

# 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 (12 December 2024).

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## Standing Orders of Conference

### 1. Definitions

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

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

- 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 Appendix 1. The Nomination must be submitted by 5pm on the Friday, at least 5 weeks before Annual Conference.

- 3.5 The Conference Committee shall review each Nomination and may check the eligibility of any candidate and verify any matter in a candidate's CV and Supporting Statement. The Conference Committee may reject a candidate's Nomination if they do not meet the eligibility criteria set out in Standing Order 3.3 above or if the Nomination has not been submitted in accordance with Standing Order 3.4.

- 3.6 The Conference Committee will communicate to the relevant Formation the reason for the Conference Committee'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 nominate 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 Nomination by sending a copy of the completed nomination certificate as set out in Appendix 1. The Nomination must be submitted by 5pm on the Friday, at least 5 weeks before Annual Conference.
- 6.4 The Board of Trustees may also nominate a town/city for Annual Conference for consideration by Annual Conference. The Board of Trustees must submit their Nomination to the Conference Committee by 5pm on the Friday, at least 5 weeks before Annual Conference.

- 6.5 The Conference Committee shall review each Nomination and may carry out initial enquiries into the feasibility of holding an Annual Conference in each nominated town/city. The Conference Committee may reject a Nomination if the Nomination 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 Nomination.
- 6.7 Where more than one town/city is nominated, 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 nominated, 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. For the avoidance of doubt, 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 Voting Branch is entitled to send one Voting Delegate to Annual Conference. In certain circumstances, a Voting 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 consider motions submitted by the Board of Trustees, Counties/Districts and Overseas Branches. Broadly, 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 Appendix 1 and sent to the email address or postal address specified on the form in accordance with the deadlines set in these Standing Orders. Appendix 2 summarises the requirements for Nominations, Motions, Amendments and Appeals.

8.3 **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 Appendix 1 by 5pm on the Friday 13 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.

8.4 **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 Appendix 1 by 5pm on the Friday 13 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.

8.5 **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 Appendix 1 by 5pm on the Friday 13 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

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

## **8.6 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 (ie after the Friday 13 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 Appendix 1. 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 Appendix 1, 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 5.00pm on the Thursday immediately 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 (ie 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 will communicate to the relevant Formation 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 Voting 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 by 5pm on the Friday at least 5 weeks before Conference. When the Motion was not included on the Provisional Agenda, the deadline is 5pm on the Friday at least 2 weeks before Conference. When the Motion was not included on the Published Agenda, any Voting Delegate may submit an Amendment by the end of the First Session of Annual Conference.
- 10.4 The Conference Committee will consider Amendments and decide whether or not an Amendment should be accepted.
- 10.5 If an Amendment is accepted:
- (a) The original Motion will be proposed and seconded in accordance with Standing Order 16 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 to 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 or Nomination or to amend, divide or combine any proposal for a Motion submitted by that Appellant.
- 12.2 The Appeal must be submitted in the form set out in Appendix 1 by 5pm on the Friday, at least 5 weeks before Conference. Where the Appeal relates 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 or to reject a Nomination), the Appeal must be submitted by 5pm on the Friday 2 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 6pm on the day before Annual Conference.
- 12.3 The Appeal will be considered by the Conference Committee. If the Appeal is approved, the Motion or Nomination shall be considered at Annual Conference in accordance with these Standing Orders.
- 12.4 If the Appeal is rejected, the Appellant may make a further appeal to Annual Conference. The Appellant must inform the Conference Committee of their desire to appeal to Annual Conference before the end of the First Session of Conference.
- 12.5 The Appeal will be put to Conference at an appropriate place on the Agenda. A representative of the Appellant will read out the proposal which the Appeal would throw open to debate. The Chair of Conference may make a brief statement on the Conference Committee's reasons for rejection of the Appeal or invite the Chair of the Conference Committee to make a statement.
- 12.6 The Appeal will then be voted on by Voting Delegates; the Appeal will succeed if it is approved by a Special Resolution of Annual Conference. If approved, the Motion or Nomination shall be considered at Annual Conference in the usual way.

**13. Provisional Agenda and Published Agenda**

- 13.1 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.
- 13.2 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**

**14. Chair of Conference**

- 14.1 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.

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

- 15.1 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).
- 15.2 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.
- 15.3 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.

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

- 16.1 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.
- 16.2 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.
- 16.3 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.
- 16.4 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.
- 16.5 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.
- 16.6 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.
- 16.7 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.
- 16.8 All speakers are to ensure that their contributions are relevant to the subject of the debate and factually correct.

**17. Points of order and information**

- 17.1 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.
- 17.2 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.

- 17.3 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.

**18. Closure of debate**

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

- 18.2 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.

- 18.3 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.

**19. Right of reply**

- 19.1 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.

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

**20. Role of scrutineers**

- 20.1 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.

- 20.2 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.

- 20.3 The Standing Orders for Scrutineers are in Appendix 5.

**Duty of Members**

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

- 21.1 Members must 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.

- 21.2 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.
- 21.3 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.
- 21.4 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.
- 21.5 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.
- 22. Canvassing**
- 22.1 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.
- 22.2 '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.
- 22.3 When doing so, Members must comply with Standing Order 21 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.
- 22.4 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) put pressure on people to act or vote in a particular way or ask others to do so; or
  - (f) 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.
- 22.5 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**

#### **23. Special Conference**

- 23.1 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.
- 23.2 To the extent relevant, these Standing Orders shall apply to Special Conferences.

#### **24. Amendment to Standing Orders**

- 24.1 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**  
**Form of submission for Motions, Amendments, Nominations and Appeals**

## Annual Conference – Certificate for Charter Motions and Motions

This form (or the digital version) must be completed in full and received by Membership Services by 5pm on the Friday 13 weeks before Annual Conference.

Please send the form by email with any necessary attachments to Membership Services  
[membershipservices@britishlegion.org.uk](mailto:membershipservices@britishlegion.org.uk).

The Charter Motion(s)/Motion(s) must be attached and in the format of: Text of the Charter Motion/Motion; Reason for; Effect if passed; Main argument. Please also include proposing and seconding formation. A template is provided below for optional use.

### Formation Details

Proposing Formation			
Formation Code			
Seconding Formation			
Seconding Formation Code			
Date of approval at formation conference/meeting			
Secretary Name			
Secretary Email Address			
Delegate Signature		Date	
Chairman Signature		Date	

### Charter Motion/Motion Details

Number of Charter Motions Attached		Number of Motions Attached	
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### Charter Motion/Motion Template

Check as appropriate:	<input type="checkbox"/> Charter Motion	<input type="checkbox"/> Motion
Motion		
Reason for inclusion		
Effect if passed		
Main Argument		

**Appendix 2**  
**Summary of Nominations, Motions, Amendments and Appeals**

**Nomination of candidate to be elected to Conference Committee**

<b>Who can submit</b>	Each County/District and Overseas Branch may nominate one candidate
<b>Deadline</b>	5pm on the Friday, at least 5 weeks before Annual Conference
<b>Criteria</b>	<p>The candidate must:</p> <p style="padding-left: 40px;">(a) be a current Member or Life Member; and</p> <p style="padding-left: 40px;">(b) be approved at the County/District Conference or at a meeting of the Overseas Branch</p>
<b>Voting at Annual Conference</b>	<p>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.</p> <p>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.</p>
<b>Post-Annual Conference</b>	Candidates duly elected join Conference Committee at close of Annual Conference

**Nomination of town/city as a venue for a future Annual Conference**

<b>Who can submit</b>	The Board of Trustees and each County/District and Overseas Branch may nominate one town/city
<b>Deadline</b>	5pm on the Friday, at least 5 weeks before Annual Conference
<b>Criteria</b>	Conference Committee may reject a nomination if it considers that the town/city would not be a feasible location for Annual Conference
<b>Voting at Annual Conference</b>	<p>Where more than one town/city is nominated, 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.</p> <p>Where only one town/city is nominated, 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.</p>
<b>Post-Annual Conference</b>	<p>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.</p> <p>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</p>

	absolute discretion to accept the recommendation or to select an alternative location.
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### Charter Motion

<b>Who can submit</b>	County/District, Overseas Branch or the Board of Trustees
<b>Deadline</b>	5pm on the Friday 13 weeks before Annual Conference
<b>Criteria</b>	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.
<b>Voting at Annual Conference</b>	A resolution passed by a two thirds majority of Voting Delegates present and voting at a quorate meeting
<b>Post-Annual Conference</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 a Special Resolution of the Board of Trustees; and the Privy Council.

### Rule Motion

<b>Who can submit</b>	County/District, Overseas Branch or the Board of Trustees
<b>Deadline</b>	5pm on the Friday 13 weeks before Annual Conference
<b>Criteria</b>	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.
<b>Voting at Annual Conference</b>	A resolution passed by a two thirds majority of Voting Delegates present and voting at a quorate meeting
<b>Post-Annual Conference</b>	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

<b>Who can submit</b>	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.
<b>Deadline</b>	5pm on the Friday 13 weeks before Annual Conference
<b>Criteria</b>	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.
<b>Voting at Annual Conference</b>	A simple majority vote
<b>Post-Annual Conference</b>	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

<b>Who can submit</b>	Branch (including an Overseas Branch), County/District Committee or the Board of Trustees
<b>Deadline</b>	Must be submitted as soon as possible, with the latest time for submission being 5.00pm on the Thursday immediately before Annual Conference.
<b>Criteria</b>	Motion deals with a matter that arises after the deadline for submission of Motions (ie after the Friday 13 weeks before Annual Conference). Note: a Charter Motion or Rule Motion cannot be submitted as a Motion of Urgency.
<b>Voting at Annual Conference</b>	A simple majority vote
<b>Post-Annual Conference</b>	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

<b>Who can submit</b>	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
<b>Deadline</b>	5pm on the Friday at least 5 weeks before Conference.  Where the Motion was included on the Published Agenda, but not Provisional Agenda, 5pm on the Friday at least 2 weeks before Conference.  Where the Motion was not included on the Published Agenda, any Voting Delegate may submit an Amendment by the end of the First Session of Annual Conference.
<b>Criteria</b>	Conference Committee shall decide whether or not an Amendment should be accepted
<b>Voting at Annual Conference</b>	A simple majority vote
<b>Post-Annual Conference</b>	See Standing Order 10.5

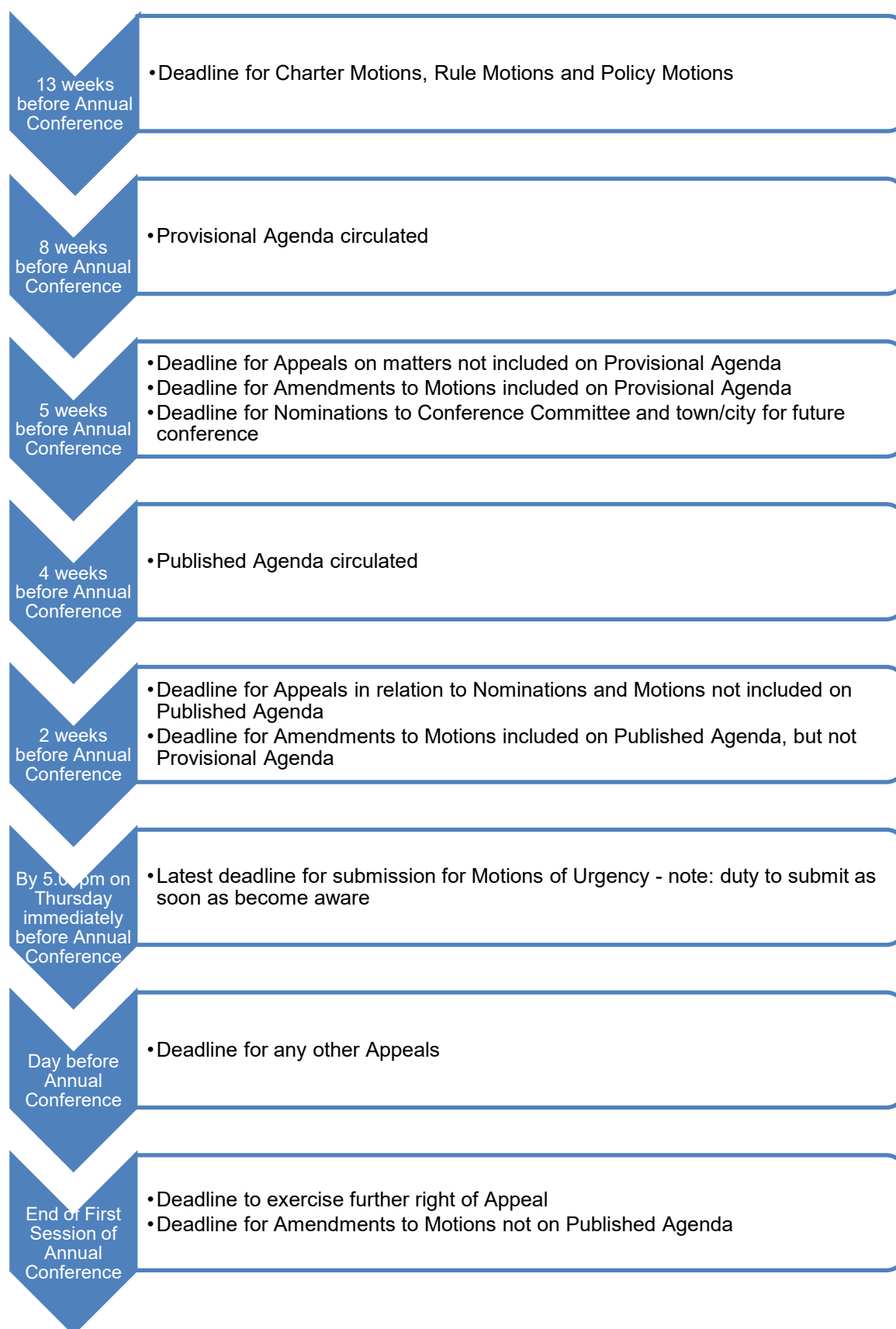
### Appeal to Conference Committee

<b>Who can submit</b>	Branch (including an Overseas Branch), County/District Committee or the Board of Trustees
<b>Deadline</b>	<p>5pm on the Friday at least 5 weeks before Conference.</p> <p>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 2 weeks before Annual Conference.</p> <p>Where the Appeal relates to any decisions taken by the Conference Committee after the publication of the Published Agenda, the deadline is 6pm on the day before Annual Conference.</p>
<b>Criteria</b>	Conference Committee shall decide whether or not to accept the Appeal
<b>Voting at Annual Conference</b>	N/A
<b>Post-Annual Conference</b>	N/A

#### **Appeal to Annual Conference**

<b>Who can submit</b>	Branch (including an Overseas Branch), County/District Committee or the Board of Trustees
<b>Deadline</b>	By the end of the First Session of Annual Conference
<b>Criteria</b>	N/A
<b>Voting at Annual Conference</b>	A resolution passed by a two thirds majority of Voting Delegates present and voting at a quorate meeting
<b>Post-Annual Conference</b>	See Standing Order 12.6

### Appendix 3 Diagram of timings for Annual Conference



**Appendix 4**  
**Terms of Reference of the Conference Committee**

- 1. Purpose**

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 Operations Team where it materially effects the intention, direction and inclusiveness of Conference.
- 2. Membership**

The Committee shall comprise of six members: one Trustee appointed by the National Chair, who shall also be the Chair; two members of the Membership Council 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 may not also hold a position on either the Board of Trustees or the Membership Council. The Committee may co-opt up to three non-voting external advisers who will be members of the Committee.

Appointments to the Committee (including any Co-Optees) 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 Co-Optee still meets the criteria for membership of the Committee.

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

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.

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, and if the Chair is absent for a meeting, the remaining Members shall appoint an alternative member to chair the meeting.
- 3. Attendees**

The Senior Responsible Officer for this Committee is the Executive Director: Membership 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.
- 4. Secretary**

The Secretariat 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** The quorum necessary for the transaction of decisions shall be four members.
- 6. Voting** 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. Where required the Chair retains a casting vote.
- 7. Frequency and notice of meetings**

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

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

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.

The Committee is authorised to meet in person or virtually via electronic methods as appropriate.
- 8. Duties**

**8.1 Delegated Authority**  
The Board of Trustees has delegated the following to the Committee:

  - The approval of the venue for National Conference.
  - The assessment of all Charter Motions, Motions, Motions of Urgency, Amendments and Nominations in accordance with section 5 of the Standing Orders for the Conduct of Annual Conference.
  - The approval of the Provisional and Final Agendas of Conference.
  - The approval of other booklets as necessary, including a booklet containing the CV of all nominees for the Conference Committee and a booklet advising formations of the Committee's decisions, other than acceptance, on each of the Charter Motions, Motions and Nominations submitted by the closing date.
  - Hearing appeals against its decisions and inform the appellant of its decision.
  - 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.
  - Advising the Chair of Conference and assisting with matters when so instructed by the Chair of Conference.

## **8.2 Review and Recommendations to Board**

The Committee will review Annual Conference matters generally and make recommendations to the Board in accordance with the Purpose to include but not be limited to:

- Feedback reports on Annual Conference.
- Providing the formal report for RBL's Annual Report on the conference.

**9. Reporting Responsibilities**

The Committee 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 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.

**10. Review of Terms of Reference and Committee Effectiveness**

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.