



Chartered
Institute of
Environmental
Health

Annual and Special Meeting Regulations

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

Annual and Special meetings

1. Byelaw 22 states that:

“Annual and Special meetings of the Chartered Institute shall be called and conducted in accordance with Regulations, provided that not more than 15 months shall elapse between Annual meetings.”

2. The annual meeting of the CIEH shall be held at such place and on such date as Council or the preceding annual meeting may decide.
3. Council may convene a special meeting whenever it considers fit and shall be obliged to do so within 60 days from service at the registered office for the time being of the CIEH addressed to the Chief Executive of a written requisition signed by not less than 150 Voting members (or of several documents in the same form each signed by one or more requisitioners) stating the object of the proposed meeting.
4. The annual meeting shall have as ordinary business:
 - 4.1 The appointment or re-appointment of auditors and scrutineers;
 - 4.2 The receipt and consideration of the annual report of Council and the audited accounts of the CIEH;
 - 4.3 The reception and consideration of the report of Council on actions taken to implement motions carried at the previous annual meeting and resolutions passed at any special meeting occurring since the last annual meeting;
 - 4.4 The announcement, when requisite, of the results of the election of fellows and honorary members; and
 - 4.5 Any further business prescribed by a CIEH Regulation for the time being as ordinary business;
 - 4.6 Any Voting member, region or special interest group, or the Council or any committee who wishes to bring before an annual meeting any motion not relating to ordinary business may do so provided the following has been complied with or, if not, the council has resolved to dispense with any such requirement:
 - 4.6.1 The Chief Executive has received notice of the proposed motion not later than 60 days prior to the date of the annual meeting;
 - 4.6.2 Where notice of motion has been brought only by a Voting member it shall be counter-signed by not less than ten Voting members in such manner as to confirm their desire that the proposed motion be brought before the annual meeting; and
 - 4.6.3 In the opinion of the Council the motion proposed relates to the object of the CIEH or entry standards.
 - 4.7 No proposed resolution to amend the Charter or the Byelaws may be altered by meeting unless in the opinion of the Chairman the amendment is one of form and not of substance and furthermore the Chairman consents to such alteration: provided that if any such resolution is in good faith ruled out of order by the Chairman but such ruling is subsequently found to be in error, it shall not invalidate the proceedings on the substantive resolution.

Notice of meetings

5. At least 21 days' notice specifying the place, the day, and the hour of the meeting and, in case of special business, the general nature of that business, shall be given to all Members in the manner hereinafter mentioned.

Note: For the avoidance of doubt, the 21 days shall commence 48 hours after the notice has been posted (in accordance with Byelaw 33) and shall not include the day of the meeting.

6. Notices for annual meetings shall be accompanied by particulars of any motions to be brought before the meeting under the preceding regulation, the annual statement of financial activities, balance sheets and reports.
7. Notice of a meeting shall be accompanied by forms of proxy approved in accordance with Regulation 25 below.
8. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member shall not invalidate the proceedings at that meeting.

Conduct and procedure at meetings

9. The conduct and procedure shall be as set out in Appendix 1.

Presiding at meetings

10. At every meeting the President of the CIEH if present, shall preside as Chairman of the meeting, but if he be absent the Chairman of Council, or in his absence Deputy Chairman shall preside in that capacity; if both are absent the members present shall choose one of themselves to be the chairman of the meeting.

Quorum at meetings

11. The quorum at any meeting shall be ten Voting Members in each case present in person. If the requisite quorum shall not be present within such period (not being less than 30 minutes) of the appointed time of the meeting as the Chairman decides when the meeting proceeds to business, no business other than the appointment of a Chairman shall be transacted at any meeting.
12. If a quorum is not present, or ceases to be present whilst the meeting is in session, that meeting shall automatically stand adjourned to such other date (being not less than 14 nor more than 28 days thereafter) and at such time and place as the Chairman of the meeting may determine, with the business limited as provided in Regulations 13, 14 and 15 below. Where the meeting is adjourned for want of a quorum then any Voting Members present in person at the adjourned meeting shall be a quorum and empowered to pass any resolution and transact business which might lawfully have been transacted at the meeting from which the adjournment took place. At least seven days' notice of any meeting adjourned through a lack of quorum shall be given in the same manner as for the original meeting.

Adjournment of meetings

13. The Chairman for the time being of the meeting at which a quorum is present, may with the consent of the meeting, adjourn any Meeting generally or to a specific date, but no business shall be transacted at any adjourned meeting save for business which might lawfully have been transacted at the meeting at which the adjournment took place.
14. If a meeting is adjourned generally, Council shall determine the date, time and place for the reconvened meeting provided that seven days' notice of the adjourned meeting shall be given in the same manner as for the original meeting.
15. Where a meeting has been adjourned to a specific time, no notice need be given unless so required in the resolution for adjournment or is an adjournment by virtue of lack of quorum under the terms of Regulations 11 and 12 above.

Votes at meetings

16. Subject to the provisions of the Charter (and to Regulation 17 below), at all meetings a resolution put to the vote at the meeting shall be decided on a show of hands by a majority of the Voting members present in person and entitled to vote: provided that the vote shall be decided on a poll if required by the Chairman or by at least five Voting Members, present in person and entitled to vote, before or upon the declaration of the result of the show of hands.
17. Unless a poll is demanded a declaration by the Chairman of the meeting that a resolution has been carried by a particular majority, or lost, or not carried by a particular majority shall be conclusive, and an entry to that effect in the minutes of the Chartered Institute shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favour of or against such resolution.
18. If a poll is duly requested or is required to be taken, it should be taken in such manner as the Chairman of the meeting may direct provided that the poll shall, in any event, be taken immediately or within seven days of the date of the meeting and the result will be the resolution of the meeting in that regard. If the Chairman considers fit, he may appoint scrutineers (who need not be Voting members) and may adjourn the meeting for the purpose of declaring the result of the poll to such date, time and place fixed by him.
19. No poll shall be demanded on the election of a Chairman of a meeting, or on any question of adjournment. A demand for a poll made may be withdrawn (but without prejudice to any other demand for a poll vote) and if so withdrawn shall not be taken to invalidate the result of the show of hands declared before the demand was made.
20. The demand for a poll shall not prevent the continuance of the meeting for the transaction of any business other than the question on which the poll has been demanded.

Votes

21. On a show of hands, every Voting member entitled to vote under the terms of these regulations shall have one vote.
22. On a poll, votes may be given personally or by proxy, and every Voting member entitled to vote under these regulations and who is present in person or by proxy shall have one vote.
23. If there is an equality of votes, and whether on a show of hands or on a poll, the Chairman of the meeting shall be entitled to a further casting vote.
24. Any objection to the admissibility of any vote shall be referred to the Chairman of the meeting whose decision shall be final. No such objections shall be raised after the meeting at which the vote has been cast.

Proxies

25. A proxy must be a Voting member. The instrument appointing a proxy shall be in writing on the form included as Appendix 2. Such instrument shall be signed by the appointor or his duly authorised attorney and shall be deemed to confer authority to demand a poll.
26. The instrument appointing a proxy, and the power of attorney (if any) under which it was signed, or a notarially certified copy thereof, shall be deposited at the registered office of the chartered Institute at least 28 hours before the time appointed for the holding of the meeting at which the person named in such instrument proposes to vote, otherwise the person so named shall not be entitled to vote in respect thereof. The instrument appointing a proxy shall be valid only for the meeting for which it is given or any adjournment thereof.
27. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy, provided that no intimation of the death or revocation shall have been received in writing by the Chairman of the meeting one hour at least before the time fixed for the holding of the meeting.

Postal voting

28. A postal ballot of all the Voting Members of the CIEH shall be undertaken if required by a CIEH Resolution made by a general meeting.
29. The procedure for conducting a postal ballot shall be as follows:
 - 29.1 The ballot papers with motion(s), together with a prepaid envelope shall be sent to the Voting members within seven working days of the Resolution being made, for return to the Chief Executive at the registered office.
 - 29.2 Ten working days shall be allowed for return of the ballot which will close at 5.00pm on the said date.
 - 29.3 The ballot papers returned shall be examined by the Chief Executive (or appointee), the Chairman of the Annual Meeting and at least one scrutineer. In

no case shall the mover or seconder of the motion be eligible to act as a scrutineer.

29.4 In the event of a vote being indecisive the motion shall fall.

30. The Chief Executive will inform the membership of the result of the ballot within seven working days of the examination.

Minutes of meetings of the CIEH

31. Where the Chairman of a meeting signs a minute of that meeting it shall be deemed to be sufficient evidence of the facts stated therein and the CIEH shall cause that proper minutes are recorded of all of the proceedings at meetings and resolutions passed at the same. The Chairman shall ensure that if a member dissenting from any resolution so requests at the meeting the minutes in regard to that Resolution shall note all dissenters to that Resolution.

Commencement and amendment of regulations

32. These regulations (including the attached appendices) include the previous Regulations for Form for Casting Proxy Votes, Regulations for Postal Votes Procedure at General Meetings of the CIEH and Regulations for Conduct and Procedure at General Meetings of the CIEH.
33. These regulations shall take effect on the date of adoption and may only be amended, varied or rescinded by Council. Once these regulations take effect, all previous versions shall be rescinded.

Adopted as a Regulation by Council on 7 December 2006

Appendix 1

Conduct and procedure at General Meetings of the CIEH

Order of business

1. Except as otherwise provided by paragraph 2 below, the order of business shall be:
 - 1.1 To choose a person to preside if the President and the Chairman and Deputy Chairman of Council are absent.
 - 1.2 Chairman's announcements
 - 1.3 To approve as a correct record and sign the minutes of the last general meeting.
 - 1.4 To dispose of business (if any) remaining from the last meeting.
 - 1.5 Business specified in the notice of meeting.
 - 1.6 Other business as allowed in the Byelaws and Regulations of the CIEH
2. The order of business of any General Meeting (other than items 1.1 and 1.3 above) may be varied by the Chairman with the consent of the meeting so as to give precedence to any business of urgency.

Motions and amendments which may be moved without notice

3. The following procedural motions and amendments may be moved without notice:
 - 3.1 Appointment of a Chairman of the meeting at which the motion is made.
 - 3.2 Motions relating to the accuracy of the minutes.
 - 3.3 That the postal vote procedure be instituted in relation to a proposed CIEH Resolution.
 - 3.4 That an item of business specified in the notice of meeting has precedence.
 - 3.5 Referral to the Council, committee, etc.
 - 3.6 Adoption of reports and recommendations of the Council, committees, officers, etc. and any consequent resolutions.
 - 3.7 That leave be given to withdraw a motion.
 - 3.8 Extending the time limit for speeches.
 - 3.9 Amendments to motions.
 - 3.10 That the meeting proceed to the next business.
 - 3.11 That the question be now put.
 - 3.12 That the debate be now adjourned.
 - 3.13 That the meeting now adjourn.
 - 3.14 Suspending any Regulation, in accordance with Part 9 of this Appendix.
 - 3.15 To defer consideration of the motion.
 - 3.16 That the subject of the debate be referred back to the Council, a committee etc. or be referred to an officer for a report.

Questions

4. A member may ask the Chairman (or nominee) of the Council, committee etc. any question on any item on its report when the work of the Council, committee etc. is under consideration.

5. Any relevant matter not contained in the report may also be raised.

Rules of debate

Motions and amendments	1.	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 before it is further discussed or put to the meeting.
Seconder's speech	2.	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.
Only one member to stand at a time	3.	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.
Content and length of speeches	4.	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, following consultation with the meeting.
When a member may speak again	5.	A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except: <ul style="list-style-type: none"> 5.1 To speak once on an amendment moved by another member; 5.2 If the motion has been amended since they last spoke, to move a further amendment; 5.3 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; 5.4 In exercise of a right of reply given by paragraph 11 or 13 of this Part; 5.5 On a point of order; 5.6 By way of personal explanation
Amendments to motions	6.	An amendment shall be relevant to the motion and either: <ul style="list-style-type: none"> 6.1 Leave out words 6.2 Leave out words and insert or add others 6.3 Insert or add words; or 6.4 Refer a subject to debate of Council, committee etc for consideration or re-consideration <p>But no amendment shall have the effect of negating the motion before the meeting.</p>
	7.	Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of. <p>However this shall not prevent a member giving the Chairman advanced notice and contents of a further</p>

		amendment to be moved by them prior to the vote being taken on the amendment under discussion.
	8.	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.
Alteration of motion	9.	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>9.1 alter a motion for which notice has been given; or</p> <p>9.2 alter a motion which they have moved with the further consent of their seconder.</p>
Withdrawal of motion	10.	A motion or amendment may be withdrawn by the mover with the consent of both their seconder and the meeting. <p>No member may speak upon the motion after the mover has asked permission for its withdrawal, unless the permission is refused.</p>
Right of reply	11.	The mover of a motion has a right to reply at the close of the debate immediately before it is put to the vote. <p>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.</p> <p>The mover of the amendment shall not have a right of reply to the debate on the amendment.</p>
Motions which may be moved during debate	12.	When a motion is under debate no other motion shall be moved except the following: <p>12.1 to amend the motion;</p> <p>12.2 to adjourn the meeting;</p> <p>12.3 to adjourn the debate;</p> <p>12.4 to proceed to the next business;</p> <p>12.5 that the question be now put;</p> <p>12.6 that a member no longer speak.</p> <p>12.7 that the postal vote procedure be instituted in relation to a proposed CIEH Resolution.</p>
Closure motions	13.	At the conclusion of a speech of another member, a member may move any of the following without comment: <p>"That the meeting proceed to the next business."</p> <p>"That the question be put."</p> <p>"That the debate be adjourned."</p> <p>"That the meeting now adjourn."</p> <p>"That the postal vote procedure be instituted in relation to a proposed CIEH Resolution."</p> <p>If seconded, the Chairman shall act on the motion as follows:</p>

		<p>13.1 The meeting proceed to the next business The motion “to proceed to next business” shall be put.</p> <p>13.2 That the question be put The motion that “the question be put” shall be put.</p> <p>If it is passed the mover of the original motion shall be given the right of reply under paragraph 11 of this Part before putting the motion to the vote.</p> <p>13.3 To adjourn the debate or the meeting He/she shall put the adjournment motion to the vote without giving the mover of the original motion a right of reply on that occasion.</p> <p>13.4 That the postal vote procedure be instituted He/she shall put the motion to the vote without further comment.</p>
Points of order	14.	<p>A member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith.</p> <p>A point of order shall relate only to a potential breach of a Regulation or statutory provision and the member shall specify the provision and the way in which they consider it would be broken.</p> <p>A personal explanation shall be confined to some material part of a former speech by him/her which appears to have been misunderstood in the present debate.</p> <p>The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.</p>
Summing up	15.	<p>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, he/she 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.</p>
Respect for Chair	16.	<p>Whenever the Chairman rises during a debate, any member then standing shall resume their seat and the meeting shall be silent.</p>

Voting

- 6. The mode of voting shall be as follows:
 - 6.1 By show of hands and the Chairman’s declaration of the result shall be conclusive, or
 - 6.2 By card vote in respect of a particular question if:

- 6.2.1 Required by the Chairman, or
- 6.2.2 On request of at least five Voting members present at the meeting, either:-

- In writing, or
- Verbally, those members standing and holding their voting cards aloft wherever possible.

7. Votes may be given personally or by proxy during the card vote.

8. On appointments

8.1 Where there are more than two persons nominated for any position to be filled by the meeting, 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.

Suspension of regulations

9. Any of the preceding Regulations may be suspended for any particular business at the meeting.

10. A motion to suspend any Regulations shall not take effect unless at least one-half of the Voting members present have voted in favour thereof.

Interpretation of regulations

11. A ruling of the Chairman on interpretation shall not be challenged.

