

A GUIDE TO BRANCH ANNUAL GENERAL MEETINGS (AUGUST 2023)

Note: This guide has been produced from policy and guidance contained in the Membership Management Handbook (2023) and the Ceremonial Handbook (2022). Any additional commentary is shown in *italics*.

TIMETABLE FOR KEY EVENTS

By 15th September – Branch notifies County Office of AGM details.

By 30th September (*ideally by 31st August please*) – Fully audited accounts as at 30th June submitted to (preferably) the MEO (by email) or sent to Branch Accounts Team, Haig House (by recorded delivery).

30th September 2023 – Prospective officers and committee members attend an “Introduction to Branch Management” training course at County Office.

One Month before AGM – Branch Committee Meeting to discuss agenda and confirm branch officer posts and committee places which are due for election and their tenure, etc.

21 days before AGM - Calling Notice, Agenda and branch election nomination forms issued to all Branch members by Branch Secretary.

7 days before AGM – Branch members submit completed branch nomination returns to the Branch Secretary.

3 days before AGM – Reports, previous AGM minutes and master branch nominee list issued to all Branch members.

Between 1st October and 30th November – AGM to be held.

7 days after AGM – Minutes issued to all attendees, copied to County Office.

9th December 2023 – Newly appointed officers and committee members attend a “Branch Management Training” course at County Office.

By 31st December – MS1 Form submitted to Membership Engagement Officer (by email), copied to County Office.

Chaired by - Branch Chairman or Vice-Chairman in their absence.

Attendance - Members; (optional) guests, County Reps, staff.

AGM AGENDA:

- Review previous year’s activities (*see notes 1 and 2*).
- Agree next year’s activities. (*Dates for AGM and meetings, Budget, Branch Plan etc*).
- Elect officers and Committee members. (*As required if start of a new term of office*).

- Nominate branch candidates for elections at County level (see note 3).
- Vote on candidates for national elections (see note 3).
- Debate and agree motions for County and Annual Conference (see note 3).

Notes:

1. *The review of previous year's activities should include reports from Branch Officers (Chairman, Secretary and Treasurer (annual accounts)), President, BCS Co-ordinator, Branch Standard Bearer etc) as decided by the Branch Committee at their meeting before the AGM).*

2. *The previous year's AGM minutes and annual accounts must be presented to the members at the AGM for voting and agreement.*

3. *Only "Compliant" branches (those who have submitted their annual accounts by 30th September 2023 and their MS1 Form by 31st December 2022) may include these items in their agenda. **The MEO will issue a nomination form for County elections to compliant branches which must be returned as indicated on the nomination form immediately after the branch AGM.** A tenure of 1,2 or 3 years should be agreed and notified. Details of national elections will be issued by Haig House.*

Members can add items to the agenda if they submit them (to the Branch Secretary) before the deadline specified by the Committee in their Calling Notice.

Any reports presented at the meeting and minutes of previous meeting must be circulated to all members at least three days before the meeting.

If community support cases are discussed during the meeting, the personal details of beneficiary/beneficiaries must not be disclosed.

BRANCH ELECTIONS:

Notes:

The election process only applies to Branch Officers (Chairman, Vice Chairman (optional), and Secretary) & Committee members. The President and Branch Treasurer, are appointed by the Branch Committee, not elected, as are the BCS Representative(s) and Standard Bearer (these last two roles do not need to be held by Committee Members).

Nominations - The nomination sheet listing Branch officer and Committee (i.e., Officer posts and/or Committee positions due for election) and tenure must be made available to members 21 days before the Branch Annual General Meeting. Completed nomination sheets – including the name of the nominee, membership number and name of the proposer and seconder – must be sent to the Branch Secretary at least 7 days before the Branch Annual General Meeting.

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Action Prior to Election - The Branch Secretary must check if candidates are current members and if they consent to stand for position. The master nomination form must be created and circulated to members.

Voting - By ballot by eligible members present at AGM, unless the position is unopposed, in which case the person is elected automatically. Election of Branch officers takes place before the election of Committee members.

Term - To be decided by the Branch Committee (*Before the AGM. President, Branch officers and Committee may be elected or appointed for 1, 2 or 3 years*).

Vacancy occurring mid-term - The position must be filled until the end of the original term by co-option to the Branch Committee, which will be subject to confirmation by election at the next Branch Annual General Meeting. Co-opted members may propose, second and vote.

Notes:

Candidates are not allowed to canvass. But they can create a CV no longer than one page of A4, with a passport-size photo attached.

AGM CEREMONIAL

A guide to the ceremonial aspects of the AGM is contained in the Ceremonial Handbook which is available in MAP – Membership Documents Library – Handbooks).

Whilst the ceremonial aspect of AGMs is Legion policy, some branches have decided not to include everything in their AGM. However, as a minimum, the following should be included (the Section relates to the Ceremonial Handbook):

- *The declaration by officers on appointment (Section 2.2.).*
- *The charging of the standard with the Branch Standard Bearer on first appointment (Section 13.5).*

COMPLETION AND SUBMISSION OF THE MS1 FORM

Please note that at the time of publication of this guide, the MS1 version on MAP is the old version – the most up to date copy is ATTACHED. The MS1 must be completed and signed by each officer, committee member and standard bearer following the Branch AGM. Each person signing the form should also be given a copy of the RBL Self Declaration document (also in MAP) before signing. County Supported Branches use a slightly different version of the MS1 as per the Handbook.

*Officers and committee members who have been issued with a rbl.community login **MUST** use that as their email contact address on the MS1, **NOT** their private email address.*

*The signed MS1 must be sent to the MEO by email (**copy to County Office**) by no later than 31st December each year or the Branch becomes non-compliant.*

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Any queries relating to the Branch AGM process should be submitted by email to Northamptonshire.MinutingSecretary@rbl.community

CONTACTS

MEO – Northamptonshire.MEO@rbl.community

County Office – Northamptonshire.MinutingSecretary@rbl.community