



Chartered
Institute of
Editing and
Proofreading

Standing orders for the 2025 AGM

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Introduction

These standing orders explain how the Chartered Institute of Editing and Proofreading (CIEP) conducts its annual general meeting (AGM) in 2025.

They are made under Regulation 14.7 of the **Institute's Regulations**.

Matters to be discussed

The primary business of the AGM is to:

- elect the Council of the CIEP
- approve the annual report and accounts
- conduct any other business that members have been told about in advance, and according to regulation 15.5 of the Institute's Regulations.

These points do not need to be discussed in the order given in the Regulations.

Members may not discuss any other business except at the direction of the Council (clause 26(i) of the **Institute's Bylaws**).

Procedural rules

So that the AGM can proceed effectively and without delay, members will observe the following standing orders.

General

The AGM will take place on at 1.00pm GMT on **Thursday 6 November 2025**. The agenda will be published on the AGM web page.

Opening statement from chair

The chair will convene the meeting, welcome members and explain the procedure for the meeting.

Business of the meeting

The chair will guide members through the agenda, inviting comments and questions on each item.

PURPOSE

This is an opportunity for any member to discuss issues arising from the annual report, financial report or any other business as allowed by Regulation 15.5.

QUESTIONS

Any member may ask a live question, submit an advance written question or make a comment, but only Voting Members may vote.

Live questions

These may be submitted during the meeting. Anonymous questions will not be presented.

Advance questions

Advance written questions can be submitted by any member.

- **Resolutions:** Questions should be emailed to the chair (chair@ciep.uk) and cc'd to the proposer.
- **Resolution statements from the Council:** Questions should be emailed to the chair (chair@ciep.uk) and cc'd to the proposer.
- **Nominees:** Questions should be emailed to the chair (chair@ciep.uk) and cc'd to the nominee.
- **Annual and financial reports:** Questions should be emailed to the Council via the chair (chair@ciep.uk).

In the subject line of your email, please indicate whether your question is for the Council, a named resolution proposer or a named nominee.

- Deadline for asking an advance written question: **Thursday 9 October 2025, by 5.00pm BST**
- Deadline for chair and proposers to share their respective responses to advance questions relating to their individual resolution: **Wednesday 22 October, by 5.00pm BST**

- Deadline for nominees to share their responses to advance questions with the chair: **Wednesday 22 October, by 5.00pm BST**
- Publication of advance questions and answers on the website:
Thursday 23 October 2025

Members submitting questions must provide their full name and be willing for this to be published in the responses.

RESOLUTIONS

Any Voting Member, including one who is part of the Council, or the Council as a collective, can propose a resolution for presentation at an AGM.

Member resolutions

Members who have proposed a resolution according to the procedures set out in Regulation 15.3 of the Institute's Regulations, and according to the guidance given in 'Resolutions: Guidance for proposers and seconders', may speak to that resolution for no longer than five minutes, and respond to questions or comments for up to a further five minutes.

In the event that the proposer is absent, the seconder may speak to the resolution. The regulations also state that should the proposer and seconder not be in the meeting the resolution shall not be discussed.

Council resolutions

Council resolutions must also comply with the guidance given in 'Resolutions: Guidance for proposers and seconders'. The Council may speak to any proposed resolution for no longer than five minutes, and respond to questions or comments for up to a further five minutes.

Statements from the Council on member resolutions

The Council may publish its own responses to any resolution that is presented, amended or withdrawn in order to provide members with more information.

The Council can also speak to each statement for no longer than five minutes, and respond to questions or comments for up to a further five minutes.

Submission of resolutions

Proposed resolutions must be submitted in advance of the AGM, by **Thursday 11 September 2025, 5.00pm BST**. This allows time for:

- the proposer and seconder to carry out pre-submission discussions and evidence-gathering
- the Council to review the resolution and ensure it complies with the Regulations and the requirements given in 'Resolutions: Guidance for proposers and seconders'
- the proposer and seconder to make any amendments.

The same proposal deadline applies to any resolution proposed by the Council as a collective.

ELECTION TO THE COUNCIL

Composition

Nominees must be current Professional and Advanced Professional Members of the Institute.

The CIEP welcomes candidates with a diverse range of lived experiences and perspectives.

Nominations

Members must submit their nomination forms in advance of the AGM, by **Thursday 11 September 2025, 5.00pm BST**.

The nominee's personal statement will be published on the AGM web page.

Hustings

The CIEP AGM does NOT include a hustings. Instead, members can send written questions, by email, to nominees in advance.

CHAIR'S DISCRETION

The chair has the discretion to manage the discussion and to allow further questions or comments if they think this would be in the interests of members. If at any time the chair decides that a matter has been discussed at sufficient length, they can decline to allow further questions or comments.

Quorum

A quorum is defined in the Institute's Bylaws:

- Thirty Voting Members, including at least five members of the Council of the Institute, must be present in person.
- 'Present in person' means those attending the meeting on the given date and/or voting in an electronic General Meeting.

Voting

VOTING PERIOD

Voting will take place electronically.

- Voting opens on Monday 27 October 2025, 10.00am GMT.
- Voting closes on Thursday 6 November 2025 during the live meeting, once the discussion has closed and the consideration period is complete.

ELECTRONIC VOTING AND PROXIES

The Council will conduct all voting electronically over the voting period. Proxy voting is not permitted, in accordance with the Regulations.

ELIGIBILITY

Only Voting Members (ie current Professional and Advanced Professional Members) may participate in voting.

HOW VOTING WORKS

Nominees standing for election to the Council

We follow best practice for the election of Council members. Voting Members cast one vote each for their candidates of choice, and the candidates with the most votes are elected to the Council for a two-year term.

Voting Members will be given a number of votes equal to the number of vacancies. They can cast their votes as they see fit across the list of candidates. A Voting Member may not give more than one vote to any one candidate.

If a Voting Member wants to vote for fewer candidates, they can choose not to cast some of their votes.

All other agenda items

For all other agenda items, Voting Members are entitled to a single vote: either FOR or AGAINST.

They may also choose to ABSTAIN from voting. Abstentions do not count towards the total number of votes cast, nor the determination of a simple majority.

VOTING THRESHOLDS

For Resolutions and other agenda items (excluding Council elections), unless otherwise stated, voting results are determined by a simple majority – meaning over 50% of the total number of votes cast (excluding abstentions).

Results announced

The chair will announce the results of the voting at the end of the meeting.

Chairing proceedings

The chair of the Council will act as the chair during the AGM (clause 27 of the Institute's Bylaws).

The chair will conduct proceedings independently and impartially at all times.

If the chair of the Council is absent, one of the vice-chairs will act as chair; if the chair and both vice-chairs of the Council are absent, any other member of the Council will act as chair.

If, within 15 minutes of the appointed start time of the AGM, no member of the Council is present, the Voting Members present will choose one of their number to chair the meeting (Regulation 14.4).