

Standing Orders

For the regulation of business of Council and its committees, sub-committees and other groups

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

Definitions

1. In these Standing Orders the following meanings shall apply –
 - 1.1 “Committee” shall mean a body appointed directly by Council, which is neither transitory nor established for a specific task or purpose. Committees include:
 - Resources Committee
 - Education and Professional Standards Board
 - Policy Development Board
 - 1.2 “Sub-committee” shall mean any body (however titled) proposed by a committee and agreed to by Council, which is neither transitory nor established for a specific task or purpose. Sub-committees include:
 - Education & Professional Development Committee
 - Qualifications Board
 - Membership Committee
 - 1.3 “Other groups” shall mean any body established by Council, a committee or sub-committee to undertake a specific task or for a specific purpose, which shall report on its deliberations to the body which established it.
 - 1.4 “Chief Executive” shall mean the chief administrative officer of the CIEH by whatever title.
 - 1.5 “Elected Member” shall mean a member elected to Council as described in the Election of Council Regulations.
 - 1.6 “Appointee” shall mean a member appointed to assist in the work of committees, sub-committees or other groups. Such members may vote at meetings of the body to which they are appointed and shall be bound by the Code of Professional Conduct for Elected Members.
 - 1.7 “Co-optee” shall mean a person invited to attend meetings of a committee, sub-committee or other group to give advice in relation to carrying out its function, or on particular issues within the terms of reference of the body concerned. Co-optees shall be bound by the Code of Conduct of Elected Members. Co-optees may not vote.
 - 1.8 An ex-officio member of any committee, sub-committee or other group shall, if a member of the CIEH, be entitled to vote at meetings of the body concerned.
 - 1.9 Where a “notice” period is provided for, the number of days specified shall be calendar days except as may otherwise be stated.
 - 1.10 “Postal ballot” may, at the direction of Council or the relevant committee or sub-committee, include communication or balloting by fax or the internet.

Meetings of Council

2. Council shall meet at such times:
 - 2.1 It determines; and

- 2.2 As the Chairman and Chief Executive deem it desirable; and/or
- 2.3 Within fourteen days of the Chief Executive receiving a requisition signed by not less than one-half of the Elected Members.
3. The Chairman shall be empowered to vary the date and/or time of a meeting if it is considered there is good and sufficient reason so to do.
4. Council at its last meeting in every year shall agree a calendar of its meetings for the ensuing year.

Chairman of Meeting

5. Any power or duty of the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

Quorum

6. At meetings of Council ten elected members shall constitute a quorum.
7. If during any meeting of Council, the Chairman determines that there is not a quorum, the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to a time fixed by the Chairman at the time the meeting is adjourned. If no time is fixed, the business shall be considered at the next ordinary meeting of Council.

Order of business

8. Except as otherwise provided by Standing Order 9, the order of business at every meeting of Council shall be:
 - 8.1 To choose a person to preside if the Chairman and Deputy Chairman are absent.
 - 8.2 Chairman's announcements.
 - 8.3 To approve as a correct record and sign the minutes of the last meeting of Council.
 - 8.4 To dispose of business (if any) remaining from the last meeting.
 - 8.5 Motions for which notice has been given, in the order in which they have been received.
 - 8.6 To receive reports and consider recommendations of committees, sub-committees or other groups.
 - 8.7 Other business specified in the notice of meeting.
9. The order of business of any meeting of Council (other than items 8.1 and 8.3 of Standing Order 8) may be varied by the Chairman with the consent of Council so as to give precedence to any business of urgency.

Motions and amendments which may be moved without notice

10. The following motions and amendments may be moved without notice:
 - 10.1 Appointment of a chairman of the meeting at which the motion is made.
 - 10.2 Motions relating to the accuracy of the minutes.
 - 10.3 That an item of business specified in the notice of meeting has precedence.
 - 10.4 Referral to a committee, sub-committee, or other group.
 - 10.5 Appointment of a committee or members thereof, occasioned by an item

- mentioned in the notice of meeting.
- 10.6 Adoption of reports and recommendations of committees, officers etc and any consequent resolutions.
 - 10.7 That leave be given to withdraw a motion.
 - 10.8 Extending the time limit for speeches.
 - 10.9 Amendments to motions.
 - 10.10 That Council proceed to the next business.
 - 10.11 That the question be now put.
 - 10.12 That the debate be now adjourned.
 - 10.13 That Council now adjourn.
 - 10.14 Suspending Standing Orders, in accordance with Standing Order 80.
 - 10.15 Giving consent of Council where required by Standing Orders.
 - 10.16 To defer consideration of the motion.
 - 10.17 That the subject of the debate be referred back to a committee or be referred to an officer for report.

Procedure for bringing business before Council

11. An Elected Member wishing to bring an item of business before Council shall first notify the Chief Executive of its nature and the Chief Executive shall thereupon refer the matter to the appropriate committee for consideration and report to Council.
12. An Elected Member may request the Chairman to place an item of business on the agenda of the next meeting of Council without it first being considered by one of the committees. The Chairman may either
 - 12.1 Grant the request and the item shall be placed on the agenda of the next meeting; or
 - 12.2 Decide that the request cannot be complied with and inform the Elected Member accordingly, who shall have the right to raise the matter by a notice of motion.

Questions

13. An Elected Member may ask the chairman (or nominee) of a committee any question on any item on its minutes or report or when the work of that committee is under consideration by Council.

Minutes

14. The Chairman shall put the motion that the minutes of the last meeting of Council be approved as a correct record.
15. No discussion shall take place upon the minutes, except upon their accuracy. Any question of their accuracy shall be raised by motion.

Reports of committees

16. Every committee shall submit a report of each of its meetings to Council at the first opportunity, providing recommendations on all matters requiring sanction of Council.
17. 17.1 As each report is presented to Council, the chairman (or nominee) of the committee shall move "that the report be received and any recommendations contained therein be adopted".

- 17.2 Each recommendation in the report shall then be taken in order for the purpose of any debate or amendment as a duly seconded separate motion for adoption by Council and voted upon if the Chairman of Council considers it desirable.
18. 18.1 Where any recommendation in the report of a committee, sub-committee, or other group requires approval of the Resources Committee and this has not been given, that recommendation shall stand deferred for consideration unless there is a corresponding recommendation of the Resources Committee.
- 18.2 When the recommendation of the Resources Committee is available, it shall be taken first (as if it were an amendment to the recommendation of the other committee) and, if approved, the recommendation of the other committee, sub-committee, or other group shall not go forward. If the recommendation of the Resources Committee is not approved, the recommendation of the other committee shall then be taken.
19. 19.1 Apart from matters which have already been resolved by committees acting in accordance with delegated powers, the whole or any part of a report may be opposed either by
- 19.1.1 An amendment, or
- 19.1.2 Reference back to the committee.
- 19.2 No matter not contained in the report may be raised except by a question or a notice of motion.

Rules of debate

20. The rules of debate for Council meetings are included as Appendix 1.
21. The rules of debate detailed in Appendix 1 shall apply to meetings of committees, sub-committees and other groups where appropriate. All references to "Council" shall be construed as references to that particular meeting.

Voting

22. Votes at meetings of Council shall be given in person and not by proxy. The mode of voting shall be as follows:
- 22.1 By show of hands and the Chairman's declaration of the result shall be conclusive; or
- 22.2 By ballot in respect of a particular question if decided by a majority of members present at the meeting. In such case paragraphs 23 and 24 below shall not apply.
23. On the requisition of any five Elected Members, voting on any question shall be recorded to show whether each Elected Member present and voting gave their vote for or against that question. Any such request shall be made before the voting takes place.
24. At the request of one or more Elected Members, the Chief Executive shall record their names as having voted against the motion or amendment or as having abstained from voting as the case may be.
25. In case of an equal number of votes being cast, the Chairman of the meeting for the time being shall have a second or casting vote.

Voting on appointments

26. The Deputy Chairman of Council shall be appointed as the Chairman of Council at the end of the year, except when the Deputy Chairman of Council concerned is no longer a member of Council, in which case a postal ballot shall take place as described in Standing Order 27 below.
27. Appointments to committees and the Deputy Chairman of Council shall be by postal ballot. Postal ballot papers shall be forwarded to Elected Members at least 15 days before the Council meeting at which the appointments are to be made, only votes cast through ballot papers received by 10:00am on the day before the Council meeting shall be counted. Where there is a tie for any particular appointment, a ballot of members present at the Council meeting shall be taken. In the event of a further tie, paragraph 25 above shall apply. In all these cases paragraphs 23 and 24 above shall not apply.
28. Except in the case of paragraph 29 below, where there are more than two persons nominated for any position to be filled by Council, and there is not a majority of the votes cast in favour of one person, the person having the least number of votes shall not be considered when a further vote is taken. Voting shall continue until a majority of votes is given in favour of one person.
29. In the case of the annual elections and appointments to committees, sub-committees, the members receiving the highest number of votes shall be elected to the positions available.

Record of attendances

30. Every Elected Member attending a meeting of Council or committee shall sign their name in the attendance book or on a sheet provided for that purpose.

Code of Conduct for Elected Members

31. All elected members, appointees and co-optees, prior to attending the first meeting following election, appointment or co-option, shall provide the Chief Executive with the following in writing:-
 - 31.1 An undertaking to abide by the Code of Conduct for Elected Members
 - 31.2 An undertaking to submit to the disciplinary procedure relating to elected members and implement any sanctions; and
 - 31.3 A declaration of interest, giving details of any elected or honorary post held or any interest in any organisation or undertaking
32. At the beginning of each meeting attended, or at any other time when found to be necessary or appropriate, an Elected Member, appointee or co-optee shall declare any interest. The declaration shall be noted in the minutes of the meeting and the elected member, appointee or co-optee shall not be entitled to vote on the matter unless otherwise voted by simple majority. If required by the Chairman, they shall withdraw from the meeting whilst the matter is discussed.

Appointments to committees

33. Council at its last meeting each year shall appoint the Chairman and Deputy Chairman of Council and the following committees for the ensuing year:

- 33.1 Resources Committee
 - 33.2 Education and Professional Standards Board
 - 33.3 Policy Development Board
34. 34.1 On or before the first working day of November each year the Chief Executive shall require each Elected Member for the forthcoming year to submit their nomination and election statement before 10:00am on the sixteenth day of November of that year, or the first working day thereafter if the sixteenth of November is not a working day.
 - 34.2 Where the number of nominations received equals the number of appointments available to the post or committees etc., then a ballot shall not take place.
 - 34.3 Where the number of nominations received is less than the number of appointments available, those Elected Members submitting their nominations by the required date shall be appointed and Council will consider other nominations for the unfilled appointments.
 - 34.4 In cases where the number of nominations received is greater than the number of appointments available, the Chief Executive shall conduct a ballot in which only the Elected Members for the forthcoming year will be entitled to vote.
35. Council may appoint members to assist in the work of committees as appointees.
 36. Council may appoint co-optees to attend meetings of committees.
 37. A committee may appoint co-optees to attend its meetings.
 38. An appointee or co-optee, although appointed on an annual basis, shall normally be expected to be reappointed to serve a total term of three years and may then be considered for reappointment for a further term (of three years). Except that an appointee may have their term extended by a further year if Council or the committee concerned so determines.
 39. In the event of an appointee to a committee who is nominated by a special interest group not being able to attend a meeting, an appropriate member of the special interest group concerned may deputise for them. Deputies may vote at meetings which they attend and shall be bound by the Code of Professional Conduct for Elected Members.
 40. The chairman of each committee shall be an Elected Member or an appointee and, if an appointee, shall become a co-optee to Council.
 41. Where the number of Elected Members on a committee is less than the maximum number stated in Standing Order 42 below, the remainder of the positions may be filled by appointees, except that three positions on each committee shall be reserved for Elected Members only.

Composition of committees

42. Members for the forthcoming year shall be elected at the last Council meeting in the year as follows:-
 - 42.1 The Resources Committee shall consist of: the Chairman and Deputy Chairman of Council and the chairmen (or nominee if not available) of Policy Development Board, Education and Professional Standards Board, Chadwick House Group Ltd,

and the Environmental Health Registration Board; three Elected Members, one appointee nominated by the Commercial & Independent Special Interest Group and one further appointee.

- 42.2 The Policy Development Board shall consist of up to ten Elected Members, two appointees nominated by the Commercial & Independent Special Interest Group, one appointee nominated by the Port Health Special Interest Group and two further appointees.
- 42.3 The Education and Professional Standards Board shall consist of up to five Elected Members, one appointee nominated by the Commercial & Independent Special Interest Group and nine further appointees.
- 42.4 The President (if a member of the CIEH) and the Chairman and Deputy Chairman of Council shall be ex-officio members of all committees and sub-committees and other groups.

43. After the members of a committee have been appointed, a postal ballot of all the members of that committee shall take place to determine its chairman.

44. At the first meeting in each year, each committee shall elect a deputy chairman.

Terms of reference and duties of Council, and committees

45. Council, committees, and all sub-committees and other groups shall have a general duty to operate in accordance with the CIEH's Charter and Byelaws, Standing Orders and other Regulations, plus the requirements of charity legislation and in particular shall have regard to the advice of:-

- 45.1 The Charity Commissioners; and
- 45.2 Appointed personnel and any specialists.

46. Council

46.1 Council, which is also the Board of Trustees of the charity, has ultimate responsibility for the effective operation, organisation, management and delivery of the objectives of the CIEH.

46.2 In carrying out its functions Council shall, amongst other things:-

- 46.2.1 Be responsible for the approval of CIEH policy;
- 46.2.2 Have the power to nominate representatives on other bodies. All nominations are to be reported to Elected Members, and details kept in a register; and
- 46.2.3 Have the power to delegate specific functions, duties and/or responsibilities to specific Elected Members, committees, sub-committees, other groups and to the Chief Executive or other officers, subject to the conditions in Part 9 of the Byelaws and in compliance with Standing Orders 48-54 ("Delegation of Powers").

47. The terms of reference and duties for committees shall be set out in Appendix 2.

Delegation of powers

48. All officers, committees, sub-committees and other groups given delegated power shall have a general duty to operate in accordance with the CIEH's Charter and Byelaws, Standing Orders and other Regulations, plus the requirements of charity legislation and in particular shall have regard to the advice of:-

- 48.1 The Charity Commissioners; and
 - 48.2 Appointed personnel and any specialists.
49. There shall be delegated to every committee of Council, sub-committee, other groups, Chief Executive and other nominated officers full power to act in all matters covered by its terms of reference and any delegation, subject to:-
- 49.1 Compliance with the provisions of Part 9 of the Byelaws;
 - 49.2 The provision of any Standing Order or other Regulation, except where any Order or Regulation has been specifically waived by resolution of Council;
 - 49.3 Prior Council approval of annual or supplementary estimates;
 - 49.4 Any scheme requiring application for consent to borrow, having prior approval of the Resources Committee;
 - 49.5 Submission to Council of any matter of formulation or change of CIEH policy. The submission shall be made on the advice of the Chief Executive after consultation as necessary with the appropriate chairmen; and
 - 49.6 Submission to Council of those matters within the terms of reference of the Resources Committee which are subsequently excluded from the scheme of delegation.
50. The exercise of the foregoing powers shall be without detracting from the power of Council to call for a report on any decision.
51. 51.1 Every committee, sub-committee and other group shall have specific power by resolution to authorise either of the following to make decisions on matters within its terms of reference as it sees fit:
- 51.1.1 Any two or more Elected Members acting together; or
 - 51.1.2 The Chief Executive and/or nominated officer/s acting either with or without prior approval of the Chairman as determined by the committee, sub-committee or other group.
- 51.2 All actions taken under delegated powers shall be reported for information to the next ordinary meeting of the committee, sub-committee or other group.
52. The Chief Executive and other nominated officers shall be authorised within Council's policy as follows:
- 52.1 To take any steps necessary on behalf of the committee, sub-committee or other group on management and routine administration of the secretariat, including the purchase of goods and equipment provided for within the estimates;
 - 52.2 To act on behalf of, and in the name of, the committee or sub-committee or other group on those matters within the terms of reference of the committee or sub-committee or other group as matters for decision at officer level, subject to:
 - 52.2.1 Consultation with such other officers as may be appropriate, and
 - 52.2.2 Compliance with Financial Regulations and Standing Orders with respect to contracts.
- A record of the decisions taken by officers shall be available for inspection at the appropriate ordinary meeting of the committee, sub-committee or other group.
- 52.3 To authorise officers within the secretariat to exercise such appropriate powers of decision for the proper performance of the work of the CIEH;

- 52.4 To have day to day control of the headquarters staff of the CIEH, including the authorising of training and such courses within approved estimates, and in particular:
 - 52.4.1 Appointing employees to all positions;
 - 52.4.2 Authorising overtime working as necessary;
 - 52.4.3 Engaging temporary relief workers as necessary;
 - 52.4.4 Granting compassionate leave for up to seven days a year;
 - 52.4.5 To negotiate the terms and conditions of service applicable to employees of the CIEH on behalf of the Resources Committee;
 - 52.5 To take appropriate action on behalf of Council in any case where it appears that a breach of the Charter and Byelaws or any Standing Order or other Regulation has taken place.
53. 53.1 The Chief Executive shall be authorised to:
- 53.1.1 Order routine maintenance works, repairs and minor alterations to the property; and
 - 53.1.2 Award, renew and vary contracts for maintaining office equipment and the supply of goods and materials.
- 53.2 A record of the decisions taken shall be available for inspection at the appropriate ordinary meeting of the Resources Committee.
54. The Chairman, or Deputy Chairman, of any committee or sub-committee, the Chief Executive, the Director of Education and Professional Standards, the Director of Policy, the Director of Communications or the Director of Finance may, with the agreement of any other of the afore named people, "call in" any decision of any committee, sub-committee or other group for which they have responsibility, or in respect of a decision of any committee, sub-committee or other group in respect of a report that they have responsibility for, if, in their view, that decision involves a major change in policy or appears to be contrary to an existing policy made by a higher committee or by Council. In such circumstances the decision shall not be implemented until such time as the "parent" committee or Council has considered the decision concerned and has determined that it can be actioned.

Appointment of sub-committees and other groups

- 55. 55.1 Any committee may appoint sub-committees and/or other groups by whatsoever title they deem appropriate with terms of reference determined by the committee so long as these remain within the terms of reference of that committee.
- 55.2 After Council has appointed the members of a committee, a postal ballot of all the members of that committee shall be held to determine membership of its sub-committees for the ensuing year. Except where a committee appoints a new sub-committee during the year, the committee shall appoint the members of that sub-committee at that time.
- 55.3 After the members of a sub-committee have been appointed, a postal ballot of all the members of that sub-committee shall take place to determine its chairman.
- 55.4 At the first meeting in each year, each sub-committee shall elect a Deputy

Chairman.

56. Similarly, sub-committees may appoint other groups to undertake a specific task or tasks as long as that task is within the terms of reference of the sub-committee.
57. The committee chairman and, where applicable, the sub-committee chairman shall be an ex-officio member of all such sub-committees or other groups, which shall be composed of such persons as determined by the sponsoring committee or sub-committee and specified in its terms of reference. When the chairman of a sub-committee or other group is not a member of the committee or sub-committee that appointed it, they shall become an ex-officio member of the committee or sub-committee.
58. A committee may appoint members to assist in the work of its sub-committees as appointees, or persons to attend meetings of its sub-committees as co-optees.
59. A sub-committee may appoint co-optees to attend its meetings.
60. An appointee or co-optee, although appointed on an annual basis, shall normally be expected to be reappointed to serve a total term of three years and may then be considered for reappointment for a further term (of three years). Except that an appointee may have their term extended by a further year if the committee concerned so determines.
61. In the event of an appointee to a sub-committee who is nominated by a special interest group not being able to attend a meeting, an appropriate member of the special interest group concerned may deputise for them. Deputies may vote at meetings which they attend and shall be bound by the Code of Professional Conduct for Elected Members.
62. Where the number of elected members on a sub-committee is less than the maximum number stated in Standing Orders 63-65 (Composition of sub-committees) below, the remainder of the positions may be filled by appointees, except that three positions on each sub-committee shall be reserved for elected members only.

Composition of sub-committees

63. The Education & Professional Development Committee shall be appointed by the Education & Professional Standards Board and shall consist of up to five Elected Members, one appointee nominated by the Commercial & Independent Special Interest Group, one appointee nominated by the Port Health Special Interest Group, and five further appointees.
64. The Qualifications Board shall be appointed by the Education & Professional Standards Board and shall consist of up to 4 Elected Members, one appointee nominated by the Port Health Special Interest Group, one appointee nominated by the CHGL Board, and 6 further appointees. One appointee shall be a CIEH Appointed Examiner and one shall have an academic background. All members of the Qualifications Board shall be Voting Members, except the CHGL Board appointee if they are not a qualified EHO/EHP.
65. The Membership Committee shall be appointed by the Education & Professional Standards Board and shall consist of up to four Elected Members and six appointees (one of which shall be nominated by Resources Committee). All members of the Membership Committee shall be Voting members.

Terms of reference and duties of sub-committees.

66. The terms of reference and duties of sub-committees shall be set out in Appendix 3.

Meetings of committees and sub-committees

67. At its last meeting in every year, Council shall agree a calendar of meetings of the committees and sub-committees for the following year.
68. 68.1 A special meeting of any committee and sub-committee shall be called at any time as follows:
- 68.1.1 On the request of the Chairman of Council or the chairman of the committee or sub-committee.
 - 68.1.2 Following receipt by the Chief Executive of a written requisition from a quarter of the number of members of that committee or sub-committee, subject to a minimum of three.
 - 68.1.3 By the Chief Executive or their nominated officer upon any emergency or special circumstances arising.
- 68.2 The summons to the special meeting shall set out the business to be considered and only that business shall be considered at that meeting.

Transaction of business at meetings

69. No business shall be transacted at any meeting other than that specified on the agenda paper except matters of urgency brought forward by, or on behalf of, the Chief Executive with the approval of the Chairman. The minutes or notes of the meeting of any sub-committee, Expert Advisory Panel, Open Membership Forum, or other groups shall be reported to the appropriate sponsoring body.
70. All written reports shall be in the prescribed format and circulated to members of Council, or committees, not less than seven working days prior to the meeting except where the Chairman agrees that the matter requires an urgent decision. The reason for the urgency shall also be reported to Council, committee, sub-committee or other group.

Quorum of committees and sub-committees

71. Except where authorised by a statute or ordered by Council, business shall not be transacted at a meeting of any committee unless at least five of the members of the committee present.
72. Except as otherwise ordered by Council or committee which has appointed them, business shall not be transacted at a meeting of a sub-committee unless at least five members are present, except for the Membership Committee where the quorum shall be.
73. Except as otherwise ordered by Council or the committee which has appointed them, business shall not be transacted at meetings of other groups unless at least two members are present.

Standing Orders to apply to committees and sub-committees

74. The Standing Orders relating to proceedings and business of Council shall apply to committees and sub-committees, with any necessary modification.

Mover of motion may attend meeting

75. Any member who has moved a motion which has been referred to any committee, sub-committee or other group shall have notice of the meeting at which it is to be considered. They shall have the right to attend the meeting and have an opportunity to explain the motion, but not to vote unless already a member of that committee or sub-committee.

Financial Regulations of the CIEH

76. The finances and accounts of the CIEH shall be controlled and regulated in accordance with Financial Regulations.
77. No committee, sub-committee, other group or employee shall incur expenditure or commit the CIEH to any liability other than as provided by Financial Regulations.
78. Any motion moved to amend financial regulations, other than as a recommendation of the Resources Committee shall stand adjourned without discussion to the ordinary meeting of Council following the next Resources Committee. When the motion is then moved, the Resources Committee shall report to Council on the matter and give its recommendation/s.

Suspension of Standing Orders

79. Subject to Standing Order 80, any of the preceding Standing Orders may be suspended for any particular business at the meeting.
80. A motion to suspend Standing Orders shall not take effect unless at least one-half of the total number of the members of Council, or of that committee, sub-committee or other group present have voted in favour thereof.

Motions, petitions and questions by members

81. Council shall consider such motions, petitions and questions that are submitted by members in accordance with the procedure herein. The motion, petition or question will be considered by Council or the appropriate committee according to the procedures detailed below in respect of each of these.
82. Submission of motions, petitions and questions
 - 82.1 Motions, petitions and questions may only be submitted by members of the CIEH as provided for within this Standing Order for consideration at a meeting of Council or one of its committees. The originator of the motion, petition or question shall receive a copy of the agenda for the meeting to which it has been referred and shall be entitled to attend that meeting to explain the motion, petition or question except as provided for herein.

- 82.2 Motions must relate to Council or committee business or to matters of concern to the CIEH.
- 82.3 Notice of motion, petition or question (except those moved under any other Standing Order) shall be submitted to the Chief Executive by 10.00 a.m. twenty-one days before the Council or committee meeting to which it is to be submitted. The notice of motion, petition or question should clearly indicate the name of the member(s) submitting it.
- 82.4 Subject to the consent of the Chairman of Council or of the appropriate committee, a motion, petition or question may be considered by Council or the appropriate committee if it is submitted to the Chief Executive by 10.00 a.m. on the day of the meeting.
- 82.5 Motions, petitions and questions submitted in accordance with this Standing Order will be included in the agenda for the next Council or committee meeting as appropriate, in the order in which they are received (unless the member submitting the motion, petition or question requests it be withdrawn or considered at a later meeting) and may be:
- 82.5.1 Amended by the Chief Executive for the purpose of clarification, in consultation with the member who submitted the motion, petition or question; or
- 82.5.2 Amended or withdrawn by the Chairman, after consulting the member who submitted the motion, petition or question, if it appears the wording is not in order or is framed in improper or unbecoming language.
- 82.6 All motions, petitions and questions shall be dated, numbered and entered in a register in the order in which they are received. Elected Members may inspect the register which shall be held by the Chief Executive.
83. Procedure for consideration of motions, petitions and questions
- 83.1 If any member(s) submit(s) more than one motion, petition or question at any meeting only their first question shall be asked and answered. If, after all other questions have been asked and answered, there is sufficient time available, the Chairman of Council or the appropriate committee may ask the originator(s) to explain or ask their further motion(s), petition(s) or question(s) in such order as the Chairman determines. The Chairman has the discretion to alter the order in which such motions, petitions or questions are considered.
- 83.2 If a member who has submitted a motion, petition or question under Standing Orders is not present when the matter is to be considered, any other member who is entitled so to do may, with the consent of the Chairman of Council, explain the motion or petition or else ask the question.
84. Motions
- 84.1 The member who submitted the motion or another member nominated by them shall be invited to explain to Council the motion as stated in the agenda for a maximum of three minutes unless further time is allowed by the Chairman.
- 84.2 If moved and seconded by Elected Members or the President, the Chairman will indicate that the motion will be dealt with in one of the following ways:

- 84.2.1 Be referred to the appropriate committee without discussion for determination because the subject matter falls within its remit.
- 84.2.2 Be referred to the appropriate committee(s) without discussion for consideration and report back to Council.
- 84.2.3 Be considered at the meeting.

- 84.3 The time allowed at Council meetings for the consideration of motions shall not exceed 15 minutes in respect of any one motion or one hour in total for all motions submitted, unless Council determines to extend either of these. Any motions not considered during the time allowed shall stand postponed until the next subsequent meeting of Council.

- 84.4 Motions which Council refers to a committee for consideration shall be considered at the next ordinary meeting or special meeting (as appropriate) of the committee unless the originator of the motion requests in writing to the Chief Executive that it be considered at a later meeting. The originator of the motion shall receive a copy of the agenda for the meeting to which the motion has been referred and shall be entitled to attend that meeting to explain the motion.

- 84.5 If a motion is referred to a sub-committee for consideration, the report to council, if appropriate, shall be made via its parent committee.

- 84.6 If, following an explanation by the originator, a motion specified in the agenda is not moved and seconded it shall, unless postponed by consent of the Council, be treated as abandoned and shall not be further considered without fresh notice.

- 84.7 If the mover of a motion ceases to be a member of Council after the motion has been formally moved and seconded, the seconder or any other member may progress the motion.

- 85. Petitions
 - 85.1 Petitions made directly to a committee must relate to matters within the terms of reference of the committee to which they are presented.
 - 85.2 Members of the CIEH may present petitions directly to a committee and speak for up to five minutes on that petition. No further debate shall take place unless the committee receives a report on the matter.
 - 85.3 Members may present petitions to Council by formally reading or summarising the petition.
 - 85.4 A petition presented at Council will be referred to the relevant committee(s) to take the appropriate action, unless the Chairman of Council rules otherwise.
 - 85.5 If a petition relates to a matter on the agenda for the meeting of Council at which it is presented it shall be dealt with at that meeting.

- 86. Questions
 - 86.1 At any meeting of Council, any member of the CIEH may ask the chairman of any committee any question relating to the business of the CIEH which falls within that committee's terms of reference.

- 86.2 Questions under this Standing Order shall be taken in order of receipt and shall, if the questioner is present in person, be asked by saying "I ask my question as set out in the agenda papers", and then be answered without discussion.
- 86.3 Any chairman of a committee may, with the agreement of the Chairman of Council, nominate another elected member or officer to answer a question on their behalf.
- 86.4 A member asking a formal question under notice may ask one supplementary question arising directly out of the answer given to the original question but the supplementary question shall be relevant to the original question and shall not introduce any new subject matter.
- 86.5 An answer may take the form of:
- 86.5.1 a direct oral answer;
 - 86.5.2 a reference to a CIEH or CHGL publication containing the desired information;
 - 86.5.3 a written answer where a reply cannot conveniently be given orally.
- 86.6 The time allowed for written and supplementary questions at any meeting shall not exceed 30 minutes for public questions or one hour for Elected Members' questions or such longer period as the Chairman of Council may permit. Questions not answered within that period will receive a written reply.

Standing Orders to be given to Elected Members, appointees and co-optees

87. A copy of Standing Orders and Financial Regulations shall be provided for every elected member and all appointees and co-optees to committees, sub-committees and other groups.

Interpretation of Standing Orders

88. A ruling of the Chairman as to the construction or application of any of these Standing Orders, or as to any proceedings of Council etc, shall not be challenged at any meeting.

Commencement and amendment of Standing Orders

89. These Standing Orders shall take effect as a Regulation on the date of adoption and may only be amended, varied or rescinded by Council.

ADOPTED as a Regulation by Council on 9 December 1999. Amended on 19 January 2000, 5 April 2001, 13 December 2001, 27 June 2002, 11 December 2003, 8 December 2005, 12 January 2006, 6th December 2007 and 12 December 2008.

Appendix 1

Rules of debate for Council meetings

1.	Motions and amendments	A motion or amendment shall not be discussed unless it has been proposed and seconded. If required by the Chairman, it shall be put into writing and handed to the Chairman before it is further discussed or put to the meeting.
2.	Secunder's speech	When seconding a motion or amendment a member may reserve their speech until a later period of the debate by declaring the intention to do so.
3.	Only one member to stand at a time	When speaking a member shall stand and address the Chairman. If two or more members rise, the Chairman shall call on one to speak; the other or others shall then sit. While a member is speaking, the other members shall remain seated, unless rising to a point of order or in personal explanation.
4.	Content and length of speeches	A member shall direct their speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed three minutes except by consent of the Chairman after consultation with the meeting.
5.	When a member may speak again	A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except: <ol style="list-style-type: none"> 1. to speak once on an amendment moved by another member; 2. if the motion has been amended since they last spoke, to move a further amendment; 3. if their first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which they spoke was carried; 4. in exercise of a right of reply given by part 11 of this appendix; 5. on a point of order; 6. by way of personal explanation.
6.	Amendments to motions	<ol style="list-style-type: none"> 1. An amendment shall be relevant to the motion and either; <ol style="list-style-type: none"> 1.1 leave out words; 1.2 leave out words and insert or add others; 1.3 insert or add words; or 1.4 refer a subject to debate of Council, committee, or other group for consideration or re-consideration; 2. But no amendment shall have the effect of negating the motion before the meeting.
7.		<ol style="list-style-type: none"> 1. Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under

		<p>discussion has been disposed of.</p> <p>2. However this shall not prevent a member giving the Chairman advanced notice and contents of a further amendment to be moved by them prior to the vote being taken on the amendment under discussion.</p>
8.		<p>If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and further amendment may then be moved.</p>
9.	Alteration of a motion	<p>If the alteration is one which could be made as an amendment, a member may, with the consent of the meeting or their seconder:</p> <ol style="list-style-type: none"> 1. alter a motion for which notice has been given; or 2. alter a motion which they have moved with the further consent of their seconder.
10.	Withdrawal of a motion	<ol style="list-style-type: none"> 1. A motion or amendment may be withdrawn by the mover with the consent of both their seconder and the meeting. 2. No member may speak upon the motion after the mover has asked permission for its withdrawal, unless the permission is refused.
11.	Right of reply	<ol style="list-style-type: none"> 1. The mover of a motion has a right to reply at the close of the debate immediately before it is put to the vote. 2. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, but otherwise shall not speak on the amendment. The mover of the amendment shall not have a right of reply to the debate on their amendment.
12.	Motions which may be moved during debate	<p>When a motion is under debate no other motion shall be moved except the following:</p> <ol style="list-style-type: none"> 1. to amend the motion; 2. to adjourn the meeting; 3. to adjourn the debate; 4. to proceed to the next business; 5. that the question be now put; 6. that a member no longer speak.
13.	Closure motions	<ol style="list-style-type: none"> 1. At the conclusion of a speech of another member, a member may move any of the following without comment: <ol style="list-style-type: none"> 1.1 "That the meeting proceed to the next business". 1.2 "That the question be put". 1.3 "That the debate be adjourned". 1.4 "That the meeting now adjourn". 2. If seconded, the Chairman shall act on the motion as follows:

		<p>2.1 The meeting proceed to the next business</p> <p>A motion be put to the vote to proceed to next business, although the Chairman may advise the meeting that the matter has not been sufficiently discussed.</p>
		<p>2.2 That the question be put</p> <p>2.2.1 A motion be put to the vote that “the question be put”, although the Chairman may advise the meeting that the matter has not been sufficiently discussed.</p> <p>2.2.2 If it is passed the mover of the original motion shall be given the right of reply under part 11 of this appendix before putting their motion to the vote.</p> <p>2.3 To adjourn the debate or the meeting</p> <p>2.3.1 An adjournment motion be put to the vote without giving the mover of the original motion their right of reply on that occasion, although the Chairman may advise the meeting that the matter has not been sufficiently discussed.</p> <p>2.3.2 If the meeting is adjourned, any remaining business shall be transacted at the next.</p>
14	Points of order	<ol style="list-style-type: none"> 1. A member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. 2. A point of order shall relate only to a potential breach of a Standing Order or statutory provision and the member shall specify the provision and the way in which they consider it would be broken. 3. A personal explanation shall be confined to some material part of a former speech by them which appears to have been misunderstood in the present debate.
15		The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.
16	Summing up	The Chairman may sum up the debate before putting a motion or amendment and, if such debate involves questions of a legal, financial, technical or administrative nature, they may require the Chief Executive or other appropriate officer to draw the attention of the meeting to any relevant factors before the vote is taken.
17	Respect for Chair	Whenever the Chairman rises during a debate, any member then standing shall resume their seat and the meeting shall be silent.

Appendix 2

Terms of reference and duties for committees

1. Resources Committee

- 1.1 Subject to Standing Order 46, Resources Committee has responsibility for determination of financial policy and the management of the assets and resources of the CIEH and other related matters including:
 - 1.1.1 Personnel, staffing and organisation of administration at the offices of the CIEH, Regions and Special Interest Groups;
 - 1.1.2 The issue of contracts and compliance with financial regulations; and
 - 1.1.3 Any other matter referred to it.
- 1.2 In undertaking its remit the Committee shall:
 - 1.2.1 Operate in accordance with any delegated authority of Council;
 - 1.2.2 liaise and collaborate as necessary with other committees and Chadwick House Group Ltd;
 - 1.2.3 Have the power to appoint representatives on other bodies, subject to those representatives being in Voting membership;
 - 1.2.4 Have the power to refer any matters to a sub-committee or other group; and
 - 1.2.5 Have the power to make recommendations for formulation of policy to Council and committees.

2. Education and Professional Standards Board

- 2.1 Subject to Standing Order 46, the Education and Professional Standards Board has responsibility to determine policy and to keep under review education and professional standards for all personnel involved in environmental health and conditions for membership of the CIEH, including:
- 2.2 To deal with, and keep under review, all matters relating to the education, training, qualification and professional development of environmental health practitioners and other persons working in environmental and/or public health and, in particular, to carry out those functions relating to training, examinations, the granting of diplomas or certificates and promoting research into environmental health issues as described in Article 4 of the Charter. In particular:
 - 2.2.1 To ensure that the schemes for the Assessment of Professional Development and Continuing Professional Development are administered and operated satisfactorily and that the schemes are kept under review.
 - 2.2.2 To ensure that proper arrangements are in place to assess practical training of environmental health personnel and to assess competence on qualification.
 - 2.2.3 To keep under review the routes to qualification of environmental health personnel.
 - 2.2.4 To maintain liaison with academics, government departments and agencies, local authorities, public and private sector employers of environmental health personnel and other appropriate bodies and

people in order to ensure that the profession continues to meet the needs of employers and that qualifications and diplomas awarded by the CIEH remain relevant.

- 2.2.5 To promote, encourage, facilitate and publish research into environmental health practice.
- 2.2.6 To ensure procedures for the accreditation of courses leading to CIEH qualifications are operated satisfactorily.
- 2.2.7 To ensure that the Developmental Portfolio Assessment Route to Registration on the UK Public Health Register is administered and operated satisfactorily and that the route is kept under review.
- 2.3 To be responsible for all matters relating to membership of the CIEH and for Chartered status.
- 2.4 To keep under review the Charter, Byelaws, Standing Orders, CIEH and Council Regulations and their operation and to recommend to Council appropriate amendments as the need arises.
- 2.5 To deal with other matters as the Council of the CIEH shall so determine or instruct or are referred to the Board by the Chairman, or in the Chairman's absence the Deputy Chairman, of Council for consideration.
- 2.6 In undertaking its remit the Board shall:
 - 2.6.1 Operate in accordance with any delegated authority of Council;
 - 2.6.2 Liaise and collaborate as necessary with other committees and Chadwick House Group Ltd;
 - 2.6.3 Have the power to appoint representatives on other bodies, subject to those representatives being in Voting membership;
 - 2.6.4 Have the power to refer any matter to a sub-committee or other group; and
 - 2.6.5 Have the power to make recommendations for the formulation of policy to Council and other committees.

3. Policy Development Board

- 3.1 Subject to Standing Order 46, the Policy Development Board has responsibility to determine strategic, technical and professional policy in all fields of environmental health and related matters.
- 3.2 In undertaking its remit the Board shall:
 - 3.2.1 Operate in accordance with any delegated authority of Council;
 - 3.2.2 Liaise and collaborate as necessary with other committees and Chadwick House Group Ltd;
 - 3.2.3 Have the power to appoint representatives on other bodies, subject to those representatives being in Voting membership; and
 - 3.2.4 Have the power to make recommendations for the formulation of policy to Council, and other committees.

Appendix 3

Terms of reference and duties for sub-committees

1. Education & Professional Development Committee

Subject to Standing Order 46, the Education & Professional Development Committee shall have the responsibility:

- 1.1. To undertake investigative or development work on education or professional development issues as determined:-
 - 1.1.1. By the committee, or
 - 1.1.2. By the Education & Professional Standards Board, or.
 - 1.1.3. By the Chairman, or in his absence the Deputy Chairman of the Education & Professional Standards Board, or
 - 1.1.4. By other committees, etc. of the CIEH, so long as it is generally within the committee's terms of reference.
- 1.2. To oversee, monitor and keep under review all aspects of the operation of the Assessment of Professional Development scheme, including making changes to the scheme and the selection for training, and subsequent appointment of assessors.
- 1.3. To oversee, monitor and keep under review all aspects of the operation of the Continuing Professional Development scheme, including the CPD regulations and guidance provided for members on the operation of the scheme and the interpretation of the regulations.
- 1.4. To oversee the provision of suitable student centred sessions at the 'Best of the Best' conference.
- 1.5. To promote research into aspects of environmental health practice, oversee any research projects funded by the CIEH and oversee the publication of refereed research papers by the CIEH.
- 1.6. To promote the provision of low cost training for members of the CIEH and to oversee the use of CIEH funds made available for this purpose.
- 1.7. To oversee, monitor and keep under review all aspects of the operation of the Chartered status scheme, including the relevant regulations and guidance for members on the operation of the scheme and interpretation of the Regulations.
- 1.8. In dealing with all matters, to be mindful of the implications of decisions taken and, where felt appropriate, to determine to delay the implementation of any decision until such time as its implications have been properly considered by the Education & Professional Standards Board.

2. Qualifications Board

Subject to Standing Order 46, the Qualifications Board shall have the responsibility:

- 2.1. To deal with all matters appertaining to the operation of the CIEH professional examinations and practical training assessment, in particular:-

- 2.1.1. To approve, oversee, monitor and keep under review the operation of the CIEH professional examinations and practical training assessment.
 - 2.1.2. To select for training and subsequently appoint persons as examiners.
 - 2.1.3. To determine the method of assessment of practical training/experiential learning and the pass criteria.
 - 2.1.4. To determine the form of the professional examinations and the pass criteria.
 - 2.1.5. To consider any extenuating circumstances affecting any or all candidates and adjust the pass mark for the individual or all candidates as so determined by the Board.
 - 2.1.6. To consider the profile of individual candidates who have failed to meet the pass criteria and award a condoned pass in appropriate circumstances.
 - 2.1.7. To determine payments to examiners and to the authors of examination papers and scenarios.
 - 2.1.8. To keep under review the Examination Regulations and make changes as needed.
 - 2.1.9. To receive reports from the secretariat on the operation of each round of professional examinations.
 - 2.1.10. To determine the results of the written papers and risk audit elements of the professional examinations.
 - 2.1.11. To receive details of all passes awarded to candidates in the professional interview and practical training/experiential learning assessments.
- 2.2. To deal with all matters relating to the accreditation of courses by the CIEH, except that where the Board determines that an existing accreditation should be withdrawn or that conditions imposed on an accreditation have not been met sufficient to invalidate that accreditation, the matter be not actioned until considered by the Education & Professional Standards Board of the CIEH.
 - 2.3. To keep under review the procedures and criteria for accrediting courses for study leading to qualification as an EHP and to ensure they are applied when considering courses for accreditation.
 - 2.4. To appoint panels to act on behalf of the Board to determine applications for accreditation of appropriate courses by the CIEH and to undertake mid-term reviews of existing accredited courses. The chairman of such panels is to be a member of the Qualifications Board and such panels also to include a member of the secretariat and an academic.
 - 2.5. To keep under review the core curriculum for qualifying courses to ensure that it is kept up to date, reflecting current practice and changes in legislation.
 - 2.6. To deal with matters relating to the academic integrity of CIEH public sector examinations and supporting systems, in particular:-
 - 2.6.1. To approve new qualifications and changes to existing qualifications.
 - 2.6.2. To monitor and keep under review the integrity of the examination process.
 - 2.6.3. To receive and review examination statistics.
 - 2.6.4. To keep under review the syllabi for existing qualifications and their assessment regimes.
 - 2.6.5. To consider and approve an annual examinations report for distribution to trainers.
 - 2.6.6. To adjudicate on unresolved challenges/appeals by training centres/ candidates, respectively.

- 2.6.7. To bring to the attention of the Board of Chadwick House Group Ltd any issues of concern relating to the operation and issue of CIEH public sector qualifications.
- 2.7. To consider such other related matters as may, from time to time, be so determined by the Education & Professional Standards Board, or passed for consideration by the Board with the agreement of the Chairman or, in his absence, the Deputy Chairman of the Education & Professional Standards Board.
- 2.8. In dealing with all matters, to be mindful of the implications of decisions taken and, where felt appropriate, to determine to delay the implementation of any decision until such time as the implications have been properly considered by the Education & Professional Standards Board.

3. Membership Committee

Subject to Standing Order 46, the Membership Committee shall have the responsibility:

- 3.1. To deal with matters appertaining to admission (and re-admission) to membership, withdrawal of (and resignations from) membership and qualifications and criteria for membership, including grades of membership and election to Fellow.
- 3.2. To deal with matters relating to membership recruitment, engagement, retention and services.
- 3.3. To deal with matters relating to communicating with members, including the membership database.
- 3.4. Scrutinise actions taken in respect of the processing of complaints made against members of the CIEH under the code of conduct, including the code of conduct for elected members, including, but not exclusively:
 - 3.4.1. Monitor the procedures and decisions carried out by Disciplinary Committees and Disciplinary Appeals Panels.
 - 3.4.2. Investigate any matters relating to 3.2.1 as it deems appropriate, including calling before it any individuals concerned with the implementation of the Disciplinary Regulations, except when doing so may compromise a disciplinary process.
 - 3.4.3. Report annually to Council on its disciplinary scrutiny role and, notwithstanding this requirement, report matters of a more urgent nature to the next appropriate meeting of Council.
 - 3.4.4. The appointment of persons to a list which can be drawn screeners, lay moderators and members of Disciplinary Committees and Disciplinary Appeals Panels.
- 3.5. To keep under review the procedures for the operation of CPD compliance panels including
 - 3.5.1. The appointment of Voting members to a list from which can be drawn members of CPD compliance panels and
 - 3.5.2. To bring to the attention of the Education & Professional Development Committee any anomalies in the scheme.
- 3.6. To keep under review the Charter and Byelaws, Standing Orders and other

Council and CIEH Regulations made there under and to advise on proposed amendments to any of the above.

- 3.7. To deal with references from other CIEH committees etc. so long as such references fall, generally within the terms of reference of the Committee.
- 3.8. To consider such other related matters as may, from time to time, be so determined by the Education & Professional Standards Board, or passed for consideration by the Committee with the agreement of the Chairman or, in his absence, the Deputy Chairman of the Education & Professional Standards Board.
- 3.9. In dealing with all matters, to be mindful of the implications of decisions taken and, where felt appropriate, to determine to delay the implementation of any decision until such time as its implications have been properly considered by the Education & Professional Standards Board.