



ROYAL NAVAL ASSOCIATION

2024

ANNUAL GENERAL MEETING and CONFERENCE

On Saturday 15 June 2024

to be held in

voco St David's Cardiff Hotel
Cardiff

AGENDA

Central Office
Building 1/87, Scott Road, HM Naval Base, Portsmouth PO1 3LU

Registered Charity 266982

AGENDA

0900 – 1400

1. March on: The National Standard
(possible handover of the National Standard to a new National Standard Bearer)
2. Opening Prayers – The Bishop of Swansea and Brecon, Bishop John Lomas
3. Silent tribute in memory of Shipmates who have Crossed the Bar
4. Greetings in Welsh – Shipmate Dafydd Boyle
5. Opening remarks by the National President
6. Patronal messages and fraternal greetings – The General Secretary
7. The National President welcomes our guests:

The Commander Naval Regional Command Wales & West of England,
Brigadier Graeme 'Jock' Fraser MBE ADC

and

The Rt. Hon. The Lord Mayor of Cardiff

Annual General Meeting for Financial Year 2024

8. Conference Standing Orders (S1-S13) as circulated; and proposed and seconded by Delegates present, will be adopted subject to any amendments approved by the Delegates.
9. The National President's Address: Vice Admiral Duncan Potts CB
10. President's Awards for Recruiting and Gift Aid Returns:
 - Sword of Honour – Area with the greatest increase
 - Brigg's Dirk – Large Branches (over 30 Full Members)
 - Brigg's Rose Bowl – Small Branches (under 30 Full Members)
 - Overseas Branches (over 30 Full Members)
 - Overseas Branches (under 30 Full Members)
 - The Tasker Bowl - Area with most gift aid returns
 - Lt Cdr Robert Evans Sherwood DSO RD RNR memorial sword – Branch with highest donations proportionate to membership numbers

11. Standing Orders Committee:
 - a. Report by Chair SOC
 - b. National Council Elections – (NCM & DNCM)
 - c. Election of Members of the Standing Orders Committee

12. Minutes of the 2023 AGM
 - a. Acceptance
 - b. Matters Arising

13. Annual Accounts for Financial Year 2023 - Honorary Treasurer – S/m Ian Irvin

14. The National Council's Report to Conference - National Chairman – S/M Peter Godwin

15. Motions of Urgency:

Council Motions of Urgency:
Nil to date

Branch Motions of Urgency:
Nil to date

16. National Council Motions

Motion One (National Council):

That Conference agrees that there is a need to separate the role of National Council and Trustees of the Association and instructs National Council to revert to Conference at the next available opportunity, with proposals to amend the Charter, Rules and Bye-Laws of the Association, to effect the proposed separation of Trustees and National Council duties and any other Associated required changes.

17. Branch Motions

Motion Two: (Lee on the Solent Branch):

That a new category of membership be provided for in the Royal Charter, Rules and Bye-Laws, that of Life Associate Membership. It is proposed that Associate Members, who

have given sufficient meritorious service to the Association, be eligible to be awarded 'Life Associate Membership' by National Council. As a result, to distinguish the categories, the current Life membership should be referred to as 'Life Full Members'. It is proposed that Life Associate Members shall not be entitled to hold any additional offices or roles, within the Association, than those currently provided for in the rules for ordinary Associate members. That the wording of this motion may be changed as required by the Privy Council.

If motion two is approved, then the following motions will be put to conference:

Motion Two (a)

That the Royal Charter be amended at point 7 (1), in line one to read, 'Life Full Member, Life Association Member'... and that the wording of this motion may be changed as required by the Privy Council.

Motion Two (b)

That the Royal Charter be amended at point 9, in line one to read 'or Life Full Members'... and that the wording of this motion may be changed as required by the Privy Council.

Motion Two (c)

That the Rules of the Association be amended at Rule 2(b) in line one to read, 'A Full or Associate Member'... and that the wording of this motion may be changed as required by the Privy Council.

Motion Two (d)

That the Rules of the Association be amended at Rule 6 (a) in line one to read, '...Full or Life Full Members'... and that the wording of this motion may be changed as required by the Privy Council.

Motion Two (e)

That the Rules of the Association shall be amended at Rule 7 (h) in line one to read, '...above shall be Full or Life Full Members'... and that the wording of this motion may be changed as required by the Privy Council.

Motion Two (f)

That the Rules of the Association shall be amended at Rule 10 (a) in line two to read, '...shall be Full or Life Full Members'... and that the wording of this motion may be changed as required by the Privy Council.

Motion Two (g)

That the Rules of the Association shall be amended at Rule 10 (b) in line two to read, '...equivalent to those of a Full or Life Full Member'... and that the wording of this motion may be changed as required by the Privy Council.

Motion Two (h)

That the Rules of the Association shall be amended at Rule 20 (c) in line two to read, '...who shall be Full or Life Full Members of the Association'... and that the wording of this motion may be changed as required by the Privy Council.

Motion Three (Haven Branch):

That the Royal Charter, Rules and Bye-Laws be amended, where necessary, to allow substantive adult uniformed Naval or Royal Marine Senior Ratings, and Naval or Royal Marine Officers of the MOD(N) recognised cadet forces (SCC, CCF, VCC) to become full members of the association. That the wording of this motion may be changed as required by the Privy Council.

If motion three is approved, then the following motion will be put to conference:

Motion Three (a)

That the Royal Charter be amended at point 2, with a new sub-bullet (12) to read, 'Adult uniformed Royal Naval or Royal Marine Senior Ratings and Naval or Royal Marine Officers of the MOD(N) recognised cadet forces (SCC, CCF, VCC)'... and that the wording of this motion may be changed as required by the Privy Council.

Motion Four (Nottingham Branch):

That the trustees of the Royal Naval Association investigate the abandonment of the system of voluntary membership financial donations which appears not to be working successfully and revert to a system of membership subscriptions. The amount of the subscription, to be proposed by the Trustees and to be approved by delegates at a conference. The Trustees to investigate the proposal and report back at the next RNA Conference.

Motion Five (Crosby Branch):

That the Royal Naval Association discontinues its membership of the International Maritime Confederation, with effect from the expiry of the Royal Naval Association's Presidency of the organisation which will take place at the 2025 International Maritime Confederation Executive Committee, the date of which in 2025 is to be confirmed.

18. RNA Central Charities Fund Conference Raffle Draw
19. Closure of Conference:
 - a. National Anthem
 - b. March off the National Standard

STANDING ORDERS FOR THE CONDUCT OF THE 2024 AGM CONFERENCE

In these Orders use of the suffixes [L] means this item is a Statutory Requirement, [F] means this item is Fixed in the Agenda order, and [A] means this is an AGM compliance item. The paragraph numbers are pre-fixed by the letter "S".

S1 These Standing Orders for the conduct of a National Conference of the Royal Naval Association are issued in accordance with Article 14 and Rule 18.

S2 Prior to proceeding to its business Conference shall:

- (a) Receive a public safety announcement [L][F]
- (b) Receive the Platform Party [F]
- (c) March on the National Standard (Heart of Oak) [F]
- (d) Transfer of National Standard to new Standard bearer (if required) [F]
- (e) Conduct Opening Prayers [F]
- (f) Remember those Shipmates who, since our last Conference, have 'Crossed the Bar' [F]

S3 ANNUAL CONFERENCE BUSINESS

The business to be transacted at the Annual Conference shall include the following:

- (a) To receive a welcome address from The National President [F]
- (b) Opening of the Conference by a Civic Dignitary [F]
- (c) To receive a topical address from a Guest Speaker [F]
- (d) To receive a proposal duly seconded that Standing Orders be adopted or amended as per S5 and/or to consider any amendment to Standing Orders [F]
- (e) To receive a State of the Association Address (President's Address)
- (f) President's Awards for Recruiting
- (g) To receive the report of the Standing Orders Committee on the business of the Conference and the motions to be discussed.
- (h) To receive the report of the votes cast for the election of Council Members, Deputy Council Members and to confirm the results.
- (i) Under the scrutiny of three NCMs, to announce the nominations for election of Members to the SOC and if required, to hold elections.
- (j) To receive the minutes of the previous Conference for ratification and any necessary consideration of matters arising [A]
- (k) To receive the Annual Accounts of the Association for the previous financial year, together with the Honorary Treasurer's Report on them for consideration and ratification [A]
- (l) To receive and consider the Annual Report of the Council [A]
- (m) Motions shall be presented to Conference as follows: See Articles 19 & 16 (2)
 - i. A Council Motion of urgency.
 - ii. A Branch Motion of urgency.
 - iii. A Council Motion about an Article.
 - iv. A Council Motion about a Rule
 - v. A Branch Motion about an Article.
 - vi. A Branch Motion about a Rule.
- (n) Conference Raffle
- (o) National President's closing remarks [F]
- (p) March of the National Standard (Heart of Oak) [F]

S4 ORDER OF BUSINESS

The Conference Chairman may recommend to a Conference a variation of the order of business as shown in the Agenda, except for those items marked [F]

S5 AMENDMENTS TO STANDING ORDERS

Standing Orders shall be presented to Conference by the Standing Orders Committee. They may be adopted by a majority vote of Conference Delegates on the proposal of The Council or a Delegate duly seconded, however amendments to them require the approval of at least two-thirds $\frac{2}{3}$ of those present and entitled to vote.

S6 SUSPENSION OF STANDING ORDERS

A motion to suspend a specific part or parts of these Standing Orders or C Bye-laws for a specific period may be proposed. If seconded the Conference chairman will study the proposal carefully and shall, if he deems it to refer to some matter of urgency or importance, put such a motion to Conference Delegates for a decision. The suspension of a Standing Order or C Bye-Law shall require two-thirds $\frac{2}{3}$ of those present and entitled to vote to be in favour. Standing Orders marked [L] cannot be suspended [L]

S7 GENERAL PROCEDURES

- (a) Unless prevented by physical disability, delegates shall stand when speaking and shall address the Chair. They shall speak from the appropriate rostrum and shall preface their statement by announcing their name and Branch.
- (b) Whenever the Conference Chairman rises during a debate, any delegate speaking or offering to speak shall remain silent until given permission to speak by the Conference Chairman [L]
- (c) All speeches shall be directly relevant to the motion or amendment under discussion [L]
- (d) The proposer of a motion or amendment shall be allowed to speak for up to 5 minutes. The seconder and succeeding speakers and the proposer in his reply shall each be allowed to speak for up to 3 minutes.
- (e) A delegate, at any time, may move either:
 - i. "That the Conference proceeds to the next business". If seconded, and if the Conference Chairman considers sufficient debate has taken place, this motion shall be put without further discussion and if carried, the motion or amendment under discussion shall be considered dropped; or
 - ii. "That the question be now put". If seconded and the Conference Chairman considers sufficient debate has taken place the question shall be put without further discussion and the motion or amendment shall be decided.
- (f) The motions in (e) above shall not be moved or seconded by a delegate who has spoken in the debate [L]
- (g) Any delegate, whether he has spoken or not on the matter under discussion, may rise to a point of order. The delegate so rising shall be heard forthwith. The ruling of the Chairman of the Conference on a point of order shall be final and not open to discussion. A point of order must deal with the conduct or procedure of the debate. [L]

S8 PROCEDURES FOR DISCUSSION OF MOTIONS

- (a) The Chairman of the Conference shall introduce each motion and call for the relevant Delegates to propose and second "the motion as printed on the agenda". It is only after this formality that the subject may be debated. The proposer shall be the first to speak [L]
- (b) A motion from a Branch shall be proposed and seconded by Delegates present. A motion from the Council shall be proposed and seconded by Council Members present.
- (c) A motion may not be withdrawn after it has been seconded without the consent of Conference. Such consent shall be ascertained without debate and no delegate shall speak upon it after consent for withdrawal has been given.

- (d) An amendment shall not be put to Conference for discussion until it has been seconded [L]
- (e) When an amendment to a motion is moved and seconded, no further amendment to the motion shall be moved until it (the amendment) is disposed of, although it will be in order for an amendment to the amendment then under discussion to be moved and, if seconded, discussed. No Delegate shall propose or second more than one amendment to any one motion.
- (f) A vote on the substantive motion shall not take place until all amendments have been voted on. (L)
- (g) An amendment replaces the motion as the subject of debate until it is decided. If it is defeated the debate returns to the original motion; if it is approved the amended motion will become the substantive motion and put to a further vote; it may be subjected to further amendment.
- (h) No Delegate except the proposer shall speak more than once on the same motion or amendment. The proposer may exercise a right to reply confining the reply to answering previous speakers and not introducing any new matter. He may exercise the right either before the first amendment is put to a vote, or before the final motion is put to a vote.
- (i) Should a motion or motions not be debated because of shortage of time, the Conference Chairman may determine if it is the will of Conference to vote on any such motions without debate. Any motions not dealt with in this way will be placed on the agenda for the next regular Conference. They may also be considered by the Council for possible interim action.

S9 VOTING

- (a) Shall be as prescribed in Rule 20 [L]
- (b) Each Delegate shall be entitled to one vote at each division [L]
- (c) Voting shall normally be by showing a hand and need not be counted if the Conference Chairman rules that there is an overwhelming vote “for” or “against”. However, any Delegate may ask that the votes shall be counted, and such action shall then be taken.
- (d) It is permissible to abstain from voting. Delegates should be aware that an abstention does not indemnify the abstainer from any penalty caused by an unsound decision. In weighted votes an abstention will have the same effect as a vote against the proposal.
- (e) The Scrutineers shall record those votes cast “for” and “against” and the number “abstaining”.
- (f) If there are two or more conflicting proposals on the same subject (e.g. “Where to hold an Annual Conference” but not one that will create or amend an Article or Rule) and none can achieve a $\frac{2}{3}$ vote in favour, the simple majority voting system may be used; the Conference Chairman shall have a casting vote.

S10 DUTIES OF THE STANDING ORDERS GOVERNANCE COMMITTEE AT CONFERENCE

- (a) To provide advice to the Conference Chairman on procedural matters pertaining to the Conference business.
- (b) To organise and control entry to the Conference
- (c) To monitor the distribution and collection of ballot papers.
- (d) To be the scrutineers for the counting of ballots or votes, except those for the election of the Committee for which the Council will appoint three of its members.
- (e) To scrutinise and announce the result of election of NCMs and DNCs.

- (f) To provide, through its Chairman, advice to the Conference Chairman on procedural matters pertaining to the Conference business

S11 NATIONAL COUNCIL MEMBERS

Members of the Council may:

- (a) Attend Conferences and speak with the permission of the Conference Chairman.
- (b) Propose or second a Council motion to Conference
- (c) Not be a Delegate to, or vote at, a Conference.

S12 DISORDER

Any person disregarding the ruling of the Conference Chairman may be suspended for the remainder of the Conference upon the ruling of the Chairman or on the motion of two Delegates put without debate and carried. His conduct may be reported to his Branch [L]

S13 CHAIRMAN, RULING AUTHORITY

The decision of the Conference Chairman shall be final upon any point as to the interpretation placed upon any Standing Order or upon the point whether a motion has been carried or not [L]