

SELECTION PROCEDURE

WESTMINSTER PARLIAMENTARY CANDIDATES FOR WALES

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1. Introduction

A. Towards the next General Election

Choosing a candidate for the Westminster Parliament is one of the most important tasks a CLP will undertake. It is important for the constituency in question, the Labour Party, and ultimately the country that CLPs pick the highest quality candidates possible. Parliamentary candidates must be passionate advocates for their communities; be capable of taking Labour's message to the electorate; and ultimately be competent to serve in the next UK Labour Government.

The WEC recognises the frustration party members feel following two General Elections at which candidates were imposed on local parties or processes expedited. In particular, the situation in the run up to the 2019 General Election – where local parties were prevented from selecting candidates, in some cases despite the vacancies being apparent for many months and only to have an imposed shortlist or candidate at the last minute – was unacceptable. The procedures below have therefore been agreed by the WEC, in order to begin the process of selecting candidates ahead of the next General Election, whenever it may come.

This set of procedures only apply in Wales. There is separate guidance for selections in England, provided by the NEC and in Scotland, provided by the SEC.

CLPs with questions on the implementation of these procedures should speak to the Welsh Labour Office in the first instance and email wales@labour.org.uk.

B. Transition to new CLPs

After completing the first tranche of selections, which are minimally affected by the 2023 Parliamentary boundary review, WEC notes all future selections based on existing boundaries are significantly impacted. This presents two major issues for Welsh Labour: Delivering all remaining selections before the revised boundaries come into force across the UK in June 2023, and then how to settle claims of candidates selected on old boundaries for new seats. Both issues risk the prospect of impositions or further disruptive internal processes. Welsh Labour are keen to avoid frustrations felt by local parties and members that arise from this. The updated procedures have therefore been agreed by WEC for the transitional period between now and when new boundaries come into force and the party begin reorganisation of CLPs, in order to avoid potential issues in the near future.

C. Equal Opportunities

The Labour Party is proud of the strides made over recent years to ensure the diversity of the Parliamentary Labour Party. The Party is committed to ensuring that our candidates are diverse and representative of the communities in which they will campaign and represent, and in particular is committed to using positive action procedures to the full extent permitted by the Equality Act 2010. Any candidate from any under-represented group may be the best candidate for any constituency.

To assist in monitoring of all aspects of our selection procedure there is a simple form which must be completed and returned to Welsh Labour and may be shared with the Governance and Legal Unit at UK Labour at the completion of the process.

The WEC will review the procedures after the first and subsequent tranches of selections to assess its success and propose any further amendments.

In particular, should it become apparent that the Party's objectives in relation to ensuring diverse candidates are not being met, the WEC will not hesitate to amend these procedures accordingly.

In order to make selection as a Labour Party Parliamentary candidate as accessible as possible, the WEC has made the following changes to the selection procedures:

- Reduced the overall timetable from nine week to a maximum of six weeks; and
- Introduced a spending cap of £1.50 per member subject to a maximum spending cap of £3,500. Where a CLP has fewer than 666 members, candidates may spend up to £1,000.

The WEC also recognises the impact on the wellbeing, finances, personal lives and other commitments such as caring responsibilities of candidates, and in particular disabled candidates, when they have been selected many years ahead of previous General Elections. The WEC will take steps to balance this impact against the need to be prepared for a possible 2023 General Election, and in particular to allow time for CLPs to be fully involved in selecting candidates through democratic processes.

Those involved in the implementation of these procedures will comply with their duties to make reasonable adjustments for disabled members and candidates under the Equality Act 2010, including, where relevant, those required to ensure access to Party meetings and events which form part of this process.

These guidelines provide advice on procedures to follow, and pitfalls to avoid, in order to ensure that there is equality of opportunity in each constituency and that Labour's candidates are drawn from the widest possible pool of talent. They should be used in addition to the specific measures laid out in the detailed procedures which follow in this document.

- Make use of the Person Specification (Appendix 1) which represents the standard requirements for Parliamentary candidates.
- Make sure that Selections Panels – and particularly those undertaking interviews – take advantage of any training offered by the Party and comply with any mandatory training as instructed by the WEC.
- Make sure that the same criteria are applied to everyone who applies and that reasons for rejecting any candidate are clearly stated and evidenced.
- Make sure that the completion or enrolment on any of any of the Party's training programmes as well as programmes operated by TULO, trade unions, the Co-operative Party, and affiliated organisations is properly taken account of (e.g. Jo Cox Women in

Leadership Programme, Bernie Grant Leadership Programme, the Future Candidates Programme).

- Questions must not be asked on financial means or support or relating to any of the nine protected characteristics under the Equality Act: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.
- At shortlisting interviews the standard set of questions must be used and asked of each candidate. Supplementary questions may vary according to the answers given.
- Avoid making assumptions based on physical characteristics, dress, body language or voice. If there are any concerns, questions should be asked rather than assumptions made.
- Any meetings should be as relaxed and friendly as possible, candidates should be put at their ease and allowed to stand or sit down as they wish when addressing a meeting.
- Members should be encouraged to not make a decision about a candidate before they have heard all she/he has to say. A quick decision may well be based on assumptions and the candidate's physical appearance.
- Ensure that in-person or remote interviews are accessible to any candidates. Candidates' access needs should be asked ahead of interviewing and arrangements made to meet them.

D. Lessons from the Covid-19 pandemic

The WEC is committed to learning lessons from the way the Party operated during the Covid-19 pandemic, and in particular, making remote participation a permanent part of the way the Party organises going forward. In that spirit:

- The format of meetings in these procedures can be online or in person. Hybrid meeting are not permitted.
- Where a hustings meeting is to take place online this must be clearly advertised to members with the notification of the processes, unless the decision to move online is an emergency step in response to changing public health guidance.

The WEC will keep the situation under review and reserves the right to amend these procedures to allow CLPs to use hybrid hustings meetings.

E. Codes of Conduct

In addition to this guidance, codes of conduct have been issued for candidates and Labour Senedd members and should be distributed accordingly.

2. The Selection Committee and first steps

A. WEC Supervision

1. The WEC shall agree tranches of seats in which selections shall take place. The WEC shall receive regular updates on processes and outcomes and may consider recommendations to amend these procedures based on feedback.
2. There shall be a WEC Representative to supervise each selection. The WEC Representative will be a member of the CLP Selection Committee, without voting rights.
3. The WEC Representative will be responsible for approving each stage of the selection process, including the appointment of the selection committee, timetable, and shortlist, and including applications to be included on the lists of eligible members and applications for postal votes.
4. The WEC Representative will ensure that the parliamentary selection process is carried out in accordance with the principles of the Equality Act, that there will be no discrimination on the grounds of protected personal characteristics; age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.
5. The Welsh General Secretary shall also appoint a staff member for each selection to advise on rules and procedures and to support the selection process. The staff member shall act as the procedures secretary for the selection and attend all selection committee meetings.
6. The WEC Representative will consult the Welsh Labour office as and where necessary, and any matters that cannot be resolved shall be referred to the Chair of the WEC for resolution. Such decisions shall be reported back to the WEC and where necessary amendments agreed to clarify these procedures.

B. Advertising the Vacancy, the Selection Committee & setting the Timetable

1. As the new boundaries include a number of CLPs, the following guidance applies to all CLPs that are wholly or partially contained within the boundaries of the new parliamentary seat according to the revised proposal by the Boundary Commission of Wales.
2. The Welsh General Secretary will inform the CLP Secretaries and Chairs that the WEC has authorised a selection to take place, and consult with them on the broad timeline to be followed.
3. The Welsh General Secretary in consultation with WEC officers and local CLPs, shall agree an opening and closing date for applications.
4. The Welsh Labour office will arrange for the vacancy to be advertised on the Welsh Labour Party website as well as the UK Labour website. The Welsh Labour office will work with the UK Governance and Legal Unit who shall also arrange for the vacancy to be advertised to graduates/participants of relevant training programmes, such as the Future Candidates, Jo Cox Women in Leadership, and Bernie Grant Leadership Programmes and to notify TULO, the Co-operative Party and affiliated organisations so that the vacancy can be advertised to graduates/participants of their training programmes; and so that any nominations can be submitted as detailed in section 5 below.

5. Such applications shall include candidate declarations to ensure prospective candidates meet the highest standards of probity.
6. Applications shall only be accepted via the Labour Party's electronic application form. Any applications received prior to the vacancy being advertised or after the closing date for applications shall not be considered.
7. Prospective candidates shall be provided with the Code of Conduct for Westminster Parliamentary selections at the earliest opportunity. The Code of Conduct shall apply to all prospective candidates from the point the vacancy is advertised.
8. The CLP Secretaries shall notify all eligible members within their CLP of the vacancy, including details on how to apply.
9. Meanwhile, a Selection Committee shall be appointed by the Executive Committees of the CLPs in consultation with the WEC Representative.
10. Each CLP will appoint members to the Selection Committee proportional to existing constituencies electorate transferred into the successor seat.
11. The Selection Committee shall be at least 50% women and comprised of not less than six and not more than 9 members (not including the WEC Representative). Each CLP Secretary and Treasurer shall be ex officio members of the Selection Committee except where they are standing as a candidate or are otherwise conflicted. As far as possible it should reflect the demography of the constituency and in particular must include at least one Black, Asian or Minority Ethnic member where possible. Where there is no Black, Asian or Minority Ethnic member of the CLP Executive Committee a member may be co-opted from the CLP or from another CLP.
12. At least two members representing affiliated organisations shall be part of the Selection Committee. At least one affiliated organisation representative shall be a woman and both shall be members of the CLP. Trade union representatives shall be appointed the Welsh TULO Group. An additional representative of other affiliates or the Co-operative Party may be appointed by the Welsh General Secretary in consultation with representatives of the Socialist Societies & the Co-operative Party.
13. The Executive Committee may, at its own discretion and with approval of the WEC Representative, appoint party members from other constituencies if they possess appropriate interviewing skills.
14. No member of the selection committee should campaign for or in opposition to any candidate until after short-listing has been completed.
15. Following notification of the date of confirmation of the longlist, the Selection Committee shall agree with the WEC Representative the outline timetable and discuss how to carry out the various administrative tasks.
16. The Selection Committee should agree with the CLP Treasurers a budget for the process, to include stationery, photocopying, postage, room bookings and other expenses. Costs should be shared proportionally amongst CLPs.
17. The Procedures Secretary will obtain a list of all members, including details of their current eligibility or otherwise.
18. The Procedures Secretary shall notify eligible members of the timetable at the earliest opportunity, including details of how to apply for a postal vote.
19. The Procedures Secretary shall notify all Labour Party branch secretaries and affiliated organisations of the procedure and timetable.

3. The Candidate

A. Eligibility

1. Eligibility of candidates is set out in Chapter 5 of the UK Labour Party Rule Book. In brief, in addition to fulfilling any statutory requirements for the relevant public office, persons wishing to stand as a Labour candidate must have continuous membership of the party of at least 12 months at the freeze date. They should also be a member of a trade union affiliated to the TUC, or considered by the NEC as a bona fide trade union, and contribute to the political fund of that union. Any exceptions to these conditions must be approved by the WEC.

B. Due Diligence

1. Due Diligence checks will be carried out by the party centrally, this will include social media searches, media and press searches, companies house checks, and other checks. Any concerns will be referred to the WEC longlisting panel, and candidates may be called in for interview at any stage to account for any concerns.
2. Candidates unable to account for any concerns to the satisfaction of the WEC panel may be deemed ineligible.
3. All candidates are subject to NEC endorsement via established internal party process.

C. Candidate Code of Conduct

Each candidate must comply with the code of conduct in force for this selection, and ensure that any persons working to support their campaign are aware of the code and the need to comply with it.

The attention of candidates and their supporters is drawn to the Labour Party's data protection policy and the Data Protection Act 2018 and General Data Protection Legislation. Candidates in particular should be aware that the misuse of data may bring the party into disrepute and lead to disciplinary action.

Should any candidate allege any breach of the code of conduct then the following procedure must be followed.

1. The allegation detailing the breach must be made in writing together with any supporting evidence to the WEC Representative and copied to the Welsh General Secretary.
2. On receipt of any such allegation the Welsh General Secretary will write to all candidates reminding them and their supporters of their responsibilities under the code of conduct.
3. The WEC representative will consult the complainant and if necessary consult with the Welsh Labour Office. The WEC Representative will attempt to resolve the issue locally without delay and without disruption to the selection procedure.

4. Where the WEC representative finds that there is prima facie evidence of a breach of the code which may lead to the exclusion of a candidate from the selection, then the Welsh General Secretary shall be notified forthwith.
5. The Welsh General Secretary shall consult with WEC officers to consider the issue without delay and using whatever means are appropriate and fair to the parties concerned. The decision of the WEC officers shall be final.

4. The Electorate

A. Eligible participating members

1. In order to participate in the selection process, a member must:
 - a. Be a current member of the Labour Party within the boundaries of the constituency for selection at the freeze date and at each stage of the procedure (i.e. a member who transfers to another constituency prior to the ballot will lose their right to vote);
 - b. Have at least six months continuous membership of the Labour Party (any constituency) at the freeze date; and
 - c. Be up to date with their membership subscription and otherwise in proper compliance with their membership. Members may be offered the opportunity to bring their subscription up to date if they are in arrears.
2. A list of eligible members will be provided by the Welsh Labour office

B. Freeze date

1. The freeze date for determining eligible members shall be the date on which the vacancy is advertised.
2. The WEC Representative or the WEC may require an alternative freeze date if there are special circumstances.

5. Nominating Organisations

A. Labour Party branches

1. All branches entitled to nominate will be agreed by the selection committee and the WEC representatives prior to nomination meetings.
2. The Labour Party branches entitled to make nominations shall be geographical branches in existence on the date at which the timetable is set by the Selection Committee.
3. Must be wholly or largely contained within the boundaries of the constituency for selection.
4. If a branch's eligible membership is below the quorum set by the model standing orders then those members can be viewed as members of the nearest available branch for the purposes of nomination.
5. If any CLP within the boundaries of the constituency does not have functioning branch structure, new branches may be formed for nomination purposes by the selection committee with approval of the WEC representative and the Welsh General Secretary.

6. Where a branch structure cannot be agreed an informal meeting may take place and members are given an opportunity to discuss candidates without taking a formal vote on nomination.

B. Trade unions and other affiliated organisations

1. Trade Unions and other affiliated organisations making nominations shall be those with at least one branch affiliated to any CLP, within the constituency for selection, for the year ending 31 December prior to the year in which the selection process commences. Any applicant officially nominated by an affiliated organisation prior to the deadline for applications shall be automatically longlisted, subject to the provisions of 6.5 below. Where an affiliated organisation has not made an official nomination prior to the deadline for applications it will be entitled to make nominations in line with the provisions detailed in section 7 below.

C. The Co-operative Party

1. Any applicant officially nominated as the Co-operative Party candidate prior to the deadline for applications shall be automatically longlisted, subject to the provisions of 6.8 below. Where the Co-operative Party has not nominated an official candidate, it will be entitled to make nominations in line with the provisions detailed in section 7 below.

6. Longlisting

1. The WEC has a responsibility under Labour Party rules to both ensure high quality candidates and to ensure there is no discrimination on the basis of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation at any level of the Party.
2. The Party is committed to taking action to promote representation of under-represented groups, including working class people and those who are low-paid.
3. The longlisting process will give regard to the Person Specification in Appendix 4, the due diligence checks, and the Party's commitment to diversity.
4. Applications from those not automatically longlisted under the provisions of section 5 above, shall be considered by a panel of Welsh Executive members ("the panel"). Such a panel shall be made up of not less than three members and not more than five members; must be at least 50% women and include at least one Black, Asian or Minority Ethnic members; and must as far as practicable reflect the various sections of the WEC. All WEC members shall be invited to sit on such panels, subject to fulfilling any training requirements. The makeup of each panel will be agreed by the officers of WEC.
5. Officers may co-opt members of the NEC to meet the criteria set out in 6.A.4
6. Where two or more WEC members have declared an interest for a seat, officers will co-opt a member of the NEC to the panel.
7. From applications received, the panel shall agree whom to invite to interview. The eventual longlist should usually consist of not less than six prospective candidates, where such candidates meet the criteria. The eventual longlist must be representative

of the communities the Party seeks to represent, and in particular be at least 50% women and include at least one Black, Asian or Minority Ethnic members.

8. Those nominated by trade unions, other affiliated organisations or the Co-operative Party will not be required to attend an interview prior to longlisting, unless concerns arise from due diligence checks, in such cases any interviews will cover only matters which arise from those checks.
9. Due diligence checks will be carried out on applicants invited to interview with reports provided to the panel where necessary.
10. Following longlisting interviews, the panel will notify each applicant of one of two outcomes
 - a. That they have been longlisted for the vacancy in question;
 - b. That they have not been longlisted for the vacancy in question, but they do meet the criteria for being a high quality candidate and will therefore be eligible to be longlisted for subsequent vacancies without undergoing a further interview, with the agreement of the panel responsible for longlisting of such vacancies; or
 - c. That they do not meet the criteria for being a high quality candidate and therefore they will not be longlisted for the current vacancy.

Applicants notified of outcome c above will remain eligible to apply for subsequent vacancies, though longlisting panels for those vacancies may take into account the outcomes of any previous interviews when deciding whether to invite them to interview.

11. Longlisted candidates will be expected to undertake any mandatory equality and diversity training as instructed by the WEC which the party must take reasonable steps to provide in as accessible a format as possible, and online where possible. If a candidate fails to undertake such training without reasonable excuse, the panel may declare them ineligible to compete in the selection without further notice.

7. Nominations Period

A. Receiving nominations

1. Eligible Labour Party branches within the boundary of the constituency may make a nomination for one or more candidates known in writing to the Procedures Secretary. The Co-operative Party, Trade Unions and other affiliated organisations may make nominations at this stage, providing they have not already made a nomination under the provisions of section 5 above. Only nominations received from the correct designated member of the affiliated organisation will be accepted. The correctly designated member will be confirmed to the Governance and Legal Unit by the organisation's national nominating officer(s) at the onset of the process.
2. Whether under these provisions, or those outlined in section 5 above, affiliated organisations may make nominations according to their own procedures.
3. The nominations period should be a minimum of one week and a maximum of three weeks, and in the interests of keeping the process accessible to prospective candidates

from all backgrounds the WEC recommends that wherever practicable the nomination period should be no more than two weeks.

4. Labour Party branches may make nominations at any ordinary meeting or may convene a special meeting once the longlist has been published. In either case all eligible members must be notified of the agenda item and of candidates who have expressed an interest. Meetings should be conducted in line with branch's Standing Orders. Candidates shall not be eligible to attend branch meetings where nominations are to be discussed.
5. Nominations may be for one or two candidates. If two candidates are nominated, at least one must be a woman.
6. Where neither of the two nominations made is for a Black, Asian or Minority Ethnic candidate, a further nomination of a Black, Asian or Minority Ethnic candidate may be made by the branch.
7. Nominations may only be made for candidates who have been longlisted.
8. Potential candidates may approach branch secretaries to seek nominations.
9. Any nominations received shall be notified to the Selection Committee.

8. Shortlisting

1. The Selection Committee shall be responsible for agreeing a shortlist of candidates to put before the eligible members of the constituency. Such a shortlist will be agreed following interviews with prospective candidates.
2. All prospective candidates with nominations should receive proper consideration and any with at least three nominations must be invited to interview. In addition, any prospective candidate with nominations from the Co-operative Party or an affiliated organisation must be invited to interview.
3. The WEC Representative must ensure that proper consideration is given to any nominated candidates with a disability and to Black Asian Minority Ethnic and LGBTQ+ candidates.
4. Where Black, Asian or Minority Ethnic candidates have been longlisted at least one Black, Asian or Minority Ethnic candidate must be interviewed, regardless of nominations received.
5. At least 50% of those invited to shortlisting interviews must be women.
6. The interviews should be designed to achieve a high degree of consistency of approach by the Selection Committee. They should also be robust enough to ensure candidates make full declarations of any issues of concern, and commitment to the candidate contract. The same initial questions should be asked of each candidate.
7. The shortlist shall consist of a minimum of four individuals and must be at least 50% women and include at least one Black, Asian or Minority Ethnic candidate where one has been longlisted.
8. Any prospective candidate who has received nominations from more than half of eligible Labour Party branches must be shortlisted unless the Panel and the WEC Representative agree there are exceptional circumstances following shortlisting interviews.

9. There is no maximum set for the number shortlisted. However, this should be set with a view to the practicalities of the remainder of the selection campaign including any hustings meetings.
10. The WEC Representative is required to ensure that due consideration is given to applications from Black, Asian or Minority Ethnic candidates, and to disabled and LGBTQ+ candidates.
11. The Selection Committee must give full consideration to any candidate nominated by the Co-operative Party and/or by an affiliated organisation when determining the shortlist.
12. The WEC Representative must be satisfied that the shortlist is of the highest possible quality, as far as possible reflects the priorities of the Labour Party in respect of diversity and provides members with a fair choice.
13. When constructing the shortlist, proper consideration will be given to the Party's commitment to increasing representation of under-represented groups, including working class people and those who are low-paid.
14. The WEC Representative may refer the shortlist to the WEC if they are not satisfied that the shortlist meets the requirements specified above. The WEC may choose to add additional candidates to the shortlist should it conclude the Party's objectives in regards diversity are not being met.
15. Once the shortlist is approved, the Procedures Secretary will advise the candidates in question of further details of the selection procedure as appropriate. Shortlisted candidates may receive a membership list on application.
16. All shortlisted candidates shall provide a statement of 250 words for circulation to members in advance of the hustings. This statement can be bi-lingual but should be a direct translation.

9. Postal Votes

1. The Selection Committee may apply to the Chair of the WEC to conduct its selection on an "all postal" basis. Such requests will only usually be granted when the geography of the constituency makes it the only practicable way of conducting the selection.
2. For a selection in which the candidate is to be selected at the conclusion of a hustings meeting, members may apply to vote by post. Such applicants must provide a legitimate reason for selecting a postal vote rather than attending in person. All applications to vote by post shall be made available to the WEC Representative.
3. In all cases electronic votes conducted by any platform approved by the Party may be used as an alternative to paper postal votes and a separate note will be provided where such a platform is in place.
4. Postal vote applications must be signed by the applicant – or by an appropriate person acting on their behalf if they are unable to sign the form themselves. Where there is any doubt that a form was signed by the applicant, advice must be sought from the Welsh General Secretary.
5. The deadline for receipt of postal vote applications should be as close to the conclusion of the process as practicable (i.e. not more than ten working days prior to the hustings meeting) and the deadline for receipt of postal votes should be as late as practicable (i.e. not more than five working days prior to the hustings meeting).

6. Postal votes should be returned to one address only, which should be a secure office address. If there is any prospect that postal votes could go astray at the address in question, then an alternative return address should be sought – either the Welsh Labour Party Office, or a local solicitor, or some other secure location.
7. Postal votes should be returned in a recognisable envelope and immediately upon receipt placed unopened into a locked ballot box. If a ballot box is not available then some other secure lockable box should be used. The box should itself be stored in a locked cupboard or room with restricted key access. Advice on ballot boxes may be obtained from the Welsh Labour Office.
8. Only postal vote application forms and postal votes distributed by the Procedures Secretary (or another properly nominated officer) shall be accepted.
9. Postal vote packs shall only be sent to the address of the member who has applied for a postal vote as registered on the Party's membership system except where specifically agreed by the WEC Representative.
10. The postal ballot pack will consist of:
 - a. A ballot paper;
 - b. A verification slip;
 - c. A ballot envelope; and
 - d. A return envelope
11. For any "all postal" procedure, arrangements must be made for members to deposit their completed postal ballot papers (as though they were posting them) in a ballot box at any hustings meeting taking place after the despatch of postal votes.
12. All postal ballot papers must be returned with a verification slip which confirms the identity of the person who has completed the ballot paper.

10. The Hustings Meeting and the Count

A. Hustings meetings and informal gatherings

1. There shall be two types of hustings meeting: formal meetings at which members may cast a vote; and informal meetings where members have the chance to meet and question the candidates but voting takes place elsewhere or by post.
2. There shall usually only be one formal hustings meeting. Multiple hustings meetings will only be permitted where the geography of the constituency makes multiple hustings meeting the only practicable way for members to hear from and question candidates, and with the permission of the WEC Representative.
3. The following provisions apply to both formal and informal meetings:
 - a. The procedure shall be fair to all candidates, and the Chair, in particular, shall ensure that equal time is allowed for candidates for any speeches and questions;
 - b. All candidates must be invited;
 - c. The meeting should only be open to eligible members, the candidates, the WEC Representative and any other persons designated by the Welsh General Secretary; and
 - d. Where the selection is to be by an all-postal ballot, any hustings meetings must take place before the issue of postal votes.

B. Hustings meetings where ballot papers are issued

1. There are two approved types of formal hustings meetings. Whichever type is selected must be used for all hustings meetings organised by the Procedures Secretary as part of the selection process:
 - Type 1 - where each candidate is individually invited to make a short speech and then answer questions.
 - Type 2 - where all candidates form a "Question Time" type panel and listen to each other's speeches and answer the same question in rotation.
2. Either type of meeting may include an informal session where party members may meet and talk to individual candidates.
3. All candidates shall be told the format of the meeting, including the length of speeches and time allocated for questions, at least seven days in advance.
4. For either type many of the principles are the same:
 - a. A list of eligible members should be kept at the door and marked as they enter. If there is more than one meeting, the same list must be used for each.
 - b. Members must be able to present evidence of membership and/or proof of identification in order to access the meeting. The specific requirements for evidence of membership and/or proof of identification shall signed off by the WEC Representative and notified to eligible members at least seven days in advance.
 - c. At the start of the meeting the door stewards shall announce to the meeting how many eligible members are present.
 - d. Once the first candidate has started speaking, the doors shall be closed. Only members who were in attendance as at the closing of the doors, and who remained in attendance throughout all speeches and questions shall be eligible to vote. Selection committees should schedule comfort and/or refreshment breaks during lengthier meetings.
 - e. All candidates shall be asked the same questions. Should a candidate answer all the set questions within the time allowed for questions then further questions may be taken from the floor.
 - f. No questions on financial means of support, or referencing any candidates' protected personal characteristics under the Equality Act: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation, shall be permitted. Neither should there be any questions about a candidate's domestic circumstances, nor any pertaining to the candidate's or the constituency party's financial arrangements or possible support for the constituency from affiliated organisations.
 - g. After the final candidate has concluded speaking at least two tellers shall be elected who shall then distribute ballot papers for completion.
 - h. The ballot box shall at all times be supervised by the WEC Representative.

C. The Count

1. The Procedures Secretary must make arrangements for the secure storage of postal vote application forms, returned postal votes and any votes cast at any hustings meetings

2. The count of all ballots cast, including postal votes must be made at one location as soon as practicable following the end of the formal procedure. Often this will be immediately following the final hustings where people have an opportunity to vote (or return their postal vote).
3. All postal ballot papers must be verified before the postal ballots are opened and mixed with any other ballot papers for counting.
4. The count will be by Alternative Vote (preferential voting).
5. Candidates and an agreed number of supporters depending on space may be invited to witness the count.
6. In the event of a close result at any stage of the count, the Procedures Secretary must be satisfied of the accuracy of the count and may ask for a recount of the ballot papers.
7. The candidates, if present, must be advised of the result prior to any formal announcement.
8. The published / announced result will detail the winning candidate only and will not include the order of those not selected, nor voting figures. Once the count has been completed, the candidates have been informed, and the result has been announced, the CLP selection process is completed and the Selection Committee is formally disbanded.

Appendix 1 – Westminster Parliamentary Candidate Person Specification

When assessing applicants, either through the CV, during shortlisting or at the hustings meeting, you should look for the following:

Eligibility

- o Candidates must meet all legal qualifications for a Westminster Parliamentary candidate, as well as the Labour Party's requirements laid out in Chapter 5 Clause I of the Labour Party Rule Book, in particular:
 - Candidates must have 12 months continuous membership of the Labour Party as of the freeze date; and
 - Candidates must be a member of a trade union affiliated to the TUC or considered by the NEC to be a bona fide trade union and contribute to the political fund of that trade union.

Personal probity

- o Candidates are expected to meet the highest standards of personal probity.

Labour Party experience

- o Practical experience of campaigning and organisation – more than just a list of constituency posts held. If the candidate simply gives a list, ask about what each position entailed.
- o Achievements, for example, winning a seat from another party, increasing membership, revitalising a moribund branch, setting up a local policy forum.
- o Candidates should be able to demonstrate a commitment to the Labour Party's rules, procedures and values.

Other experience

- o Practical and relevant experiences and achievements outside the party, particularly in areas which are important to your constituency.
- o Be flexible with your expectations – candidates with caring responsibilities, for example, may not have work-related or trade union experience, but may be active in the community.

Commitment to equal opportunities

- o Candidates should be able to demonstrate a commitment to equal opportunities (For example, give evidence of any initiatives or campaigns they have been involved in that have promoted equal opportunities), including completing any course of equality and diversity training the WEC/NEC may prescribe, either before or after becoming a Labour Party candidate.
- o Candidates should be able to provide evidence to demonstrate this commitment, rather than just a statement of their views.

Knowledge

- o An understanding of the role of Parliament.
- o Knowledge of other bodies (such as local government, devolved bodies and European parliament) or other organisations which may be relevant to your constituency.
- o Knowledge of the local area – don't assume that local candidates have a greater degree of knowledge than those who come from further afield.
- o A description of how candidates have or would apply their knowledge.

Abilities

- o Evidence of how candidates have demonstrated their abilities, rather than just listing things they claim to be able to do.
- o Written communication skills will be evident from the CV which should be clear and easy to read, using plain English. Avoid making judgements based on simple mistakes.
- o Interpersonal skills are important but try not to let these dominate your decision; listen to what the candidates say as well as how they say it.
- o Creative and strategic skills could possibly be assessed by asking them to describe their vision for the constituency and as your parliamentary candidate – look for innovative ideas which aren't merely lifted from somewhere else!
- o Oral communication skills: candidates should speak clearly and authoritatively, avoid using jargon and keep to the point. A good speaker will be aware of the audience and tailor her/his speech accordingly.
- o Campaigning ability: look for references to leadership and motivating people, to working as part of a team, to thorough planning, as well as interesting and innovative ideas which are relevant to your constituency.
- o Commitment to practical use of members' skills, membership recruitment and building up the party's local profile, as well as practical commitment to leading your party to develop/improve members' involvement in policy development.

Appendix 2 – Additional guidance for Branch nomination meetings

Nomination meetings for branches should be carried out when instructed to do so by the procedures secretary.

Branch officers or those appointed to oversee a nominations meeting must take steps to ensure that not only is the procedure carried out in a secure but transparent way, but also that they themselves are protected from any allegations of impropriety.

The key issues to consider are:

- That only eligible members are present and take part in any discussion or vote
- All longlisted candidates are considered in a fair, open, and transparent way before any vote takes place
- That members are clear on the nomination options open to them as a branch prior to any vote
- That no questions or comments on financial means of support, religion, or of a racist, sexist, homophobic or anti-disabled nature shall be permitted. Neither should there be any questions or comments about a candidate's marital state or domestic circumstances, nor any pertaining to the candidate's or the constituency party's financial arrangements or possible support for the constituency from affiliated organisations. Any such behaviour is robustly challenged by branch officers and if necessary appropriate action taken

Branch officers should follow the below suggested agenda for nomination meeting. Variations may be made with the advanced agreement of the procedures secretary and WEC representative.

1. Welcome and explanation of nomination process (5 Mins)
 - a. Nominations may be for one or two candidates. If two candidates are nominated, at least one must be a woman.
 - b. Where neither of the two nominations made is for a Black, Asian or Minority Ethnic candidate, a further nomination of a Black, Asian or Minority Ethnic candidate may be made by the branch.
 - c. Nominations may only be made for candidates who have been longlisted.
 - d. The branch may choose to make no nomination
2. Candidate statements to be distributed and members given an opportunity to read (15 Mins)
3. Members may make contributions in support of any candidate. Individual members should be limited to one contribution each, and should be limited to 3 mins to encourage as many contributions as possible (30 mins)
4. Members should propose one or more nominations on behalf the branch, all proposals should be heard before being voted on.

Appendix 3 – Additional guidance for shortlisting interview

The Selection Committee must be confident that it is presenting local members with the best possible choice for this seat.

The interviews must be fair to each candidate.

The Procedures Secretary will advise each candidate of the arrangements for the interviews.

The interviews should comprise:

- An introduction by the person appointed by the Selection Committee to Chair the interview sessions;
- a set question notified to all candidates in advance to allow them to make an opening statement;
- a series of other questions agreed in advance by the Selection Committee;
- supplementary questions to follow up answers that need further explanation;
- a final set question to confirm that the candidate has nothing in their background which might, if known, cause embarrassment to the Party or otherwise disqualify their candidature;
- an opportunity for the applicant to confirm that they believe the procedure to have been conducted fairly; and finally
- to advise the candidate of when the decision will be made and how they will be informed.

The interview should be conducted in the same way for each candidate, so that a consistent approach makes it easier to judge one person against another.

The WEC Representative must approve the shortlist on behalf of the WEC. If the WEC Representative is unable to agree the shortlist it must be referred to the Chair of the WEC for determination.

Appendix 4 – Guidance on the verification of postal votes

Postal votes will have been returned in a recognisable return envelope. The objective of the verification stage is to ensure that the ballot paper in the envelope has been returned by the person entitled to cast that vote, and that they have voted only once.

You must have the original application forms with their signatures. These should be sorted into alphabetical order for ease of reference. If you have the time and ability, you may also wish to produce a postal voter list with their scanned signatures alongside their names for immediate reference. You can then refer to the original application forms if the scan is unclear. Lists with scanned signatures mean that each of the tellers can be active in opening, and verifying the process should be a bit quicker.

You should also have a list of any replacement ballot papers issued and a note of how the replacement ballot packs have been marked (e.g. verification slips and ballots may be printed on different coloured paper).

When opening envelopes do not separate the envelope from the contents until the whole verification process is complete.

The first step is to open the outer envelope and check that it contains a ballot paper envelope and a verification slip. If it does, check the verification slip against the original application or scanned signature and confirm that they are by the same person.

Tick that person off the register as having returned their vote. If a person returns more than one vote then all their votes are discounted, unless one of the votes is a verified reissue, in which case the reissue only should be counted

If the signature cannot be verified or the verification slip is missing the envelope and contents must be put to one side and that vote not counted.

Once all the postal votes have been verified and the returns marked on the register of postal voters, the postal vote envelopes may be separated from the return envelopes and mixed. The ballot paper envelopes may then be opened and the ballot papers mixed with the other ballot papers from the hustings meeting. Any envelope containing more than one ballot paper at this stage should be ruled as invalid except in the circumstances shown below.

What if there is no verification slip in the return envelope?

Open the ballot paper envelope and see if it has been put in there instead. If it has, carefully extract it and leave the ballot paper in its own envelope and then proceed as above.

What if there are two or more verification slips in the envelope?

Carefully open the ballot paper envelope and check that there are two or more ballot papers, and no more than the total number of verification slips. If there are, complete the verification but put this envelope to one side so that you know it contains more than one ballot paper and can be added to the count.

What if a person has returned more than one ballot paper?

All ballot papers are ruled as invalid, unless a person has been issued with a replacement ballot paper. Only the replacement (returned in a special envelope) should be counted.

Appendix 5 – Additional guidance for hustings meetings

General

Hustings meetings for Westminster Parliamentary selections are amongst the most important and best attended Labour Party meetings. It is therefore important that these meetings show the Party at its best; that they are conducted fairly, in a collegiate and comradely manner, and in line with procedures; and that ultimately, they select high quality candidates who will go on to be effective Labour MPs.

The guidance below is intended to help CLP Selection Committees, and Chairs in particular, meet these objectives.

Formal meetings

A separate quiet room shall be kept for the candidates. When they have all arrived, the WEC Representative and Chair of the meeting should meet them to explain how the meeting will be conducted, and draw lots for order of appearance if they are to be interviewed separately.

Candidates should expect water and a PA to be available on the platform if they wish to use them. Where possible, a lectern should be provided. All of the candidates should be taken into the meeting room together for them to see the room layout and where they will speak from.

At the beginning of the meeting, the Chair should briefly outline the procedures and list the candidates in the order in which they will speak.

The selection committee should agree how long will be allocated for speeches and questions. How long that is will depend significantly on the number of candidates on the shortlist, and the time available for the hustings meeting. In general, the time for speeches should be not less than five minutes, and the time for questions not less than 15 minutes.

Where practicable questions should be submitted in advance. The Chair and WEC Representative can then select questions which cover a good spread of policy areas. This avoids the risk of having multiple questions on similar topic or inappropriate questions if just drawn at random.

The time allocated for speeches and questions should be strictly enforced. Time for questions cannot be used to make up for time not taken up in speeches.

If the meeting is to be in a panel format, then the order of answering questions must rotate among the candidates (the person who answers question 1 first would answer question two second, question three third and so on. The chair will need a checklist to keep track of who has answered when.) Closing statements should be given in reverse order to the opening speeches.

Informal meetings

Where the event consists wholly of an informal gathering:

- All candidates should be kept apart from members until the announced starting time.
- No candidate should be allowed or asked to address the gathering unless all candidates have equal time to address it and all have been notified of this in advance.
- At the start of the event, a party officer should call for order and indicate the candidates present and their names. Where possible, candidates should be given badges bearing their names, so that members can identify them during the gathering.
- CLP officers should circulate during the event and seek to ensure that all candidates have the opportunity to meet as many members as possible.

Where the event consists of a formal session and an informal session:

- The formal session should normally be taken first to facilitate discussion during the informal session.
- The formal session may consist of speeches only on the basis that questions can be asked during the informal session.

The count

A separate document is provided which explains how to count an Alternative Vote (AV) ballot.

As a general principle, the count should not be rushed. It may be helpful to stop after each round and show the candidates the result of that round, who is being eliminated, and what happens next. So far as is possible, everyone should understand what has happened in the previous round of counting before progressing to the next.

The ballot papers, postal ballot papers and verification slips must be retained in a safe place for a period of 12 months or until the statutory close of nominations of the election in question, whichever is shorter. The pack of ballot papers etc. may be given to the Welsh Labour Office for safe storage.

Appendix 6 – Who does what, and when?

It is important that everyone involved with the organisation and management of the procedure takes steps to ensure that not only is the procedure carried out in a secure but transparent way, but also that they themselves are protected from any allegations of impropriety.

All those involved in organisation and management should read and ensure they understand the process, any questions should be referred to the staff member appointed to oversee the procedure.

The below guide is a quick reference guide once you are satisfied you understand the guidance in this document.

Who	Does What	Appointed by
Constituency Executive Committees	Appoints the Selection Committee	
WEC Representative acting on behalf of the WEC	Approves each stage of the selection process, including appointments, and short-list	<i>Welsh General Secretary</i>
Regional Officer and Procedures Secretary	Advises on procedures, and administers the process	<i>Welsh General Secretary</i>
Selection Committee	Sets the timetable, agrees eligible branches for nominations, draws up short-list, sets hustings arrangements	<i>Constituency Executive Committees</i>
Branches and affiliates	Make formal nominations.	
WEC panel	Draws up longlist	<i>WEC officers</i>
All members	Participate in the final selection of the candidate in an OMOV ballot, either at hustings meetings or by post	<i>Must be eligible members of the Labour Party</i>

Timetable

This is a suggested timetable. Local variations to the timetable may be made with the consent of the WEC Representative.

What	When	Notes
The Welsh General Secretary appoints a member of staff to advise on procedure and administer the process, and the WEC	Sufficiently before the proposed	<i>Any request for an All Postal Ballot must be</i>

<p>Representative to act on behalf of the WEC.</p> <p>Informal discussions are held with the CLPs and a date set for the ECs to appoint the Selection Committee.</p> <p>Executive Committees appoints the Selection Committee</p> <p>The ECs also considers whether to apply for an "ALL POSTAL BALLOT" selection procedure.</p>	<p>start of the procedure to allow the CLP to consider the possible make-up of the Selection Committee</p>	<p><i>authorised by the Chair of the WEC</i></p>
<p>Vacancy advertised on national Welsh Labour & UK Labour Party website</p> <p>Nominations for TUs and affiliates open</p> <p>Freeze date for eligibility</p> <p>Selection Committee meets with WEC Representative</p> <p>Selection Committee agree timetable and any other matters relating to the selection procedure.</p> <p>Procedure Secretary notifies procedure to members, including any procedure in respect of postal votes, Labour Party branches and organisations and affiliated organisations are notified of the procedure and invited to make nominations at the due time.</p>	<p>Week 1</p>	<p><i>Must include closing dates for PV and emergency PV applications. Must include a closing date for membership appeals and payment of any arrears.</i></p>
<p>Applications close</p> <p>Longlisting interviews</p> <p>Nominations open for Branches (Nominations period recommended as no more than two week)</p>	<p>Week 2</p>	<p><i>Candidates who have submitted an application may canvass branches and affiliates for nominations.</i></p>
<p>Nominations close</p> <p>Selection Committee interviews longlisted candidates and draws up shortlist.</p>	<p>Week 4</p>	<p><i>Shortlist requires the approval of the WEC Representative</i></p>

Postal votes issued		<i>Shortlisted candidates may canvass individual members for support</i>
Final hustings and OMOV ballot counted to determine the selection of candidate.	Week 6	

Appendix 7 – Additional guidance on formation of selection committees before CLP reorganisation

Selection committees are formed by the executive committees of CLPs which are partially or wholly contained in the boundary of the constituency up for selection. Selection committees should be broadly proportional to the electorate transferred to the new constituency. CLP ECs should agree the proportion entitlement with the Welsh General Secretary and the WEC representative beforehand and in accordance with the procedural guidance 2.B.

The below are examples to assist CLPs in that:

Clwyd East	<i>Delyn</i>	<i>Clwyd south</i>	<i>Clwyd West</i>	<i>Vale of Clwyd</i>
Electorate transferred (%)	76	11	16	36
SC size 9	5/9	1/9	1/9	2/9
SC size 6	3/6	0	1/6	2/6

Mid & South Pembrokeshire	<i>Carmarthen West and South Pembrokeshire</i>	<i>Preseli Pembrokeshire</i>		
Electorate transferred (%)	59	70		
SC size 9	4/9	5/9	0	0
SC size 6	3/6	3/6	0	0

Bangor Aberconwy	<i>Aberconwy</i>	<i>Arfon</i>	<i>Clwyd West</i>	
Electorate transferred (%)	100	41	4	
SC size 9	6/9	3/9	0	0
SC size 6	4/6	2/6	0	0

Clwyd North	<i>Clwyd West</i>	<i>Vale of Clwyd</i>		
Electorate transferred (%)	70	64		
SC size 9	5/9	4/9	0	0
SC size 6	3/6	3/6	0	0

Ceredigion Preseli	<i>Ceredigion</i>	<i>Preseli Pembrokeshire</i>		
Electorate transferred (%)	100	30		
SC size 9	7/9	2/9	0	0
SC size 6	5/6	1/6	0	0

Caerfyrddin	<i>Carmarthen East and Dinefwr</i>	<i>Carmarthen West and South Pembrokeshire</i>		
Electorate transferred (%)	84	41		
SC size 9	6/9	3/9	0	0
SC size 6	4/6	2/6	0	0

Montgomeryshire and Glyndwr	<i>Clwyd South</i>	<i>Montgomeryshire</i>		
Electorate transferred (%)	52	100		
SC size 9	3/9	6/9	0	0
SC size 6	2/6	4/6	0	0

Dwyfor Meirionnydd	<i>Arfon</i>	<i>Dwyfor Meirionnydd</i>		
Electorate transferred (%)	59	100		
SC size 9	3/9	6/9	0	0
SC size 6	2/6	4/6	0	0

Brecon, Radnor and Cwm-tawe	<i>Brecon and Radnorshire</i>	<i>Neath</i>		
Electorate transferred (%)	100	30		
SC size 9	7/9	2/9	0	0
SC size 6	5/6	1/6	0	0

Appendix 7 – Model Text

STANDARD TEXT

The following is a series of standard text paragraph which you can copy and adapt to meet the requirements of your correspondence. There may be a number of other letters which you will circulate during the procedure, but hopefully the text shown below will give you most of what you need.

No formatting has been applied so that you can copy standard text in to your own letter or form style.

Where you are enclosing forms for completion – declaration of identity, applications for Postal votes etc. – it may be best to mail-merge those name and address details on to the form, so that the member merely has to confirm details and sign the form. This is likely to lead to a higher take up rate, and to reduce error due to poor handwriting.

NOTICE OF PROCEDURE TO MEMBERS

Date of letter

Dear Member

Selection of Parliamentary Candidate for the [*Name of constituency*] Constituency

You may be aware that the procedure to select our parliamentary candidate for the next general election is now underway. In order to take part in this selection you must have joined the Labour Party on or before [*Date*] and your subscription must be currently up to date.

ELIGIBILITY

According to my records you are [*eligible to take part in this selection. not eligible to take part in this selection because...*]. If you believe this information to be incorrect, please contact me today at the email or number shown on this letter.

APPLICATIONS AND SHORT-LISTING

Any member who wishes to be considered as the candidate must apply using the standard form available from [...] by [*Date*].

The [*Constituency*] Labour Party of [CLP, CLP and CLP] has appointed Selection Committee for this procedure. The Selection Committee will consider longlisted candidates and draw up a shortlist from among nominations received of people they wish to interview. Those interviews will take place on [*Date*]. The Selection Committee will interview potential candidates and draw up a short-list for local members to consider. The final decision will be made by local members [*by an all postal ballot*] [*at a hustings meeting where you will be able to question candidates before casting your vote. Postal votes will be available for members who are unable to attend and an application form is enclosed*].

Hustings meetings and opportunities to meet candidates

The hustings meeting, where you will be able to cast your vote, will be held [*date, time, and place*]. Please note you must be present to hear all the candidates in order to be issued with a ballot paper at this meeting.

The following additional opportunities have been arranged for members to meet and question the candidates.

[*Dates, times, places*]

Further information about the hustings meeting will be sent in due course.

Postal Votes

If you are unable to attend the meeting to cast your vote you may apply for a postal vote. An application form is enclosed. The closing date for applications is [*Dates, times*]. Should an emergency arise following this date which would prevent you from attending you may apply for an emergency postal vote using the same form. The closing date for emergency postal vote applications is [*Dates, times*].

NOTICE OF PROCEDURE TO BRANCHES AND AFFILIATES

Date of letter

Dear Secretary

Selection of Parliamentary Candidate for the [*Name of constituency*] Constituency

You may be aware that the procedure to select our parliamentary candidate for the next general election is now underway. The selection procedure is by self-application, followed by nominations, short-listing and finally a selection by local members in a one-member one-vote (OMOV) ballot.

Any member who wishes to be considered as the candidate must apply using the standard form available from [...] by [Date].

The [Constituency] Labour Party has appointed a Selection Committee for this procedure. The Selection Committee will consider all nominations and draw up a long-list of people they wish to interview. Those interviews will take place on [Date]. The Selection Committee will interview potential candidates and draw up a short-list for local members to consider.

Nominations

The Co-operative party, each Labour Party Branch and any affiliated organisation must make a nomination for one man and one woman from the applications received[*or up to two women in respect of AWS selections*] by the due deadline. In addition if neither of the nominations are for a BAME candidate a further nomination of a BAME candidate may be made. All nominations must be made from amongst those candidates who have been longlisted for the selection in question.

Nominations may take any form, but must be in writing (by letter or email) and must be authorised by the proper person (usually the Secretary) of the organisation concerned. All nominations will be presented to the Selection Committee with the applications received.

Candidates may approach you directly to seek a nomination.

Nominations must be received by me by [time, date].

NOTICE OF HUSTINGS

Date of letter

Dear Member

Selection of Parliamentary Candidate for the [*Name of constituency*] Constituency

The Selection Committee has shortlisted the following for consideration as parliamentary candidate for the general election.

[*Names*]

I enclose copies of the candidates' statements.

You are invited to a hustings meeting where the candidates will speak and answer questions and you will be able to cast your vote. The meeting will be held at [*date, time and place*], and doors will be open from [*time*].

Please ensure you arrive in good time, as anyone arriving after the first candidate has started to speak will not be able to vote. You will need to remain for the whole of the selection meeting to be eligible to vote. You must bring with you the enclosed credential and your current party membership card, or other proof of identity.

The ballot will be by alternative (preferential) vote, with the votes of the bottom candidate after each count being redistributed according to expressed preferences. You cannot harm your preferred candidate by indicating lower preferences, and in a tight final round the redistributed lower preferences may well determine the result.

The count will be held [*immediately following the hustings meeting / other date, time and place*] and the result announced following completion of the count.

POSTAL VOTE APPLICATION FORM

[Merged details

Name

Address

Membership Number]

Selection of Parliamentary Candidate for the [Name of constituency] Constituency

I am unable to attend the hustings meeting for the above selection process on because:

(you must state a reason – simply stating that you are unable to attend, or don't wish to attend is not sufficient)

If there are any errors in your names and address details shown above please correct them here.

Signature

Date

NB: You must sign this form yourself. It will be used to validate your signature at the opening of postal ballot papers at the final count.

If you are unable to sign the form yourself, you (or someone on your behalf) should contact me on *[telephone]* so that I can arrange with you for an authorised person to witness your signature.

This form must be returned to me, *[name and address]* by *[date and time]*.

Emergency Postal Vote

If an emergency arises after *[date and time]* which would prevent you from attending the meeting you must also give a reason here why you were unable to apply earlier.

I was unable to apply for a postal vote within the normal timetable because:

Signature

Date

This form must be returned to me, *[name and address]* by *[date and time]*.

EMERGENCY POSTAL VOTE APPLICATION FORM

[Merged details

Name

Address

Membership Number]

Selection of Parliamentary Candidate for the [Name of constituency] Constituency

I am unable to attend the hustings meeting for the above selection process on because:

I was unable to apply for a postal vote within the normal timetable because:

(you must state a reason – simply stating that you are unable to attend, or don't wish to attend is not sufficient. You must also state why you were unable to apply before the closing date for ordinary applications.)

If there are any errors in your names and address details shown above please correct them here.

Signature

Date

NB: You must sign this form yourself. It will be used to validate your signature at the opening of postal ballot papers at the final count.

If you are unable to sign the form yourself, you (or someone on your behalf) should contact me on [telephone] so that I can arrange with you for an authorised person to witness your signature.

This form must be returned to me, [name and address] by [date and time].

All applications for emergency postal votes will be determined by a representative of the Welsh Executive Committee whose decisions will be final.

POSTAL VOTE BALLOT PACK - Letter

Dear Member

Selection of Parliamentary Candidate for the [*Name of constituency*] Constituency

I am pleased to enclose your postal ballot paper and related information for this selection. The Selection Committee has shortlisted the following for consideration as parliamentary candidate for the general election.

[*Names*]

I enclose copies of the candidates' statements.

The ballot will be by alternative (preferential) vote, with the votes of the bottom candidate after each count being redistributed according to expressed preferences. You cannot harm your preferred candidate by indicating lower preferences, and in a tight final round the redistributed lower preferences may well determine the result.

You should then adopt the following procedure to cast your vote:

First read and sign the declaration of identity. You must read the declaration carefully before you sign it.

Next, cast your vote on the ballot paper enclosed. You should fill this in according to the instructions on the paper.

Place your completed ballot paper in the smaller envelope and seal the envelope.

Place the sealed ballot paper envelope in the larger return envelope along with your signed declaration of identity.

Once you have completed the ballot paper you should return it to the address shown on the envelope. If for any reason you are unable to return your ballot papers to me by post you or a member of your immediate family may bring it to me in person. Please telephone me on [*phone*] to make arrangements.

In any event the ballot paper must be returned by [*date, time*].

On no account should you hand your ballot paper to anyone other than the member of your immediate family who is to deliver the paper on your behalf.

If you are now able to attend the hustings meeting you must bring your postal vote with you as you will not be issued with a further ballot paper at the meeting, and once the hustings meeting has commenced you will have to remain until the end of the meeting to cast your vote.

The count will be held [*immediately following the hustings meeting / other date, time and place*] and the result announced following completion of the count.

POSTAL VOTE BALLOT PACK – Declaration of Identity

[Merged details

Name

Address

Membership Number]

I declare I am the member of the Labour Party identified above.

I am aware that in casting my vote in this selection procedure I must vote for a candidate purely on the basis of merit. I will not allow the gender of a candidate or any consideration that might favour one gender over another to affect my judgement. *[Delete last sentence where CLP has an all women shortlist]*

Signature

Date

You must sign this form yourself unless you have already made an arrangement with a representative of the Welsh Executive Committee (WEC) that somebody should do so on your behalf. Your signature will be validated against that on your postal vote application form. If you have any difficulty in filling in the form you should contact your WEC representative as soon as possible.

The WEC representative for this ballot is *[Name]* who can be contacted on *[phone or email]*. You must sign and enclose this slip along with your ballot paper envelope, or your vote will not be counted.

Your completed paper must reach the postal vote ballot box no later than *[date, time]*

BALLOT PAPER

[The same ballot paper can be used for postal and non-postal vote ballot. It is recommended a different colour is used for each]

Selection of Parliamentary Candidate for the [*Name of constituency*] Constituency

BALLOT PAPER

Voting is by alternative (preferential) vote.

You should mark the candidates in order of preference: 1 against your first preference, 2 against your second preference, 3 against your third preference, and so on.

You may use as many preferences as there are candidates

You do not have to use all your preferences. If you only wish to vote for your first few preferences you may do so.

A vote for a lower preference will only be counted after your first preference has been eliminated. You cannot harm your preferred candidate by indicating lower preferences, and in a tight final round the redistributed lower preferences may well determine the result.

[The form for the ballot paper should show the names in alpha order by surname – there should be no numbered column.]

BROWN Jacob	
GREEN Mary	
ORANGE Simon	
WHITE Jasmine	

Version Control

Version	Date	Signed off
1	6/22	JL
2	10/22	JL
3	02/23	JL