



THE ROYAL BRITISH LEGION

(Incorporated by Royal Charter)

48 PALL MALL, LONDON, SW1Y 5JY



**STANDING
ORDERS FOR THE
CONDUCT OF ANNUAL
CONFERENCE**

AND

**TERMS OF
REFERENCE FOR THE
CONFERENCE
COMMITTEE**

(Registered Charity No., 219279)

April 2008

THE ROYAL BRITISH LEGION

STANDING ORDERS FOR ANNUAL CONFERENCE

Prepared by the Conference Committee in accordance with
The Royal Charter and Schedules

Approved by the Board of Trustees on the 15th December 2005 but
incorporating a change to SO32 approved by the Board on 26th
October 2006, to SO28 on 11 April 2007 and to SO25 on 30th
August 2007.

-
1. **Definitions** – for the purposes of these Standing Orders, the following definitions shall apply:
 - (i) **“Royal Charter”** is the Legion’s Royal Charter of Incorporation, a First Schedule containing Rules and a Second Schedule containing Governing Regulations.
 - (ii) **“Articles”** are the Articles in the Royal Charter.
 - (iii) **“The Rules”** are the Rules contained in the First Schedule to the Royal Charter.
 - (iv) **“The Governing Regulations”** are the Governing Regulations contained in the Second Schedule to the Royal Charter.

- (v) **“Motion(s)”** and **“Motion(s) of Urgency”** are Motions raising matters of general policy and if passed by Conference they become “Resolutions” of Conference.
 - (vi) **“Charter Motions”** are Motions proposing Amendments to the Articles or Rules which if passed by Conference and the Board of Trustees become respectively “Special Resolutions of Annual Conference” and “Special Resolutions of the Board of Trustees” within the meaning of the Royal Charter.
 - (vii) **“The Closing Date”** is 5 p.m. on the date laid down in the Governing Regulations for the receipt by the Director General of all Motions to be discussed at Conference (currently 13 weeks prior to Annual Conference).
 - (viii) **“Absolute Majority”** means more than 50% of the total votes cast. A series of ballots may be necessary with lower scoring candidates successively eliminated to achieve this.
 - (ix) **“Simple Majority”** means the highest number of votes cast i.e. “First past the post”.
 - (x) A **“non-territorial Branch”** is one which is not subject to the control of a County/District Committee.
 - (xi) **“Member(s)”** means delegates, the National President and members of the Board of Trustees.
 - (xii) **“Amendments”** are proposed amendments to Motions or Motions of Urgency.
2. ***Scope of Standing Orders*** – These Standing Orders are supplementary to the provisions of the Royal Charter.
 3. ***Continuation of Validity*** – These Standing Orders continue from year to year but may be amended by the Board of Trustees on the recommendation of the Conference Committee.
 4. ***Interpretation of Standing Orders*** – The decision of the National Chairman or, at Conference, the Chairman of Conference shall be final upon any point as to the interpretation to be placed upon any Standing

Order and upon the point whether a Motion has been carried or rejected.

5. **Conference Committee** – The Conference Committee shall be bound by the relevant provisions of the Royal Charter, the Committee’s Terms of Reference and these Standing Orders.

6. **Nominations to the Conference Committee** –

(i) Regions, National Branches District, the combined Overseas Districts, and Wales may nominate to the Director General one candidate each for the Conference Committee.

(ii) The voting for nominations for the Conference Committee shall be by ballot where a choice has to be made between candidates. A simple majority only shall be required. In the event of a tie, a further ballot shall be held in respect of the tied candidates. Where no choice between candidates has to be made, the candidates shall be deemed nominated without a ballot being necessary.

(iii) The submission of details of a properly elected replacement candidate, consequent upon the withdrawal of a candidate for nomination for the Conference Committee, shall only be permissible if notice of this is given, with the requisite information, to the Director General by the closing date for Amendments (currently 5 weeks prior to Annual Conference).

The replacement candidate’s CV shall be included in a revised CV Booklet which shall be circulated to all formations.

7. **Place of Conference** –

(i) Only County/District Conferences, the Board of Trustees and overseas and non-territorial Branches may nominate, in the form of a Motion, a venue for Conference for consideration for inclusion on the Conference Agenda. Such nominations must be delivered to the Director General by the Closing Date.

- (ii) The voting for the Place of Conference shall be by ballot and an absolute majority shall be required.

8. **Charter Motions –**

- (i) Only Charter Motions which have;
 - (a) been passed by a two-thirds majority at a meeting of the Board of Trustees, a County/District Conference or a meeting of an overseas or non-territorial Branch; and
 - (b) delivered to the Director General by the Closing Date will be accepted for consideration by the Conference Committee for inclusion on the Provisional Agenda.

They must be accompanied by an outline of the reason for the Charter Motion, its effect if passed and the main argument for it.

- (ii) No proposal can be made to amend the Articles or Rules except in Charter Motion form which, to be carried, will require at least a two-thirds majority of Conference delegates present, entitled to vote and voting by ballot and this when done shall be effective only after the appropriate sanction has been obtained from the Board of Trustees and Our Sovereign in Council or the Privy Council. Amendments to Charter Motions are not permissible.

9. **Motions –** Only Motions passed by a County/District Conference, the Board of Trustees or by a meeting of an overseas or non-territorial Branch raising issues of general policy may be submitted for consideration for inclusion on the Conference Agenda. They must be delivered to the Director General by the Closing Date and must include the:

- (i) name of the formation submitting the Motion; and
- (ii) reason for, effect of, and main argument for the Motion.

10. Amendments to Motions –

- (i) The Board of Trustees, a County/District Conference, a County/District Committee or a meeting of an overseas or non-territorial Branch may submit to the Director General Amendments to Motions for consideration for inclusion on the Conference Agenda. Such Amendments must be delivered to the Director General by 5 p.m. on the date specified in the Governing Regulations for the receipt of such Amendments (currently 5 weeks prior to Annual Conference).
- (ii) Branches, other than overseas and non-territorial Branches, wishing to propose Amendments to Motions shall submit them to their County/District Committee for consideration and, if approved by the County/District Committee, to be delivered to the Director General by the Closing Date specified in Standing Order 10(i).
- (iii) Each Amendment must be accompanied by an outline of the reason for the Amendment, its effect if passed and the main argument for it.

11. **Certificates** – All items submitted for consideration for inclusion on the Conference Agenda must be accompanied by a Certificate from the appropriate formation stating that the item has been passed by the appropriate meeting of that formation.

12. Motion of Urgency –

- (i) A Motion of Urgency may be submitted:
 - (a) by a County/District Committee on a matter which arises after the County/District Conference but before the Closing Date, or can reasonably be held not to have been known about prior to that period or
 - (b) by the Board of Trustees, a County/District Conference or a County/District Committee or a Branch Committee on a matter which arises after the Closing Date or can

reasonably be held not to have been known about before the Closing Date.

- (ii) A suitably qualified formation wishing to raise a subject as a Motion of Urgency shall deliver it to the Director General or the Conference Committee together with the appropriate authenticating certificate not later than the end of the first session of Conference. Matters accepted as Motions of Urgency shall be included on the printed Conference Agenda or circulated to delegates.
 - (iii) Each Motion of Urgency must be accompanied by an outline of the reason for the Motion of Urgency, its effect if passed and the main argument for it.
13. **Agenda** – All valid Nominations, Motions, Motions of Urgency (where possible), and Charter Motions shall be laid by the Director General before the Conference Committee prior to their issue, as a Provisional Agenda, to the Board of Trustees, County/District Conferences, County/District Committees and Branches. Amendments to Motions received by the Closing Date for such Amendments shall similarly be dealt with, with a view to inclusion on the Final Agenda.
14. **Power to omit Proposals etc.** –
- (i) The Conference Committee in compiling such Agendas has power under the Governing Regulations to accept or omit proposals, to vary or combine them, and to introduce proposals which have not been subject to the stages specified in the Governing Regulations.
 - (ii) In considering the admissibility of Motions, Amendments and Motions of Urgency conformity with the Objects of the Legion as set forth in the Royal Charter, shall be the determining factor.
 - (iii) Similar criteria, with the exception of the criterion that the matter is not within the letter of the Charter, shall apply when considering Charter Motions.

- (iv) The Conference Committee may edit or abridge any candidate's CV after, if possible, consultation with the candidate.
 - (v) The Director General shall communicate to the relevant formation the reason for the Conference Committee's decision to omit, vary or combine any Nomination, Motion, Amendment, Motion of Urgency or Charter Motion.
 - (vi) The principal grounds on which the Conference Committee may omit proposals are specified in the Conference Committee's Terms of Reference.
15. **Grouping** – The Conference Committee shall group Motions and Motions of Urgency in subjects in order to facilitate the proceedings of the Conference. Charter Motions shall be grouped together.
16. **Appeal against decisions** –
- (i) The Board of Trustees, the County/District Conference or the County/District Committee, on behalf of the County/District Conference concerned, or the Branch Committee, on behalf of the Branch concerned, shall have the right to appeal to the Conference Committee against any decision of that Committee to omit, vary or combine with another item an item submitted by the formation on whose behalf the appeal is made and on such appeal being allowed, the item in its original form as submitted or as amended with the consent of the Conference Committee shall be included on the printed Conference Agenda or circulated to the delegates at Conference.
 - (ii) If however the appeal is not allowed, there shall be a further right of appeal to Conference. The appeal shall be submitted in writing to the Conference Committee with the appropriate authenticating certificate not later than the end of the second session of Conference. Such appeal shall be put to Conference at an appropriate place on the Agenda and the appeal shall be deemed carried if two-thirds of the delegates present and voting vote in its favour. In putting the appeal to Conference, the mover

shall only be entitled to read to Conference the proposal which the appeal would throw open to debate. Before a vote is taken on the appeal, the Chairman of Conference, if he thinks fit, may report to the Conference any comment on the appeal made by the Conference Committee or may make a brief statement from the Chair, or invite the Chairman of the Conference Committee to do so.

If the appeal is successful, the item in question shall be circulated to the members and put to Conference at an appropriate place on the Agenda.

17. **Official Agenda –**

- (i) The order of procedure will normally follow the published Agenda sequence including, where appropriate, items circulated separately after the issue of the printed Conference Agenda. Subjects not included on the Conference Agenda shall not be discussed.
- (ii) However the Conference on receiving a recommendation from the Conference Committee or from the Chairman of Conference may vary the order of procedure and the sequence of Motions etc. on the Conference Agenda.

18. **Appointment of Scrutineers** – At the conclusion of the opening address to Conference a number of Scrutineers shall forthwith be appointed by the Conference.

19. **Chief Scrutineer** – The Chairman of the Conference Committee shall after consultation with the Director General appoint a Chief Scrutineer from the Scrutineers appointed by Conference. The Scrutineers shall be responsible to the Conference Committee which will draw up Standing Orders outlining their duties (current Standing Orders are printed below).

20. ***Duties of Scrutineers –***

- (i) Delegates shall be responsible for collecting, as they book in, and safeguarding ballot papers and any other papers necessary for each session of Conference.
- (ii) The Scrutineers shall be responsible, on the floor of the Conference, for the collection of ballot papers whilst Conference is in session and for the counting of ballot papers.
- (iii) The Scrutineers shall be responsible for the issue of papers on the floor of Conference.
- (iv) Scrutineers shall refer to the Conference Committee all delegates who cannot account for their ballot papers.

21. ***Withdrawals of Motions etc. –*** A Motion, Amendment, Motion of Urgency or a Charter Motion once printed on the Final Agenda or circulated to delegates may not be withdrawn except:

- (i) by the Formation which submitted it to the Director General or to the Conference Committee; and
- (ii) with the consent of the Conference;

such consent shall require only a simple majority and shall be ascertained without debate. No member shall be at liberty to speak upon it after consent for withdrawal has been given.

22. ***Conference decisions –***

- (i) All decisions of the Conference shall be arrived at by vote of the Branch delegates assembled. Unless otherwise provided for by the Royal Charter, such votes shall be determined by a show of Branch delegates' cards, or by such means as shall be specified in these Standing Orders, or as decided by the Chairman of Conference in order to make the decision clear. Spoilt papers are to be ignored when calculating the number of "votes cast" for the purpose of deciding whether the requisite majority of votes has been obtained.

(ii) Voting on Motions, Amendments and Motions of Urgency shall be by a show by the Branch delegates of their cards. A simple majority shall be required to carry such a proposal.

23. **Ties** – In the event of a tie, the Chairman shall declare the Motion, Amendment, or Motion of Urgency not carried.

24. **Members** – The National President, members of the Board of Trustees and delegates from Counties/Districts shall be members of the Conference and shall be entitled to propose, second and participate in discussions but shall not be entitled to vote.

A representative of the Board of Trustees may, with the approval of the Chairman of Conference, make a statement to Annual Conference on any matter under debate. Such statements shall be made prior to the right of reply.

25. **Proposers and seconders** - It shall be in order for a member to propose or second a Motion or Amendment, Motion of Urgency or Charter Motion not standing in the name of the member's formation.

A Branch entitled to more than one delegate having proposed a Motion etc. in its own name cannot second it.

26. **Members to stand when speaking** – During the sessions of Conference, members shall, unless prevented by physical disability, stand while speaking and shall address the Chair, stating only the name of the formation represented.

27. **Relevance** – A member when speaking shall direct his speech strictly to the matter under discussion, to an explanation or to a question of order. **Whenever the Chairman of Conference rises during a debate any member then speaking or offering to speak shall remain silent.**

28. **Length of Speeches** – The proposer of a Motion, Amendment, Motion of Urgency or Charter Motion shall be allowed five minutes for his speech. The Secunder and all succeeding speakers, including members of the Board of Trustees who are making statements to

Conference on Motions etc, shall be limited to three minutes each. On matters of a complicated nature however, the Chairman of Conference with the consent of Conference may exercise discretion in extending these time limits.

29. ***Amendments to Motions*** – When an Amendment has been tabled to any Motion or Motion of Urgency, it shall be proposed and seconded immediately following the speeches by the proposer and seconder of the Motion or Motion of Urgency. Amendments shall be discussed under the same procedures as Motions in respect of right of speech, length of speeches and right of reply. Amendments are to be taken in reverse numerical order. Once an Amendment has been proposed to Conference, it will be disposed of by vote or by withdrawal with leave from Conference before any further Amendment may be moved. If an Amendment is carried, the amended Motion or Motion of Urgency shall become the substantive Motion to which any further Amendment on the Agenda may be moved.
30. ***Right of reply*** – Except as allowed below no member shall be permitted to speak more than once on the same Motion, Amendment, Motion of Urgency or Charter Motion. The proposer of a Motion, Amendment, Motion of Urgency or Charter Motion shall be entitled to a right of reply if there has been a speaker against, or the Board of Trustees has made a statement, and in the exercise of this may speak for not more than three minutes. The right of reply of the proposer of a Motion or Motion of Urgency to which an Amendment or more than one Amendment has been put to Conference shall, if anyone has spoken against the Motion or Motion of Urgency or the Board of Trustees has made a statement, be taken after the Amendment or Amendments have been dealt with by Conference and the Motion or Motion of Urgency, whether amended or not, has been debated but before it is voted on by Conference. The reply shall be confined to answering points raised by previous speakers and shall not introduce any new matter into the debate. After such reply, the question shall forthwith be put.

Anyone speaking on a Motion or Motion of Urgency shall also be eligible to speak on any Amendment to the Motion or Motion of Urgency and vice-versa and this shall not be considered to be a breach of the prohibition on a member speaking more than once on the same item.

31. **Points of order** – Any member, whether he has spoken or not on the matter under discussion, may rise to:

- (i) make a point of order;
- (ii) seek a point of information; or
- (iii) make a personal explanation;

arising from the course of the debate.

A member so rising shall be entitled to be heard forthwith. The ruling of the Chairman of Conference on a point of order, the availability or relevance of the information sought, or the admissibility of a personal explanation shall be final and shall not be open to discussion. The Chairman of Conference shall have the discretion of referring such matters to the Conference Committee.

32. **Closure of debate** - Any voting member who has not moved or seconded the Motion, Amendment, Motion of Urgency or Charter Motion under discussion may move or second "that the question be now put." Such a Motion after being duly moved and seconded shall be put to the Conference without debate and if carried by a simple majority, the original Motion, Amendment, Motion of Urgency, or Charter Motion under discussion shall at once be put to Conference provided that before accepting a Motion for the closure of the debate the Chairman of Conference shall be satisfied that the original Motion, Amendment, Motion of Urgency or Charter Motion has been adequately discussed, and that the proposers right of reply is safeguarded.

33. **Announcements** – No announcements other than those relating to the business of the Conference shall be made unless deemed by the Chairman of Conference or the Conference Committee to be of exceptional urgency. All other announcements shall be placed on the Conference notice board.
34. **Suspension of members** – Any person disobeying the ruling of the Chairman of Conference may, upon the Motion of the Chairman of Conference or of two members put without debate and carried, be suspended for the current session of Conference or for the remainder of the Conference.
35. **Special Committee of Conference** – The Chairman of Conference at the discretion of the Conference may appoint such “Special Committee of Conference” as may be deemed proper to deal with any particular matter. The terms of reference of such Committee shall be drawn up by the Conference Committee. The Conference shall have the power to nominate such members as are required but the Chairman of Conference shall have power to appoint the Chairman of the Committee. Such Committee shall have power to call evidence and shall refer its findings to the Chairman of Conference through the Conference Committee. On its findings being reported and put to the Conference for a decision or on the Committee reporting itself unable to reach a finding, the Chairman of Conference shall have the power to dissolve the Committee.
36. **Suspension of Standing Orders** – These Standing Orders may only be suspended upon the proposal of the Chairman of Conference seconded by a member and carried by a simple majority.

THE ROYAL BRITISH LEGION
ANNUAL CONFERENCE
CONFERENCE COMMITTEE

Terms of Reference approved by the Board of Trustees on the
15th December 2005

1. The Committee must act in accordance with the provisions of the Royal Charter, Rules, Governing Regulations, the Standing Orders, and these Terms of Reference.
2.
 - (i) The Committee shall consist of 6 members being 3 members of the Board of Trustees and 3 members nominated by the previous Annual Conference.
 - (ii) The Committee shall appoint its own Chairman and Deputy Chairman who shall be members of the Board of Trustees. It shall draw up Standing Orders covering the procedures to be followed prior to, during, and after a Conference.
 - (iii) Four members shall form a quorum.
 - (iv) The Committee shall furnish minutes to the Board of Trustees.
 - (v) The Chairman and Vice-Chairman are ex-officio members of the Committee. They shall be entitled to express their views at meetings of the Committee but shall not be entitled to propose and second and shall possess no voting rights on the Committee, nor form part of the Committee for the purpose of counting a quorum.
3.
 - (i) The Committee shall prepare the Provisional and Final Agendas of the Conference, a booklet containing the CV of all nominees for office, the appointments to which are made by Conference, a booklet advising formations of the Committee's decision, other

than acceptance, on each of the Motions, Charter Motions and Nominations submitted to it by the Closing Date, and such other booklets as are necessary.

- (ii) The Committee shall have the right to check the eligibility of all candidates nominated for office, and, if they deem it necessary, to verify any matter in a candidate's CV. They shall also have the right to edit or abridge the CV for publication purposes, after, if possible, consultation with the candidate.
 - (iii) The Committee is responsible for ensuring, in co-operation with the Staff, that all Conference facilities are adequate.
 - (i) In considering the admissibility of Motions, Amendments and Motions of Urgency, conformity with the Objects of the Legion as set forth in the Charter shall be the determining factor. Such subjects embodied in such items shall be permitted as do not infringe the letter of the Royal Charter, Rules or the Governing Regulations. All those that do shall be considered as Charter Motions or require changes to the Governing Regulations.
 - (ii) The Committee is responsible for the verification of the eligibility of Branches and Counties/Districts to be represented at Annual Conference.
4. (i) The principal grounds on which Nominations, Motions, Amendments, Motions of Urgency and other business submitted to the Conference may be excluded or rejected are:-
- (a) that the matter is ultra vires the power of the Conference
 - (b) that the matter does not comply with the requirements of the Charter, Rules, Governing Regulations or the Standing Orders.
 - (c) that the matter is not in accordance with the letter or the spirit of the Charter, the Rules or the Governing Regulations.

- (d) Motions relating to possible Amendments to the Royal Charter and Rules may be submitted for debate in order to obtain a cross-section of opinion on a particular subject.
 - (e) That the matter is an internal matter dealing with administration or staff and those matters concerned with the management of the Legion.
 - (f) That the matter is so drafted that the meaning or intention is not clear, or that the Motion contains two separate matters of detail and delegates may wish to support only one of these.
 - (g) That the matter is based on a mis-statement of fact.
 - (h) That the Motion of Urgency is on a matter known to be existent at the relevant date as specified in the Standing Orders.
- (ii) The principal grounds on which Charter Motions may be excluded or rejected are as specified in 4(i) above with the exception of the ground that the matter is not in accordance with the letter of the Charter, Rules or Governing Regulations.
5. The Committee shall group Motions and Motions of Urgency in subjects to facilitate the proceedings of Conference. Charter Motions shall be grouped together.
 6. The Committee shall be entitled to meet from time to time between Conferences and make recommendations to the Board of Trustees with regard to the Committee's powers and activities or to the Conference on matters affecting the arrangement of business matters for Conference.
 7. In the event of any doubt arising as to the interpretation of these terms of reference, the decision of the Board of Trustees shall be final and binding upon the Conference Committee.

**THE ROYAL BRITISH LEGION
ANNUAL CONFERENCE
STANDING ORDERS FOR SCRUTINEERS**

1. Scrutineers are appointed by the Conference under Standing Order No. [18].
2. Once appointed, they will remain on duty throughout each session and until the Close of Conference.
3. A Chief Scrutineer will be appointed. He will supervise the general work of the Scrutineers and will be responsible for allocating duties to each Scrutineer. All Scrutineers will be responsible to the Conference Committee.
4. The duties of the Scrutineers include:-
 - (a) Collection of ballot papers. Care must be taken to ensure that ballot papers are only in the possession of **BRANCH** delegates. **(i.e. Yellow Card Holders)**
 - (b) Counting ballots under arrangements made by the Conference Committee.
 - (c) Assisting the Chairman of the Conference, when called upon to do so, by counting the votes where a decision is on a show of hands.
 - (d) Ensuring that only **delegates** are sitting in seats reserved for them.
5. Results of ballots and votes will be communicated to the Chairman of Conference through the Conference Committee.
6. Seats will be reserved for Scrutineers and unless Scrutineers are otherwise engaged under the instructions of the Conference Committee they will occupy those seats throughout each session of the Conference.
7. A Scrutineer may not leave the Conference hall during a Conference session, other than under instructions of the Conference Committee or the Chief Floor Scrutineer. He/she will only do so after first contacting

the Chief Floor Scrutineer or his Deputy, to ensure that an adequate number of Scrutineers is available at any one time.

8. Scrutineers will wear an official armband and badge whilst on duty.
9. Immediately after the Conference has given its consent to the destruction of ballot papers the Ballot Scrutineers will proceed to dispose of them.