

PROPOSED ALTERATION TO CONFERENCE STANDING ORDERS
FOR INCLUSION IN THE PRELIMINARY AGENDA

1. To ensure compliance with the Rule Book and Standing Orders the completed form should be returned electronically from either the Brigade/National Sectional Chair's or Secretary's e-mail account to both: Will.Boisseau@fbu.org.uk and Mark.Rowe@fbu.org.uk
2. Brigade/National Sectional Committees submitting Alteration Proposals for inclusion in the Conference Preliminary Agenda must use the correct form.
3. You must use a separate form for each Alteration Proposal.
4. Do not type the entire Alteration Proposal in block capitals.
5. In the relevant box on the Alteration Proposal form please quote the number of the Conference Standing Order that your Alteration Proposal refers to.
6. It is not the responsibility of any one individual official to check the proposed alteration before it is submitted. The completed proposed resolution form must be checked for accuracy with one or more official(s) from the appropriate committee.
7. You must ensure that the name of your Brigade/Section appears in the space provided.
8. Do not prefix your Alteration Proposal with "*This Brigade/This Sectional Committee*". If you wish to prefix at all, use "*Conference instructs*" or "*Conference demands*".
9. Alteration Proposals:
 - Must be grammatically correct;
 - Must be clear in intention;
 - Must be factually correct;
 - Must be competent;
 - Must not be omnibus (only one subject);
 - Must not be a Rule change.
10. You are strongly advised to review the Alteration Proposal to ensure compliance with Standing Order No 5 and Rule C2 (7).
11. Any Alteration Proposal form that is received at Head Office later than 2.00pm on 5 March 2026 will be ruled out of order.