

A GUIDE TO BRANCH ANNUAL GENERAL MEETINGS

Please note that changes since the last version are highlighted

TIMETABLE FOR KEY EVENTS

By 30th September 2025 (or earlier if possible) – Branch accounts as at 30th June 2025 to be submitted to the MEO (by email) or sent to Branch Accounts Team, Haig House (by recorded delivery). **Envelope should be marked “For the attention of “MEOs name”.**

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

21 days before Branch AGM - Calling Notice, Agenda and branch election nomination forms issued to all Branch members by the Branch Secretary. The date should be notified to the County Secretary who will arrange for a County Committee member to attend the AGM.

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 2025 – AGM to be held. Where possible MS1/MS1B/CSB MS1 Forms to be completed and signed immediately after the meeting (see further guidance on Page 4)

By 28th November 2025 – All motions to be submitted to the County Secretary by email (to be reviewed by the County Committee on 4th December 2025).

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

By 12th December 2025 – County Conference delegate returns to be submitted to the County Secretary.

By 31st December 2025 – MS1 /MS1B/CSBMS1 Form (2025 format) submitted to Membership Engagement Officer, copied to the County Secretary (by email).

December 2025/January 2026 - Newly appointed officers (and Committee members who wish to attend) complete Branch Management Part 1 on-line training course (on Discover) and book a place on Branch Management Part 2 (via MS Teams).

10th January 2026 – RBL Northants County Conference takes place.

BRANCH AGM

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

Attendance – All branch members; (optional) guests. County Reps and RBL staff may also attend.

AGM AGENDA (draft example at Annex A)

- Review previous year's activities (see notes 1 and 2).
- Agree next year's activities. (Dates for AGM and meetings, Budget, Branch Plan etc as discussed at previous Committee meetings).
- Elect officers and Committee members (as required if start of a new term of office).
- Nominate branch candidates for elections at County level (as notified by MEO) (see notes 3 and 4).
- Vote on candidates for national elections (if announced by Haig House)
- Appoint Delegates for the County Conference and RBL National Conference
- Debate and agree motions for County and National Conference (see notes 3 and 5).

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. **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.** The tenure will be agreed by the County Committee. Details of national elections will be issued by Haig House.
4. Potential motions may be discussed at previous branch and committee meetings before being presented to the AGM for agreement by members. Branches should also seek support from another branch before their AGM. All motions must be submitted to the County Secretary using the official form by no later than **28th November 2025**.
5. Members may request that items be added to the AGM agenda if they submit them to the Branch Secretary before the deadline specified by the Committee in their Calling Notice.
6. Any reports presented at the meeting and minutes of previous meeting must be circulated to all members at least three days before the AGM.
7. If community support cases are discussed during the AGM, the personal details of beneficiaries must not be disclosed.

8. County Supported Branches are also required to have an AGM at which reports on the previous year's activities plus plans for the branch to return to full status should be presented by the Branch Points of Contact.

BRANCH ELECTIONS

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 AGM. 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 AGM.

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, together with any CVs received (see below).

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 AGM. Co-opted members may propose, second and vote.

Notes:

1. The election process only applies to Branch Officers (Chairman, Vice Chairman (optional), and Secretary) & Committee members.
2. The President and Branch Treasurer are appointed by the Branch Committee, not elected, as are the Branch Community Co-ordinator(s) and Standard Bearer (these last two roles do not need to be held by Committee Members).
3. Candidates are not allowed to canvass, but they may create a CV no longer than one page of A4, with a passport-size photo attached if they wish, which should be passed to the Branch Secretary for distribution to all members with the nomination sheet.
4. County Supported branches should discuss and agree who their Points of Contact will be at each AGM, which are then reported on the CSBMS1.

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) - note that this is not required every year unless the Standard Bearer has only been appointed for 1 year.

COMPLETION AND SUBMISSION OF THE MS1/MS1B/CSB MS1 FORMS

Please check that you are using the September 2025 version of the MS1/MS1B/CSB MS1 (available on MAP in early October 2025 when the revised Handbook is published).

These forms must be completed as appropriate and signed by each officer and standard bearer following the Branch AGM. Details of committee members should also be included. Before signing, each person must be given a copy of the RBL Self Declaration document (also on MAP). County Supported Branches use the CSB MS1 which requires two Points of Contact to sign.

Officers who have been issued with a rbl.community login **MUST** use that as their contact email address on the MS1, in addition to their private email address.

All information on the form **must be completely legible** otherwise the form might be returned with queries – please remember all the data has to be loaded onto the RBL central system by the MEO and also forms the basis of the contact list used by County officers.

The signed MS1/MS1B/CSB MS1 must be sent to the MEO by email (copy to the County Secretary) by no later than 31st December each year.

Any queries relating to the Branch AGM process should be submitted by email to the County Secretary.

CHANGES TO THE MS1/MS1B/CSB MS1

Any mid-year changes to branch officers and standard bearers must be notified by the submission of the Mid-Year MS1/CSB MS1 or a new MS1B to the MEO, copy to the County Secretary.

AGM – EXAMPLE AGENDA

1. Presentation of the Branch Standard
2. Act of Remembrance (Chair)
3. Apologies for absence (Secretary)
4. Chair's Opening Remarks
5. Adoption of the minutes of the previous AGM (Chair)
6. President's Address and Award
7. Chair's Report and Award
8. Branch Committee Reports:
 - Community Co-ordinator
 - Standard Bearer
9. Presentation of 2024-2025 Accounts and Annual Disbursements for 2025-2026 (Treasurer)
10. Election of Officers (President)
11. Election of Committee Members (Chair)
12. Nominations to National Office and County Committee (Chair)
13. Motions and Charter Motions for the County Conference and RBL National Conference (Chair)
14. Appointment of Delegates to the County Conference and RBL National Conference (Chair)
15. Closing Ceremony including date of next AGM (Chair)