



Chartered
Institute of
Editing and
Proofreading

Resolutions: Guidance for proposers and seconders

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A. What a resolution is

The annual general meeting (AGM) provides an opportunity for the Institute's governing body – its Council – to report to the membership on the previous financial year's performance. It also provides members with a formal opportunity to put forward items for consideration by submitting a resolution.

A resolution is a formal proposal put forward by a member about something they think the Institute should do, change or consider. Members can discuss it at the meeting and vote on whether they agree or not. If members vote in favour of the resolution, the Institute must act on it.

B. Outline of the resolution process

Because a resolution is a formal proposal that asks the wider membership to vote on a specific issue, it's essential that we have a clear and transparent process.

Resolutions affect how the Institute functions and what it stands for. This guidance sets out how we ensure that resolutions are presented responsibly

and constructively, in line with our regulatory framework and the principles of good governance. It outlines the expectations, process and parameters for submitting resolutions for the AGM.

Resolutions can be proposed by any Voting Member (ie a Professional or Advanced Professional Member), including one who is part of the Council, and by the Council as a collective. Once the Council has checked that the resolution meets the criteria, it is presented at the meeting and voted on by Voting Members.

The resolution process is explained in **Appendix 1**. The process applies to any general meeting that may be called.

C. Requirements for resolutions

In order for your resolution to be presented at an AGM or other general meeting, you must do **all** of the following:

1. provide a short title that clearly indicates what the resolution is about
2. explain why you're proposing the resolution
3. state the primary goal of the resolution and the benefits for members and the Institute
4. explain how you've considered any legal and governance requirements and best practice, including HR legislation
5. explain how the workloads of those who are elected or employed to run the organisation might be affected
6. state how the resolution could affect the CIEP's financial position
7. ensure that the resolution's principles are in line with the CIEP's values
8. provide evidence for any statements made in the resolution
9. state the actions that should be taken forward if the resolution is adopted, and a feasible time frame for implementing them.

NOTE: You should use plain language throughout your resolution proposal.

D. How to fill in the resolution proposal form

The sections of the resolution proposal form correspond to the requirements listed above. Each of these is described here, with information and examples to help you submit a resolution that needs little or no amendment.

Section 1: Provide a short title that clearly indicates what the resolution is about

In this section:

- provide a short title, beginning with 'Resolution to/on ...', that clearly and concisely indicates the primary goal of your resolution.

Examples

Clear short title about the purpose	<ul style="list-style-type: none">• 'Resolution to introduce a new student membership grade.'
Short title that is vague or too broad Would need amending	<ul style="list-style-type: none">• 'Resolution on membership grades.'

Section 2: Explain why you're proposing the resolution

In this section, explain:

- the problem or gap you've identified.

Also consider whether:

- a resolution is the best mechanism for solving the problem
- work to address the issue is already in progress
- your statements are backed up by solid evidence, rather than hearsay.

Examples

Clear problem or gap identified	<ul style="list-style-type: none">• 'The CIEP doesn't currently offer a membership specifically for students, which means anyone in full-time education has to pay the same subscription as Entry Level Members if they wish to join. This is
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	potentially inhibiting their ability to become members.'
Vague or misleading problem or gap identified Would need amending	<ul style="list-style-type: none"> • 'The CIEP doesn't do enough to help students with membership.'

Section 3: State the primary goal of the resolution and the benefits for members and the Institute

In this section, explain:

- what the primary goal of the resolution is, beginning with 'Whereby the CIEP will ...'
- whether you're proposing a principle or a set of practical actions
- how adopting this principle or taking these actions will address the reason(s) you gave for proposing the resolution in section 2, and how this will benefit the Institute and its members.

Also consider whether:

- a resolution is the best mechanism for solving the problem.

Examples

Clear goal that addresses reasons	<ul style="list-style-type: none"> • 'Whereby the CIEP will commit to exploring what is required to offer student membership so that the next generation of editorial professionals have increased opportunities to demonstrate professional competence and credibility.'
Clear goal but work already in progress Would need amending	<ul style="list-style-type: none"> • 'Whereby the CIEP will begin reviewing its upgrading process immediately so that members from all relevant backgrounds and professional experiences have the opportunity to progress through the Institute's membership levels.'

Section 4: Explain how you've considered any legal and governance requirements and best practice, including HR legislation

In this section, explain:

- the work that your resolution would require of the office staff, if applicable, or how it would affect their roles.

Please note: When reviewing your proposed resolution, the Council will consider whether:

- changes required by the resolution could lead to HR legislation and best practice being overlooked. The CIEP is an employer. Staff have contracts and role descriptions that are created by the CEO and agreed by the Council. Changes to these could lead to grievances being raised (with associated legal costs) and to staff resigning. This would affect the Institute's ability to deliver critical member services
- the resolution conflicts with any specific legal requirements.

Any information or considerations that you are able to include in this regard is welcome.

Examples

Complies with HR legislation and best practice	<ul style="list-style-type: none">• A resolution that asks for staff to be consulted on a change to a specific policy.
Places undue burden on staff Would need amending	<ul style="list-style-type: none">• A resolution that requires staff to report on a daily basis to members about a specific issue. (This would fundamentally change the staff's job descriptions, risking grievances and resignations. It would also place an additional and unnecessary burden on staff, who are line managed by the CEO.)

Section 5: Explain how the workloads of those who are elected or employed to run the organisation might be affected

In this section, explain:

- how your resolution would affect the workload of the staff and Council
- how you've estimated the amount of time your resolution will take to implement in reality

- why you're confident that the staff and Council have the capacity to implement the resolution without jeopardising, delaying or sidelining other ongoing projects that members have asked for or the day-to-day work required to run the Institute.

Also consider that:

- Council members volunteer up to 12 hours a month. Any additional work would come at the expense of their personal and/or business time and would cost the Institute money (in the form of an hourly rate). This would therefore need to be planned and budgeted for.

Examples

Respects capacity	<ul style="list-style-type: none"> • A resolution that asks the Institute to investigate the possibility of introducing a student membership grade.
Increases Council or staff workload Would need amending	<ul style="list-style-type: none"> • A resolution that requires all the membership grades and their associated propositions to be reviewed immediately.

Section 6: State how the resolution could affect the CIEP's financial position

In this section, explain:

- what you think it would cost to implement your resolution
- why you're confident that the Institute can afford these costs.

Also consider that:

- budgets may have already been set. Any unplanned costs could put pressure on the Institute's finances. The Council, CEO and external financial adviser may have to introduce cost controls elsewhere, which could mean other projects and services have to be stalled.
- Council members volunteer up to 12 hours of their time per month. If each Council member exceeds this by just one hour a week, it costs the Institute over £18,000 a year.

Examples

Respects costs	<ul style="list-style-type: none">• A resolution that asks for a voluntary member advisory group to be set up, who would offer support and guidance to people who join at a new student membership grade.
Could result in a budget deficit as the cost has not been planned Would need amending	<ul style="list-style-type: none">• A resolution that asks the Institute to hire a new member of staff to administer a new student membership grade and its associated member benefits.

Section 7: Ensure that the resolution's principles are in line with the CIEP's values

In this section, explain:

- how your resolution aligns with the CIEP's values (ethical, inclusive, professional, supportive and trustworthy).

Also consider whether:

- the resolution risks putting up barriers for potential or current members, especially those from marginalised and underrepresented communities, which would conflict with the value of inclusivity
- staff might feel micromanaged, excluded, undermined or demotivated, which would conflict with the values of professionalism and supportiveness.

Examples

Respects CIEP values	<ul style="list-style-type: none">• A resolution that asks the Institute to explore how we can encourage students pursuing an editorial career to become part of our membership community.
Is not in line with CIEP values Would need amending	<ul style="list-style-type: none">• A resolution that asks for time limits to be reintroduced to the upgrading process.

Section 8: Provide evidence for any statements made in the resolution

In this section, explain:

- how you've evidenced the statements in your proposal to ensure the resolution doesn't inadvertently include misinformation – for example, claims about the Institute's work, how it's performing or members' opinions.

Examples

Fair and evidenced	<ul style="list-style-type: none">• Statements that discuss the how the CIEP has changed its membership grades previously and the outcomes of this.
Includes misinformation Would need amending	<ul style="list-style-type: none">• A statement that Council members dedicating an extra half hour a day to carry out work on a resolution would affect the Institute's finances only minimally.

Section 9: State the actions that should be taken forward if the resolution is adopted, and a feasible time frame for implementing them.

In this section, explain:

- the specific actions that should be taken by staff, the Council and/or members
- the time frame in which these actions should take place.

Also consider, to the best of your knowledge, whether:

- the actions are indeed achievable by those who will have to implement them
- the time frame you've stipulated is feasible.

Examples

Actions and time frame are achievable	<ul style="list-style-type: none">• A resolution that calls for a new student membership grade, if feasible, to be adopted in the next financial year.
Actions and time frame are not feasible Would need amending	<ul style="list-style-type: none">• A resolution that calls for a new student membership grade to made available in the next three months.

E. How to get support if you need it

You can get in touch with the office, Council, CEO or chair, depending on what your question relates to. Please make sure that there's enough time for your questions to be answered before the submission deadline.

Appendix 1: The resolution process

Resolutions can be proposed by any Voting Member (ie Professional or Advanced Professional Member), including one who is part of the Council, and by the Council as a collective.

The steps described below are intended to give more clarity and structure to the resolution process, ensuring that members have a fair opportunity to propose, discuss and vote on resolutions.

Submission

Members can propose a resolution by submitting a completed resolution proposal form. The blank resolution form will be published on the general meeting's page on the website, and members will be notified by email.

The deadlines, which are always in advance of a general meeting, are stated in the standing orders. These are published for each meeting and govern how the meeting will be conducted. The timetable allows for:

- the proposer to carry out pre-submission discussions and evidence-gathering as needed
- the Council to screen the resolution and ensure it is feasible and complies with the Regulations
- the proposer to make any necessary amendments in response to the Council's feedback
- the proposer to respond to written questions from members before the general meeting is held.

Screening

- Resolutions submitted for presentation at a general meeting will be screened to ensure they comply with the Regulations and the requirements given in this guidance. This applies to resolutions submitted by individual Council members and the Council as a whole.

- The Council may seek advice from an external governance adviser if guidance is needed to assess the resolution's compliance with the CIEP's Regulations.
- If the Council finds that a resolution does not comply with the Regulations or with the requirements in the guidance, it will explain its concerns in writing to the proposer, who will then have the opportunity to amend or withdraw the resolution.
- The Council is not required to present resolutions to a general meeting if they:
 - » are, or may be, defamatory
 - » are repetitive of a resolution already presented and voted on
 - » would necessitate the disclosure of confidential information
 - » are, in the Council's reasonable opinion, contrary to the Institute's best interests.

Amendment

If a resolution does not comply with the Regulations or the requirements in section C of this document, the Council will provide the proposer with written feedback describing the specific problems. The proposer can then either amend and resubmit their resolution or withdraw it.

Publication

All resolutions that have been successfully screened by the Council will be published on the Institute's website within the time frame specified in the standing orders, and members will be notified by email.

Responses from the Council

The Council may publish its own response to any resolution that is presented, amended or withdrawn.

Advance questions

- Members can send advance questions in writing to the proposer, copied to the chair of the Institute.
- If the Council publishes a response to the proposed resolution, members can send advance questions in writing to the chair, copied to the proposer.
- The written responses will be published on the general meeting's web page.

Online discussion during general meetings

AGMs

- The proposer can speak about their resolution for five minutes. They may respond to any questions or comments from other members for a further five minutes. The seconder can do this if the proposer isn't available.
- If the Council has published a response to the proposed resolution, they may speak to their statement for five minutes. They may respond to any questions or comments from other members for a further five minutes.
- The chair will manage the discussion and may allow further questions or comments at their discretion.

EGMs

- The proposer can speak about their resolution for five minutes. The seconder can do this if the proposer isn't available.
- If the Council has published a response to the proposed resolution, they may speak to their statement for five minutes.
- Thirty minutes will be allowed for questions or comments from other members.
- The chair will manage the discussion and may allow further questions or comments at their discretion.

Voting

- Voting Members vote on whether to adopt or reject the resolution.
- The procedure for voting on resolutions is included in the standing orders.

Council's discretion

- The Council will manage the resolution process at its discretion, including addressing any practical challenges that arise.
- The Council can change the procedures around member resolutions for future general meetings if new issues arise. This might involve changing the standing orders and/or Regulations. If any such changes are made, members will be informed by email in a timely manner.