Standing Orders of Conference and appendices

Prepared by the Conference Committee, in accordance with and supplementary to The Royal Charter, and approved by the Board of Trustees (23 September 2026)

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ROYAL BRITISH LEGION

Contents

Standing Orders of Conference

1. Definitions

1.1 For the purposes of these Standing Orders, the following definitions shall apply:

'**Appeal**'	an appeal against a decision of the Conference Committee;
'**Amendment**'	a motion proposing an amendment to another Motion;
'**Branch**'	as defined in the Royal Charter;
'**Charter Motions**'	a motion proposing an amendment to the Royal Charter which is subject then to the approval or otherwise of the Board of Trustees and the Privy Council;
'**County/District Delegate'**	a delegate of a County/District attending Annual Conference;
'**Final Agenda**'	the final agenda followed by the Chair of Conference at Annual Conference;
'**Formation**'	a Branch, Overseas Branch, County/District, the Board of Trustees and the Membership Council as the case may require;
'**Motion**'	includes a Charter Motion, Rule Motion, Policy Motion and Amendment
'**Motions of Urgency**'	a Motion submitted after publication of the Provisional Agenda or the Published Agenda;
'**Nomination**'	a nomination of an individual for election to the Conference Committee;
'**Overseas Branch**'	a Branch located overseas which is not subject to the control of a County or District Committee;
'**Policy Motions**'	a motion dealing with matters of Legion policy;
'**Provisional Agenda**'	the draft Agenda published by the Conference Committee;
'Published Agenda'	the Agenda published by the Conference Committee in advance of Annual Conference;
'**Royal Charter**'	the Royal British Legion's Royal Charter of Incorporation dated 30 May 2003 as amended from time to time and reference to an '**Article**' is to an article of the Royal Charter;
'**Rule Motions**'	a motion proposing an amendment to the Rules which is subject then to the approval or otherwise of the Board of Trustees;
'**Rules**'	the Rules in the Schedule to the Royal Charter as amended from time to time and a reference to a '**Rule**' shall be construed accordingly;
'Special Resolution of Annual Conference'	A resolution passed by two thirds majority of Voting Delegates present and voting; and
'**Voting Delegate**'	a delegate of a Branch attending Annual Conference.

1.2 Expressions not otherwise defined which are defined in the Royal Charter, Rules or Membership Handbook shall have the same meaning, unless the context requires otherwise.

Conference Committee

2. **Role of the Conference Committee**

2.1 In accordance with the Royal Charter and Rules, the Conference Committee is appointed by the Board of Trustees to:

(a) draft the Standing Orders of Conference which are approved by the Board of Trustees; and

(b) prepare the business of the Annual Conference.

2.2 The Conference Committee comprises:

(a) a Trustee;

(b) two members of the Membership Council; and

(c) three Members or Life Members elected to the Conference Committee by Annual Conference.

2.3 The Terms of Reference of the Conference Committee are set out in Appendix 4.

3. **Appointment of elected members of the Conference Committee**

3.1 Three members of the Conference Committee are elected by Annual Conference; such individuals must be Members or Life Members and shall serve for a term of three years. Those members of the Conference Committee elected by Annual Conference shall take office with effect from the close of Annual Conference. A retiring member of the Conference Committee is eligible for re-election, but no person shall serve more than three terms. New members of the Conference Committee shall be elected at the Annual Conference immediately preceding the end of an existing member's tenure.

3.2 Each County/District and Overseas Branch may nominate one current Member or Life Member to join the Conference Committee.

3.3 In order to be eligible to be nominated, the candidate must:

(a) be a current Member or Life Member;

(b) be approved at the County/District Conference or at a meeting of the Overseas Branch; and

(c) be able to demonstrate an understanding of the role as outlined in Appendix 6, which shall be determined by an interview panel established by the People, Culture and Governance Committee.

3.4 Each County/District and Overseas Branch shall submit their Nomination by sending a copy of the candidate's CV and Supporting Statement and the completed nomination certificate as set out in **Error! Reference source not found.**. The Nomination must be submitted by 5pm on Friday, at least 12 weeks before Annual Conference.

3.5 The Conference Committee shall review each Nomination to confirm the eligibility of each candidate and may verify any matter in a candidate's CV and Supporting Statement. The findings of the interview panel will be considered by the People, Culture and Governance Committee who will submit their recommendations to the Board of Trustees. The Board of Trustees shall make the final decision on whether a Nominee may stand for election at Annual Conference. The Board of Trustees may reject a candidate's Nomination if they do not meet the requirements of Standing Order 3.3 above or if the Nomination has not been submitted in accordance with Standing Order 3.3(c).

3.6 The Conference Committee will communicate to the relevant Formation the Board of Trustee's decision to reject any Nomination.

3.7 Details of all approved Nominations shall be included in the Annual Conference Pack, along with a copy of each candidate's CV and Supporting Statement. The Conference Committee may, following consultation with the candidate, if possible, edit or abridge their CV and Supporting Statement for publication purposes.

3.8 Where the number of candidates exceeds the number of vacancies, a vote shall be held at Annual Conference. The candidate(s) with the highest number of votes shall be elected to the Conference Committee with effect from the close of Annual Conference. In the event of a tie, a further vote shall be held in respect of the tied candidates.

3.9 Where the number of candidates is equal to the number of vacancies, such candidate or candidates shall be deemed to be elected to the Conference Committee with effect from the close of Annual Conference without a vote being taken at Annual Conference.

Purpose of Annual Conference

4. Role of Annual Conference

4.1 Annual Conference is held each calendar year, usually over a two-day weekend preceding the Spring Bank Holiday or at another time of its choice.

4.2 The business of Annual Conference comprises:

(a) presentation of reports and accounts for the past year;

(b) the Director General's address to Annual Conference;

(c) consideration of Charter Motions and Policy Motions;

(d) election of members of the Conference Committee; and

(e) announcement of the results of the elections of Elected Trustees, National Chair and Vice-Chair, where relevant.

5. Decisions at Annual Conference

5.1 All decisions of the Annual Conference must be reached solely by the votes of Voting Delegates who are both present and voting. Unless required otherwise by the Royal Charter, Rules or these Standing Orders, all decisions are taken by a simple majority. In the event of a tie, unless provided otherwise, the Motion will not be approved.

5.2 An Annual Conference shall be quorate if at least one third of Voting Delegates are present, or as otherwise determined by the Conference Committee. In these Standing Orders, a Voting Delegate may be 'present' in person or online.

6. Location for Annual Conference

6.1 The location for Annual Conference is normally decided four years in advance.

6.2 Each County/District and Overseas Branch may propose a town or city to be considered by the Conference Committee and Annual Conference as a location for a future Annual Conference; such a location must be approved at the County/District Conference or at a meeting of the Overseas Branch.

6.3 Each County/District and Overseas Branch shall submit their proposal by sending a copy of the completed nomination certificate as set out in **Error! Reference source not found.**. The proposal must be submitted by 5pm on the Friday, at least 6 weeks before Annual Conference.

6.4 The Board of Trustees may also propose a town/city for Annual Conference for consideration by Annual Conference. The Board of Trustees must submit their proposal to the Conference Committee by 5pm on the Friday, at least 6 weeks before Annual Conference.

6.5 The Conference Committee shall review each proposal and may carry out initial enquiries into the feasibility of holding an Annual Conference in each proposed town/city. The Conference Committee may reject a proposal if the proposal has not been submitted in accordance with Standing Order 6.3 or 6.4 or if the Conference Committee considers that the town/city would not be a feasible location for Annual Conference.

6.6 The Conference Committee will communicate to the relevant Formation the reason for the Conference Committee's decision to reject any proposal.

6.7 Where more than one town/city is proposed, a vote shall be held at Annual Conference. The town/city with the highest number of votes shall be the preferred location for Annual Conference in four years' time. In the event of a tie, a further vote shall be held in respect of the tied towns/cities.

6.8 Where only one town/city is proposed, such town/city shall be deemed to be the preferred location for Annual Conference in four years' time without a vote being taken at Annual Conference.

6.9 Following Annual Conference, the Conference Committee shall carry out detailed research to determine whether the preferred location is a suitable location for Annual Conference. In considering the preferred location, the Conference Committee shall consider various factors including, but not limited to, availability of a suitable venue for Annual Conference, availability of suitable accommodation, transport links, accessibility for Voting Delegates and cost of venue, accommodation, travel and other expenses.

6.10 Having considered the matter, the Conference Committee will make a recommendation to the Board of Trustees. That recommendation could be to proceed with the preferred location or to proceed with an alternative location. The Board of Trustees has absolute discretion to accept that recommendation or to select an alternative location at any time.

7. Attendance at Annual Conference

7.1 Under the Rules, each Branch is entitled to send one Voting Delegate to Annual Conference. In certain circumstances, a Branch may send more than one Voting Delegate. All Voting Delegates must be Members or Life Members. Voting Delegates shall be entitled to attend, speak and vote at the Annual Conference.

7.2 Each County/District Committee is entitled to send one County/District Delegate to the Annual Conference. A Conference/District Delegate has the right to speak in the course of any discussion there, whether on a Motion or otherwise, but is not entitled to vote.

7.3 County Chairs (if they are not the County Delegate), trustees and members of the Membership Council may attend the Annual Conference and speak in any discussion there, but are not entitled to vote.

7.4 Trustees, members of the Membership Council and anyone employed by the Legion or any other charity or company within its group are not eligible to be a Voting Delegate or a County/District Delegate.

Business at Annual Conference

8. **Types of Motions**

8.1 A key function of the Annual Conference is to consider motions submitted by the Board of Trustees, Counties/Districts and Overseas Branches. There are three types of Motions which can be submitted to Annual Conference:

(a) Charter Motions

(b) Rule Motions

(c) Policy Motions

8.2 All Motions must be submitted in the form set out in **Error! Reference source not found.** and sent to the email address or postal address specified on the form in accordance with the deadlines set in these Standing Orders. Appendix 1
Forms of submission for Motions, Nominations and Proposals for Location of Conference

a) Certificate for Charter Motions and Motions*
**This form must be completed electronically; this is provided for information purposes only.*

This form should be completed for each Charter Motion/Motion and submitted by **5pm on the Friday 12 weeks before Annual Conference**.

The Charter Motion/Motion(s) must be submitted in the format of: Text of the Charter Motion/Motion; Reason for; Effect if passed; Main argument. Please also include proposing and seconding formation. Please note that motions which have previously been rejected will not be accepted.

Data Protection

Please ensure that you have read and understand the privacy and data protection notice appended to this form, which provides further details on how the Royal British Legion will collect, use, store and process information provided in this form, including any verification checks or public searches undertaken by the Royal British Legion in relation to any information provided, and the relevant data protection rights in relation to any personal data provided.

For further information, please contact the Governance Team at governance@britishlegion.org.uk.

Formation Details

A Formation includes a Branch, Overseas Branch, County/District, the Board of Trustees and the Membership Council.

Proposing Formation

Proposing Formation Code	
Seconding Formation	
Seconding Formation Code	
Name of approving County/District	

Date of approval at formation conference/meeting A Charter Motion/Motion must be approved at the County / District Conference, a meeting of the Overseas Branch, or a meeting of the Board of Trustees.	

Proposing Formation Secretary's Name			
Proposing Formation Secretary's Email			
Seconding Formation Chair's Email			
Delegate's Signature (digital)		Date	
Chair's Signature		Date	

When submitting your motion, consideration must be given to the RBL Strategy. Please confirm which strategic pillars the motion influences.

Check as appropriate:	Connect	Remember	Support

Motion Type

Please select which type of motion you are submitting. Only one motion should be submitted per form.

- Policy motion: Recommendation to the Board of Trustees on a policy matter
- Rule motion: Proposing an amendment to the rules of incorporation
- Charter motion: Proposing an amendment to the Royal Charter
- Nomination
- Proposal for conference location

What type of motion is being submitted?

Motion (policy or rule)	
Charter motion	

Charter Motion/Motion Template (different sections for each motion type)

Check as appropriate:	Charter Motion	Motion
Motion		
Reason for inclusion		

Effect if passed	
Main Argument	
Is this being submitted as a Motion of Urgency?	
If so, please explain when the matter which prompted the Motion arose or came to light	
Have you undertaken a Motions Training Course?	☐

b) Nomination form for Conference Committee

To nominate a candidate for Conference Committee this nomination form must be completed in full with a CV and Supporting Statement for the candidate attached and returned to the Governance Team by 5pm on Friday 12 weeks before Conference

Name of Nominating Formation	
Date of Approval at Formation Conference / Meeting	

Candidate Details

Title		Forename	
Surname			
Membership Number			
Email			
Full Home Address			
Telephone Number			
Candidate Name and Signature		Date	
Formation Secretary's Name and Signature		Date	

c) Proposal Form for Location of Conference

To propose a location for Annual Conference, this form must be completed in full, including attachments as necessary, and returned to the Governance team by 5pm 6 weeks before Annual Conference. All nominated places will be visited by the necessary staff to assess suitability. This form can be emailed to governance@britishlegion.org.uk.

Submission Details

Name of proposing Formation			
Date of approval at formation conference/meeting			
Secretary Name			
Secretary Email			
Secretary Signature		Date	
Chair Signature		Date	

Suitability of proposal

Name of Town/City	
Name of Conference Venue	
Is the Conference venue available during the date of Conference	☐

What Accommodation is available? Rooms will be needed for approximately 700 people (including event staff, delegates and visitors) Either a description of availability including average prices or a link to a website is sufficient. e.g. http://www.visiteastbourne.com/accommodation/
Does the Conference venue have capacity and step free access? • Conference: approx. 400 delegates, approx. 350 visitors in separate seating and space for a minimum of 100 wheelchair users; • Registration: large room with 6 access points, preferably near/in the entrance; • Standard Bearer Competition: at least 100ft long space needed, 12 ft ceiling, plus seating for approx. 200 viewers; • Exhibition Area: large room required for approx. 25 exhibition stands (3m x 3m); • Additional rooms for Overseas Forum and Women's Section Forum (approx. 75 seated each)

Is the Conference venue able to provide food for approx. 700 people in a short period of time? • For example, catering points • A small variety of food such as sandwiches or hot pastries
Does the Conference venue have an access audit? (Please check as appropriate) This form establishes how well a building performs in relation to access and ease of use by a wide range of potential users, including people with physical mobility and sensory impairments. Please circle the applicable answer:

☐	**YES** – Please attach a copy with this nomination form	☐	**NO** – Please be aware we will request an access audit is undertaken before suitability can be confirmed

What is the anticipated route of the Memorial Parade? Please write a brief description, including the length of the route from the Conference venue.

RBL Annual Conference Forms of Submission - Privacy Notice

The Royal British Legion (RBL), registered with the ICO (Z5690050), processes personal data contained within Conference Committee Forms, completed by candidates, or their nominee(s). Nominators must ensure they have their nominee's consent before submitting an application on their behalf.

Prospective candidate information is necessarily collected by RBL to complete Conference Committee administrative tasks and, where necessary, conduct candidate due diligence, to verify the prospective candidates' eligibility and suitability. This due diligence may be conducted by RBL, or by a 3rd party on our behalf, reviewing information in the public domain. The outcome of the checks will be recorded on the prospective candidate's RBL record. These records will be kept for up to 3 years (unsuccessful candidates) and for 6 years after a successful candidate's Conference Committee membership ends.

RBL may share prospective candidate information with third parties as necessary for us to meet our legitimate interests, including third party agents, data hosting providers, professional advisers or insurers, or where we are legally obliged to do so, including with law enforcement, courts and our legal advisers. We may also use regulators, professional advisers and third-party professional screeners to support us in the election process.

The rights prospective candidates have with regard to their data are set out in the RBL website privacy notice, enquiries should be emailed to dataprotection@britishlegion.org.uk or you can write to the RBL Data Protection Team at Royal British Legion, 199 Borough High St, London, SE1 1AA. You also have the right to complain to the ICO if you feel we have not managed your data appropriately.

A more detailed version of this notice is available on https://www.britishlegion.org.uk/about-us/legal/privacy-notice.

8.3 Appendix 2 summarises the requirements for Nominations, Motions, Amendments and Appeals.

8.4 **Charter Motions**

(a) Charter Motions are motions proposing an amendment to the Royal Charter.

(b) Amendments to the Royal Charter must be approved by a Special Resolution of Annual Conference. In addition, in order to become effective, the amendment must then be approved by:

(i) a Special Resolution of the Board of Trustees; and

(ii) the Privy Council; in considering any proposed amendment, the Privy Council will consult with stakeholders including the Charity Commission and the Ministry of Defence.

(c) A County/District, Overseas Branch or the Board of Trustees may propose a Charter Motion in the form set out in **Error! Reference source not found.** by 5pm on the Friday 12 weeks before Annual Conference. In order to be eligible, the proposed Charter Motion must be approved at the County/District Conference, a meeting of the Overseas Branch or a meeting of the Board of Trustees, as the case may be.

8.5 **Rule Motions**

(a) Counties/Districts and Overseas Branches may submit a motion proposing an amendment to the Rules. Rule Motions must be passed by a Special Resolution of Annual Conference. If approved by Annual Conference, this shall be a recommendation from Annual Conference to the Board of Trustees to make an amendment to the Rules. The Board of Trustees shall not be bound to approve such a recommendation.

(b) The Board of Trustees may, at their discretion, consult with Annual Conference on proposed amendments to the Rules by proposing a Rule Motion.

(c) A County/District, Overseas Branch or the Board of Trustees may propose a Rule Motion in the form set out in **Error! Reference source not found.** by 5pm on the Friday 12 weeks before Annual Conference. In order to be eligible, the proposed Rule Motion must be approved at the County/District Conference, a meeting of the Overseas Branch or a meeting of the Board of Trustees, as the case may be.

8.6 **Policy Motions**

(a) Counties/Districts and Overseas Branches may submit a Motion making a recommendation to the Board of Trustees on a policy matter. If passed by Annual Conference, the Policy Motion shall be considered by the Trustees who may then make such decision as they see fit in the best interests of the Legion.

(b) Subject to (c) below, a County/District, Overseas Branch or the Board of Trustees may propose a Policy Motion in the form set out in **Error! Reference source not found.** by 5pm on the Friday 12 weeks before Annual Conference. In order to be eligible, the proposed Policy Motion must be approved at the County/District Conference, a meeting of the Overseas Branch or a meeting of the Trustees, as the case may be.

(c) Exceptionally, a Policy Motion may be submitted by a Branch or the County/District Committee where the matter to which the Motion relates arose after the County/District

(d) Conference took place and therefore the matter could not be considered at the relevant County/District Conference.

8.7 **Motions of Urgency**

(a) A Motion, other than a Charter Motion or Rules Motion, can be submitted as a Motion of Urgency where the Motion deals with a matter that arises after the deadline for submission of Motions (i.e. after the Friday 12 weeks before Annual Conference).

(b) A Branch (including Overseas Branch), County/District or the Board of Trustees may propose a Motion as a Matter of Urgency in the form set out in **Error! Reference source not found.**. In order to be eligible, the proposed Motion must be approved at a meeting of the Branch, Overseas Branch, County/District committee or the Board of Trustees.

(c) Branches, Counties/Districts and the Board of Trustees must submit a Motion of Urgency as soon as possible. As part of the form set out in **Error! Reference source not found.**, the Branch, County/District or Board of Trustees is required to set out when the matter which prompted the Motion arose or came to light.

(d) The latest time for the submission of Motions of Urgency is 9am on the Friday 1 week before Annual Conference.

9. **Approval of Motions**

9.1 The Conference Committee shall review all Motions submitted. In reviewing Motions, the Conference Committee may seek advice from the Executive Board and obtain legal advice (whether in-house or externally).

9.2 The Conference Committee may reject a Motion on one or more of the following grounds:

(a) the matter falls outside the power of Annual Conference (i.e. it is ultra vires);

(b) the Motion is contrary to the values of the Legion;

(c) the matter (other than in the case of a Charter Motion) is not in accordance with the letter or the spirit of the Royal Charter and in particular the charitable objects of the Legion;

(d) the matter is an internal matter dealing with administration, staff or the management of the Legion;

(e) the Motion is factually incorrect;

(f) the matter is already existing Legion policy;

(g) the matter relates to a function which is a statutory function of a national or local government or authority.

(h) the matter is submitted in the incorrect form of Motion – for example, it is submitted as a Charter Motion, but should be a Policy Motion;

(i) in the case of a Motion of Urgency, it relates to a matter known to be in existence at the closing date for Motions;

(j) in the case of a Motion of Urgency, the Conference Committee considers that the Branch, County/District or Board of Trustees unreasonably delayed in submitting the Motion of Urgency;

(k) the Motion is so drafted that the meaning or intention is unclear;

(l) the Motion addresses more than one issue – this is because Voting Delegates may wish to support only one of the points made; and

(m) the Motion was submitted late.

9.3 The Conference Committee also has the power, at its absolute discretion, to:

(a) accept a Motion, notwithstanding that certain procedural requirements have not been complied with;

(b) amend a Motion;

(c) combine two or more Motions which deal with the same subject matter; and

(d) divide a Motion dealing with two or more different subjects into two or more separate Motions.

9.4 The Conference Committee shall communicate decisions to the relevant Formation promptly, including the reason for the Conference Committee's decision to reject, amend, combine or divide any Motion.

9.5 Where the Conference Committee rejects a Motion on the basis that it is already existing Legion policy, the Conference Committee may ask the relevant staff within the Legion to provide details of the Legion's policy on such a matter and the Legion may, at its discretion, publish that response more widely.

9.6 The Conference Committee has ultimate discretion in relation to the acceptance of Motions and Nominations, subject to the appeals process set out in Standing Order 12.

10. **Amendment of Motions**

10.1 In addition to the power to amend a Motion before publication of the Provisional Agenda or Published Agenda, the Conference Committee has the power to amend a Motion which has been included on the Published Agenda to correct a factual mistake or typographical error. Wherever possible, the Conference Committee will notify Branches in advance of Annual Conference of any amendments made to Motions after publication of the Published Agenda.

10.2 A Branch (including an Overseas Branch), County/District or the Board of Trustees may propose an Amendment to a Motion which has been included on the Provisional Agenda or Published Agenda, other than a Motion which has been proposed by the Board of Trustees.

10.3 Amendments to Motions must be submitted by a Branch (including an Overseas Branch), County/District or the Board of Trustees:

(a) by 5pm on the Friday 6 weeks before Conference where the Motion was included in the Provisional Agenda;

(b) by 5pm on the Friday 3 weeks before Annual Conference where Motion was not included in the Provisional Agenda;

(c) subject to Standing Order 10.3(d), within 48 hours of being notified of the Motion where the Motion was not included in the Published Agenda; or

(d) in the case of an Amendment to a Motion of Urgency only, by 9am on the Monday of the week of Annual Conference.

10.4 The Conference Committee will consider Amendments and decide whether or not an Amendment should be accepted. The Conference Committee shall communicate decisions to the relevant Formation promptly.

10.5 If an Amendment is accepted:

(a) The original Motion will be proposed and seconded in accordance with Standing Order 17 and the Amendment will then be proposed, seconded and debated. A vote shall then be taken as to whether or not the Amendment should be accepted. If carried, the Amendment shall become the substantive Motion.

(b) Should there be any further Amendments, they will be taken in the order specified by the Chair of Conference and each dealt with in the same manner as under (a) above.

(c) The substantive Motion (as amended or not, as the case may be) will then be debated and a vote will take place.

11. **Withdrawal of Motions**

11.1 A Motion printed on the Published Agenda or circulated to Voting Delegates may not be withdrawn except by Branch, County/District or Board of Trustees that submitted it and with the consent of Conference. There will be no debate on a proposal to withdraw a Motion.

12. **Appeals of decisions of the Conference Committee**

12.1 A Branch (including Overseas Branch), County/District and the Board of Trustees (the '**Appellant**') may submit an Appeal to a decision taken by the Conference Committee to reject a proposal for a Motion (including a Motion of Urgency) or to amend, divide or combine any proposal for a Motion submitted by that Appellant.

12.2 The Appeal must be submitted promptly in the form set out in **Error! Reference source not found.** and, in any event:

(a) by 5pm on the Friday 6 weeks before Conference where the Appeal relates to a decision taken by Conference Committee prior to the publication of the Published Agenda;

(b) by 5pm on the Friday 3 weeks before Annual Conference where the Appeal to a decision taken by the Conference Committee in relation to the Published Agenda (for example, to not include an Amendment on the Published Agenda);

(c) subject to Standing Order 12.2(d), within 48 hours of being notified of any other decisions taken by Annual Conference after the publication of the Published Agenda (for example, to not include an Amendment to a Motion which had not been included on the Provisional Agenda); or

(d) in the case of being notified of a decision to reject a Motion of Urgency only, by 9am on the Monday of the week of Annual Conference.

12.3 The Appeal will be considered by the Conference Committee. If the Appeal is approved, the Motion shall be considered at Annual Conference in accordance with these Standing Orders. The Conference Committee shall endeavour to consider Appeals as soon as practicable and to communicate decisions to the relevant Formation promptly.

12.4 If the Appeal is rejected, the Appellant may make a further appeal to the Trustee Appeal Panel in accordance with Standing Order 13.

13. **Appeals to the Trustee Appeal Panel**

13.1 The Trustee Appeal Panel shall consist of at least 3 Trustees selected by the National Chair. The Trustee Appeal Panel shall not include the National Chair or any Trustee who is a member of the Conference Committee.

13.2 An appellant must submit their appeal to the Trustee Appeal Panel promptly after being told that their Appeal has been rejected and, in any event:

(a) within 7 days after being told that their Appeal has been rejected where the Appeal was submitted prior to the publication of the Published Agenda;

(b) subject to Standing Order 13.2(c), 48 hours after being told that their Appeal has been rejected where the Appeal was submitted after the publication of the Published Agenda; or

(c) in the case of being told that an Appeal in respect of a Motion of Urgency has been rejected only, by midday on the Wednesday of the week of Annual Conference.

13.3 The Appeal should be sent to the Conference Committee which will pass it on to the Trustee Appeal Panel.

13.4 The Appeal will be considered by the Trustee Appeal Panel. The Appellant may provide any further information in support of their Appeal. If the Appeal is approved, the Motion shall be considered at Annual Conference in accordance with these Standing Orders. The Trustee Appeal Panel shall endeavour to consider Appeals as soon as practicable and to communicate decisions to the relevant Formation promptly.

13.5 If the Appeal is rejected, the Appellant shall have no further course of action.

13.6 Decisions of the Trustee Appeal Panel are final.

14. **Provisional Agenda and Published Agenda**

14.1 Each year, the Conference Committee shall publish a timeline with deadlines for the receipt of Motions and Nominations, the publication of the Provisional Agenda, receipt of Amendments and the publication of the Published Agenda, as well as any other relevant dates. This timeline shall be in the form and include the information in Appendix 3.

14.2 In setting dates, the Conference Committee shall take into account dates agreed for District/County Conferences in each year, Easter bank holidays and any other relevant bank holidays. The timeline shall be published on the Legion's website and shared with Members as part of the October Special Circular or as soon thereafter as is practicable.

Conduct of Annual Conference

15. **Chair of Conference**

15.1 The National President shall preside at the opening of the Annual Conference. The National Chair or, in their absence, the National Vice-Chair is to be the Chair of Conference.

16. **Order of business at Annual Conference**

16.1 Charter Motions will be first on the agenda, followed by Rule Motions. The Conference Committee will then place all other Motions into one of the following sections: Welfare; Remembrance, Fundraising and Publicity; General (Internal); and General (External).

16.2 The order of procedure of Annual Conference will follow the Published Agenda, subject to any additional items accepted after the issue of the Published Agenda. Subjects not included on the Final Agenda will not be discussed. The Chair of Conference may vary the order of procedure and the sequence of Motions.

16.3 No announcements will be made, other than those relating to the business of Conference, unless deemed by the Chair of Conference in consultation with the Conference Committee to be of importance.

17. **Proposing, seconding and speaking for or against motions**

17.1 Every Motion (including Amendments) must be proposed and seconded. Any Motion that is not proposed and seconded when called by the Chair of Conference will fall automatically.

17.2 A Voting Delegate, County/District Delegate, Trustee on behalf of the Board of Trustees and representative of the Membership Council may propose or second Motions. The National President may not propose or second Motions.

17.3 A Voting Delegate, County/District Delegate, Trustee on behalf of the Board of Trustees, representative of the Membership Council and the National President may also speak for or against a Motion. Members of Legion staff, including members of the Executive Board, may not speak for or against a Motion.

17.4 The proposer, seconder and those speaking for a Motion must not represent the same Formation. In this respect, each of the Board of Trustees and the Membership Council shall be treated as a separate Formation.

17.5 A Voting Delegate, County/District Delegate, Trustee on behalf of the Board of Trustees and representative of the Membership Council may propose or second an Amendment even if the Formation represented by that individual has already proposed or seconded the Motion to which the Amendment refers on spoken for or against that Motion.

17.6 The proposer of a Motion or Amendment is allowed five minutes to speak. The seconder and all succeeding speakers are allowed three minutes each. On matters of a complicated nature, the Chair of Conference may exercise discretion in extending these time limits.

17.7 No individual is permitted to speak more than once on the same Motion or Amendment, except as allowed by these Standing Orders. Anyone speaking on a Motion is also eligible to speak on any Amendment to the Motion and vice-versa; this is not considered as an individual speaking more than once on the same item.

17.8 All speakers are to ensure that their contributions are relevant to the subject of the debate and factually correct.

18. **Points of order and information**

18.1 Members of the Executive Board, the Membership Council and Trustees may, if invited by the Chair of Conference, speak on any point of information, whether or not they have spoken on the Motion. Such statements will be made prior to the right of reply.

18.2 Any Voting Delegate, Trustee, representative of the Membership Council or the National President, whether they have spoken on the matter under discussion or not, may, with the consent of the Chair of Conference, rise to make a point of order, offer or seek a point of information or make a personal explanation arising from the course of the debate. The Chair of Conference will consider if this individual may be heard and, if so, when.

18.3 The ruling of the Chair of Conference on a point of order, the availability or relevance of the information sought, or the admissibility of a personal explanation will be final. The Chair of Conference has discretion to refer such matters to the Conference Committee.

19. **Closure of debate**

19.1 The Chair of Conference may close the debate on a Motion or Amendment if they are satisfied it has been adequately discussed.

19.2 Alternatively, two Voting Delegates who have not spoken on the Motion or Amendment may move and second that "the question be now put". If the Chair of Conference is satisfied that it has been adequately discussed, there will be a vote requiring a simple majority to close the debate.

19.3 If this vote is carried, the original Motion or Amendment under discussion will go straight to the right of reply or, if there have been no speakers against or statements made, be put to Conference.

20. **Right of reply**

20.1 The proposer of a Motion or Amendment is entitled to a right of reply if there has been a speaker against or a statement has been made. This reply will be after any Amendment(s) have been dealt with by Annual Conference and after the Motion, whether amended or not, has been debated. The reply shall last no longer than three minutes. The vote will take place immediately following the right of reply.

20.2 The reply shall be confined to answering points raised by previous speakers and shall not introduce any new matter into the debate.

21. **Role of scrutineers**

21.1 A Chief Scrutineer will be appointed by the Chair of the Conference Committee. The Chief Scrutineer will assist the Conference Committee in nominating stewards prior to the opening of Conference and Scrutineers when required to be nominated by Conference. Scrutineers will be appointed at the conclusion of the opening address to Conference. The Chair of the Conference Committee will appoint one of these to be the Chief Scrutineer.

21.2 In the event of the electronic voting system failing, the Chief Scrutineer will co-opt stewards/staff/members, who are not Voting Delegates, as scrutineers and the National Chair will ask Annual Conference to appoint the list of Scrutineers prior to any Ballot or vote taking place.

21.3 The Standing Orders for Scrutineers are in Appendix 5.

Duty of Members

22. **Expectations of Voting Delegates and other attendees at Annual Conference**

22.1 Members must at all times act in the best interests of the Legion and comply with the values and expectations of conduct set out in part 1 of the Legion's Membership Management Handbook, this includes before, during and after Annual Conference.

22.2 The following are particularly relevant in the context of Annual Conference:

(a) Members are expected to behave with integrity, to work together and to trust each other.

(b) Members must promote equality and diversity without being discriminatory.

(c) Members must be respectful and considerate towards others.

(d) Members must guard the reputation of the Legion and build positive relationships internally and externally.

(e) Members must put comradeship at the heart of what they do.

22.3 The Legion's values, set out in the Membership Handbook, are also relevant, including:

(a) We are open to new ideas and approaches, challenge each other constructively and are willing to learn

(b) Through strong communication and support, we build trust with each other and treat everyone with respect and honesty

(c) We support, encourage and provide opportunities for all our people, ensuring we recognise and value everyone's contribution.

22.4 The Legion requires Members attending Annual Conference as Voting Delegates or otherwise to continue to comply with the Membership Handbook and the expectations set out above, in particular.

22.5 Voting Delegates have a legal duty to act in the best interests at the Legion when exercising their right to vote, rather than in the furtherance of any personal or private interest. The Legion's charitable purposes remain at the heart of everything we do and at the heart of every decision which should be taken at Annual Conference.

23. **Canvassing**

23.1 It is anticipated that Members will discuss Motions and Nominations with other Members at various points – for example, at or in advance of a County/District Conference and at Annual Conference itself. The purpose for those discussions will vary – for example, to seek others' views, to better understand a proposal, to identify a seconder for a Motion and to encourage others to vote in favour of a particular Motion.

23.2 'Canvassing' is a term usually used in political campaigns and refers to the direct contacting of individuals or groups of people, with the aim of informing and influencing their vote.

23.3 When doing so, Members must comply with Standing Order 22 above. In so doing, Members must:

(a) not make negative comments about the individuals involved in a Formation proposing a Motion – this includes any statement which could be insulting, defamatory, racist or otherwise. Any commentary must be focused on the substance of the Motion itself;

(b) never put pressure on people to vote in a particular way or ask others to do so. This includes acting in any way which could be seen as bullying, harassment or intimidation; and

(c) not seek to use their own funds or Branch or District/Committee funds to pay for the publication of any materials, such as flyers, t-shirts or other items, which seek to garner support for a Motion or Nomination.

23.4 In addition, when canvassing in relation to an election (for example, for the Conference Committee, Elected Trustees or National Chair or Vice-Chair), candidates:

(a) must be positive and not act in a way that is not untrue or misleading

(b) may highlight their strengths and experience, but at no point should compare themselves to other candidates;

(c) must be respectful and not personally critical of other any other individual (whether a candidate, current or former officer holder);

(d) must not call for Members to boycott or actively vote against another candidate;

(e) must not put pressure on people to act or vote in a particular way or ask others to do so;

(f) must not make promises that they cannot keep – the Legion's governance structures mean that no one individual has, on their own, the power to make substantive changes to how the Legion operates;

(g) candidates must not conduct any canvassing through the national media or press, nor should any comments or responses be made to journalists, the national media or press by candidates;

(h) must not conduct themselves in a way which is damaging to the Legion's reputation; and

(i) must model the Legion's expected behaviours, culture and values.

23.5 The Conference Committee may determine whether or not a Member is complying with these Standing Orders. Any breach of these Standing Orders will be handled in accordance with the Membership Handbook and, in the most serious cases, the Conference Committee has the right to withdraw a candidate's Nomination.

Standing Orders

24. **Special Conference**

24.1 Under the Rules, a Special Conference may be convened by a Special Resolution of the Board of Trustees in order to address any urgent business which in the opinion of the Board of Trustees is of material significance to the objects of the Legion.

24.2 To the extent relevant, these Standing Orders shall apply to Special Conferences.

25. **Amendment to Standing Orders**

25.1 Any amendments to these Standing Orders may be recommended by the Conference Committee to the Board of Trustees. Amendments to these Standing Orders shall only be effective if approved by the Board of Trustees.

Appendix 1

Forms of submission for Motions, Nominations and Proposals for Location of Conference

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a) Certificate for Charter Motions and Motions*

**This form must be completed electronically; this is provided for information purposes only.*

This form should be completed for each Charter Motion/Motion and submitted by **5pm on the Friday 12 weeks before Annual Conference**.

The Charter Motion/Motion(s) must be submitted in the format of: Text of the Charter Motion/Motion; Reason for; Effect if passed; Main argument. Please also include proposing and seconding formation. Please note that motions which have previously been rejected will not be accepted.

Data Protection

Please ensure that you have read and understand the privacy and data protection notice appended to this form, which provides further details on how the Royal British Legion will collect, use, store and process information provided in this form, including any verification checks or public searches undertaken by the Royal British Legion in relation to any information provided, and the relevant data protection rights in relation to any personal data provided.

For further information, please contact the Governance Team at governance@britishlegion.org.uk.

Formation Details

A Formation includes a Branch, Overseas Branch, County/District, the Board of Trustees and the Membership Council.

Proposing Formation			
Proposing Formation Code			
Seconding Formation			
Seconding Formation Code			
Name of approving County/District			
Date of approval at formation conference/meeting A Charter Motion/Motion must be approved at the County / District Conference, a meeting of the Overseas Branch, or a meeting of the Board of Trustees.			
Proposing Formation Secretary's Name			
Proposing Formation Secretary's Email			
Seconding Formation Chair's Email			
Delegate's Signature (digital)		Date	
Chair's Signature		Date	

When submitting your motion, consideration must be given to the RBL Strategy. Please confirm which strategic pillars the motion influences.

Check as appropriate:	Connect	Remember	Support

Motion Type

Please select which type of motion you are submitting. Only one motion should be submitted per form.

- Policy motion: Recommendation to the Board of Trustees on a policy matter
- Rule motion: Proposing an amendment to the rules of incorporation
- Charter motion: Proposing an amendment to the Royal Charter
- Nomination
- Proposal for conference location

What type of motion is being submitted?

Motion (policy or rule)	
Charter motion	

Charter Motion/Motion Template (different sections for each motion type)

Check as appropriate:	Charter Motion	Motion
Motion		
Reason for inclusion		
Effect if passed		
Main Argument		
Is this being submitted as a Motion of Urgency?		
If so, please explain when the matter which prompted the Motion arose or came to light		
Have you undertaken a Motions Training Course?	☐	

b) Nomination form for Conference Committee

To nominate a candidate for Conference Committee this nomination form must be completed in full with a CV and Supporting Statement for the candidate attached and returned to the Governance Team by 5pm on Friday 12 weeks before Conference

Name of Nominating Formation	
Date of Approval at Formation Conference / Meeting	

Candidate Details

Title		Forename	
Surname			
Membership Number			
Email			
Full Home Address			
Telephone Number			
Candidate Name and Signature		Date	
Formation Secretary's Name and Signature		Date	

c) Proposal Form for Location of Conference

To propose a location for Annual Conference, this form must be completed in full, including attachments as necessary, and returned to the Governance team by 5pm 6 weeks before Annual Conference. All nominated places will be visited by the necessary staff to assess suitability. This form can be emailed to governance@britishlegion.org.uk.

Submission Details

Name of proposing Formation			
Date of approval at formation conference/meeting			
Secretary Name			
Secretary Email			
Secretary Signature		Date	
Chair Signature		Date	

Suitability of proposal

Name of Town/City	
Name of Conference Venue	
Is the Conference venue available during the date of Conference	☐

What Accommodation is available? Rooms will be needed for approximately 700 people (including event staff, delegates and visitors) Either a description of availability including average prices or a link to a website is sufficient. e.g. http://www.visiteastbourne.com/accommodation/
Does the Conference venue have capacity and step free access? • Conference: approx. 400 delegates, approx. 350 visitors in separate seating and space for a minimum of 100 wheelchair users; • Registration: large room with 6 access points, preferably near/in the entrance; • Standard Bearer Competition: at least 100ft long space needed, 12 ft ceiling, plus seating for approx. 200 viewers; • Exhibition Area: large room required for approx. 25 exhibition stands (3m x 3m); • Additional rooms for Overseas Forum and Women's Section Forum (approx. 75 seated each)
Is the Conference venue able to provide food for approx. 700 people in a short period of time? • For example, catering points • A small variety of food such as sandwiches or hot pastries
Does the Conference venue have an access audit? (Please check as appropriate) This form establishes how well a building performs in relation to access and ease of use by a wide range of potential users, including people with physical mobility and sensory impairments. Please circle the applicable answer:

☐	**YES** – Please attach a copy with this nomination form	☐	**NO** – Please be aware we will request an access audit is undertaken before suitability can be confirmed

What is the anticipated route of the Memorial Parade? Please write a brief description, including the length of the route from the Conference venue.

RBL Annual Conference Forms of Submission - Privacy Notice

The Royal British Legion (RBL), registered with the ICO (Z5690050), processes personal data contained within Conference Committee Forms, completed by candidates, or their nominee(s). Nominators must ensure they have their nominee's consent before submitting an application on their behalf.

Prospective candidate information is necessarily collected by RBL to complete Conference Committee administrative tasks and, where necessary, conduct candidate due diligence, to verify the prospective candidates' eligibility and suitability. This due diligence may be conducted by RBL, or by a 3rd party on our behalf, reviewing information in the public domain. The outcome of the checks will be recorded on the prospective candidate's RBL record. These records will be kept for up to 3 years (unsuccessful candidates) and for 6 years after a successful candidate's Conference Committee membership ends.

RBL may share prospective candidate information with third parties as necessary for us to meet our legitimate interests, including third party agents, data hosting providers, professional advisers or insurers, or where we are legally obliged to do so, including with law enforcement, courts and our legal advisers. We may also use regulators, professional advisers and third-party professional screeners to support us in the election process.

The rights prospective candidates have with regard to their data are set out in the RBL website privacy notice, enquiries should be emailed to dataprotection@britishlegion.org.uk or you can write to the RBL Data Protection Team at Royal British Legion, 199 Borough High St, London, SE1 1AA. You also have the right to complain to the ICO if you feel we have not managed your data appropriately.

A more detailed version of this notice is available on https://www.britishlegion.org.uk/about-us/legal/privacy-notice.

Appendix 2

Summary of Nominations, Motions, Amendments and Appeals Nomination of candidate to be elected to Conference Committee

Who can submit	Each County/District and Overseas Branch may nominate one candidate
Deadline	5pm on the Friday, at least 12 weeks before Annual Conference
Criteria	The candidate must: (a) be a current Member or Life Member; (b) be approved at the County/District Conference or at a meeting of the Overseas Branch; and (c) be able to demonstrate an understanding of the role as outlined in Appendix 6, which shall be determined by an interview panel as set out in Standing Order 3.
Voting at Annual Conference	Where the number of candidates exceeds the number of vacancies, a vote shall be held at Annual Conference. The candidate(s) with the highest number of votes shall be elected. In the event of a tie, a further vote shall be held in respect of the tied candidates. Where the number of candidates is equal to the number of vacancies, such candidate or candidates shall be deemed to be elected to the Conference Committee without a vote being taken at Annual Conference.
Post-Annual Conference	Candidates duly elected join Conference Committee at close of Annual Conference

Proposal of town/city as a venue for a future Annual Conference

Who can submit	The Board of Trustees and each County/District and Overseas Branch may propose one town/city
Deadline	5pm on the Friday, at least 6 weeks before Annual Conference
Criteria	Conference Committee may reject a proposal if it considers that the town/city would not be a feasible location for Annual Conference
Voting at Annual Conference	Where more than one town/city is proposed, a vote shall be held at Annual Conference. The town/city with the highest number of votes shall be the preferred location for Annual Conference in four years' time. In the event of a tie, a further vote shall be held in respect of the tied towns/cities. Where only one town/city is proposed, such town/city shall be deemed to be the preferred location for Annual Conference in four years' time without a vote being taken at Annual Conference.
Post-Annual Conference	The Conference Committee carries out detailed research to determine whether the preferred location is a suitable location for Annual Conference as set out in Standing Order 6.9. Conference Committee will then make a recommendation to the Board of Trustees as set out in Standing Order 6.10. The Board of Trustees

	has absolute discretion to accept the recommendation or to select an alternative location.

Charter Motion

Who can submit	County/District, Overseas Branch or the Board of Trustees
Deadline	5pm on the Friday 12 weeks before Annual Conference
Criteria	The proposed Charter Motion must be approved at the County/District Conference, a meeting of the Overseas Branch or a meeting of the Board of Trustees, as the case may be.
Voting at Annual Conference	A resolution passed by a two thirds majority of Voting Delegates present and voting at a quorate meeting
Post-Annual Conference	Amendments to the Royal Charter must be approved by a Special Resolution of Annual Conference. In addition, in order to become effective, the amendment must then be approved by a Special Resolution of the Board of Trustees; and the Privy Council.

Rule Motion

Who can submit	County/District, Overseas Branch or the Board of Trustees
Deadline	5pm on the Friday 12 weeks before Annual Conference
Criteria	The proposed Rule Motion must be approved at the County/District Conference, a meeting of the Overseas Branch or a meeting of the Board of Trustees, as the case may be.
Voting at Annual Conference	A resolution passed by a two thirds majority of Voting Delegates present and voting at a quorate meeting
Post-Annual Conference	If approved, this shall be a recommendation from Annual Conference to the Board of Trustees to amend the Rules. The Board of Trustees shall not be bound to approve such a recommendation.

Policy Motion

Who can submit	County/District, Overseas Branch or the Board of Trustees. Exceptionally, a Branch or County/District Committee may submit a Policy Motion where the matter to which the Motion relates arose after the County/District Conference took place and therefore the matter could not be considered at the relevant County/District Conference.
Deadline	5pm on the Friday 12 weeks before Annual Conference
Criteria	The proposed Policy Motion must be approved at the County/District Conference, a meeting of the Overseas Branch or a meeting of the Board of Trustees, as the case may be. Where the Motion relates to a matter which arose after the County/District Conference took place, the

	proposed Policy Motion must be approved at a meeting of the relevant Branch or County/District Committee, as the case may be.
Voting at Annual Conference	A simple majority vote
Post-Annual Conference	If approved, the Policy Motion shall be considered by the Trustees who may then make such decision as they see fit in the best interests of the Legion.

Motion of Urgency

Who can submit	Branch (including an Overseas Branch), County/District Committee or the Board of Trustees
Deadline	Must be submitted as soon as possible, with the latest time for submission being 9am on the Friday one week before Annual Conference.
Criteria	Motion deals with a matter that arises after the deadline for submission of Motions (i.e. after the Friday 12 weeks before Annual Conference). Note: A Charter Motion or Rule Motion cannot be submitted as a Motion of Urgency.
Voting at Annual Conference	A simple majority vote
Post-Annual Conference	If approved, the Motion shall be considered by the Trustees who may then make such decision as they see fit in the best interests of the Legion.

Amendment of Motion

Who can submit	Branch (including an Overseas Branch), County/District Committee or the Board of Trustees, and, where the Motion was not included on the Published Agenda, any Voting Delegate
Deadline	5pm on the Friday at least 6 weeks before Conference. Where the Motion was included on the Published Agenda, but not Provisional Agenda, 5pm on the Friday at least 3 weeks before Conference. Where the Motion was not included on the Published Agenda, within 48 hours of being notified of the Motion. In the case of an Amendment to a Motion of Urgency only, by 9am on the Monday of the week of Annual Conference.
Criteria	Conference Committee shall decide whether or not an Amendment should be accepted
Voting at Annual Conference	A simple majority vote
Post-Annual Conference	See Standing Order 10.5

Appeal to Conference Committee

Who can submit	Branch (including an Overseas Branch), County/District Committee or the Board of Trustees
Deadline	All Appeals must be submitted promptly and in any event within the deadlines below. 5pm on the Friday at least 6 weeks before Conference Where the Appeal relates to a decision taken by the Conference Committee in relation to the Published Agenda, the Appeal must be submitted by 5pm on the Friday 3 weeks before Annual Conference. Where the Appeal relates to any decisions taken by the Conference Committee after the publication of the Published Agenda, the deadline is 48 hours after being notified of the Conference Committee's decision Where the Appeal relates to the rejection of a Motion of Urgency, the deadline is 9am on the Monday of the week of Annual Conference.
Criteria	Conference Committee shall decide whether or not to accept the Appeal
Voting at Annual Conference	N/A

Appeal to Trustee Appeal Panel

Who can submit	Branch (including an Overseas Branch), County/District Committee or the Board of Trustees
Deadline	All Appeals must be submitted promptly and in any event within the deadlines below. Where the Appeal was submitted to the Conference Committee prior to the publication of the Published Agenda, the Appeal to the Trustee Appeal Panel must be submitted within 7 days of being told that their Appeal was rejected by the Conference Committee. Where the Appeal was submitted to the Conference Committee after the publication of the Published Agenda, the Appeal to the Trustee Appeal Panel must be submitted within 48 hours of being told that their Appeal was rejected by the Conference Committee. Where the Appeal relates to the rejection of a Motion of Urgency, the Appeal to the Trustee Appeal Panel must be submitted by 12pm on the Wednesday of the week of Annual Conference.
Criteria	N/A
Voting at Annual Conference	A resolution passed by a two thirds majority of Voting Delegates present and voting at a quorate meeting
Post-Annual Conference	N/A

Appendix 3
Diagram of timings for Annual Conference

12 weeks before Annual Conference	• Deadline for Charter Motions, Rule Motions and Policy Motions • Deadline for Nominations to Conference Committees
8 weeks before Annual Conference	• Provisional Agenda circulated
6 weeks before Annual Conference	• Deadline for Appeals in relation to decisions prior to and including publication of Provisional Agenda • Deadline for proposals for town/city for future conference • Deadline for Amendments to Motions included on Provisional Agenda
4 weeks before Annual Conference	• Published Agenda circulated
3 weeks before Annual Conference	• Deadline for Appeals in relation to the Published Agenda • Deadline for Amendments to Motions included on Published Agenda, but not Provisional Agenda
1 week before Annual Conference	• Latest deadline for submission for Motions of Urgency – note: duty to submit as soon as become aware
9am on Monday of the week of Annual Conference	• Deadline for Appeals in relation to rejection of a Motion of Urgency • Deadline for Amendments to Motions of Urgency
12pm on Wednesday of the week of Annual Conference	• Deadline to Appeals to the Trustee Appeal Panel in relation to rejection of a Motion of Urgency
Within 7 days of Conference Committee decision on Appeal	• Deadline for Appeal to Trustee Appeal Panel where Appeal to Conference Committee submitted before publication of Published Agenda
Within 48 hours of notice of decision of decision	• Deadline for other Appeals to Conference Committee in relation to decisions taken after publication of Published Agenda • Deadline for Amendments to Motions not on Published Agenda
Within 48 hours of notice of Conference Committee decision on Appeal	• Deadline for Appeal to Trustee Appeal Panel where Appeal to Conference Committee submitted after publication of Published Agenda

Appendix 4
Terms of Reference of the Conference Committee

1. Purpose

1.1 To provide advice, assurance and recommendations to the Board of Trustees in respect of the organisation of Annual Conference. The Chair has the right to comment on the organisation, content and delivery of Annual Conference and include the work and decisions of the Membership Events Team where it materially affects the intention, direction and inclusiveness of Conference.

2. Membership

2.1 The Committee shall comprise of six members: one Trustee appointed by the National Chair who shall serve as Chair, two Membership Council Representatives appointed by the Membership Council Chair, and three Members elected by Annual Conference. Members elected by Annual Conference must be Members or Life Members of the Royal British Legion and must not also hold a position on either the Board of Trustees or the Membership Council. The Committee may also co-opt up to three non-voting Independent Members.

2.2 Appointments to the Committee are made by the Board for a period of up to three years, which may be extended for up to two additional three-year periods, provided the Trustee or Independent Member still meets the criteria for membership of the Committee.

2.3 Only members of the Committee have the right to attend Committee meetings.

2.4 The National Chair and National Vice Chair may attend meetings of the Committee in an ex-officio capacity, but do not count towards the quorum, nor are they eligible to chair this Committee.

2.5 The Board shall appoint the Committee Chair upon the recommendation of the National Chair, who should be a Trustee with requisite experience and knowledge to chair and manage the responsibilities of the Committee. If the Chair is absent from a meeting, the Committee shall appoint an alternative Member to chair the meeting.

3. Attendees

3.1 The Senior Responsible Officer for this Committee is the Executive Director: Membership, Armed Forces and Community Engagement who will ensure staff and guest attendance as appropriate at meetings. The Committee have the right to ask others to attend to report on specific matters or concerns, at the invitation of the Chair.

4. Secretary

4.1 The RBL Governance Team will provide a Secretary to the Committee and will ensure that the Committee receives information and papers in a timely manner to enable full and proper consideration to be given to issues. The Secretary shall minute the proceedings and decisions of all Committee meetings, including recording the names of those present and in attendance.

5. Quorum

5.1 Four members including the Chair.

5.2 Any conflicts of interest should be dealt with in accordance with the RBL Conflicts of Interest Policy: Section 6, Managing Conflicts of Interest.

6. Voting

6.1 The Committee will usually make decisions by way of collective decision making. Where a vote is required, voting will take place by a show of hands with a simple majority being required to decide. Absentee voting or proxy voting is not permitted. In the event of a tie, the Chair holds the deciding vote.

7. Frequency and notice of meetings

7.1 The Committee shall meet at least four times a year and otherwise as required.

7.2 Meetings of the Committee shall be called by the Secretary of the Committee at the request of the Chair or any of its members.

7.3 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each Member of the Committee and any other person required to attend normally no later than five working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees, as appropriate, at the same time.

7.4 The Committee is authorised to meet in person or virtually via electronic methods as appropriate.

8. Duties

8.1 Matters Delegated to the Committee

The Board of Trustees has delegated the following to the Committee:

8.1.1 Assessing proposals for the location of a future Annual Conference submitted by the closing date.

8.1.2 The assessment of all Charter Motions, Rule Motions, Policy Motions and Motions of Urgency, and Amendments in accordance with the Standing Orders of Conference.

8.1.3 The approval of the Provisional and Final Agendas of Conference.

8.1.4 The approval of other publications as necessary, including a Nominations Booklet containing the CVs and supporting statements of nominees to the Conference Committee.

8.1.5 Hearing appeals against its decisions and informing the appellant of its decision.

8.1.6 Assessing the eligibility of nominated delegates, verifying whether the Branch is qualified to be represented at Conference, and determining the eligibility of the delegate(s) representing that formation.

8.1.7 Advising the Chair of Conference and assisting with matters when so instructed by the Chair of Conference.

8.1.8 Agreeing the draft Standing Orders of Conference, which shall be approved by the Board.

8.2 Matters Reserved to the Board on recommendations from the Committee

The Committee will review Annual Conference matters generally and make recommendations to the Board in accordance with the

Purpose including but not limited to:

8.2.1 Reviewing feedback reports on the Annual Conference and making recommendations to the Board.

8.2.2 Approving the Standing Orders of Conference.

8.2.3 Approving the location of the Annual Conference.

8.3 Matters for Oversight and Assurance

8.3.1 The Chair shall report to the Board after each meeting on the nature and content of its discussion, recommendations, and action to be taken. The Committee shall make recommendations to the Board that it deems appropriate on any area within its remit, where action or improvement is needed, and escalate any matters of concern it may have to the Board if required.

9. Review of Terms of Reference and Committee Effectiveness	9.1	The Committee shall review the Terms of Reference and its own effectiveness annually.

Appendix 5
Standing Orders for Scrutineers

These Standing Orders are prepared by the Conference Committee, in accordance with and supplementary to the Royal Charter and approved by the Board of Trustees.

1. Scrutineers are appointed if required from the members of the Membership Council by Annual Conference in accordance with these Standing Orders.

2. Once appointed, they will remain on duty throughout each session and until the Close of Conference.

3. A Chief Scrutineer will be appointed and will supervise the general work of Scrutineers and be responsible for allocating duties to each Scrutineer.

4. All Scrutineers will be responsible to the Conference Committee. Their duties include:

4.1 The scanning in and out of members to the conference floor if required.

4.2 In the event of electronic system failure, the count of votes by show of hands.

4.3 If necessary, assisting the Chair of Conference by counting the votes where a decision is on a show of hands.

4.4 Ensuring only delegates are sitting in seats reserved for them.

5. A Scrutineer may not leave the Conference Hall during a Conference session, other than under instructions of the Conference Committee or the Chief Scrutineer or with their prior permission.

Appendix 6

Eligibility Criteria for Conference Committee elected members

Conference Committee Member – Role Profile

Core Purpose

To support the Board of Trustees by overseeing the planning and delivery of Annual Conference, ensuring it is well organised, fair, inclusive and operates in line with agreed rules.

Key Responsibilities

- Contribute to planning and continuous improvement of Annual Conference.
- Review and decide on motions, amendments, nominations and appeals.
- Ensure submissions meet agreed rules, eligibility criteria and deadlines.
- Approve Conference agenda and key publications.
- Support reports and feedback to the Board of Trustees.
- Contribute to decisions on Conference venues and locations.
- Check delegate and nomination eligibility.
- Provide advice to the Chair of Conference (where required).
- Attend meetings (minimum four per year) and prepare in advance.
- Work collaboratively to make fair and balanced decisions.

Person Specification

- Understanding of governance or committee processes.
- Good judgement and ability to make fair, balanced decisions.
- Ability to review information carefully and apply rules consistently.
- Clear communication and confidence contributing in meetings.
- Works with integrity, respect and inclusivity.
- Acts in the best interests of the organisation.
- Able to commit time to meetings, preparation and Annual Conference.
- Must be a Member or Life Member.