



Chartered
Institute of
Environmental
Health

Fellowship by Election Regulations

Expressions used in these Regulations shall have the same meaning as in the Byelaws of the Chartered Institute of Environmental Health (CIEH) unless otherwise provided and references to "Regulation(s)" and "Paragraph(s)" are references to those contained within this document.

Fellowship by Election Regulations

Criteria for applicants

1. Part 13(a) of the Membership Regulations states that Fellows shall be Ordinary members:

"of at least 10 years' standing who, in the opinion of the Council, have given distinctive service to the Chartered Institute or have shown evidence of special knowledge or ability in relation to the work of environmental health practice (as specified in the Fellowship by Election Regulations)"

Methods of nomination

2. Nominations for the award of Fellowship shall be made in writing on the form provided for this purpose.
3. All nominations shall have regard to any guidance that may be issued by Council.

Types of nomination

4. Nomination by Region/Special Interest Group
 - 4.1 A nomination may be submitted in writing to the Secretary of the Region/SIG to which the member nominated is attached and shall be considered by the Management Board of that region/SIG.
 - 4.2 If the nomination is supported by the Regional/SIG Management Board it shall then be submitted to Council. Council may elect to Fellowship any nominees whose names are submitted to them by Regional/SIG Management Boards.
5. Nomination by Peers
 - 5.1 A nomination, supported by at least one Chartered Environmental Health Practitioner, may be submitted in writing directly to the Chief Executive.
6. Petition
 - 6.1 A petition, supported by at least one Chartered Environmental Health Practitioner (unless exempted) may be submitted in writing directly to the Chief Executive.

Administrative arrangements for the award of Fellowship

7. Nominations shall be sent to the Chief Executive of the CIEH on the form provided for this purpose, together with information that supports the nomination and demonstrates how the nominee meets the criteria for Fellowship.
8. Nominations received will be initially considered by a Fellowship Scrutiny Panel.
9. A Fellowship Scrutiny Panel shall consist of three Voting members of the CIEH, at least one of whom will normally also be a member of the Membership Committee.

Not more than one member of the panel shall be a member of the same region or SIG as the nominee.

10. A Fellowship Scrutiny Panel shall:
 - 10.1 Consider the application against the criteria and any guidance that may be issued by Council,
 - 10.2 Request clarification of any matter included in the nomination or the supporting information and/or further information in respect of any shortfalls identified by the panel,
 - 10.3 Make a recommendation to Council in respect of each nomination considered, unless subsequently withdrawn by the nominee.
11. All nominations will be considered by Council together with a report from the Fellowship Scrutiny Panel which has reviewed the application.
12. There shall be no limit to the number of Fellowships which can be awarded in any year.
13. The names of members elected to Fellowship shall be reported to the members of the CIEH.

Commencement and amendment of Regulations

14. These Regulations shall take effect on the date of adoption and may only be amended, varied or rescinded by Council.

ADOPTED as a Regulation by Council on 27 April 2006 and amended by Council on 4 September 2008.

Guidance notes for nominations for Fellowship

Introduction

1. By electing a 'Fellow', Council of the CIEH is bestowing its highest honour on a member of the profession. This cannot be done lightly and the Council **must** be satisfied that persons receiving this award are the "crème de la crème" of the profession. They are the few who have gone "above and beyond", either in distinctive service to the CIEH or in respect of their special knowledge of, or ability in, the practice of environmental health.
2. The award of a Fellowship cannot, therefore, be in recognition of a "job well done" or for "time served". It cannot be sufficient to have done a "good job" for a large number of years or to have been a branch committee or Regional (or SIG) Management Board member, or even a member of Council of the CIEH, for a period of time without having made some outstanding contribution to the work and/or development of the profession. There has to be a feeling amongst the peers of the nominee that they are deserving of the award.
3. This guidance, therefore, sets out the Council's framework of criteria against which applications will be considered. Its contents will be used by Fellowship Scrutiny Panels to assess applications against and so should be used to guide nominators when considering proposing a member for Fellowship. Regional (or SIG) Management Boards should also use this guidance to assess nominees against when considering supporting a nomination brought before them. Petitioners should also pay particular attention to the specific criteria for the submission of a petition.

Nomination by region/special interest group

4. A nomination shall be submitted in writing on the form below to the secretary of the region or SIG to which the member nominated is attached. The nomination shall be considered by the Regional (or SIG) Management Board.
5. Nothing shall prevent a Branch or other group submitting a nomination for consideration by a Regional Management Board.
6. Applications should be made on Form A below. (Copies of this document and the attached forms can be emailed to the nominator on request.)

Admission by Council

7. Applications should be made on Form B below, in respect of nomination by peers, or on Form C in respect of individual petitions. (Copies of this document and the attached forms can be emailed to the nominator on request.)

Criteria for nominations

8. *"Fellows shall be Ordinary Members of at least 10 years' standing..."*
9. Nominators and petitioners **must** check, before submitting any nomination or petition for Fellowship that the nominee or petitioner has been in continuous membership as

an Ordinary member for at least ten years immediately prior to the nomination or petition.

10. If a nominee or petitioner does not meet this criterion then the nomination or petition should be held until the requirement has been satisfied. Regional (or SIG) Management Boards should also check that any nomination before them has met this requirement.
11. *"Fellows must be Ordinary Members [...] who, in the opinion of the Council, have given distinctive service to the Chartered Institute or have shown evidence of special knowledge or ability in relation to the work of environmental health practice (as specified in the Fellowship by Election Regulations)."*
12. For the purpose of clarity, it is NOT a requirement that a nominee should satisfy ALL of the above criteria as meeting any one may be sufficient (but please see section 16 below). Equally, high levels in a number of areas without being exceptional in any may also satisfy the requirement.

"Distinctive service to the CIEH"

13. Distinctive service over a length of time and taking an "over and above the normal" involvement with the CIEH would be considered as meeting this requirement. Becoming a national spokesperson for the CIEH or being chairman of a CIEH board or committee, for example, could be considered as distinctive service.
14. Membership of a CIEH board, committee or working group could be considered as helping to demonstrate this criterion. Distinctive service could be delivered at a local, regional or national level and must be supported, with evidence, with the nomination. This may also include work as a CIEH examiner and/or assessor.
15. The rationale as to why their involvement is considered to be "distinctive" would need to be detailed by the nominators and should include outstanding, active, involvement.
16. It should be noted that members nominated by peers (and not supported by a Regional/SIG Management Board) must demonstrate distinctive service to the Chartered Institute, even if they have shown special knowledge and/or ability in environmental health practice.
17. "Special service" is a facility only available to nomination by peers and can be used as an alternative to the requirement to demonstrate "distinctive" service.
18. Special service is difficult to provide guidance for as, by definition, it needs to be "Special service to the CIEH". Some possible examples could be a member who has been a chairman of a board or committee who has had to deal with a particularly delicate or important issue for the CIEH or a member who has championed a particular cause or issue, either nationally or locally, which has enhanced or raised the profile of the CIEH. Regular and frequent appearances on the television or radio could possibly be considered in this category.

"Special knowledge"

19. Being recognised as an authority or expert in an area of environmental health, by either ones peers or others could satisfy this requirement. It does not necessarily mean

that someone, simply by being a specialist in any particular area of environmental health work, would be able to satisfy this requirement.

20. A nominee could have been involved in a particular initiative that had led to either the development or the promotion of the profession, for instance as the lead person on a particular initiative that has had national, or even international, implications or has resulted in changes to professional practice.
21. Authorship of papers, books and articles to journals, especially of other learned bodies, could be considered as contributing to "special knowledge" as could presentations to weekend schools, local or national conferences and CIEH training seminars.
22. The level of the work carried out by the nominee would also need to be considered as would the application of their knowledge in their area of practice, e.g. local government, academia, industry, consultancy, etc.
23. The measure is of one who is recognised by their peers in the wider membership as having special knowledge in that field.

"Special ability"

24. Special ability could be demonstrated by the nominee being identifiable as an ambassador for the profession. This could include the promotion of a specialist area or the profession as a whole. They should be seen as having exceeded their brief and have demonstrated an ability to put theory into practice.

Petitions

25. Petitions from individual members will only be considered where the petitioner has achieved a criterion that the Council has determined would normally deserve recognition by election to Fellow. Such criteria are listed in Appendix 1 to this guidance. Petitions must be supported by at least one Chartered member unless exempted in Appendix 1.

Form A



Form of nomination for Fellowship by Election

By	Region/SIG
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Nominee's personal details

Name:	
Address:	
Telephone No:	
Membership No:	
Date admitted to membership:	
Number of years graduate membership:	
Number of years Voting Membership:	
Date considered and approved by Regional/SIG Management Board:	

Principal nominator

To whom any requests for further information may be directed. (Please print details)

Name:			
Address:			
Telephone No:		Email:	
Membership No:			
Signature		Date:	

Please attach supporting information under each of the following headings where appropriate:

Distinctive service to the CIEH
Special knowledge
Special abilities
Other supporting information including details of professional career, academic achievements and other items normally found on a C.V.

(NOTE: the Fellowship Scrutiny Panel may contact the nominating Regional/SIG Management Board or principal nominator for further information if necessary).

On completion, this form should be sent to the Chief Executive at Chadwick Court.

Form B



Form of nomination for Fellowship by admission by Council

Nominee's personal details

Name:		
Address:		
Telephone No:		
Membership No:		
Date admitted to membership:		
Number of years Graduate membership:		
Number of years Voting membership:		
Current Region:		

We the following two Voting members of the CIEH hereby nominate the above to be elected a Fellow. (Please print details)

Note: At least one of the nominators must be a Chartered Environmental Health Practitioner

Principal nominator

Name:			
Address:			
Telephone No:		Email:	
Membership No:			
Chartered?	YES / NO	Chartered No:	
Signature			Date:

Supporting nominator

Name:			
Address:			
Telephone No:		Email:	
Membership No:			
Chartered?	YES / NO	Chartered No:	
Signature			Date:

Please attach supporting information under each of the following headings where appropriate:

Distinctive service or special service to the CIEH (This criteria MUST be demonstrated)
Special knowledge
Special abilities
Other supporting information including details of professional career, academic achievements and other items normally found on a C.V.

(NOTE: the Fellowship Scrutiny Panel may contact the individual nominators for further information if necessary).

On completion, this form should be sent to the Chief Executive at Chadwick Court.

Form C



Form of petition for Fellowship by admission by Council

Petitioner's personal details

Name:	
Address:	
Telephone No:	
Membership No:	
Date admitted to membership:	
Number of years Graduate membership:	
Number of years Voting membership:	
Current Region:	

Criterion achieved (must be listed in Appendix 1 to this guidance):

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Please attach supporting documentation to validate your petition along with other supporting information including details of professional career, academic achievements and other items normally found on a CV.

(NOTE: the Fellowship Scrutiny Panel may contact the petitioner and/or supporter for further information if necessary).

Some petitions must be supported by a Chartered Environmental Health Practitioner. Please see Appendix 1 below for exceptions to this.

I, being a Chartered member of the CIEH, hereby support this petitioner to be elected a Fellow. (Please print details)

Name:			
Address:			
Telephone No:		Email:	
Membership No:			
Chartered No:			
Signature		Date:	

On completion, this form should be sent to the Chief Executive at Chadwick Court.

Appendix 1

Achievements that the Council has determined would normally deserve recognition by election to Fellow:

- Registration as a Public Health Specialist with the UK Public Health Register*

*Petitioners do not need a supporter for their petition.