Resolution proposal form: AGM 2025

To propose a resolution for consideration at the 2025 annual general meeting (AGM) of the CIEP, please complete this form in full and sign it (digitally or with a scanned image). You must also secure a signature from the member seconding your proposal.

Please use plain language throughout.

All completed forms must be submitted to the chair by 11 September 2025, 5.00pm BST.

PLEASE NOTE: You must be a Voting Member of the Institute (ie a Professional or Advanced Professional Member) to either propose or second a resolution.

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| Declaration of submission of a resolution to the 2025 CIEP AGM |
| I, the undersigned, being a Voting Member of the Chartered Institute of Editing and Proofreading (CIEP), submit the following resolution to its 2025 AGM. I confirm that I have completed this form in good faith and that I understand the procedural rules set out in the CIEP’s [standing orders](https://www.ciep.uk/about-the-ciep/governance-and-reports/agm-2025.html).I confirm that I have read ‘[Resolutions: Guidance for proposers and seconders](https://www.ciep.uk/about-the-ciep/governance-and-reports/agm-2025.html)’ and taken all necessary steps to ensure that this proposed resolution:* has a short title that clearly indicates what the resolution is about
* explains why I’m proposing the resolution
* states the primary goal of the resolution and the benefits for members and the Institute
* explains how I’ve considered any legal and governance requirements and best practice, including HR legislation
* explains how the workloads of those who are elected or employed to run the organisation might be affected
* states how the resolution could affect the CIEP’s financial position
* ensures that the resolution’s principles are in line with the CIEP’s values
* provides evidence for any statements made in the resolution
* states the actions that should be taken forward if the resolution is adopted, and a feasible time frame for implementing them.
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| Proposer name |  |
| Membership grade |  |
| Signature |  | Date |  |
| I, the undersigned, confirm that I have read this form in full and that I second this proposal. |
| Seconder name |  |
| Membership grade |  |
| Signature |  | Date |  |

The proposed resolution

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| Section 1: Short title (‘Resolution to/on …’) |
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| Section 2: Why I’m proposing this resolution |
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| Section 3: The primary goal (ie adopting a principle or implementing a set of actions) and the benefits to members and the Institute (Whereby the CIEP will …) |
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| Section 4: How I’ve considered any legal and governance requirements and best practice, including HR legislation |
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| Section 5: How the workloads of those who are elected or employed to run the organisation might be affected |
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| Section 6: How the resolution could affect the CIEP’s financial position |
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| Section 7: How the resolution is aligned with the CIEP’s values (ethical, inclusive, professional, supportive and trustworthy) |
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| Section 8. Evidence for any statements made in the resolution |
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| Section 9: The actions that should be taken forward if the resolution is adopted, and a feasible time frame for implementing them |
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Other matters

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| Are you able and prepared to speak about this resolution at the online AGM, as set out in the CIEP’s standing orders?  |
| [ ]  Yes[ ]  No  |

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| Are you able and willing to participate on a volunteer basis in the implementation of this resolution, should it be adopted? |
| [ ]  Yes[ ]  No |

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| Please provide an email address that you are willing to share with members so that they can send you advance questions in writing. These questions and your answers will be published on the AGM web page. |
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