shall be called at any time by the General Secretary:
 - i. on the discretion of the Chairman
 - ii. on a written request signed by fifteen (15) members
 - iii. on a written request of the Political Leader.
- b) At a Special Meeting only the matters for which the meeting has been called may be discussed.

REGULATIONS OF CENTRAL EXECUTIVE

1. CHAIRMAN'S POWERS AND DUTIES:

- a) The Chairman of a meeting of the Central Executive shall be determined in accordance with the provision of the Constitution as contained in Article 14(7).
- b) The Chairman shall be responsible for maintaining the discipline and decorum of the meeting and his/her ruling shall be final and binding on all members.
- c) The Chairman shall have power to regulate the conduct of business in all matters not provided for in these Standing Orders and shall have an original and casting vote.
- d) Any Officer presiding over the Central Executive in accordance with the provisions of the Constitution to that effect, shall have and exercise the like powers of the Chairman.
- e) The Chairman may in his/her discretion limit the speaking time of any member during discussion on any subject.

2. AGENDA:

- a) The notice and/or Agenda for a regular meeting shall be circulated five (5)

days prior to the date of the meeting. The Agenda for the regular meetings of the Central Executive shall include:

- i. Roll Call
- ii. Minutes
- iii. Matters arising out of Minutes
- iv. Correspondence
- v. Finance
- vi. Applications for membership
- vii. Reports of Standing Committees
- viii. Reports of Units of the Party
- ix. General Business.

3. SPECIAL MEETINGS:

- a) Within sixty (60) days of its composition, that is to say its first meeting, the Central Executive shall hold a special meeting for the specific purpose of proposing a programme and budget for the current term which it shall submit to the second meeting of the General Council for its consideration and approval.
- b) A Special meeting shall be called at any time by the General Secretary either:
 - i. on the direction of the Chairman or
 - ii. on a written request signed by five (5) members, or
 - iii. on the written request of the Political Leader, Such request should clearly indicate the matter or matters to be discussed.
- c) At a Special Meeting only the matters for which the meeting has been called may be discussed.

4. DISCIPLINE:

- a) Any member or unit may, save where otherwise provided by the Constitution, make a complaint against any other member or unit for breach of the provisions of the Constitution or the regulations made thereunder or for contravention of any directive of the General Council or infringement of the announced policy of the UPP.

- b) The complaint shall be made in the first instance to the Central Executive through the General Secretary and shall be in writing duly signed and shall set out briefly the subject matter of the complaint.
- c) The Central Executive shall consider any charge or complaint referred to it by any member or Unit and upon receiving a two-thirds majority of the members of the executive who are eligible to vote shall refer the charge, along with any other pertinent information received, in writing to the Investigation and Disciplinary Committee for consideration and for report to the General Council.
- d) In such circumstances where there is prima facie evidence that any member being investigated has compromised or may compromise the confidentiality of the Central Executive or any unit of the UPP, then the Central Executive may suspend the member for no more than three consecutive months once such a motion is carried by no less than 2/3 of the financial members of the Central Executive and the charge has been received by the Investigation and Disciplinary Committee. Any extension of suspension or additional suspension on the same charge shall require the approval of the General Council.

REGULATIONS OF THE PARLIAMENTARY/LEGISLATIVE GROUP

1. MEMBERS:

- a) Those members of the UPP who are members of Parliament.
- b) The persons nominated and approved by the Political Leader as the UPP's candidates for election to the appropriate legislative bodies mentioned in above. Any such person shall automatically cease to be a member if he/she fails to be elected and shall only resume membership if re-nominated by a constituency branch and the nomination is approved by the Political Leader and the Central Executive.

2. OFFICERS:

The Legislative Group shall have the following officers:

- a. Chairman
- b. Secretary

3. CHAIRMAN:

- a) The Political Leader of the Party shall be Chairman ex-officio of the Legislative Group.
- b) In the absence of the Political Leader, a Deputy Political Leader shall act as Chairman, and in the absence of the foregoing a Chairman shall be elected by the members present.

4. SECRETARY:

- a) The Secretary shall be elected by members and shall hold office for one (1) year or until such time as their successor is elected.
- b) The duties of the Secretary shall include the following:
 - i. keeping a record of the proceedings of each meeting and the preparation of minutes of such proceedings;
 - ii. keeping a register of the names and addresses and other relevant information in respect of members of the Group.
 - iii. keeping an attendance record of all meetings of the Group.
 - iv. collecting all contributions by members and handing over such contributions to the Treasurer of the UPP.

5. FUNDS:

The Legislative Group, subject to the approval of the General Council may raise funds by donations, special levies and other means.

6. AGENDA:

The agenda for each meeting of the Group shall be prepared by the Secretary for the approval of the Chairman.

7. MEETINGS:

- a) The group shall meet as often as is necessary but in any case at least once every three (3) calendar months at such time and place as the Chairman may determine, provided that the date and place for each meeting may be altered from time to time by the majority decision of the Group.
- b) The Chairman may summon a Special Meeting of the Group at anytime.

8. QUORUM:

One third (1/3) of the members of the group shall constitute a quorum of which at

least two shall be officers of the UPP.

9. MINUTES:

The Minutes of every meeting of the Group shall be circulated at the next regular meeting.

10. COMMITTEES:

- a) There shall be such Special Committees of the Group as may be deemed necessary from time to time by the Chairman.
- b) The Chairman shall appoint the members of the Special Committees as from time to time be decided upon by the Chairman of the Group.
- c) The powers and duties of all Committees shall be fixed by the Chairman or the Group.
- d) The Chairman of the Group shall nominate the Chairman of each Committee at the time of naming the Committee and shall fix the quorum thereof.

11. DECISIONS:

All decisions of the Group shall be by majority vote of those members present and voting. The Chairman shall have an original and a casting vote.

12. LEADER OF THE SENATE:

- a) The Leader of the Senate shall be such person nominated by majority of his/her colleagues in the Senate to hold that office.
- b) The Leader of the Senate shall submit a report of the activities of the Senate to the Chairman of the Group as often as is necessary but in any event at least once every six (6) calendar months.
- c) The Leader of the Senate shall report immediately to the Chairman of the Group any infringement of discipline by members of the Senate.

13. REPORTS:

The Group shall submit to the General Council:

- a. Bi-annual report on its activities;
- b. an Annual Report on its activities for consideration by the Biennial National Convention;

- c. a comprehensive Annual Report of Political Activities at all levels of Government in the country for consideration by the Biennial Convention.

REGULATIONS OF THE PROGRESSIVE YOUTH

1. MEMBERS:

The Progressive Youth shall comprise the youth members of the Party.

2. FUNCTIONS:

- a) The activities of the Progressive Youth shall be aimed at preparing the Youth members for working towards the fulfillment of the aims and objectives of the UPP as defined in Article 4, and promoting educational, sporting, cultural, economic, social and moral activities among its members.
- b) Fill vacancies which may arise - Between Annual General Meetings - among its officers and other members of the Executive, provided that at least seven (7) days' notice shall be given of any meeting summoned for that purpose.

3. PROGRESSIVE YOUTH EXECUTIVE:

- a) The Executive of the Progressive Youth shall comprise the youth members elected to hold office in accordance with Article 12(3).
- b) Shall summon or cause to be summoned the Annual General Meeting.
- c) Shall recommend a place for the conduct of meetings of the Progressive Youth to the Central Executive for approval.

4. TERMS OF OFFICE:

The members of the Progressive Youth Executive shall hold office for one (1) year and shall continue in office and perform their function until the new Progressive Youth Executive is installed at the next Annual General Meeting.

REGULATIONS OF THE WOMEN'S FORUM

1. MEMBERS:

The Women's Forum shall comprise the women members of the Party.

2. FUNCTIONS:

- a. The activities of the Women's Forum shall be aimed at preparing the Women members for working towards the fulfillment of the aims and objectives of the UPP as defined in Article 4, and promoting educational, sporting, cultural, economic, social and moral activities among its members.
- b. Fill vacancies which may arise - Between Annual General Meetings - among its officers and other members of the Executive, provided that at least seven (7) days' notice shall be given of any meeting summoned for that purpose.

3. WOMEN'S FORUM EXECUTIVE:

- a. The Executive of the Women's Forum shall comprise the women members elected to hold office in accordance with Article 13(3).
- b. Shall summon or cause to be summoned the Annual General Meeting.
- c. Shall recommend a place for the conduct of meetings of the Women's Forum to the Central Executive for approval.

4. TERMS OF OFFICE:

The members of the Women's Forum Executive shall hold office for one (1) year and shall continue in office and perform their function until the new Women's Forum Executive is installed at the next Annual General Meeting.

REGULATIONS OF THE COUNCIL OF CHAIRPERSONS

1. PURPOSE:

The purpose of the Council is to build comradery, assist with problem solving, to foster consistency of operation across constituencies branches, to provide support and to develop a think tank for the exchange of ideas towards the further development and strengthening of each constituency.

2. MEMBERS:

- a) Those members of the UPP who are Chairpersons of Constituency Branches, the Chairperson of the Youth Forum and the Chairperson of the Women's Forum.

- b) In the absence of the Chairperson of any Constituency Branch or the Chairperson of the Youth Forum or the Chairperson of the Women's Forum, the Deputy Chairperson of the respective Unit of the Party.

3. OFFICERS:

The Council of Chairpersons shall have the following officers:

- i. Chairman
- ii. Secretary.

4. CHAIRMAN:

- a) The Deputy Chairman of the Party shall be the Chairman of the Council.
- b) In the absence of the Chairman, a Chairman shall be elected by the members present.

5. SECRETARY:

- a) The Secretary shall be elected by the members and shall hold office for one (1) year or until such time as his/her successor is elected.
- b) The duties of the Secretary shall include the following:
 - i. keeping a record of the proceedings of each meeting and the preparation of minutes of such proceedings;
 - ii. keeping a register of the names and addresses and other relevant information in respect of members of the Council.
 - iii. keeping an attendance record of all meetings of the Council.

6. AGENDA:

The Agenda for each meeting of the Council shall be prepared by the Secretary for the approval of the Chairman.

7. MEETINGS:

- a) The group shall meet as often as is necessary but in any case at least once every four (4) calendar months at such time and place as the Chairman may determine, provided that the date and place for each meeting may be altered from time to time by the majority decision of the Council.
- b) In the event of a failure to summon the regularly scheduled meetings, the Central Executive shall set a date, time and place of the next meeting of

the Council.

8. QUORUM:

No less than fifty (50%) percent of the members of the Council shall constitute a quorum.

9. MINUTES:

The Minutes of every meeting of the Council shall be circulated at the next regular meeting.

10. DECISIONS:

All decisions of the Council shall be by majority vote of those members present and voting. The Chairman shall have an original and a casting vote.

11. REPORTS:

The Group shall submit to the General Council, an Annual Report on its activities for consideration;

REGULATIONS OF THE BIENNIAL CONVENTION

1. COMPOSITION:

- a) The Biennial Convention shall be comprised of those members and delegates as set out in Article 17 (3) of the Constitution.
- b) Observers attending the Biennial Convention shall have the right to speak but not to vote.

2. POWERS:

The Biennial Convention shall be the Supreme Authority of the UPP and shall have the power, rights and duties set out and contained in the Constitution of Article 17(4).

3. CHAIRMAN:

The Chairman of the Biennial Convention shall be the Chairman of the UPP and in his/her absence the Deputy Chairman. In the absence of both of the foregoing, such other Executive Officer of the UPP as the members present and entitled to vote shall elect.

4. SECRETARY:

- a) The Secretary of the Biennial Convention shall be the Secretary appointed by the General Council.
- b) The Secretary of the Biennial Convention shall present the minutes of Biennial Convention to the General Council, no later than the second meeting of the General Council after the Biennial Convention.
- c) Any corrections to the minutes after presentation to the General Council shall be made by the Secretary and the final minutes submitted to the General Secretary no later than one week prior to the next General Council Meeting.

5. RETURNING OFFICER

- a) The Returning officer shall be responsible for planning and making arrangement for the conduct of the elections of officers of the Party.
- b) The returning officer shall preside over the elections and shall verify and declare the results of the election of officers of the UPP.
- c) All records of the elections in possession of the Returning Officer shall be handed over to the General Secretary of the Party at the first General Council meeting after the Biennial Convention.

6. VENUE:

The Biennial Convention shall sit at such time and places as may be fixed by the General Council in accordance with Article 16 (12) of the Constitution.

7. RESOLUTIONS:

The Biennial Convention shall consider resolutions relating to National and International Affairs and to the principles, policies and programmes of the UPP, provided that such resolutions shall have prior approval by the General Council or any Constituency Branch in accordance with Article 17 (4) of the Constitution.

PART 3 - REGULATIONS OF STANDING COMMITTEES OF THE GENERAL COUNCIL

1. DISCIPLINARY COMMITTEE:

a. Members

The Disciplinary Committee shall comprise nine (9) members at least one (1) of whom shall be drawn from each of the following:

- i. the Officers of the UPP;
- ii. the General Council;
- iii. the Central Executive;
- iv. the Legislative Group;
- v. the Trustees of the UPP.

b. Exclusion from Membership:

No officer or member of the UPP, appointed to Disciplinary Committee, shall sit on any hearing which is investigating a complaint or matter in which his/her personal conduct is directly or indirectly implicated. In that case where the person is the Chairman, the Central Executive shall appoint another member of the Committee to act as Chairman of the committee on the matter.

c. Meetings:

- i. Members of the Committee shall hold office for two (2) years. The Disciplinary Committee shall meet as often as is necessary for the prompt determination of matters referred to it and it shall be convened by the Chairman.
- ii. The Committee shall not be prevented from carrying out such investigations because of the absence, refusal or neglect of the Chairman to convene it. In such cases, the Central Executive shall appoint one of the other members of the Committee to convene a meeting of the Committee to deal with the matters referred to it.
- iii. In such cases as described in item ii (above) of this section, if a

Chairman is not appointed within two weeks of being notified of the absence, neglect or refusal of the Chairman to convene a meeting, then the Central Executive, by round robin or otherwise, shall appoint a Chairman within the next seven (7) and immediately notify the Committee via the new Chairman.

d. **Quorum:**

At a meeting of the Disciplinary Committee three (3) members shall constitute a quorum.

e. **Officers:**

The Officers of the Committee shall be:

- i. a Chairman appointed by the General Council from among the members of the Committee;
- ii. a Secretary appointed by the Committee from among its members.

f. **Functions:**

- i. The Disciplinary Committee shall be responsible for all matters of discipline in the UPP and shall hear and determine charges brought against a member or Committee or Unit of the UPP which has been referred to it in writing by the Central Executive or by the General Council.
- ii. The Chairman shall have power to appoint sub-committee of the Committee to conduct inquiries on any matter referred to it. The sub-committee shall be no less than five members.
- iii. The members of the Committee shall, for the purposes of discharging their responsibilities, have the power to call for and shall have access to all books, records, documents of the UPP and shall have the power to summon any member of the UPP to appear before it. The Committee shall have full custody of any books and other documents in the possession of any member or Unit that it may consider of value in investigating the matters referred to it.
- iv. The Secretary of the Committee shall issue a receipt of all documents taken over by him/her and shall likewise obtain a receipt of all documents handed over by him/her.
- v. The Committee shall cause records to be kept on all matters investigated by it and of the evidence taken by it or such portions thereof, as it considers material to the investigation.
- vi. In the hearing and determining of any matter referred to it, the

Committee shall observe the principles of natural justice. Any officer or member of the Party who presents before the Committee on the hearing of a complaint brought against a Unit of the Party shall be entitled to nominate another person who shall be a member of the Party to attend with him/her as his/her representative and adviser, and any such person shall have the right to be heard before the Committee on his/her behalf.

- vii. A person appearing before the Committee on the hearing of a complaint brought against him/her or who is made responsible to answer a complaint brought against a Unit of the Party shall be entitled to present such evidence whether through witnesses or otherwise in defense or explanation of the charges made in the complaint, SAVE that the Committee must be notified in writing seven (7) days prior to the hearing of the intention to call such witnesses stating their names and the general nature of the testimony that they shall tender.
- viii. The Committee, where it considers the circumstances warrant, may request any member or Unit against whom any charge or matter is preferred to submit if he/she or it so desires within a fixed time a defense in writing in respect of the charge or matter.
- ix. Information obtained through all investigations and hearings of the Committee including its findings and recommendations shall be treated by its members as private and confidential and shall not be divulged to any person prior to the submission of its report to the General Council.
- x. The Committee shall transmit its investigations, findings and recommendations in writing to the General Council on any matter referred to it as expeditiously as possible after determination thereof and, in any event, within a period of not more than three (3) months after the matter has been referred to the Committee by the General Council. The General Council may extend the time within which the Committee shall complete its investigations or any matter for further periods of not more than three (3) months at a time and shall report on its general progress at every General Council meeting held within the extended period.
- xi. A member of the Committee may present a minority report to the General Council pointing out the areas in which his/her own findings and recommendations differ from the Report of the majority members of the Committee and the reasons for such divergence.
- xii. Recommendations for Discipline shall be considered and approved by the General Council and implemented by the Central Executive.

g. **Voting:**

- i. Decisions of the Committee shall be by simple majority.
- ii. Voting shall be by secret ballot.

h. **Reports:**

The Committee shall submit an Annual Report of its activities to the General Council.

2. EDUCATION COMMITTEE:

a. **Members:**

The Education Committee shall comprise:

- i. The Education Officer of the UPP;
- ii. Six (6) other members who shall be appointed by the General Council from the Constituency Education Officers.

b. **Quorum:**

At the meetings of the Committee three (3) members shall constitute a quorum.

c. **Officers:**

The Chairman of the Committee shall be the Education Officer of the UPP and in the event that the Chairman may be absent from any meeting of the Committee the members shall elect one of their members to be the Chairman of the meeting.

d. **Terms of Reference:**

- i. The Committee shall be responsible for the social, political, economic and cultural education of the members of the UPP in particular and shall take appropriate steps for the attainment of these objectives.
- ii. In its programme of activities the Committee shall place special emphasis on the holding of workshops, forums, seminars and weekend schools.
- iii. The Committee shall cooperate with and assist in the promotion of the educational activities of all units and Standing Committees of the UPP.

e. **Meetings:**

The Committee shall meet as often as is necessary but in any event at least once per three (3) months.

f. **Reports:**

The Committee shall, in accordance with the Constitution, prepare for the consideration of the General Council an Annual Report of its working for the previous year.

3. RESEARCH COMMITTEE:

a. **Membership:**

- i. The Research Committee shall comprise seven (7) members appointed by the General Council.
- ii. The Committee shall have the power to co-opt other members of the UPP to assist it with any matter under its consideration.

b. **Quorum:**

At meetings of the Committee, three (3) members shall constitute a quorum.

c. **Officers:**

The Officers of the Committee shall be the Chairman appointed by the General Council and a secretary elected by the Committee from among its members.

d. **Functions:**

- i. to establish, maintain and control the archives of the UPP;
- ii. to prepare studies on social, economic, political and organizational subjects for consideration by the Central Executive or General Council;
- iii. to prepare and maintain records and statistics relating to elections.
- iv. to deliver to the Central Executive studies requested by the Central Executive
- v. to deliver to the General Council studies requested by the General Council.

e. **Powers:**

- i. In addition to preparing statements on subjects referred to it by the Central Executive or the General Council, the Committee shall have powers to initiate studies on subjects upon which it considers the General Council or the Central Executive should be advised.
- ii. The General Council shall have the powers to determine which studies are to be given priority by the Committee.

f. **Meetings:**

The Committee shall meet as often as necessary, but in any case at least once per three (3) months.

g. **Reports:**

The Committee shall in accordance with the Constitution prepare for the consideration of the General Council an Annual Report on its working for the previous year.

4. FOREIGN & COMMONWEALTH AFFAIRS COMMITTEE:

a. **Membership:**

The Commonwealth and Foreign Affairs Committee shall comprise:

- i. a Chairman appointed by the Political Leader;
- ii. four (4) other members appointed by the General Council;
- iii. two members appointed by the Central Executive who are members of the Central Executive, one of whom shall be an officer of the Party.
- iv. the members of the Committee shall hold office for two (2) years.

b. **Terms of Reference:**

- i. To consider and report on all matters referred to it by the Central Executive and the General Council pertaining to relations between Antigua and Barbuda and the Commonwealth or other countries; and to bring to the notice of the General Council and the Political Leadership any matter involving such relations together with its report and recommendations thereon.

c. **Secretary:**

There shall be a Secretary who shall be elected annually by the members of the Committee at its first meeting.

d. **Quorum:**

The quorum for a meeting of the Committee shall be three (3) members.

e. **Meetings:**

The Committee shall meet as often as is necessary but at least once per three (3) months, provided the Political Leader or any three (3) members may request, in writing, that a Special Meeting be summoned. Decisions shall be by a simple majority taken by a show of hands.

f. **Reports:**

In addition to the annual reports required by the Constitution, the Committee shall submit to the General Council for its consideration such other reports as may be necessary.

5. PUBLIC RELATIONS, PUBLICITY & PROPAGANDA COMMITTEE:

a. **Members:**

The Committee shall comprise:

- i. The Public Relations Officer of the UPP who shall be Chairman;
- ii. Five (5) members to be selected from among the Public Relations Officers of the Constituency Branches;
- iii. The Public Relations Officer of the Youth Forum;
- iv. The Public Relations Officer of the Women's Forum;

b) **Quorum:**

At meeting of the Committee three (3) members shall constitute a quorum.

c) **Powers:**

The Committee shall have the powers to co-opt others to assist in the functioning of the committee.

d) Officers:

There shall be a Secretary who shall be elected annually by the members of the Committee at its first meeting in any given year.

e) Terms of Reference:

The Committee shall be responsible:

- i. for analyzing and evaluating public thought and sentiment towards the UPP;
- ii. for keeping constantly before the public eye, the aims, objects and achievements of the UPP and identifying these with the public interest;
- iii. for recommending to the General Council and the Political Leadership the sentiment on any proposed action of Government.

f) Meetings:

The Committee shall meet as often as is necessary but at least once per three (3) months.

g) Reports:

The Committee shall, in accordance with the Constitution, prepare for the consideration of the General Council an Annual Report on its working for the previous year.

6. LABOUR RELATIONS COMMITTEE:**a. Members:**

The Labour Relations Committee shall comprise:

- i. The Labour Relations Officer as Chairman; and
- ii. Four (4) other members appointed by the General Council.
- iii. The Committee shall hold office for two (2) years.

b. Officers:

The Committee shall, at its meeting in any given year elect a Secretary.

c. Quorum:

At a meeting of the Committee three (3) members shall constitute a quorum.

d. **Terms of Reference:**

- i. The Committee shall consider generally all matters affecting labour including industrial relations, trade unions and the Labour Code.
- ii. The Committee shall consider and advise upon such further matters as may be referred to it from time to time by the General Council and the Political Leadership.

e. **Meetings:**

The Committee shall meet as often as necessary but at least once per three (3) months.

f. **Reports:**

The Committee shall, in accordance with the Constitution, prepare for the consideration of the General Council:

- i. quarterly reports on its activities
- ii. an Annual Report on its workings for the previous year.

7. ELECTIONS STRATEGY AND MOBILISATION COMMITTEE:

a. **Members and Officers:**

The Elections Strategy and Mobilisation Committee shall comprise:

- i. The Political Leader – Chairman
- ii. The Deputy Political Leaders
- iii. The Party Chairman
- iv. The Deputy Chairman
- v. The General Secretary –Secretary
- vi. Treasurer of the UPP
- vii. The Public Relations Officer
- viii. The Elections Officer
- ix. The Party Mobilisation/Operations Officer

- x. The Chairperson of the Progressive Youth
- xi. The Chairperson of the Women's Forum
- xii. The Education Officer of the UPP

b) **Quorum:**

At the meetings of the Committee six (6) members shall constitute a quorum.

c) **Powers and Duties:**

Subject to the provisions of the Constitution the committee shall:

- i. be the final authority on all matters relating to public meetings, election strategy, propaganda documents and statements:
- ii. supervise the work of the Operations Committee;
- iii. as the necessity arises, after consultation with the appropriate Constituency Executive, shall nominate an Elections Campaign Manager for each Constituency.
- iv. appoint, in order to obtain the necessary information on which to base its strategy decision, an appropriate number of Constituency Advisers each maintaining liaison with the Elections Officer of each Constituency.
- v. have the specific responsibility of ensuring that the elections machinery of constituencies is at all times well organized and prepared at short notice to function smoothly.
- vi. Co-opt any other member or non-member of the UPP to assist the Committee provided that such persons shall not have voting rights.

d) **Meetings:**

The Committee shall meet at such time as summoned by the Political Leader.

e) **Reports:**

The Committee shall, in accordance with the Constitution, prepare for the consideration of the General Council an Annual Report on workings for the previous year.

8. PARTY WELFARE COMMITTEE:

a. **Members:**

The Party Welfare Committee shall comprise:

- i. The Party Welfare Officer as Chairman;
- ii. The Welfare Officer of the Progressive Youth
- iii. The Welfare Officer of the Women's Forum
- iv. Five (5) members selected from the Constituency Welfare Officers and appointed by the General Council;
- v. The members of the Committee, other than the Chairman shall be appointed for two (2) years.

b. **Quorum:**

At meetings of the Committee three (3) members shall constitute a quorum.

c. **Officers:**

The Committee shall select a Secretary at its first meeting in every year.

d. **Terms of Reference:**

The Committee shall have the following terms of reference:

- i. to receive and consider every kind of information affecting the welfare of members or groups of members;
- ii. to recommend to the General Council and Political Leadership such action as may be deemed necessary;
- iii. to submit special reports to the Central Executive on matters which it regards as of importance requiring immediate attention;
- iv. to consider and make recommendation to the General Council on matters affecting the welfare of the Party as a whole;
- v. to consider and make recommendations on such matters as may be referred to it by the General Council, the Central Executive of Political Leadership or the Political Leader.

e. **Meetings:**

The Committee shall meet as often as is necessary but at least once per quarter.

f. **Reports:**

The Committee shall in accordance with the Constitution prepare for the consideration of the General Council an Annual Report on its working for the previous year.

9. MOBILISATION/OPERATIONS COMMITTEE:

a. **Members:**

The Mobilisation/Operations Committee shall comprise seven (7) members as follows:

- i. The Party Mobilisation/Operations Officer as Chairman;
- ii. Six (6) members appointed by the General Council;
- iii. The Committee shall have power to co-opt additional members to the Committee whenever it deems fit.

b. **Quorum:**

Three (3) members shall constitute a quorum.

c. **Officers:**

A Secretary shall be elected by the member of the Committee from among its members at its first meeting in every year.

d. **Terms of Reference:**

The terms of reference of the Committee, the work of which shall be supervised by the Elections Strategy Committee, shall be as follows:

- i. to keep proper records of all public address equipment of the UPP and arrange for allocation, use an supervision of such equipment;
- ii. to work in liaison and in connection with the Public Relations Publicity and Propaganda Committee of the UPP and with the respective Constituency Branches;
- iii. to prepare and manage the public address systems for meetings arranged by the elections Strategy Committee and the Political Leadership;

- iv. to make suitable security arrangements at all public meetings;
- v. to consider and make recommendations to the General Council through the Elections Strategy Committee on projects within the scope of its terms of reference.
- vi. the committee may assign any of its members the responsibility of discharging specific functions under the different aspects of its activities.

e. **Meetings:**

The Committee shall meet as often as is necessary but at least once per three (3) months

f. **Reports:**

The Committee shall, in accordance with the provisions in the Constitution, prepare for the consideration of the General Council an Annual Report of its activities for the previous year. It shall submit this Annual Report through the Elections Strategy Committee.

10. POLICY COMMITTEE:

a. **Members:**

The Members of the Policy Committee shall comprise the following:

- i. Political Leadership;
- ii. One (1) representative of the Youth Forum selected by the Youth Forum Executive;
- iii. One (1) representative of the Women's Forum selected by the Women's Forum Executive;
- iv. Such other members as may be selected by the Political Leadership.

b) **Quorum:**

Five (5) members shall constitute a quorum.

c) **Officers:**

- i. The Chairman shall be the Political Leader.
- ii. The Deputy Chairman shall be a Deputy Political Leader.

- iii. The Secretary shall be elected by the Committee from among its members at the first meeting in every year.

d) Terms of Reference:

The terms of reference of the Committee shall be:

- i. to consider and report to the General Council on pending and/or contemplated and/or desirable legislation requested by the General Council;
- ii. to consider and report to the Central Executive on pending and/or contemplated and or desirable legislation requested by the Central Executive;
- iii. to prepare draft manifestos for elections for the consideration of the Political Leadership and the Central Executive.;
- iv. to prepare draft statements of Policy on appropriate matters for the consideration of the General Council, Central Executive or Political Leadership;
- v. to review on an ongoing basis existing policies of the UPP and to focus on perspectives for the future in light of changing circumstances.

e) Sub-Committees:

- i. The Committee may set up sub-committees and working parties with specific terms of reference as may be considered necessary.
- ii. The Committee may interface with such available expertise as is considered relevant to its deliberations.

f) Meetings:

The Committee shall meet whenever necessary to carry out its terms of reference and whenever summoned by the Chairman.

g) Reports:

The Committee shall submit for the consideration of the General Council an Annual Report of its working for the previous year.

11. RULES, REGULATIONS AND STANDING ORDERS COMMITTEE:**a. Members:**

The Rules, Regulations and Standing Orders Committee shall comprise five (5) members appointed by the General Council who shall hold office for two (2) years.

b. Functions:

- i. to advise the General Council as to anomalies existing in the Standing Order, Rules and Regulations of any Committee, as aforesaid, and to make recommendations thereon;
- ii. to advise the General Council or the Central Executive on the interpretation of the Standing Orders and Regulations of all Committees;
- iii. to draft for the consideration of the General Council, Rules, Regulations and Standing Orders for the various Units, Committees, Conferences and Conventions of the UPP.

c. Officers:

The Officers of the Committee shall comprise a Chairman, who shall be appointed by the General Council and a Secretary who shall be elected by members of the Committee.

d. Meetings:

The Committee shall meet as often as necessary.

e. Quorum:

At meetings of the Committee three (3) members shall constitute a Quorum.

f. Reports:

The Committee shall submit to the General Council an Annual Report on its working for the previous year.

PART 4 - REGULATIONS OF STANDING COMMITTEES OF THE CENTRAL EXECUTIVE

1. MEMBERSHIP SCREENING COMMITTEE:

a. Membership:

The Membership Screening Committee shall comprise the Chairman and Deputy Chairman of the UPP and three (3) other members appointed by the Central Executive and they shall hold office for two (2) years.

b. Officers:

- i. The Central Executive shall appoint the Chairman of the committee
- ii. The Committee shall, at its first meeting, elect a Secretary from among its members.

c. Meetings:

- i. At meetings of the Committee three (3) members shall constitute a quorum.
- ii. The Committee shall meet as often as it is necessary for the expeditious discharge of the responsibilities of the Committee.

d. Functions:

- i. to scrutinize all applications for membership in the UPP referred to it by the General Secretary and to make recommendations thereon to the Central Executive;
- ii. to pay particular attention to and conduct such inquiries as may be necessary prior to recommending acceptance or rejection of applicants who are known to have had a political past, or whose loyalty to the UPP may be questionable, or who are known to be members of organisations whose principles and programmes are contrary to or inconsistent with those of the UPP;
- iii. to appoint such sub-committees as may be necessary for the discharge of its functions.

e.

f. **Voting:**

- i. Decisions of the Committee shall be by a simple majority vote.

2. MANAGEMENT & PERSONNEL COMMITTEE:

a. **Membership:**

The Management and Personnel Committee shall comprise five (5) members of the UPP appointed by the Central Executive of whom the General Secretary and Treasurer shall be members. The members shall hold office for two (2) years.

b. **Officers:**

The Chairman of the Committee shall be the General Secretary and a Secretary shall be elected by members of the Committee from among its members at its first meeting.

c. **Quorum:**

At meetings of the Committee three (3) shall constitute a quorum.

d. **Functions:**

- i. to recommend to the Central Executive the institution of any new system or the adaptation of any existing system in order to ensure the efficient operation of the Secretariat of the UPP;
- ii. to advise on the principles to be adopted in the recruitment of staff for the Central Secretariat;
- iii. to interview and recommend to Central Executive persons to be employed in the Central Secretariat;
- iv. to advise the Central Executive on conditions of service of persons employed in the Central Secretariat.

e. **Reports:**

In addition to any special reports arising out of its activities, the Committee shall submit an annual report on its working for the previous year.

3. ENTERTAINMENT AND EVENTS COMMITTEE:

a. **Members:**

- i. The Entertainment Committee shall comprise five (5) members

appointed by the Central Executive.

- ii. The Members shall hold office for two years.
- iii. The Committee shall have power to co-opt additional members to the Committee whenever it deems fit.

b. Functions:

- i. to stimulate, coordinate and aid in the overall promotion of functions of entertainment in the name of the UPP for any purpose whatever;
- ii. to collaborate with all fund raising committees of the UPP;
- iii. to undertake and carry out all the entertainment commitments of the General Council;
- iv. to consider and advise on all entertainment given in the name and on behalf of the UPP by any of its Units.
- v. To assist the Mobilization/Operations Committee to plan and coordinate public meetings and other such events.

c. Meetings:

The Committee shall meet as often as is required in order to deal with its functions

d. Quorum:

At meetings of the Committee three (3) members shall constitute a quorum.

e. Reports:

The Committee shall submit for the consideration of the Central Executive an annual report of its workings for the previous year.

4. DONATIONS COMMITTEE:

a. Officers and Members:

- i. The Donations Committee shall comprise six (6) members of whom one shall be the Treasurer of the UPP appointed by the Central Executive. The Political Leader, ex officio, shall be Chairman of the Committee and a Secretary shall be elected by the Committee from its members.

- ii. The committee shall be empowered to co-opt other members as it may deem necessary for the performance of its duties.

b. **Meetings:**

The Committee shall meet as often as its business may require

c. **Quorum:**

At meetings of the Committee three (3) shall constitute a quorum

d. **Functions:**

- i. to solicit and receive donations from Party members, sympathizers and well-wishers for the purpose of furthering the aims and objectives of the Movement;
- ii. to organise and carry unto effect Public Apposes on behalf of the UPP;
- iii. to establish and maintain a proper system of collection and financial control of all donations.

e. **Voting:**

Decisions of the Committee shall be on a simple majority.

f. **Reports:**

The Committee shall submit for the consideration of the Executive an annual report on its working for the previous year.

5. COLLECTIONS MANAGEMENT COMMITTEE:

a. **Officers and Members:**

- i. The Collections Management Committee shall comprise five (5) members of whom one shall be the Treasurer or the Asst Treasurer of the UPP appointed by the Central Executive. The Treasurer shall be Chairman of the Committee and if the Treasurer is not a member of the Committee then the Assistant Treasurer shall be the Chairperson.
- ii. A Secretary shall be elected by the Committee from its members.
- iii. The committee shall be empowered to co-opt other members as it may deem necessary for the performance of its duties.

b. **Meetings:**

The Committee shall meet as often as its business may require

c. **Quorum:**

At meetings of the Committee three (3) shall constitute a quorum

d. **Functions:**

- i. to collect all dues/levies/subscriptions/board fees from Party members for the purpose of furthering the aims and objectives of the Party;
- ii. to establish and maintain a proper system of collection and financial control of all collections.
- iii. to report to the Central Executive and to the General Council all collected and outstanding monies and report in detail to the Central Executive and/or the General Council upon request.
- iv. To collate a list of party members and their qualifications who shall be considered for Government appointments. Such list shall be submitted to the Central Executive for ratification.

e. **Voting:**

Decisions of the Committee shall be on a simple majority.

f. **Reports:**

The Committee shall submit for the consideration of the Executive an annual report on its workings for the previous year.

PART 5 – FINANCIAL AND OTHER REGULATIONS IN RESPECT OF UNITS OF THE PARTY

1. COLLECTION OF FUNDS:

- a. Each Party Member shall pay all donations, subscriptions and voluntary contributions to the Treasurer of his/her Unit and in the absence of any such established/functioning Unit to the Treasury of the UPP.
- b. It shall be the duty of the Treasury of the UPP through the Collections Management Committee to collect from the Central Executive or other Unit of the UPP all monies payable by them.
- c. All fees, levies and dues established by the General Council are to be collected in the month of April of each calendar year. In cases where the fees and/or levies are paid in the form of a monthly stipend/salary, the amount received in the month of March or April shall be the amount paid directly to the UPP. All monies paid under this section shall be pre-payments for the upcoming year.
- d. The Treasurer of each Unit of the UPP shall give an acknowledgement of the receipt of all monies paid to him/her from whatever source in such manner as may be prescribed and shall thereafter make an entry of the monies so received in the prescribed records thereof.
- e. The Secretary of each Unit shall hand over all monies received by him/her to the Treasurer of the respective Unit together with a detailed statement of the heads under which money was received and the names of persons who have paid, and he/she shall demand a receipt thereof at each Meeting or as soon as possible after the receipt thereof.
- f. The Treasurer of each Unit shall keep a record of all monies received and paid out by him/her, and shall not pay out any money, save as specifically or generally approved by the Unit's executive or general body and only on the written requisition of the Secretary and Chairman. This section excludes the Central Executive which shall determine its procedures for the collection and disbursement of funds.
- g. The Treasurer of each Unit shall, as often as may be required by the Unit but at a minimum once annually, prepare a statement of account of the monies received and paid out by the Unit and shall submit the same to the Secretary of the Unit for the consideration by the general body of the Unit and after such consideration, shall forward the report to the Central Executive.

- h. Notwithstanding item (g) of this section, the Treasurer of each Unit shall deliver to the Collections Management Committee and/or the Treasury of the UPP, a prepared statement of account of the monies paid, received and in-hand
- i. The Unit Executive shall be responsible for the payment of all funds due to the Central Executive and the payment of such funds shall constitute and be a first charge on the Funds raised and held by the Constituency Executive.
- j. The Unit Executive shall derive its funds from the following sources:
 - i. from voluntary contributions made by members/supporters of the Party.
 - ii. from the funds paid by Units;
 - iii. from Fund-raising Activities, sponsored by the Unit Executive and other Units of the UPP.
 - iv. All membership fees/levies/dues established by the General Council and collected by the Unit or paid to the Unit shall be paid in full to the Treasury of the UPP.

2. FEES LEVIED BY UNITS OF THE PARTY

1. This section shall be applicable to all Party Units except the Central Executive, General Council, Biennial Convention, and Special Convention.
2. This section shall include the following provisions:
 - a. Party Units intending to impose enforceable fees shall submit, to the Central Executive via the General Secretary, their proposals for levying fees on members.
 - b. Such proposals are to be submitted to the Central Executive on or before March 1st of each calendar year.
 - c. Each proposed Unit Fee shall require a two-thirds (2/3) majority support from the Executive of the Unit submitting the proposal.
 - d. Each submission shall be in the form of a properly formatted resolution and must include, at minimum, the following:
 - i. The name of the fee to be added, removed or amended.
 - ii. The justification for the addition, removal or amendment of Fee.

- iii. The amount to be levied.
 - iv. The frequency of payment of the fee.
 - v. The voting strength via which the resolution was passed in the Unit.
3. The Central Executive shall review all submitted Unit Fees and compile a Schedule of Unit Fees for consideration by the General Council.
 4. The General Council shall complete its deliberation, amendments, and ratification of the Schedule of fees no later than June 30th of each calendar year.
 5. The approved Schedule of Unit Fees shall remain in effect until specific fees are added, amended or removed by the General Council.
 6. The Schedule of Fees shall be recorded and kept by the Central Executive and for each fee, the following minimum information shall be maintained:
 - a. The date of submission.
 - b. The date of approval
 - c. The name of the fee
 - d. The Unit to which the fee applies.
 - e. The amount of the fee to be levied.
 - f. The frequency of when the fee is to be levied (weekly, monthly, annually, other).
 - g. The Date the fee was last amended or removed.
 7. The General Council retains the sole authority to amend or remove any fee on the Schedule of Unit Fees at any of its sessions.
 8. Fees approved under this section shall not impact any member's financial status and does not prohibit members from the rights and privileges afforded to Party Members, including attendance, participation, and voting within the Central Executive or General Council units or Committees of the Central Executive or Committees of the General Council.
 9. Members failing to fulfill their obligations under this section (payment of fees) shall be disqualified from:
 - a. Holding positions which are decided on or elected by the Unit.
 - b. Voting on decisions to be taken by the Unit.
 10. Fees collected under this section shall not be subject to any additional party levies or charges.

11. Fees collected under this section shall be reported to the Central Executive following the established financial reporting procedures by party units.

3. SECRETARIAT:

- a. All monies received at the Secretariat shall be duly brought into account and shall, within twenty-four (24) hours be deposited to the credit of the appropriate Fund with the Party's Bankers.
- b. Receipts shall be issued for all such sums received.
- c. There shall be kept at the Secretariat the following records:
 - i. Daily Cash receipt register;
 - ii. Daily Cash payment register;
 - iii. Petty Cash Book;
 - iv. Duplicate Receipt Books;
 - v. Payment Vouchers duly authorised by the General Secretary;
 - vi. Such other books as may be duly required from time to time.
- d. There shall also be kept at the Secretariat the following books of accounts:
 - i. Journal;
 - ii. Credit Purchase Book;
 - iii. Records of Constituency Dues and Payments;
 - iv. Record of Legislative Group member's contributions General Ledger;
 - v. Such other books as may be duly required
- e. The General Secretary shall furnish to the Treasurer a monthly statement of Receipts and Payment and a quarterly statement of the Party's finances as the Treasurer may require from time to time.
- f. No payment shall be made and no expenditure shall be incurred on behalf of the UPP except with the prior, general or specific approval of the Treasurer.

- g. All payments exceeding the sum of fifty dollars (\$50.00) shall be by cheque.
- h. All payments in respect of which there has been prior approval by the Treasurer shall be authorised by the General Secretary.
- i. The General Secretary shall submit a Statement of Account half yearly for the consideration of the Central Executive and General Council.
- j. Any Unit which fails to forward monies as required by these Financial Regulations shall be liable to such disciplinary action, including suspension or disbandment, as the General Council may in the circumstances deem fit on the basis of a Report from the Central Executive.

STANDING ORDERS FOR CONVENTIONS OF THE UPP

1. CREDENTIALS:

Each member or Observer attending the Biennial Convention or a Special Convention shall, before entry to the Convention Hall or Auditorium present his/her duly authenticated credentials to the Credentials Committee or other persons authorised to view them and thereafter, whenever so required.

2. PROCEDURE:

- a. The Chairman of the UPP shall take the Chair at Conventions and in his/her absence the Deputy Chairman in that order. In the absence of all of the foregoing, the delegated present shall elect a Chairman from among their number.
- b. The Chairman shall have the power to appoint Committees for the furtherance of business of the Convention and these Committees may sit during the hours of the Convention, if necessary.
- c. Each member present shall rise to address the Chair and shall otherwise conform to the rules and requirements of the Convention.

3. SPEAKING TIME:

No member shall speak on any subject before the Convention for more than five (5) minutes on any occasion except that:

- a. the mover of a motion be allowed to speak for ten (10) minutes in introducing his/her motion, and a further five (5) minutes in exercising the right to reply;

- b. any speaker, including the mover, may, by the approval of the Convention, be given one extension of no more than five (5) minutes on any occasion;
- c. the asking or answering of a question by permission of the Chair, or the taking of a point of order shall not be considered a speech.

4. DISCIPLINE:

The ruling of the Chairman on all matters shall be final. Any person wishing to leave the Convention shall obtain the permission of the Chairman.

5. AGENDA:

- a) The Convention Agenda shall be issued to each delegate not less than fourteen (14) days prior to the date of the Convention and shall be strictly adhered to unless a resolution to suspend the Standing Orders be made and carried by a majority of those delegated present and entitled to vote.
- b) No business which does not arise from motions or resolutions or subjects on the Agenda shall be considered at the Convention unless a motion to that effect is moved and passed by two-thirds (2/3) majority of those delegates present and entitled to vote.

6. RESOLUTIONS:

Notice in writing of all resolutions for consideration by the Biennial Convention shall be sent to the General Secretary of the UPP not later than ninety (90) days before the opening date of the Convention or in the case of a Special Convention not later than twenty-eight (28) days before the opening date of the Special Convention for consideration by the General Council which alone shall have the power to decide whether such Resolutions will be included on the Agenda of the Convention.

7. VOTING:

- a) Voting at any Convention shall be on the basis of one vote per delegate and shall, except for elections to any office, be by show of hands.
- b) Observers shall not have the right to vote nor without the express permission of the Chair be permitted to speak on any question before the Convention.
- c) The Chairman shall have an original and casting vote.

8. OBSERVANCE OF PARLIAMENTARY PRACTICE:

In any matter on which the Standing Orders are silent, the Chairman shall

determine the procedure to be followed, and in the exercise of his/her discretion he/she shall be guided by general accepted rules of Parliamentary practice.

9. CONFERENCES OF UNITS OF THE UPP:

The foregoing Standing Orders for Conventions of the UPP shall, except for Standing Order 6, apply *mutatis mutandis* to any Conference of the Units of the UPP.

**REGULATIONS FOR THE CONDUCT OF ELECTIONS AT
PARTY UNITS**

This section governs the nomination and election of Executive members of a Constituency Branch, the Youth Forum, the Women's Forum or any other Party Unit except for elections conducted at any Party Convention.

1. All elections are to be conducted by show of hands unless a counter resolution for secret ballot is supported by no less than 20% of the financial members present. If the 20% threshold isn't achieved, the officer in charge of the elections may in his/her discretion choose to conduct the elections via secret ballot.
2. All Executive members and General Council members of the Party Unit shall be elected at the Annual General Meeting of the Party Unit.
3. All Convention delegates not previously elected shall be elected by the time stipulated by the Central Executive in preparation for the Convention.
4. Any member desirous of being elected as an Executive member, General Council Member or Convention delegate shall be nominated and seconded by a financial member of the respective Party Unit. The consent of the nominee shall be given at a meeting of the Party Unit or in writing to the Secretary of the Unit no later than three full weeks prior to the election.
5. All members nominated as Executive members, General Council Members or Convention Delegates shall, at the time of being nominated, be financial beyond the date proposed for the conduct of the elections.
6. All members of the Party Unit, who wishes to participate in an election of the Executive members, General Council Members and Convention Delegates shall be financial no less than two full weeks prior to the proposed date for the conduct of the elections and shall remain financial beyond the proposed date of the election.
7. At any meeting of the Party Unit and prior to the date when the elections are to be conducted, the Party Unit shall, by simple majority, decide on the method by which nominees shall receive a list of financial members who are eligible to participate in the elections.

8. The Branch, through its Chairperson, Deputy Chairperson, Secretary or any appointed officer of the Party Unit, shall submit to the General Secretary and the Party's Elections Officer, no later than one full week prior to the date of the elections, the complete list of nominees to include:-
 - a) the position nominated for,
 - b) the name(s) of the nominee(s), and
 - c) the mover and seconder of the nominee
9. The Secretary of the branch, or an appointed designee of the branch, shall distribute or make available to each nominee, according to the decision of the branch, the list of all financial members who are eligible to participate in the elections.
10. No nominations shall be accepted from the floor at any elections conducted under this section except in the case where
 - a) there are no prior nominees
 - b) All prior nominees have withdrawn
 - c) all prior nominees are no longer eligible
11. Any breach of this section shall result in a delay of the election until all requirements under this section is satisfied.
12. The Officer in charge of the elections or his/her designee shall confirm the results of the election in writing to the General Secretary and to the Secretary of the Party Unit within one week of the elections.

REGULATIONS FOR THE NOMINATION AND ELECTION OF OFFICERS OF THE UPP

1. All Officers of the UPP with the exception of the Deputy Political Leaders shall be elected in Biennial Convention on the basis of written nomination proposed by any Unit of the UPP.
2. The Chairperson of the Convention planning committee shall issue nomination papers to all Units of the UPP not less than three (3) calendar months prior to the date of the Biennial Convention.
3. Nominations submitted by Units of the UPP must be accompanied by the written consent of the nominee.

4. All nominations shall be collated by the Convention Planning Committee and presented to the General Council not later than the meeting of the General Council that immediately precedes the Biennial Convention.
5. The list of all the Nominees shall be circulated to all delegates elected to the Biennial Convention the Secretary of the Convention Planning Committee. The method/format/rules of Circulation shall be determined by the Convention Planning Committee and approved by the Central Executive.
6. The Returning Officer shall cause to be prominently displayed in the Convention Hall as soon as the case may be a list of nominees and of the delegates entitled to vote.
7. A ballot shall be taken in respect of each office for which more than one person is nominated, and the Returning Officer shall cause a ballot paper to be issued to each member entitled to vote at the Convention. An alternate to this procedure may be used if it receives more than seventy-five (75) percent of the support of the General Council members present who are eligible to vote.
8. The Returning Officer shall cause to be recorded publicly at the Convention the votes cast in respect of each ballot.
9. It shall be the responsibility of the Returning Officer to arrange for the collection and counting of all ballots cast.

REGULATIONS FOR PROCESSING MEMBERSHIP APPLICATIONS

1. **PROCEDURE:**
 - a) To become a member such a person must make an application on the prescribed form accompanied by such sum as may be prescribed by the General Council from time to time, either:
 - i. to the Secretary of the Constituency Branch operating in the **constituency** in which the **applicant resides**; or
 - ii. if there is no such Constituency Branch existing in the constituency in which the applicant resides, to the General Secretary of the UPP. A receipt shall be issued for the application and funds received.
 - iii. if such person is resident outside of Antigua and Barbuda, to the General Secretary of the Party or to the Official Representative of the Party in the Country, State or District where the Applicant resides.

- b) All applications considered by any Unit of the party shall be submitted to the Central Executive for ratification with the Unit's recommendation.
- c) All recommendations to accept the applicant by any Unit of the party shall receive at least two-thirds support of the financial members present at a branch meeting.
- d) All units of the party must ensure that applicants are known to the branch having completed the due diligence exercise approved by the Central Executive.

2. **ADMISSION:**

On admission such member shall:

- i. receive a duly authenticated copy of the Constitution and Bye-laws of the UPP, Membership identification Card and a members' subscription card, provided that until determination of the application by the Central Executive an applicant for membership may receive an Interim Membership Card issued by the General Secretary or the Constituency Secretary after approval by the Constituency Branch;
- ii. pay such dues which have been approved by the General Council that are due and payable up to the end of April. (Dues are payable for the month when the application is approved).
- iii. become liable to make such additional contributions as may, from time to time, be required of him/her by the Central Executive and/or the Unit of which he/she is a member.

REGULATIONS FOR THE ELECTION OF CARETAKERS/PARTY REPRESENTATIVES ON LEGISLATIVE BODIES

- 1. Every Party member, wishing to be nominated as a Caretaker/Candidate to represent the UPP on Legislative Bodies, including the incumbent, shall make such application in writing to the respective Constituency Branch with copy to the Political Leader.
- 2. The Central Executive shall establish the date by which all applications must be submitted and all applicants must submit their applications on or before that date. The Central Executive shall consider and may approve any applications submitted after the date set.
- 3. Any Party member who has submitted an application to a Branch of which he/she

is not a member, shall have the right to attend meetings of the Branch from the date established in item two (2) above and until the final selection of the Caretaker/Candidate is complete.

4. The Constituency Branch should, in conjunction with the Central Executive, establish the date and time of a meeting at which the applicants will be interviewed by the members of the Branch to ensure that each applicant fulfills the following basic requirements:
 - a) has been a Party member for not less than six (6) months;
 - b) is in good financial standing in respect of the Party obligations;
 - c) is not the subject of any disciplinary measure;
 - d) has a sound knowledge of the Constitution of the UPP and general matters of national concern;
 - e) outlines a plan for the further development of the Constituency.
5. All applicants shall be governed by the established code of conduct
6. Within 14 days of the convening of the meeting in four (4) above but no less than seven (7) days after, the Constituency Branch should, in conjunction with the Central Executive, establish the date and time of an election to be held to select a Caretaker/Candidate. The election should be conducted as per the Constitution of the UPP, where each applicant must be nominated and seconded by financial members of the Branch.
7. The Officer presiding over the election may, in addition to the election outlined in six (6) above, take a preference vote. A preference vote is a process of voting where members may vote for multiple candidates on a single ballot.
8. The members of the Constituency Branch eligible to vote in that election shall be those members who are fully paid up and have been members of the constituency branch for not less than six (6) calendar months prior to the date of the election. SAVE that the Political Leadership may at its sole discretion vary the qualification period entitling members to vote in any particular election.
9. Any person interested in being named a Caretaker/Candidate and who is not eligible as per the criteria outlined in four (4) above shall not be considered by the Constituency Branch unless prior written approval is received from the Political Leader and presented to the Branch on or before the date and time of the meeting.
10. The Chairman and the Secretary of the Constituency Branch shall communicate the results of the election and the particulars on each nominee to the General Secretary of the UPP (copied to the Political Leader and the Chairman of the UPP); indicating the number of votes received by each applicant.
11. The Political Leader shall establish a five-member committee (of which he shall be

the Chairman) from the Political Leadership of the Party to consider the submitted results of the election and to consider any other information (including polling data) relevant to the selection process.

12. This committee shall select the proposed Caretaker/Candidate which shall be subject to the approval of the Central Executive SAVE that the Political Leader has veto power.

CODE OF CONDUCT GOVERNING ALL ELECTIONS OF THE UPP

All internal elections of the UPP shall be governed by the terms outlined herein and shall be binding on all members of the UPP leading up to any such elections. Any member involved in any way with a campaign in preparation for any internal election at any level or within any Unit of the UPP shall:

1. Conduct him or herself in a manner that will not bring the United Progressive Party into disrepute.
2. Submit to a select committee comprising the Convention Planning Committee any statement to be sent to the media concerning the elections for review before publishing.
3. Restrain from the use of harsh, unkind, or defamatory language towards his or her opponent, or engage in language or action that might lead to resentment and intimidation.
4. Not publish or repeat false, defamatory or inflammatory allegations about opponents.
5. Not, in an effort to undermine the candidacy of his or her opponent, cast blame on that person or to the extent that it undermines the Party.
6. Not engage in any conduct that has the effect or presents the perception that his or her opponent is or has been involved in corrupt practices unless such statements can be supported by substantial and irrefutable evidence.
7. Not abuse positions of power, influence or privilege or discriminate on the basis of gender, ethnicity or social class.
8. Not become involved with committing election irregularities, and shall adhere to the Party's rules and regulations regarding elections.
9. Not, without the consent of the Executive, appear in any debate regarding the elections on any mass media.

10. Act with honesty, sincerity and integrity so as to earn and maintain the confidence of the Party membership and the community at all times and under all circumstances.
11. Be open and transparent by declaring any personal interest that may be in conflict with or perceived to be in conflict with the position sought or the responsibilities which are expected to be discharged and to disclose such interest on a voluntary basis without being called upon to do so.
12. Refrain from directly or indirectly offering or giving any financial or other material inducement to any delegate or from receiving any such inducement from members in return for any favours which may be linked or perceived to be linked directly or indirectly to seeking or giving support in the Party elections.
13. Be held responsible for the conduct of their surrogates.
14. Fully cooperate with all bodies established by the Party to investigate issues and allegations in connection with the election or the violation of this Code
15. Refrain from any criticism regarding aspects of the members' private life not connected with public activities.

REGULATIONS FOR DETERMINING/PENALIZING VIOLATIONS OF THE CODE OF CONDUCT

1. There shall be established for the purpose of enforcing the Code, a Select Committee of three.
2. For elections of Constituency Branches or the Youth Forum or the Women's Forum, the committee shall be appointed by the Central Executive, whereas, for the election of officers of the UPP, the committee shall be appointed by the General Council.
3. All allegations of violations of the Code shall be in writing to the Select Committee accompanied with any proof of such violations including but not limited to the person or persons who may have witnessed the violations.
4. All complaints of violations must be acted upon within 48 hours of the receipt of such complaints.
5. The Select Committee shall issue a verbal warning to a first time violator of the Code of Conduct and a warning in writing on a second infringement; as long as the violation is not of a defamatory or slanderous nature or one that brings the Party into disrepute.

6. Any subsequent violation (of the Code of Conduct) that is not of a defamatory or slanderous nature, the appropriate body - Central Executive or General Council - may remove from the nomination list or the list of eligible voters the violator's name and he or she may be excluded from further participation.
7. Anyone who defames or slanders another member shall be subjected to discipline by the General Council as it sees fit. In addition, the Party shall not intervene (on behalf of the violator) should legal action be brought against him/her by the aggrieved party.
8. Anyone who uses the airwaves of any Party controlled media to violate the Code of Conduct shall be suspended from using such media for the remainder of the campaign.
9. Sanctions shall not be limited to those listed above but may include any other sanctions approved by the General Council.
10. Decisions of the Select Committee shall take immediate effect until and unless overturned by the appropriate body - Central Executive or General Council - which shall have the right to review the decision of the Select Committee. Any notice of intent to appeal the Select Committee's decision shall not have the effect of staying such decisions.
11. Where an election has been held pending a complaint of a violation of the Code, and the alleged violator is elected to the position, notwithstanding his or her election, the violator shall forfeit the position if at the conclusion of the matter it is determined by the General Council that, but for the violation, the person would not have been elected.

RATIFIED this _____ day of _____, 2024, by the General Council of the UPP on behalf of and as directed by the Biennial Convention of the UPP held at the Multi-purpose Cultural Centre, Perry Bay, in the City of Saint John's on the 21st day of April, 2024.

D. GISELE ISAAC, Chairman, UPP

SHAWN NICHOLAS, General Secretary

HAROLD LOVELL, Chairman, Constitution Review Committee (CRC)

PEARL QUINN WILLIAMS, Member, CRC

LEON SYMISTER, Member, CRC