2016
ANNUAL GENERAL MEETING
and CONFERENCE

to be held in
Wokefield Park Hotel Reading

On Saturday 11 June 2016

Patron:
HER MAJESTY THE QUEEN

AGENDA

Note 1  The Standing Orders as circulated will be proposed and seconded to Conference by Delegates present.
Note 2  Only Delegates holding a Delegates' Badge will be admitted to the Delegates' reserved seating; they shall be entitled to speak and vote at the Conference.
Note 3  Observers shall be seated separately from the Delegates; they shall not be entitled to vote at the Conference, and shall not speak unless invited to do so by a specific decision of the Conference.
Note 4  Questions will be invited from the Delegates by each speaker on conclusion of their presentations.
Note 5  The Chairman of the Conference (the National President) may apply SO S8(h) to enable the Agenda to be completed on time.

Central Office (HQ):
Room 209, Semaphore Tower (PP70) HM Naval Base, Portsmouth PO1 3LT
Registered Charity 266982
AGENDA

1000 – 1600 (LUNCH 1300 – 1400)

1. March on: The National Standard
2. Opening Prayers – The Reverend Ian Wheatley QHC, Chaplain of the Fleet
3. Silent tribute in memory of Shipmates who have Crossed the Bar
4. Opening remarks by the National President
5. Patronal messages and fraternal greetings – The General Secretary
6. The National President welcomes our guests:
   The Mayor of Reading will open Conference.
   Major General Martin Smith MBE Royal Marines (CGRM) will address the Conference.

Annual General Meeting for Financial Year 2015

7. 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.
8. The National President’s Address: Vice Admiral John McAnally CB LVO
9. President’s Awards for Recruiting and Gift Aid Returns:
   - Sword of Honour – Area with the greatest increase in 2014
   - 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.
10. Standing Orders Committee:
    a. Report by Chair SOC
    b. National Council Elections – (NCM & DNCM)
    c. Election of Members of the Standing Orders Committee
11. Minutes of the 2015 Annual Conference
    a. Acceptance
    b. Matters Arising
13. The National Council’s Annual Report to Conference - National Chairman
14. Project Semaphore – Connecting digitally isolated naval veterans – a programme for the RNA.
National Council Motion 1

That Rule 5 (a) is amended as follows:

The Fee payable by a Branch or an Area for the award of Life Membership or a Certificate of Appreciation and the rates of annual subscription to be paid by Members shall be as recommended by the Council and approved by a Conference.

And that this amendment shall be subject to such change as may be required by the Privy Council and is agreed by the President of the Royal Naval Association.

Explanation: This amendment will regularise the practice of applying a fee to the issue of a CoA. Also, for an Associate Member who is awarded a CoA the fee recognises the increased voting and representative rights now granted to such Members.

National Council Motion 2

That Rule 6 (h) be re-ordered to place (h) iii 4 in the position of (h) iii and by advancing the previous (h) iii to (h) iv as follows:

(h) A person shall cease to be a member of the Council, and of any of its committees, if:

i. he ceases to be a Member of the Association; or
ii. he resigns his office in writing to the Council; or
iii. at a Conference of the Association at least two thirds \( \frac{2}{3} \) of the delegates present and entitled to vote, vote in favour of a motion for his removal from office;
iv. the Council so resolves because:

1. He has become bankrupt or has compounded with his creditors and has not been discharged; or
2. He has become incapable of carrying out the duties required of a member of the Council by reason of mental or physical disability; or
3. He consistently fails to attend meetings of the Council.

And that this amendment shall be subject to such change as may be required by the Privy Council and is agreed by the President of the Royal Naval Association.

Explanation: This amendment is necessary because the previous (h) iii 4 is Conference business, which does not require a Council resolution.
National Council Motion 3

That Rule 7 be amended by

a. re-ordering the paragraphs by changing (g) to (h) and (h) to (g)
b. paragraph 7 (i) be amended to read ‘The Council may rescind appointments made under paragraphs (c) to (h)

The above Rule changes shall be subject to such change as may be required by the Privy Council and agreed by the President of the Royal Naval Association.

Explanation: The above changes are necessary to clarify that the Trustees referred to in 7 (a) and (b) can only have their appointments rescinded under the conditions laid down in rule 6 (h).

The proposed change brings the RNA into line with the Charity Commission policies regarding the appointment and removal of Trustees.

National Council Motion 4

That the annual rate of RNA membership subscription be increased to £14 with effect from 1 January 2017.

Explanation: The better than expected 2015 accounts, boosted by a large last quarter legacy, has relieved the anticipated pressure on the accounts by the failure of the Conference 2015 Subscriptions Increase Motion. The proposed increase for 2017 will just about return our subscription buying power to the value £10 provided us with in 2006. Our annual expenditure in real terms over the same period was at its lowest level in 2015.

National Council Motion 5

That the annual rate of RNA membership subscription be increased by £2 per year in each of the years 2019, 2021 and 2023.

Explanation: In 2015 the contribution of member subscriptions to our total income was 39%. For a Membership organisation this is our only guaranteed source of income. In 2006 this income was 56% of the total, so it has fallen by just under one third. We have managed to maintain a good level of reserves, by good fortune and by very careful cost control. We have achieved a great deal in putting the RNA at the forefront of Naval Veterans Associations, and are now highly regarded by the Royal Navy Command structures. To maintain this prestige we need to have a better forecast of our guaranteed income over the coming years.

National Council Motion 6

That the Conference decision in 2007 to apply a ‘Cap’ of £100 on the Fee for the award of Life Membership be rescinded.

Explanation: Conference 2007 imposed a £100 limit on the fee for Life Membership. The normal rate should therefore revert to 10 times the annual fee for a Full Member.
National Council Motion 7

That the Fee for the award of a Certificate of Appreciation of the RNA be £25 for an Associate Member and £5 for a Life or Full Member.

The primary award of a CoA is to Associate Members. It gives them significant additional membership rights equivalent to those of Full Members. This fee should ensure that a CoA is awarded for genuine meritorious service to the RNA and not just to increase the AM voting members in branches. The fact that LM and FM do not attract additional voting privileges is reflected in the fee payable.

16. Branch Motions

Branch Motion 1    Proposed Plymouth    Seconded Frome

That the details of and the Membership card for a Shipmate who has joined via the Associations website must be issued to the Secretary of the Branch of choice of the new Member. The new Member shall be given the venue times and meeting dates of that Branch and advised he can collect his card at his convenience.

And that Bye Law B23 is amended to include this instruction.

17. Conference Raffle Draw

18. Closure of Conference:
   a. Closing remarks by National President
   b. National Anthem
   c. March off the National Standard

Proposed Branch Motions which were not endorsed by The Standing Orders Committee (SOC) for inclusion in the Conference Agenda

None
PROPOSED STANDING ORDERS FOR CONFERENCE 2016

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]
(b) Receive the Platform Party
(c) March on the National Standard (Heart of Oak)
(d) Transfer of National Standard to new Standard bearer (if required)
(e) Conduct Opening Prayers
(g) Remember those Shipmates who, since our last Conference, have ‘Crossed the Bar’

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
(b) Opening of the Conference by a Civic Dignitary
(c) To receive a topical address from a Guest Speaker
(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
(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 and 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
(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
(l) To receive and consider the Annual Report of the Council
(m) To consider Motions of Urgency, National Council, Area and Branch Motions, and any proposed amendments to them
   i. Conference Raffle
   ii. National President’s closing Remarks
   iii. March off the National Standard (Heart of Oak)

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

S5 AMENDMENTS TO 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 ⅔ of those present and entitled to vote to be in favour.

S6 SUSPENSION OF STANDING ORDERS

A motion to suspend a specific part or parts of these Standing Orders 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 being put to the Conference Delegates for a decision. The suspension of a Standing Order or C Bye-Law shall require two-thirds ⅔ 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.

(c) All speeches shall be directly relevant to the motion or amendment under discussion.

(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.

(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.

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.

(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.

(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.

(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.

(b) Each Delegate shall be entitled to one vote at each division.

(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 motions and a simple majority cannot be achieved (e.g. “Where to hold an Annual Conference”) the Conference Chairman may have a casting vote.
S10 DUTIES OF THE STANDING ORDERS 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 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.
(d) To monitor the distribution and collection of ballot papers
(e) To scrutinise and announce the result of election of NCMs and DNCMs
(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]