



Constitution

2019

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Article 1 - NAME

The name of the Party shall be the Progressive Party, hereinafter referred to as the 'Party', with its shortened title and collective membership referred to as the 'Progressives'.

Article 2 - SYMBOL

The symbol of the Party shall be referred to as the 'Guiding Flame', which takes the form of a blue and gold flame with a spiral base. To the left of the flame are the words 'Progressive Party' in bold and the colour blue. A specimen of the symbol is annexed as Appendix A.

Article 3 - MOTTO

The motto of the Party shall be "Guiding a Nation Forward".

Article 4 - CONSTITUTIONAL AUTHORITY

This constitution governs the affairs of the Party and is the founding and governing document concerning any dispute or ambiguity within the Party. If there is any conflict between this constitution and any ancillary Party document, or any Party document that impacts upon the affairs of the Party in any way whatsoever, this constitution shall prevail. For the avoidance of doubt where the context so requires, within the ambit of this Constitution, the singular shall include the plural and words in the masculine gender shall include the feminine.

Article 5 - HEADQUARTERS

The Headquarters of the Party shall be known as the 'Progressive Centre' and shall be established at any place in Trinidad and Tobago determined by the Board of Directors from time to time.

Article 6 - POLITICAL IDEOLOGY

The Party is grounded in the political ideology of Progressivism or Centre-Left politics which affirms that, 'The responsibility of government or people acting on its behalf is primarily to create the conditions for social justice, equality and progress among citizens and their interests by addressing social problems, inequalities or inequities while maintaining and promoting personal responsibility on matters within the control of individuals.'

Article 7 - CORE PRINCIPLES

The Party is built on the belief that a political organisation must fundamentally:

- (i) be an organisation of competent, enterprising and self-confident citizens, who are capable of taking responsibility for themselves, for their community and for their country;
- (ii) uphold the tenets of democracy and the rule of law in the pursuit and delivery of good governance to their compatriots;
- (iii) inculcate an abiding appreciation and respect for society's diversity, in all its forms, in order to foster harmony, understanding, cooperation and togetherness and promote national unity, purpose and cohesion;
- (iv) represent equally the interests of all citizens regardless of ethnicity, race, colour, religion, gender, physical or mental ability, age, sexual orientation, origin or status in society;
- (v) encourage that all citizens have a voice in decision-making, either directly or through legitimate intermediate institutions that represent their interests.

Article 8 - MEMBERSHIP

ELIGIBILITY

Membership of the Party is voluntary and open to any citizen of the Republic of Trinidad and Tobago who:

- (i) is thirteen (13) years or older;
- (ii) does not have membership in other political parties or agrees to terminate such membership in other political parties prior to becoming a member of the Party;
- (iii) accepts the Aims, Objectives and Principles of the Party and who agrees to abide by its Constitution, Rules, Policies and Programmes;
- (iv) is prepared to work towards the achievement of the Party's goals and objectives.

RIGHTS

Each member of the Party shall enjoy the right to:

- (i) participate in the development and implementation of the Party's policies and decisions;
- (ii) exercise his/her right to vote in the proceedings of the Party where such authority is given to that individual by this Constitution;
- (iii) contest any position or office within the Party, in accordance with the rules and regulations governing elections;
- (iv) express or submit ideas, complaints and comments to all of the Party's organs and to be notified of the solution;
- (v) receive support from the Party when threatened, persecuted, discredited or slandered because of political beliefs and actions that do not run against the law of the land, or the goals and principles of the party;

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- (vi) be regularly informed on passed resolutions and political, organisational and other issues concerning the party;
- (vii) appeal decisions of the Party in matters of dispute which directly involves the member;
- (viii) participate in all activities of the Party, subject to rules and regulations governing such activities.

OBLIGATIONS

Each member of the Party is obligated to:

- (i) adhere to the Party's statutes and to promote its programmes, principles and objectives;
- (ii) respect the resolutions and decisions of the Party's bodies;
- (iii) pay membership fees in the specified amount and in the specified periods;
- (iv) immediately inform the Party of changes to personal data that are part of the membership records;
- (v) refrain from publishing and/or distributing any media without authorisation, which purports to be the view of any organised grouping or faction within the Party;
- (vi) ensure that he/she is registered as a voter in the electoral district in which he/she lives;
- (vii) deepen his/her understanding of the social, cultural, political and economic problems of the country;
- (viii) combat propaganda detrimental to the interests of the Party and defend the policies, aims and programmes of the Party;
- (ix) protect and promote the good name of the Party;

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- (x) protect the unity of the Party;
- (xi) be loyal and truthful to the Party;
- (xii) carry out his/her duties faithfully and with honesty to the best of his/her ability;
- (xiii) not initiate or commence any legal proceedings against the Party for any reason whatsoever, unless whatever grievance the Member may have against the Party has first been put before the Party for investigation and decision.

TYPES OF MEMBERSHIP

Membership in the Party shall be granted by the Elections Committee and offered in three kinds:

- (i) Regular Membership - Any person who meets the eligibility requirements set out in this Constitution and who has at least attained the age of voting in a national election in accordance with the laws of the Republic of Trinidad and Tobago.
- (ii) Youth Membership - Any person who meets the eligibility requirements set out in this Constitution and who is no less than thirteen (13) years of age and who has not yet attained the age of voting in a national election in accordance with the laws of the Republic of Trinidad and Tobago.
- (iii) Life Membership - Awarded to a member of the Party for long and meritorious service.

Article 9 - ORGANS

The Organs of the Party shall comprise the following:

- (i) Local Electoral Groups (LEGs)
- (ii) General Electoral Caucuses (GECs)

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- (iii) Board of Directors (BOD)
- (iv) General Assembly (GA)
- (v) Parliamentary Assembly (PA)
- (vi) Local Government Assembly (LGA)
- (vii) Youth Council (YC)

THE LOCAL ELECTORAL GROUPS (LEGs)

- (i) There shall be a Local Electoral Group (LEG) established and operated within each Local Government Electoral District and Tobago House of Assembly Electoral District;
- (ii) Each LEG shall bear the name of the Local Government or Tobago House of Assembly Electoral District it represents as part of its title;
- (iii) All members in good financial standing with the Party shall be a member of the LEG in their respective Electoral District and shall have the right to attend and participate in LEG meetings and vote in their respective LEG's elections;
- (iv) Each LEG shall, within its respective Electoral District:
 - (a) recruit members for the Party;
 - (b) organise and assist in outreach and community activities;
 - (c) provide information as may be required by the other Organs of the Party in relation to its operations;
 - (d) raise funds to support its operations and those of the Party in accordance with the Party's Financial Code;
 - (e) support and make recommendations to the Party's elected representatives or designated representatives for the Electoral

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District;

- (f) attend to any other responsibilities assigned to it by the Board of Directors.
- (v) The Officers of the Executive of the LEG shall be as follows:
 - (a) Chairperson;
 - (b) Vice Chairperson;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) Communications Officer;
 - (f) Outreach Officer;
 - (g) Youth Officer.
- (vi) The LEG Executive shall be elected in accordance with the Party's Organ Executive Internal Elections Regulations.
- (vii) Each LEG Secretary shall within seven (7) days of the election of the officers of the Executive of the LEG, forward the names of the successful officers to the Party's Secretary;
- (viii) Each LEG Executive shall meet at least once every month to discuss and treat with operational matters relative to its respective Electoral District;
- (ix) Each LEG shall meet at least once every three (3) months so that Members may be engaged on planned activities and programmes and be informed about the activities and decisions of the Party;
- (x) Each LEG shall be represented at the Parliamentary Electoral District's General Electoral Caucus (GEC) by no more than three (3) LEG

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Executive Members including its Chairperson;

- (xi) The quorum for meetings of a LEG Executive shall be not less than five (5) LEG Executive Members;
- (xii) The quorum for meetings of a LEG shall be not less than twelve (12) LEG Members who are not also members of the LEG's Executive;
- (xiii) Where after half an hour from the time appointed for commencing a meeting a quorum is not in attendance, the meeting shall be adjourned to a new fixed date and time at which the members present and in attendance shall constitute a quorum;
- (xiv) Each LEG shall, through its Secretary, submit quarterly and annual reports of the activities of the LEG to the Board of Directors, via the Chief Policy and Strategy Officer;
- (xv) Each LEG shall, through its Treasurer, deposit in the Party's prescribed bank account all monies received in the Party's name and forward a copy of the receipt to the Chief Financial Officer;
- (xvi) All expenditure of the LEG must be approved by the Chief Financial Officer;
- (xvii) Each LEG must submit its monthly budget and request for funds by the 15th day of the preceding month.
- (xviii) The Chief Financial Officer may consider urgent, unanticipated or late financial requests of a LEG at his / her discretion.
- (xix) A LEG which fails to submit its Quarterly Report and/or contravenes any of the provisions of this Constitution may be subject to such disciplinary action as the Disciplinary Committee may in the circumstances deem fit;
- (xx) Any LEG which is dissolved may be reconstituted or reinstated on such terms and conditions as the Board of Directors may decide;

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- (xxi) No LEG shall enter into any affiliation or association with or give political or other support of any kind whatsoever to any other Party, Political Group, Organisation, individual or any candidate other than the Party's Candidates for elections without the prior written approval of the Board of Directors.
- (xxii) Each LEG may appoint such Sub-Committees as may be necessary for the discharge of its functions.

THE GENERAL ELECTORAL CAUCUSES (GECs)

- (i) There shall be a General Electoral Caucus (GEC) for each Parliamentary Electoral District which shall comprise:
 - (a) three (3) representatives from each LEG Executive which falls within the Parliamentary Electoral District of the General Electoral Caucus.
 - (b) a Chairperson appointed by the Board of Directors on the advice of the representatives of the LEGs which fall within the Parliamentary Electoral District of the General Electoral Caucus, who shall chair the meetings of the GEC;
 - (c) a Secretary appointed by the Board of Directors on the advice of the representatives of the LEGs which fall within the Parliamentary Electoral District of the General Electoral Caucus, who shall record and keep the minutes of the meetings of the GEC;
 - (ii) The GEC shall undertake an advisory function on matters pertaining to the Constituency including, but not limited to:
 - (a) the operations of LEGs in the Constituency; and
 - (b) any other matters as prescribed by the Board of Directors.
- (A) The General Electoral Caucus shall:
- (i) meet at least once every two months;

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- (ii) recommend to the Board of Directors suitable persons for appointment to Boards of State Corporations, State Enterprises and Statutory Authorities;
- (iii) assist the Party in community outreach programmes in pursuance of the development of the Constituency;
- (iv) assist the Party in hosting Constituency meetings;
- (v) discuss and refer to the Board of Directors any matter affecting the Party within the Constituency.

THE BOARD OF DIRECTORS (BOD)

(A) The Officers of the Board of Directors (BOD) shall be elected in accordance with the Executive Internal Elections regulations and shall be as follows:

- (a) Political Leader (PL)
- (b) Deputy Political Leader (DLP)
- (c) Chairperson
- (d) Secretary
- (e) Chief Financial Officer (CFO)
- (f) Chief Communications Officer (CCO)
- (g) Chief Policy and Strategy Officer (CPSO)
- (h) Executive Director 1
- (i) Executive Director 2

(B) The Board of Directors shall:

- (a) be responsible for the overall organisation of the Party. Without prejudice to the generality of the foregoing the Board of

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Directors shall:

- I. have oversight of the day to day administration of the Party;
 - II. implement the policies of the Party and ensure that the said policies are applied;
 - III. make recommendations to the General Assembly on general policy matters and strategic initiatives and seek ratification of urgent decisions taken of a fundamental nature.
- (b) may appoint such Sub-Committees as may be necessary for the discharge of its functions.
- (c) make or alter the Party's regulations by way of a four-fifths vote and the subsequent publishing of a notice of the changes on the party's website and distributed electronically among the organs and members of the Party.
- (d) prescribe all matters that require to be so prescribed whether by Regulations hereunder or otherwise and whether with respect to matters of a substantive or procedural nature including but not limited to quorums and time for meetings of any Organ of the Party.
- (e) supervise the establishment and functioning of all other Organs of the Party and the election of their officers unless such authority is restricted by this Constitution;
- (f) summon meetings of any institution or Organ of the Party as may be necessary;
- (g) confirm candidates recommended to contest all National Elections by the Elections Committee;

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- (h) investigate all appeal matters of discipline affecting the Party following initial disciplinary procedures and a determination on the matter by the Disciplinary Committee;
 - (i) summon, organise and report to the General Assembly or Special General Assembly;
 - (j) propose such dues as it considers necessary upon members, Organs of the Party, Members of Parliament and Municipal Corporation and Tobago House of Assembly representatives subject to approval by the General Assembly;
 - (k) propose to the General Assembly for its approval rules and regulations to attain the aims and objects of the Party;
 - (l) do all such things as are necessary to promote the aims and objects of the Party and in the discharge of its functions and duties.
- (B) Subject only to the General Assembly, the Board of Directors may exercise all powers of the Party on its behalf without limitation.
- (C) The BOD shall meet at least once every month.
- (D) The Board of Directors may meet by telephone and other electronic means provided each member who wishes to participate in the meeting is able to clearly and simultaneously communicate with every other such member
- (E) The quorum for such meetings of the BOD shall be five (5) members provided however that if at a duly constituted meeting after half an hour from the appointed time for commencing the meeting a quorum is not in attendance the meeting shall be adjourned to a new fixed date and time at which the members present shall constitute the required quorum for that meeting.

THE GENERAL ASSEMBLY (GA)

- A. The General Assembly (GA) shall be the highest authority of the Party and shall:
- a. comprise all financial members of the Party;
 - b. meet at least once every year on the third Sunday in May;
 - c. ratify the results of the party's internal elections;
 - d. amend the Party Constitution in accordance with Section (on "Amendment of the Constitution");
 - e. consider and if thought appropriate approve policies and programmes of the Party submitted to it by the Board of Directors;
 - f. consider and if thought appropriate ratify decisions of the Board of Directors to affiliate with other political parties or organisations.
- B. A SPECIAL General Assembly may be summoned in accordance with Article 11 (e) and it shall have all the powers of the General Assembly within the scope of the purpose for which the said Special General Assembly was convened.
- C. The Members present at the General Assembly or Special General Assembly shall constitute a quorum for such meetings.
- D. On matters before the General Assembly or Special General Assembly each member registered and in attendance at the General Assembly or Special General Assembly shall have one vote on each matter that arises which requires a vote.

THE PARLIAMENTARY ASSEMBLY (PA)

- (A) The Parliamentary Assembly (PA) shall comprise all members of the Party who are members of the House of Representatives and the Senate of the Parliament of the Republic of Trinidad and Tobago.

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- (B) The PA shall meet as often as is required but at least once every month.
- (C) The quorum for such meetings of the PA shall be fifty percent (50%) of the members provided however that if at a duly constituted meeting after half an hour from the appointed time for commencing the meeting a quorum is not in attendance the meeting shall be adjourned to a new fixed date and time at which the members present shall constitute the required quorum for that meeting.
- (D) A Chairperson and Secretary shall be elected from among the members to serve a term of one year, renewable for not more than two (2) consecutive terms.
- (E) If the Chairperson or Secretary ceases to be a member of the PA he/she shall also cease to hold their elected position and a new Chairperson or Secretary shall be elected at a subsequent meeting.
- (F) The Chairperson shall preside over all meetings of the PA.
- (G) The Secretary shall submit a quarterly and an annual report of the PA's activities to the Board of Directors, through the Chief Policy and Strategy Officer.
- (H) It shall be the duty of the members of the PA to implement the policies of the Party in the discharge of their respective duties and functions as far as is practical.
- (I) The PA shall appoint such Sub-Committees as may be necessary for the discharge of its functions.

THE LOCAL GOVERNMENT ASSEMBLY (LGA)

- (A) The Local Government Assembly (LGA) shall comprise all members of the Party who are members of Local Government bodies and the Tobago House of Assembly (THA).

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- (B) The LGA shall meet as often as is required but at least once every month.
- (C) The quorum for such meetings shall be fifty percent (50%) of the members, provided however that if at a duly constituted meeting, after half an hour from the appointed time for commencing the meeting, a quorum is not in attendance the meeting shall be adjourned to a new fixed date and time at which the members present shall constitute the required quorum for that meeting.
- (D) A Chairperson and Secretary shall be elected from among the members to serve a term of one year, renewable for not more than two (2) consecutive terms.
- (E) If the Chairperson or Secretary ceases to be a member of the LGA he/she shall also cease to hold their elected position and a new Chairperson and Secretary shall be elected at a subsequent meeting.
- (F) The Chairperson shall preside over all meetings of the LGA.
- (G) The Secretary shall submit a quarterly and an annual report of the LGA's activities to the Board of Directors, through the Chief Policy and Strategy Officer.
- (H) It shall be the duty of the members of the LGA to implement the policies of the Party in the discharge of their respective duties and functions as far as is practical.
- (I) The LGA shall appoint such Sub-Committees as may be necessary for the discharge of its functions.

THE YOUTH COUNCIL (YC)

- (A) There shall be a Youth Council (YC) which shall comprise all Youth Members in good financial standing with the Party;
- (B) Youth Members shall exercise voting rights only in respect of the Youth

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- Council unless otherwise expressed in this constitution;
- (C) The Youth Council shall meet at least once every three (3) months;
- (D) The Officers of the Executive of the Youth Council shall be as follows:
- i. Chairperson
 - ii. Vice-Chairperson
 - iii. Secretary
 - iv. Treasurer
 - v. Public Relations Officer
- (E) The Youth Council shall, through its Secretary, submit quarterly and annual reports of its activities to the Board of Directors, via the Chief Policy and Strategy Officer;
- (F) The Youth Council shall be responsible for coordinating and promoting the affairs of Youth in the Party;
- (G) The Board of Directors, after consultation with the executive officers of the Youth Council, may prescribe regulations from time to time in respect of the Youth Council;
- (H) The Youth Council Executive shall appoint such Sub-Committees as may be necessary for the discharge of its functions.

Article 10 – SECRETARIAT

- (A) There shall be a Secretariat established by the Board of Directors for the effective administration of the Party;
- (B) The Board of Directors shall provide policy and strategic oversight over the Secretariat;
- (C) The Board of Directors shall have the power to determine the nature and

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- extent of the functions and duties to be delegated to the Secretariat;
- (D) The Board of Directors shall hire an Office Manager who shall be responsible for the day-to-day operations of the Secretariat;
 - (E) The Office Manager shall hire and manage staff to the Secretariat on such terms and conditions approved by the Board of Directors;
 - (F) No staff member of the Secretariat shall also hold an elected or appointed post in the Parliament, the Tobago House of Assembly, Municipal Corporation or the Board of Directors;
 - (G) The Board of Directors shall consider changes to the organisational structure of the Secretariat on the recommendation of the Office Manager.

Article 11 - REGULATIONS

ELECTION AND REMOVAL OF OFFICERS

- A. The Party's internal election shall take place between 8:00am and 5:00pm on the first Sunday in May and shall be ratified by the General Assembly on the third Sunday in May.
- B. The Party's internal election shall be executed in accordance with the Party's Election Regulations.
- C. The General Assembly or Special General Assembly may cause an internal election to be held by way of an approved motion for same.
- D. All elected officers of the Party shall hold office for a period of three (3) years.
- E. Any office of the party shall be rendered automatically vacant if the office holder is absent from three (3) consecutive meetings for which he or she is expected to attend, without reasonable excuse communicated in advance of the meeting.

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- F. If an elected officer resigns or is removed from office within one (1) year prior to the expiry of his or her tenure or his or her office otherwise become vacant for any cause, the Board of Directors shall delegate the duties and responsibilities of the office to another elected officer.
- G. If an elected officer resigns or is removed from office outside of one (1) year prior to the expiry of his or her tenure or his or her office otherwise become vacant for any cause, an internal election to fill the vacant office shall be called by the Board of Directors within two (2) months of the vacancy. Tenure shall subsist for the same duration as the former incumbent would have subsisted and shall expire at the same time as that tenure would have expired in the normal course.

VOTING AND ELIGIBILITY FOR OFFICE

- H. Voting at all elections within all Organs of the Party shall be by secret ballot.
- I. Only members of the Party in good financial standing shall be eligible to vote in the Party's various elections.
- J. No person shall be elected to hold any office in the Party or to represent the Party at any level who:
 - i. has not been a member of the Party prior and continuously for at least twelve (12) months;
 - ii. is not in good financial standing; and
 - iii. is the subject of any pending internal investigation by the disciplinary committee, except where the Board of Directors may, in its discretion and through written approval, allow such a member to present him or herself for election.

FUNDS OF THE PARTY

- A. The management of the Party's finances shall be in accordance with the

Financial Code of the Party.

DISCIPLINE

1. Proceedings

- a. Disciplinary proceedings may be initiated by a complaint in writing delivered to the Disciplinary Committee, in so far as the complaint relates to the affairs of the Party, or the Disciplinary Committee may launch its own investigation.
- b. A complaint shall involve an allegation against a member, an officer or an Organ of the Party.
- c. Proceedings of the Disciplinary Committee shall be held *in camera* and shall be conducted in accordance with the Rules of Natural Justice.
- d. The Disciplinary Committee shall, within twenty-one (21) days of the receipt of a complaint, conduct its deliberations on the matter, and make its recommendation thereon to the Board of Directors, except that the period of twenty-one (21) days may, in appropriate circumstances, be extended with the approval of the Board of Directors.
- e. The determination of any question or matter before the Disciplinary Committee shall be in accordance with the opinion of the four-fifths majority of the members of the Committee.
- f. The Disciplinary Committee shall not be subject to the direction or control of any person in the performance of its function.
- g. Any member who is the subject of disciplinary proceedings and who is a member of the Disciplinary Committee, or where otherwise a conflict of interest arises due to the member being a member of the Disciplinary Committee must recuse him/herself from adjudicating on

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the matter before the committee.

- h. The Disciplinary Committee may make any recommendation it deems appropriate.
- i. The Board of Directors shall, within fourteen (14) days of receipt of the recommendation of the Disciplinary Committee, adopt, modify or reject same and shall communicate its recommendation and the reasons leading thereto in writing to all affected parties.
- j. The recommendation automatically comes into full force and effect where no appeal is lodged against it within fourteen (14) days of receipt of the decision.

2. Appeals

- a. A member aggrieved by, or dissatisfied with, a determination or recommendation of the Disciplinary Committee may, within fourteen (14) days of the receipt of the notice of the recommendation, appeal against the recommendation to the Board of Directors
- b. The BOD shall review the appeal and return a decision within thirty-two (32) days.
- c. The decision of the BOD is final in respect of an appeal.

NOTICES OF MEETINGS

At least SEVEN (7) days notice shall be given for the holding of any meeting of any Organ of the party, other than the General Assembly and the Special General Assembly. An emergency meeting may be summoned by shorter notice for matters the convener deems urgent and time-bound.

RESERVE POWERS AND INTERPRETATION

The Board of Directors shall have the power to determine all matters on which this Constitution and any Regulations made thereunder are silent, or from which

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ambiguity or difficulty or interpretation or otherwise arises and its decision on any such matter shall be final.

AMENDMENT OF THE CONSTITUTION

- (A) This Constitution may be amended at a GA or SGA called for that purpose, on the basis of written proposals duly submitted to it by any Organ of the Party.
- (B) Such proposals must be submitted to the Party's Secretary no less than three months prior to the GA or SGA at which it is to be considered.
- (C) The Party's Secretary must circulate the proposed amendments to each Organ of the Party no less than one month prior to the GA or SGA at which it is to be considered.
- (D) A resolution to amend the Constitution must receive at least TWO-THIRDS (2/3) of the votes of the voting delegates present at the meeting.
- (E) Any amendments to this constitution shall become effective upon such amendment being approved by the GA or SGA as shall be the case and upon being published in such manner as the BOD shall determine.

SUSPENSION AND REPEAL OF CONSTITUTION

- (A) This Constitution and its operation may be suspended or upon such suspension restored or may be repealed by the resolution of a SGA summoned for that purpose by the BOD and the resolution for such suspension or its restoration or such repeal shall require, to be approved, a two-thirds (2/3) majority of all financial members of the Party present and voting.
- (B) Upon the repeal of the Constitution and the non-promulgation of any replacement thereof the Party shall be dissolved.

STANDING COMMITTEES

(A) ELECTION, TERM, MEETINGS AND DECISIONS OF COMMITTEES

- i. There shall be established a Disciplinary Committee, an Elections Committee and a Membership Committee, the members of each shall be elected at a General Assembly;
- ii. Each committee shall comprise no more than five (5) members;
- iii. Each committee, from among the members elected, shall appoint the following officers of the committee at its first meeting following the General Assembly:
 1. Chairperson
 2. Vice Chairperson
 3. Secretary
- iv. The term of members of each committee shall be two (2) years, renewable for not more than one (1) consecutive term.
- v. Each committee shall meet as necessary for the conduct of its business.
- vi. At committee meetings three (3) elected members shall constitute a quorum.
- vii. If at a duly constituted meeting after half an hour from the appointed time for commencing the meeting a quorum is not in attendance the meeting shall be adjourned to a fixed date at which time the members present shall constitute the required quorum for that meeting.
- viii. Decisions of each committee shall be by four-fifths majority and voting shall be by open vote except where any member suggests it not be, in which case voting shall be by secret ballot.
- ix. The Chairperson shall have a casting vote.

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- x. Where a member of a committee is the subject of or party to the subject of a matter before the committee, the member shall recuse him or herself from adjudicating on the matter in its entirety, including related or competing matters.

(B) THE DISCIPLINARY COMMITTEE

- i. The Disciplinary Committee shall:
 - a. prescribe the forms, templates and platforms to be used for matters pertaining to complaints, appeals and all other disciplinary issues within the Party.
 - b. investigate complaints or allegations against a member, an officer or an Organ of the Party;
 - c. make a full, and impartial inquiry into any complaint referred to it;
 - d. report in writing the results of the inquiry and the reasons leading to conclusions reached and submit to the Board of Directors;
 - e. make recommendations it deems fit to promote discipline within the Party.
 - f. through its Secretary forward to the Secretary of the Party a quarterly and an annual report on its activities for that period;
 - g. set up ad hoc Committees to assist it in its duties and functions

(C) THE ELECTIONS COMMITTEE

- i. The Elections Committee shall:
 - a. prescribe the forms, templates and platforms to be used for matters

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pertaining to nominations, elections and appointments of members to internal and external posts and offices.

- b. issue the call for nominations of candidates in accordance with the Nomination Regulations for National Elections.
- c. receive and review all nominations and interview shortlisted nominees
- d. conduct background checks as far as is possible on nominees
- e. submit a list of recommended candidates to the BOD for approval
- f. be in contact with nominees about their nomination status
- g. vet the names of the proposed individuals to be appointed to Legislative Bodies, Local Government Bodies and State Agencies as a result of authority so given to the party or any of its agents.
- h. maintain an active list of all candidates and persons appointed to Legislative Bodies, Local Government Bodies and State Agencies as a result of authority so given to the party or any of its agents
- i. undertake to sensitise and educate members of the Party on the electoral process in Trinidad and Tobago
- j. develop and execute an orientation and training programme for all candidates and appointees representing the Party
- k. advise, direct and support LEGs and GECs on matters relating to elections.
- l. ensure that LEGs and/or GECs have the Party supporters in their respective Constituencies registered to vote well in advance of National and Municipal Elections.
- m. appoint Election Campaign Managers and Elections Officers in each

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Constituency.

- n. through its Secretary forward to the Party's Secretary a quarterly and an annual report on its activities for that period;
- o. set up ad hoc Committees to assist it in its duties and functions

(D) THE MEMBERSHIP COMMITTEE

- i. The Membership Committee shall: -
 - a. prescribe the forms, templates and platforms to be used for matters pertaining to membership.
 - b. develop and implement strategies aimed at increasing the membership of the Party.
 - c. receive and scrutinise all applications for membership in the Party and make recommendations on same.
 - d. conduct investigations on all applicants as deemed necessary.
 - e. communicate with applicants on the status of their application.
 - f. maintain an active list of the party's membership.
 - g. advise members on their financial standing within the Party, including when their fees are due.
 - h. through its Secretary, forward to the Party's Secretary a quarterly and an annual report on its activities for that period;
 - i. appoint such Sub-Committees as may be necessary for the discharge of its functions.

APPENDICES

APPENDIX A - LOGO



APPENDIX B - MEMBERSHIP PROCEDURE

PROCEDURE FOR MEMBERSHIP

The procedure for membership shall be as follows:

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- I. Persons seeking membership shall make an application on the prescribed form(s) and submit same;
- II. In the case of youth membership, the applicant must obtain the written consent of his/her parent or guardian;
- III. Membership applications shall be reviewed by the Membership Committee which shall make a final determination;
- IV. The Membership Committee may seek further information from the applicant or request that the application be resubmitted in the case of details being omitted in the original application or errors discovered. In such cases the amended application would be considered at the next Membership Committee meeting following resubmission;
- V. Each applicant shall be informed of the Membership Committee's decision on his/her application within fourteen (14) days of the decision;
- VI. If successful, an applicant's membership in the Party shall be effective from the date of the positive decision via a Notice of Admission;
- VII. In the event of an unsuccessful application the Membership Committee shall inform the applicant in writing as to the reasons for rejection;
- VIII. The Membership Committee shall, in writing and with the details of the reviewed application, inform the Local Electoral Group (LEG) in the Polling Division in which the applicant is registered/resides of its decision within seven (7) days of admitting the applicant to the Party as a member;
- IX. A member shall be of good financial standing where he/she has paid

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in full and up to date all dues or levies.

APPEAL PROCEDURES FOR MEMBERSHIP

The following procedures shall be observed if an applicant wishes to appeal his/her unsuccessful application:

- I. The unsuccessful applicant may, within twenty-eight (28) days from the receipt of the Membership Committee's decision, appeal the decision by responding to the claims of the Membership Committee and providing further details/evidence on his/her suitability for membership;
- II. Each applicant shall be informed of the Membership Committee's decision on his/her appeal application within fourteen (14) days of the decision;
- III. Should the applicant's appeal still not satisfy the Membership Committee, the applicant would be restricted from applying for membership for a period of one (1) year from the date of receipt of the Membership Committee's decision. Any applications received during this period shall not be considered.

ADMISSION

- (i) On admission a member shall:
 - (a) receive a unique membership identification number;
 - (b) pay the annual subscription fee as prescribed by the Party, within twenty-eight (28) days from the receipt of Notice of Admission, and thereby obtain good financial standing;
 - (c) be included on the Party's register of members;
 - (d) become liable to such additional impositions as may from time to time be required of him by the Party.

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MEMBERSHIP TRANSFER

The following procedures shall apply to Youth Members who are eligible for Regular Membership:

- I. On attaining the age of eighteen (18) years Youth Members shall be entitled to Regular Membership of the Party;
- II. Eligible Youth Members must complete an application on the prescribed form and submit same no later than twenty-eight (28) days prior to their eighteenth (18th) birthday;
- III. The Membership Committee shall consider all requests for transfer and inform each applicant of its decision in writing within fourteen (14) days of its decision;
- IV. Failure to submit an application on time will see a suspense in membership until such time that the Membership Committee receives and approves the transfer;
- V. The Regular Membership annual fee shall be applicable to the transferred member only when the period covered by the fees paid as a Youth Member has expired;

LIFE MEMBERSHIP

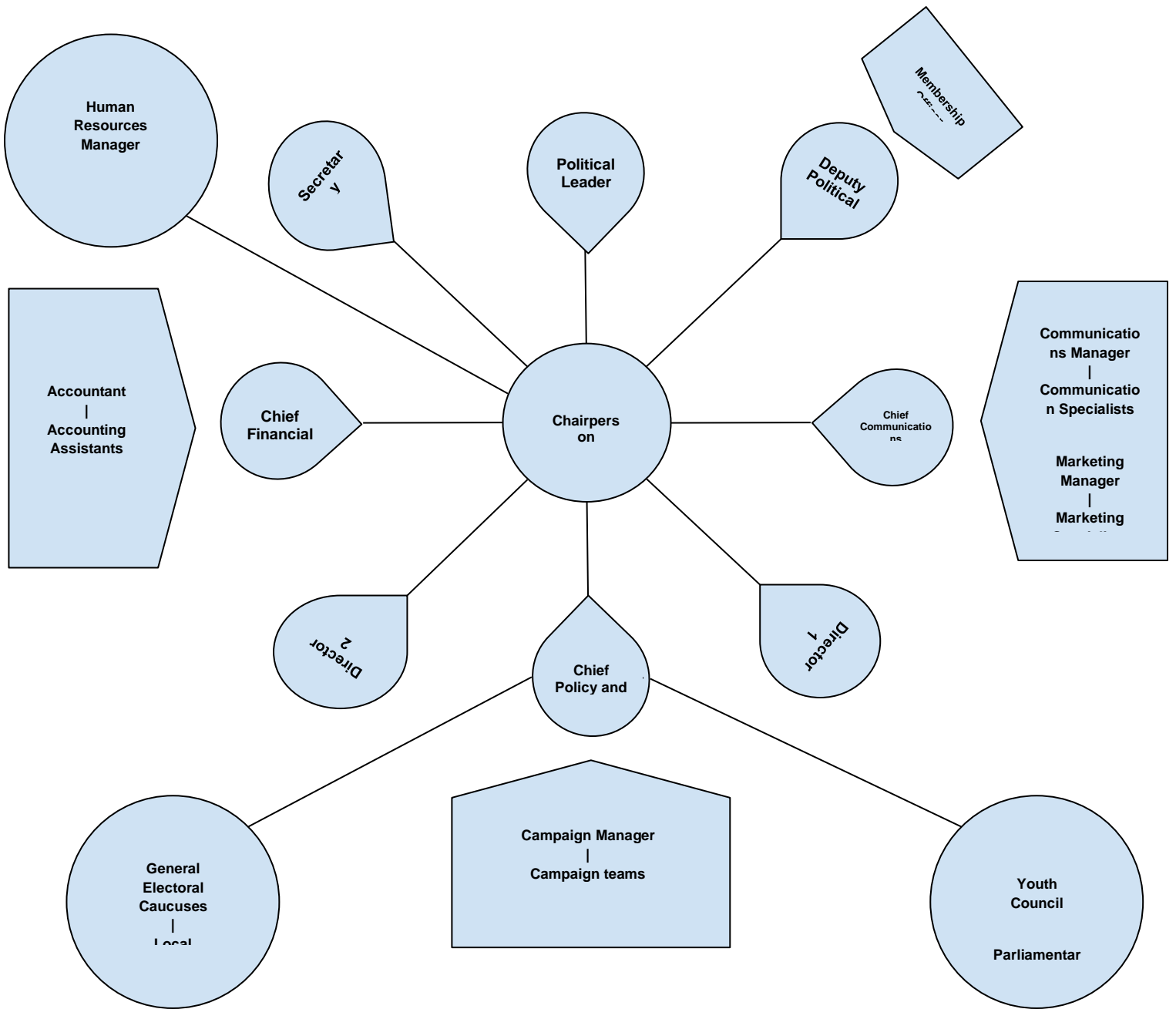
The following procedures shall be applicable for Life Membership:

- (a) Nominees for life membership must be longstanding members of the Party and have provided distinguished service to the Party;
- (b) Only the Board of Directors, LEGs and the Youth Council can make nominations for life membership;
- (c) The nominee must agree to being nominated by appending his/her signature on the prescribed nomination form;

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- (d) Nominations for life membership may be forwarded to the Membership Committee on the prescribed form for consideration.
- (e) Nominations should describe the background and history of service of the nominee, particularly their contributions to the Party;
- (f) The Membership Committee shall inform the nominating organ of the Party of its decision within thirty-five (35) days;
- (g) Life membership shall only be awarded with the unanimous support of the Membership Committee and confirmed at the General Assembly;
- (h) Once confirmed, the nominee shall be informed of the approved change in status by the Membership Committee in writing within fourteen (14) days of the confirmation.

APPENDIX C - ORGANISATIONAL CHART



APPENDIX D - TERMS OF REFERENCE

Role and Responsibilities of Directors of the Board of Directors:

Political Leader

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 discharge of those responsibilities he/she shall in his/her discretion act in consultation with such officers and/or institutions of the Party as he/she considers necessary.

Deputy Political Leader

The Deputy Political Leader shall assist the Political Leader in the execution of his/her duties and responsibilities in his/her relations with the Party and in matters affecting the relations of the Party with the electorate. He/she shall perform the functions of the Political Leader of the Party whenever the Political Leader is out of the country and/or whenever required to do so by the Political Leader or otherwise if for any reason the Political Leader is incapacitated. He/she shall also be responsible for the fundraising and community/outreach efforts of the Party.

Chairperson

The principal role of the Chairperson of the Board is to manage and provide leadership to the Board of Directors of the Party while leading the day-to-day operations of the Party in accordance with the strategic plan and operating and capital budgets. Other duties include:

- I. act as Chairperson at meetings of the Board and at the General Assembly and Special General Assembly;
- II. oversee the day-to-day operations of the business of Party;
- III. keep the Board fully informed in a timely and candid manner of the conduct of the day-to-day operations of the Party towards the achievement of its established goals and of all material deviations from the goals or objectives

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- and policies established by the Board;
- IV. to act, in concert with the Secretary, to develop and set the agendas for meetings of the Board;
 - V. ensure that the Directors are properly informed and that sufficient information is provided to enable the Directors to form appropriate judgments;
 - VI. review and sign the minutes of Board meetings;
 - VII. sit on other Committees of the Board where appropriate as determined by the Board;
 - VIII. call special meetings of the Board where appropriate;
 - IX. oversee the implementation of decisions of the Board through the Director's whose responsibility it is to implement the various decisions; and
 - X. recommend an annual schedule of the date, time and location of Board meetings;
 - XI. assess and make recommendations to the Board annually regarding the effectiveness of the Board as a whole, the Committees of the Board and individual Directors.
 - XII. develop an annual operating plan that supports the Party's long-term operations strategy;
 - XIII. with respect to operational matters, ensure communication, resolution of issues and project development;
 - XIV. ensure the development of health and safety practices for the Party and oversee compliance with those practices;
 - XV. foster an organisational culture that promotes ethical practices, a people-focussed approach, efficient service and encourages individual integrity;

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- XVI. maintain a positive and ethical work climate that is conducive to attracting, retaining and motivating a diverse group of top-quality professionals at all levels;
- XVII. coordinate the sustainability strategies of the Party;
- XVIII. ensure that there is an effective succession plan in place for the Party; and
- XIX. any other roles and responsibilities assigned to the Chairperson by the BOD

Secretary

The Secretary of the board of directors has overall responsibility to create and maintain Party records and other important organisational documents. Other duties include:

- I. provide clarity to all members of the board in connection with their roles as directors.
- II. support the Chairperson in all aspects of his/her job
- III. compilation and management of Party documents, including the establishment of templates and formats and the provision of advice and guidance on same for the purpose of consistency
- IV. compilation and periodic update of a meetings folder for board meetings, containing all the necessary documents enabling members of the board to effectively carry out their duties
- V. assist with the preparation and amendment of Party regulations
- VI. preparation of invitations to Board meetings and Board sanctioned meetings, General Assemblies and Special General Assemblies in consultation with the Chairperson of the board
- VII. timely delivery of the necessary documents for board meetings and General

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Assemblies and Special General Assemblies

- VIII. reservation and organisation of premises, technical facilities for board meetings, the General Assembly and Special General Assembly and other Board sanctioned meetings in consultation with the Chairperson
- IX. recording minutes at board meetings, the General Assembly and Special General Assembly and other Board sanctioned meetings and the delivery of final minutes within the established timeframe to all individuals on the distribution list
- X. oversee the compilation and delivery of the Annual Executive Report
- XI. oversee the verification, selection, involvement and operation of external lawyers
- XII. manage the drafting of contracts, review of contracts, terms and conditions and other legal obligations to the extent required by the board of directors
- XIII. any other roles and responsibilities assigned to the Secretary by the BOD

Chief Financial Officer

The Chief Financial Officer takes full responsibility on matters of accounting, finance and asset management of the Party and ensures the full operationalisation of the Party's financial strategic plan. Other duties include:

- I. develop and execute the financial strategy of the Party following Board approval
- II. manage financial controls and accounting procedures
- III. ensure full transparency over the financial performance of the Party

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- IV. provide advice to the Board on how to increase revenue and reduce costs
- V. Propose action plans to ensure that annual financial objectives are attained
- VI. oversee the preparation of monthly and annual financial plans
- VII. ensure that all financial obligations of the Party are met
- VIII. ensure proper acquisition, maintenance and disposal of Party assets
- IX. any other roles and responsibilities assigned to the Chief Financial Officer by the BOD

Chief Communications Officer

The Chief Communications Officer is responsible for the overall success of the Marketing and Communications operations of the Party and shall publicly speak on behalf of the Party on matters directed by the Board. Other responsibilities include:

- I. develop and execute the Party's marketing and communications and media strategies following approval of the Board.
- II. develop and implement executive communications plans, both external and internal using traditional and new media platforms.
- III. manage organisational brand strategy, including refining and tracking brand success metrics and integration of the brand into all communications.
- IV. manage crisis communications when and if necessary.
- V. any other roles and responsibilities assigned to the Chief Communications Officer by the BOD

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Chief Policy and Strategy Officer

The Chief Policy and Strategy Officer is responsible for overseeing the execution of the Party's strategic plans and policies as well as stakeholder engagement that encourages public buy-in and support. The Chief Policy and Strategy Officer is also responsible for information gathering and the development of the Party's policies and positions on matters of national interest. Other duties include:

- I. ensure that all events of the Party are inline with the Party's strategic plan.
- II. identify and engage in Partnerships which stand to benefit the Party.
- III. develop the Party's campaigning strategy at all national elections.
- IV. ensure that there is a consistent interaction between the Party and its stakeholders.
- V. receive reports from the Local Electoral Committees and General Electoral Caucuses.
- VI. develop programmes to aid members of the Party with key positions in the execution of the Party's strategic plan.
- VII. ensure that the Party's policies are developed and adhered to with consideration for minority groups and best practices.
- VIII. develop specific, practical policy proposals based on research findings;
- IX. produce policy submissions and research papers in support of the Party's policy objectives;
- X. co-ordinate the Party's research programme, including conducting and commissioning original research;
- XI. monitor and analyse trends to ensure the Party's content remains relevant and progressive;
- XII. organise seminars, workshops and other policy related events;

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- XIII. ensure that all official speeches are developed with relevant information and statistics.
- XIV. any other roles and responsibilities assigned to the Chief Policy and Strategy Officer by the BOD

Executive Director 1 and Executive Director 2

The Executive Directors shall:

- I. be voting members of the Board of Directors
- II. aid other Board members in the execution of their duties
- III. carry out any functions assigned by the Board of Directors
- IV. Fulfill any other role and responsibility assigned to the Executive Directors by the BOD

APPENDIX E - CODE OF CONDUCT

Members and supporters of the Party must agree to:

- I. Uphold the Constitution and the spirit and letter of the laws relating to the holding of public activities and election campaigns.
- II. Maintain the highest moral principles and ethical standards with respect to their conduct during the campaign, the elections and the post-election period.

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- III. Cooperate with the police in maintaining law and order during election campaigns.
- IV. Promote and Enforce respect, tolerance, harmony and peace amongst their supporters and the general public during the campaign, the elections and in the post-election period by being positive role models.
- V. Nominate a representative who will be responsible for all matters related to this Code and who will liaise with the council for Responsible Political Behaviour as established under this Code of Ethical Political Conduct.
- VI. Refrain from practices that promote divisiveness in the Society and commit to the removal of any structures (behavioural, cultural, social or organisational) which reinforce divisiveness.
- VII. Take deliberate steps to publicly disassociate themselves from criminal elements and criminal activity.
- VIII. Confine their criticism of other political parties to the policies and programmes, past record and work.
- IX. Ensure that meeting organisers seek the assistance of police or other state assigned organisations on duty, to deal with persons disturbing or disrupting a meeting. Organisers should not take action against such persons.
- X. Commit, while acknowledging each others' past and present errors and prejudices, to supporting one another in a common effort to overcome selfishness and arrogance, hatred and violence; to learn from the past that peace without justice there is no true peace; to ensure the peaceful conduct of this and future elections.
- XI. Make this code known to supporters and uphold its adherence.
- XII. Uphold the integrity of the electoral process.

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XIII. Ensure that their conduct is above reproach.

Members and supporters of the party must refrain from:

- I. Offering any financial or other inducement or reward, or other benefit, to another person to:
 - A. Join or not to join a party;
 - B. Attend or not to attend a public meeting, march, demonstration, rally or other public political event;
 - C. Vote or not to vote, or to vote or not to vote in any particular way; or
 - D. Refuse a nomination as a candidate or to withdraw as a candidate.
- II. Discriminating on the grounds of race, ethnicity, sex, gender, class, religion or belief, or seek to mobilise support by reference to race, sex, gender, religion or class;
- III. Making false or defamatory allegations in print or speech in connection with an election in respect of a party, its candidates, representatives or members;
- IV. Using language or acts in a way that may:
 - A. Provoke violence; or
 - B. Intimidate candidates, members, representatives, supporters or voters of other parties; or
 - C. Invite, encourage or foster hatred, resentment or any form of violence;
- V. Seeking to assassinate the character of or making defamatory comments about any individual, family, professional group or section of the community;

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- VI. Defacing, or inducing anyone to unlawfully remove or destroy, or deface the billboards, placards, posters or any other election materials of a party or candidate;
- VII. Unreasonably preventing any other person access to voters for the purpose of voter education, collecting signatures, recruiting members, raising funds or canvassing support for a party or candidates;
- VIII. Abusing a position of power, privilege or influence, including parental, patriarchal, traditional or employment authority to influence the conduct or outcome of an election;
- IX. Engaging, recruiting, or deploying any individual(s) for the purpose of violence, intimidation or harassment, including intimidation by congregating in groups wearing similar identifiable colours at or near to election stations on election day;
- X. Deface public or private property and structures;
- XI. Permitting the inappropriate or unauthorised use or abuse of minors or animals in the campaign process;
- XII. Plagiarising or disparaging the symbols, colours or acronyms of others parties;
- XIII. Permitting the use and abuse of State resources for political campaigns;
- XIV. Indulging in negative campaigning or advertising or any action which would bring the political process into disrepute;
- XV. Using funds derived from any source, public or private, to improperly influence electoral choices;
- XVI. Knowingly associating with persons in their pursuit of illegal activities and or any kind of violence but rather actively cooperate with the security forces to bring such persons before the law;

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- XVII. Criticising aspects of the private lives of Candidates, their families, not connected with the public activities of the leaders or candidates of other parties;
- XVIII. Issue advertisements or other marketing material the cost of which is borne out of public funds;
- XIX. Encouraging or permitting alcohol or other drugs to be used in public during campaign activities on Election Day;
- XX. Threatening or causing any persons to be threatened with loss of their jobs if they support or refuse to support a political party by attending or failing to attend political meetings.

The members of the party and supporters must agree to:

- I. Respect the right of the media to fairly present balanced reports and information before, during and after an election;
- II. Respect the right of all parties and candidates to equity in access to the media;
- III. Permit access by members of the media to public political meetings, marches, demonstrations and rallies of which they have control;
- IV. Take all reasonable steps to ensure that journalists are not subjected to harassment, intimidation, hazard, threat or physical assault by any of their representatives or supporters;
- V. Refrain from using State advertising to induce media houses to support or degrade a particular party;

APPENDIX F - FINANCIAL CODE

- A. The Funds of the Party shall consist of such dues, levies, subscriptions, donations and other contributions as may be received from time to time, whether anticipated or unanticipated.
- B. Dues, levies and subscriptions shall be determined by the Board of Directors (BOD) from time to time and published to the membership.
- C. A receipt is to be issued upon receipt of any and all funds of the Party.
- D. All monies and property of the Party shall be vested in the name of the Party.
- E. It shall be the duty of the BOD, through the Chief Financial Officer (CFO), to make proper arrangements for the raising, collection, maintenance and control of the funds of the Party.
- F. All donations in cash or kind are accepted based on a “know your donor” principle where due diligence measures should be undertaken so as to protect against ‘dirty money’ contaminating the process.
- G. The BOD, on the recommendation of the CFO, shall determine the financial institution(s) at which funds of the Party shall be held.
- H. Signatories to the accounts of the Party shall be the CFO, Secretary and Chairperson unless otherwise approved by the BOD.
- I. Each of the several organs of the Party, through its Treasurer or Financial Officer, shall be responsible for such funds and property of the Party that may for the time being come under its control and shall account for such funds and property to the BOD.
- J. The CFO, with the approval of the BOD, may in respect of financial matters, delegate such powers and functions to the Accountant as may be necessary to assist in managing the financial affairs of the Party.
- K. The CFO shall be subject to the direction of the BOD and be accountable

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to it.

- L. The CFO shall be invested with responsibility for inspection and audit of all the books and records of the Party and all Organs thereof and shall furnish a statement of affairs, balance sheet and statement of accounts of the Party and/or the said Organs as the BOD shall direct from time to time.
- M. In the event of dissolution of the Party, the assets of the Party shall be applied in discharge of all subsisting obligations for its account and the residue thereof, if any, distributed among reputable charitable organisations in Trinidad and Tobago.
- N. All other matters not covered shall be determined by the BOD.

APPENDIX G - INTERNAL ELECTIONS REGULATIONS

Executive Internal Elections

- A. Regular Executive Internal Elections for Officers of the Board of Directors (BOD) shall take place every three (3) years.
- B. The BOD shall appoint a Returning Officer (RO) on or before 27th February who may appoint Deputies and clerks as necessary to assist in the efficient execution of the Party's Executive Internal Election.
- C. Officers of the BOD shall be elected at the General Assembly (GA) on the basis of confirmation as a candidate by the Elections Committee.
- D. In an election year the Party's Secretary shall issue a call for nominations on or before 1st March.
- E. A person seeking election to the BOD must hold Regular Membership for at least one (1) year at the time of the submission of his/her nomination.
- F. All nominations must be completed on the prescribed form, proposed by a member of the Party and endorsed by four (4) other members of the party, signed by the nominee and submitted to the Party's Secretary.
- G. All nominations shall be collated by the Party's Secretary and presented to the Elections Committee on or before 31st March.
- H. Where no nominations are received for any Office the Secretary shall, within twenty-four (24) hours, reissue a call for nominations for the particular office that will remain open for seven (7) days.
- I. Following the closure of the reissued nominating period, all nominations shall be collated by the Party's Secretary and presented to the Elections Committee within three (3) days.

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- J. Members of the Elections Committee who are seeking election to the BOD shall recuse themselves from any deliberations on the nominations for the position the member is seeking to contest.
- K. The Elections Committee shall review each nomination, interview each nominee and present a list of confirmed candidates to the Returning Officer.
- L. The list of all the candidates shall be circulated to all voting members of the GA on or before 15th April by the RO.
- M. A Ballot shall be taken in respect of each Office of the BOD and the RO shall cause a Ballot Paper to be issued to each member entitled to vote at the GA.
- N. Where only one (1) candidate is contesting any Office there shall be a vote of confidence.
- O. Where the only candidate contesting any Office receives a vote of no confidence the incumbent shall hold on in the position and an election shall take place at the next GA or at a SGA in accordance with dates decided upon by the BOD.
- P. The RO shall cause to be recorded publicly at the GA the votes cast in respect of each ballot.
- Q. It shall be the responsibility of the RO to arrange for the collection and counting of all ballots cast.
- R. The new Executive shall take up office no more than one (1) month following the holding of elections and posting of results.
- S. All other matters not covered shall be determined by the BOD.

Organ Executive Internal Elections

- A. Regular Organ Executive Internal Elections for Local Electoral Groups (LEGs) and the Youth Council (YC) shall take place every two (2) years.

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- B. The election of Officers to the Organ's Executive shall take place through a secret ballot vote by members of the respective organ.
- C. The Election's Officer of the Organ shall appoint a RO who may appoint deputies as may be necessary.
- D. The Elections Officer of the Respective Group shall inform the respective Group's Secretary of the date of the Election not less than two (2) months ahead of the Election.
- E. The respective Group's Secretary shall issue a call for nominations not less than forty-five (45) days ahead of the Election.
- F. A person seeking election to the respective Organ must be a member of the Organ for at least six (6) months at the time of the submission of his/her nomination.
- G. All nominations must be completed on the prescribed form, proposed by a member of the Organ and endorsed by four (4) other members of the Organ, signed by the nominee and submitted to the Organ's Secretary.
- H. All nominations shall be collated by the Organ's Secretary and presented to the Organ's Elections Committee chaired by the Organ's Election Officer no less than thirty (30) days ahead of the Election.
- I. Where no nominations are received for any Office the Secretary shall, within twenty-four (24) hours, reissue a call for nominations for the particular office that will remain open for three (3) days.
- J. Following the closure of the reissued nominating period, all nominations shall be collated by the Party's Secretary and presented to the Elections Committee within three (2) days.
- K. Members of the Elections Committee of the Organ who are seeking election to the Organ's Executive shall recuse themselves from any deliberations on the nominations for the position the member is seeking to contest.

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- L. The Elections Committee of the Organ shall review each nomination, interview each nominee and present a list of confirmed candidates to the Organ's RO.
- M. The list of all the candidates shall be circulated to all voting members of the Organ no later than fifteen (15) days ahead of the Election by the RO.
- N. A Ballot shall be taken in respect of each Office of the Organ's Executive and the RO shall cause a Ballot Paper to be issued to each member entitled to vote at the Election.
- O. Where only one (1) candidate is contesting any Office there shall be a vote of confidence.
- P. Where the only candidate contesting any Office receives a vote of no confidence, the incumbent shall hold on in the position and an election shall take place at the second subsequent regular monthly meeting of the Organ in accordance with dates decided upon by the Organ's incumbent Executive.
- Q. The RO shall cause to be recorded publicly at the venue where the ballot was taken in respect of the LEG's Executive Election, following the counting of the ballot at the same venue, the votes cast in respect of each ballot.
- R. The RO shall cause to be recorded publicly at a predetermined venue in respect of the YC's Executive Election, following the counting of the ballot which may have taken place simultaneously at a venue in each Constituency, the votes cast in respect of each ballot.
- S. It shall be the responsibility of the RO to arrange for the collection and counting of all ballots cast.
- T. The new Executive shall take up office no more than one (1) month following the holding of elections and posting of results.
- U. All other matters not covered shall be determined by the BOD.

APPENDIX H - NATIONAL ELECTIONS NOMINATION REGULATIONS

National External Elections

- A. The Party shall offer candidates for all National Elections and shall ensure that in any election for any seat there is no more than one (1) official candidate representing the Party.
- B. The Elections Committee shall issue a call for nominations not less than one (1) year before a National Election is due in Trinidad and Tobago, except in extraordinary circumstances where the call may be issued as required.
- C. Any member of the Party seeking to represent the Party at a National Election must ensure he/she:
 - a. is qualified under the laws of the Republic of Trinidad and Tobago;
 - b. has been a member of the Party for at least twelve (12) months;
 - c. is in good financial standing with the Party;
 - d. is not the subject of any disciplinary investigation.
- D. All nominations must be completed on the prescribed form, proposed by a member of the Party and endorsed by four (4) other members of the party, signed by the nominee and submitted to the Elections Committee.
- E. In respect of Local Government Elections (LGE) and Tobago House of Assembly (THA) Elections, the signatures of fifty (50) persons who are registered to vote in the electoral district the nominee is seeking to stand for election must be attached to the nomination form.
- F. In respect of General Elections (GE) the signatures of one hundred (100) persons who are registered to vote in the electoral district the nominee is seeking to stand for election must be attached to the nomination form.

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- G. All nominations shall be collated by the Elections Committee no later than one (1) month after the call for nominations was issued.
- H. Where no nominations are received the Elections Committee shall immediately reissue a call for nominations for the particular office, that shall remain open for seven (7) days.
- I. Following the closure of the reissued nominating period, all nominations shall be collated by the Elections Committee.
- J. Members of the Elections Committee who are seeking selection shall recuse themselves from any deliberations on the nominations for the position the member is seeking to contest.
- K. The Elections Committee shall review each nomination, interview each nominee and collate and approve a list of recommended candidates.
- L. In respect of LGE and THA Elections, two (2) representatives from the LEG for the Electoral District in which the nominee falls shall assist the Elections Committee in selecting a candidate to represent the Party in that Electoral District election.
- M. Nominees for National Elections shall, in writing before their presentation to the public, give an undertaking to:
 - a. serve in whatever capacity the Party may decide;
 - b. make such financial contributions to the Party as the BOD may impose;
 - c. carry out the directives of the Party;
 - d. pledge loyalty to the Party and its programme;
 - e. resign forthwith their seat if they cannot accept any Party Policy decision.

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- N. Persons to be appointed to Legislative Bodies, Local Government Bodies and State Agencies as a result of authority so given to the party or any of its agents must be determined by the BOD after the Elections Committee has vetted the names of the proposed individuals who may or may not be members of the Party.
- O. All other matters not covered shall be determined by the BOD.

APPENDIX I - STANDING ORDERS FOR GENERAL ASSEMBLY AND SPECIAL GENERAL ASSEMBLY

CREDENTIALS

Each member or Observer attending the General Assembly (GA) or a Special General Assembly (SGA) shall present his/her duly authenticated credentials to the registration team or other persons authorised to view them in order to gain access and thereafter, whenever so required.

PROCEDURE

The Chairperson of the Party shall take the Chair at Conventions and in his/her absence the Executive Director 1 or Executive Director 2 in that order. In the absence of all of the foregoing, the delegates present shall elect a Chairperson from among their number.

The Chairperson shall have the power to appoint Committees for the furtherance of business of the GA or SGA and these Committees may sit during the hours of the GA or SGA, if necessary.

Each member present shall rise to address the chair and shall otherwise conform to the rules and requirements of the GA or SGA.

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SPEAKING TIME:

No member shall speak on any subject before the GA or SGA 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 Chairperson, or the taking of a point of order shall not be considered a speech.

DISCIPLINE

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

AGENDA

The Agenda of the GA or SGA shall be issued to each member of the Party no less than fourteen (14) days before the GA or SGA and shall be strictly adhered to unless a resolution to suspend the Standing Orders be made and carried by a majority of not less than two-thirds (2/3) of those voting.

No business which does not arise from motions or resolutions or subjects on the Agenda shall be considered at the GA or SGA unless a motion to that effect is moved and passed by two-thirds (2/3) majority of those voting.

RESOLUTIONS

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Notice in writing of all resolutions for consideration by the GA or SGA shall be sent to the Party's Secretary no later than twenty-eight (28) days before the start of the GA or SGA for consideration by the Board of Directors which alone shall have the power to decide whether such Resolutions will be included on the Agenda of the GA or SGA.

VOTING:

Voting at the GA or SGA shall be on the basis of one vote per member and shall, except for elections to any office, be by a show of hands or call and response.

Observers shall not have the right to vote nor without the express permission of the Chairperson be permitted to speak on any question before the GA or SGA.

The Chairperson shall have an original and casting vote.

OBSERVANCE OF PARLIAMENTARY PRACTICE:

In any matter on which the Standing Orders are silent, the Chairperson shall determine the procedure to be followed, and in the exercise of his/her discretion he/she shall be guided by generally accepted rules of parliamentary practice.