



**RULES OF THE
ISLE OF MAN BRANCH OF
THE COMMONWEALTH
PARLIAMENTARY
ASSOCIATION**

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Editorial note

These Rules were adopted by the Isle of Man Branch on 14th March 1989. The present edition is based on the 2006 reprint. The amendments listed below have been incorporated.

Date	Rule(s) affected
19 th March 2002	12
16 th March 2004	17(4), 23
14 th March 2006	15
16 th December 2008	6
16 th March 2010	4(1)(d)(i)
14 th December 2010	12(4), 18(1)-(1B)

Branch Secretary
5th September 2011

CONTENTS

Name	1
Description	1
Aims	1
Membership	2
Temporary honorary membership	2
Life membership	3
Honorary life membership	3
Resignation of membership	3
Activities	3
Participation programme	3
Office-bearers	4
Executive Committee	4
Casual vacancies	5
Honorary Secretary and Honorary Treasurer	5
Regional Representative	5
Meetings of the Executive Committee	6
General Meeting	6
Finance	9
Qualification for office, etc	9
Voting	10
Amendment of Rules	10
Interpretation	10

RULES OF THE ISLE OF MAN BRANCH OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION

Name

1. The organisation shall be known as “THE ISLE OF MAN BRANCH OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION” (hereinafter referred to as “the Branch”).

Description

2. The organisation is constituted as a Branch under Clause 3 of the Constitution of the Commonwealth Parliamentary Association (hereinafter referred to as “the Association”).¹

Aims

3. The Branch shall do all such things as are conducive or incidental to the attainment of the aims of the Association as set forth in Clause 1 of its Constitution, that is to say –

“(1) The aims of the Association are to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, with particular reference to the countries of the Commonwealth of Nations.

(2) Without restricting the generality of paragraph (1), the Association shall pursue its aims:

- (a) by arranging Commonwealth Parliamentary Conferences, and other conferences, seminars, meetings and study groups;
- (b) by providing facilities for the exchange of visits between Members of the Branches of the Association;
- (c) by publishing material relevant to the aims and activities of the Association, which shall include the regular publication of a periodical devoted to constitutional and parliamentary affairs;
- (d) by maintaining at the Secretariat of the Association a centre for the dissemination and exchange of information on parliamentary matters”.

¹ 2 has been editorially updated to reflect a re-numbering of the relevant Clause of the CPA Constitution.

Membership

4. (1) There shall be the following categories of membership:
- (a) Ordinary Members: any sitting Member of Tynwald shall be entitled to become a Member of the Branch without election.
 - (b) Associate Members –
 - (i) Ordinary Members of the Branch who cease to be Members of Tynwald;
 - (ii) Members and former Members of any Commonwealth Parliament permanently resident in the Isle of Man who may be enrolled as Associate Members on application to and at the discretion of the Executive Committee;
 - (c) Associate Spouse Members: The spouses of Ordinary Members shall be enrolled as Associate Spouse Members on application to and at the discretion of the Executive Committee. No Associate Spouse Member shall be entitled to take part in the management of the Branch.
 - (d) Associate Officer Members: officers and former officers of –
 - (i) Tynwald, the House of Keys or the Legislative Council;²
 - (ii) the Branch; and
 - (iii) any other Branch of the Association permanently resident in the Isle of Man shall be enrolled as Associate Officer Members on application to and at the discretion of the Executive Committee. No Associate Officer Member shall be entitled to take part in the management of the Branch, except in so far as the office which he holds may so entitle him.

Temporary honorary membership

5. Members, Associate Members or Associate Officer Members of any other Branch of the Association, and their spouses, on a visit to the Isle of Man may be admitted to Temporary Honorary Membership of the relevant category.

² 4(1)(d)(i) amended 16th March 2010

Life membership

6. (1) A member paying a life membership fee determined under Rule 18 (Finance) shall be admitted to life membership of the Branch and shall pay no further membership fees.³
- (2) A life member shall have the rights and privileges of the category of membership to which he is for the time being entitled under Rule 4 to belong.⁴

Honorary life membership

7. The Branch may, in its discretion, make a person qualified under Rule 4 (Membership) an Honorary Life Member.

Resignation of membership

8. A member may at any time resign from membership of the Branch by giving written notice to the Honorary Secretary, provided that such notice shall not affect the liability of the member to pay the subscription for the current year.

Activities

9. In accordance with Clause 33 of the Constitution of the Association no person shall be appointed or remain as a delegate to any conference, or member of a seminar unless he is a member of the Branch and a Member of Tynwald provided that, on the dissolution of the House of Keys for the purposes of a General Election, Members of that House at the time of such dissolution shall be deemed to continue as members of the Branch and to be entitled to participate in all activities of the Association until the results of such election are declared or until the termination of the meeting, conference or other activity in which they may be participating, whichever is later.⁵

Participation programme

10. (a) Following each General Election to the House of Keys the Executive Committee shall be required to maintain a programme with the object of affording each ordinary Member of the Branch the opportunity to participate in at least one conference, seminar, study tour or other parliamentary visit during the life of that House of Keys; and

³ 6(1) amended 16th December 2008

⁴ 6(2) inserted 16th December 2008

⁵ 9 has been editorially updated to reflect a re-numbering of the relevant Clause of the CPA Constitution.

- (b) the Executive Committee shall elect participants in seminars, visits, meetings etc (other than conferences referred to in rule 16(4)) in accordance with the objective stated in (a).

Office-bearers

- 11. (1) The Office-bearers of the Branch shall be -
 - (a) the Joint Presidents, and
 - (b) the Vice-President.
- (2) The Joint Presidents shall be the presiding officer of the Legislative Council and the Speaker of the House of Keys, *ex officio*.
- (3) The Vice-President shall be the Chief Minister, *ex officio*.

Executive Committee

- 12. (1) The management of the affairs of the Branch are vested, subject to rule 17(1) (General Meeting), in the Executive Committee which shall consist of -
 - (a) the office-bearers; and
 - (b) six other members, one of whom shall be an Associate Member, who shall be elected at the first General Meeting of the Branch following a General Election.
- (2) The Members of the Executive Committee shall hold office, subject to Rules 12(3) and 12(4), until the first General Meeting of the Branch following a General Election, when they shall retire but shall be eligible for re-election.⁶
- (3) A Member of the House of Keys who chooses not to stand in a General Election, or who stands and is not returned, shall retire from the Executive Committee on the day following the General Election and vacancies so arising shall remain vacant until the Executive Committee is re-elected under Rule 12(1)(b).⁷
- (4) A Member of the Executive Committee (excluding the Associate Member) who ceases to be a Member of Tynwald, except in the circumstances covered by Rule 12(3), shall retire forthwith and his place shall be filled in accordance with Rule 13.⁸

⁶ 12(2) amended 19th March 2002

⁷ 12(3) amended 19th March 2002

⁸ 12(4) amended 19th March 2002 and 14th December 2010

Casual vacancies

13. The Executive Committee shall fill any casual vacancy in the Executive Committee by electing a person (from among the members) to fill the vacancy, and any person so elected shall hold office for the unexpired period of the term of office of the person in whose place he has been elected.

Honorary Secretary and Honorary Treasurer

14. (1) The Honorary Secretary, the Assistant Honorary Secretary and the Honorary Treasurer shall be appointed by the Executive Committee.
- (2) Subject to the directions of the General Meeting and the Executive Committee, the Honorary Secretary shall manage the day to day affairs of the Branch.

Regional Representative

15. The selection procedure for a member to serve as Regional Representative on the International Executive Committee shall be as follows:
- (a) The notice of a Special General Meeting at which the election is to be held for the post of Regional Representative shall contain an invitation to Ordinary Members to submit to the Honorary Secretary the name of any member of the Branch Executive Committee as candidates by a date not less than fourteen days before the meeting.
 - (b) The Honorary Secretary shall display a list of all the names submitted in accordance with (a) above in the Members' Room of the Tynwald Office and shall send that list to each member not less than seven days before the Special General Meeting in question.
 - (c) Elections shall be held by secret ballot and the Chair of the meeting shall announce the name of the person elected, but not the votes cast for each candidate. Only Ordinary Members are entitled to vote.
 - (d) After the post has been filled -
 - i. if there is only one candidate remaining, he/she shall be appointed Reserve Regional Representative, or
 - ii. if there are two or more candidates remaining, a further secret ballot shall be held on those candidates to appoint a Reserve Regional Representative.

- (e) The Reserve Regional Representative shall deputise for the Regional Representative at any International Executive Committee meeting which the Regional Representative is unable to attend.
- (f) If there is an equality of votes for either position, that position shall be balloted again under the direction of the chair of the meeting; if on a second ballot the equality remains, the candidate needed shall be selected by lot.
- (g) If both the Regional Representative and Reserve Regional Representative are unable to attend an International Executive Committee meeting, the Branch Executive Committee shall appoint a member to attend.⁹

Meetings of the Executive Committee

16. (1) The Executive Committee shall regulate the conduct of its business but shall meet upon a requisition signed by not less than four members of the Committee.
- (2) The quorum for a meeting of the Executive Committee shall be four.
- (3) The Executive Committee may from time to time co-opt additional members, the reason for or purpose of such co-option being recorded in the minutes.

General Meeting

17. (1) The final authority for the policy and management of the affairs of the Branch shall be General Meetings of members.
- (2) An Annual General Meeting shall be held in or as close as practicable to the month of March.
- (3) The business on the agenda of the Annual General Meeting shall be –
- (a) confirmation of minutes of the previous General Meeting
 - (b) matters arising from the minutes
 - (c) consideration of a report from the Chairman of the Executive Committee on the activities of the Branch during the past year
 - (d) consideration of the Honorary Treasurer's audited statement of accounts

⁹ 15 inserted 14th March 2006

- (e) other business of which due notice is given under Rule 17(6)
 - (f) election by Ordinary Members of delegates to attend conferences, seminars, visits and meetings to be held from time to time
 - (g) such other matters as the Executive Committee may decide.
- (4)
- (a) The notice of a General Meeting at which an election is to be held for delegates to attend Plenary, Small Countries or Regional Conferences, shall contain an invitation to Ordinary Members to submit to the Honorary Secretary their names as candidates to attend such conferences by a date not less than fourteen days before the meeting.
 - (b) The invitation shall state clearly the conference or conferences, and the year or years in which they will take place, for which delegates are sought.
 - (c) The Honorary Secretary shall display a list of all the names submitted in accordance with (a) above in the Members' Room of the Tynwald Office and shall send that list to each member not less than seven days before the General Meeting in question.
 - (d) Elections shall be held by secret ballot and the Chair of the meeting shall announce the names of those elected, but not the number of votes cast for each candidate.
 - (e) Where there is to be an election of delegates to attend more than one conference, there shall be a single ballot only when the conferences in question are of the same type.
 - (f) After all the delegates' places have been filled -
 - i. if there is only one candidate remaining, he/she shall be appointed reserve delegate, or
 - ii. if there are two or more candidates remaining, a further secret ballot shall be held on those candidates to appoint a reserve delegate.
 - (g) The reserve delegate shall, without further decision of a General Meeting or the Executive Committee, be a delegate to the conference(s) to which he/she was appointed reserve, in the event of the withdrawal of a member who was elected at the same election at which he/she was appointed reserve.

- (h) If there is an equality of votes for any position, that position (including that of reserve) shall be balloted again under the direction of the chair of the meeting; if on a second ballot the equality remains, the candidate needed shall be selected by lot.
 - (i) If an elected member has withdrawn from a Conference and there is no reserve able to attend in his/her place, the Hon Secretary shall by notice invite Ordinary Members to submit their names by a date appointed by the Chair of the Executive Committee which, save in a case of urgency, shall be at least fourteen days later. A list of the names so submitted shall be displayed by the Honorary Secretary in the Members' Room of the Tynwald Office and the Executive Committee shall select a nominee to attend the Conference and shall notify all Ordinary Members of their decision by letter.¹⁰
- (5) The Chairman of the meeting may with the consent of the majority of members present admit for discussion without notice any matter of urgent importance.
 - (6) Any member may bring before the Annual General Meeting any business other than that stated in the said notice if, ten days before the date of the Meeting, notice in writing of his intention so to do shall have been received by the Honorary Secretary, who shall send a copy thereof to each member at least three days before the date of the Annual General Meeting.
 - (7) A Special General Meeting may be convened at any time by the Executive Committee and shall be convened upon receipt by the Honorary Secretary of a requisition in writing signed by not less than eight members of the Branch. Such requisition shall state the business for which the meeting is to be summoned.
 - (8) No business other than the business for which it is summoned shall be transacted at a Special General Meeting.
 - (9) Twenty-one days' notice shall be given to every member of a General Meeting and of the business to be transacted provided that the Executive Committee may call an Emergency General Meeting at shorter notice.
 - (10) The quorum for a General Meeting shall be twelve. If a quorum is not present within thirty minutes from the time appointed for such a meeting it shall adjourn to such place at such date and time as the majority of members present shall decide. At such adjourned meeting

¹⁰ 17(4) amended 16th March 2004

no quorum shall be necessary, provided that the adjourned meeting shall not be held at a notice of less than three days.

- (11) A Joint President or, in the absence of the Joint Presidents, the Vice-President or, in the absence of the Joint President and the Vice-President a member elected by the meeting shall preside at General Meetings.

Finance

- 18.** (1) The financial year of the Branch shall commence on 1st January.¹¹
- (1A) The accounts for the period which commenced on 1st March 2010 shall cover the period up to and including 31st December 2010.¹²
- (1B) Paragraphs (1) and (1A) of this Rule, and this paragraph, shall come into effect on 1st January 2011.¹³
- (2) The membership fees shall be such sums as shall be determined from time to time by the Executive Committee. Different fees may be prescribed for different classes of membership.
- (3) Membership fees shall become due and payable at the beginning of the financial year. A full year's membership fee shall become payable in the case of persons enrolled during the year.
- (4) No member who is in arrears of membership fee shall enjoy any rights or privileges of membership.
- (5) An Honorary Auditor shall be appointed who shall be a chartered accountant who is not –
- (a) a member of the Executive Committee or
 - (b) an officer of Parliament who is involved with the management of the Branch.

Qualification for office, etc

- 19.** No person except a member enrolled under Rule 4 may –
- (a) hold office as an office-bearer,
 - (b) be a member of the Executive Committee, or

¹¹ 18(1) amended 14th December 2010

¹² 18(1A) inserted 14th December 2010

¹³ 18(1B) inserted 14th December 2010

(c) vote at any meeting of the Branch.

20. Subject to the foregoing Rule and to Rule 9 (Clause 33 of the Constitution of the Association) the Executive Committee may grant such rights and privileges to Associate Members and Associate Officer Members as may be appropriate.¹⁴

Voting

21. Questions arising at a General Meeting of the Branch shall be decided by a majority of votes. Every member shall have one vote except in accordance with the provisions of Rules 4(c), (d) and 17(3)(f).

Amendment of Rules

22. These Rules may be amended at a General Meeting but no amendment shall be valid unless at least two thirds of the members present and entitled to vote, vote in favour of such amendment.

Interpretation

23. In these Rules "member" means an Ordinary Member, an Associate Member, an Associate Spouse Member and an Associate Officer Member of the Branch unless the context otherwise requires, and anything required to be done by the Honorary Secretary may be done by the Assistant Honorary Secretary, or by any person to whom either person may delegate duties under these Rules, but without prejudice to the responsibility of the Honorary Secretary hereunder.¹⁵

¹⁴ 20 has been editorially updated to reflect a re-numbering of the relevant Clause of the CPA Constitution.

¹⁵ 23 amended 16th March 2004

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