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Standing orders for annual general meetings

August 2021

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These standing orders are to guide the CIEP Council, and help members, in the running of the annual general meeting (AGM). These standing orders are made under regulation 14.7 of the Regulations of the CIEP and will be updated in the event of any changes to the CIEP's governing documents.

Matters to be discussed

The primary business of the AGM is to elect the Council of the CIEP, to approve the annual report and accounts, and to conduct any other business for which notice has been given. The Regulations give a full list of items to be discussed at the AGM (regulation 15.5). No other business may be discussed except at the direction of the Council (bylaw 26(i)).

These points need not be discussed in the order given in the Regulations; the order of discussion will be set out for attendees in the AGM's agenda.

Quorum

A quorum for the AGM is defined in bylaw 28:

At any General Meeting a quorum shall be thirty Voting Members [Professional and Advanced Professional Members], including at least five members of the Council of the Institute present in person or by proxy, of whom at least twenty shall be present in person.

The advice that the CIEP has received is that 'present in person' includes an electronic general meeting.

If, within half an hour of the appointed start time of the AGM, a quorum is not present, the meeting shall be dissolved (bylaw 26(iii)).

Voting

Votes shall be determined by simple majority, except for special resolutions, which shall be determined as set out in bylaw 17. Each Voting Member shall have one vote.

As votes will be cast using an electronic ballot, proxy votes are not permitted.

Procedural rules

So that the AGM can proceed effectively and without delay, the following standing orders will be observed:

1. In 2021, the AGM will be held in two parts. The first part will be a question-and-answer session of 1½ hours for members to discuss with the CIEP Council issues arising from the annual report, accounts or any other business (at the discretion of the chair). The chair of the Council shall guide members through the agenda items, inviting comments and questions on each one. Any member may ask a question or make a comment.
2. The chair of the Council shall also respond to queries and comments submitted in advance.
3. A delegate speaking in relation to the annual report, a resolution or any other general discussion shall be entitled to speak for up to five minutes on any one topic, except where further time is permitted at the absolute discretion of the chair or otherwise by virtue of these standing orders.
4. The proposer of a resolution shall be entitled to speak for up to five minutes to propose that resolution, and for up to a further five minutes to respond to any questions or comments.
5. The chair may, at any time they consider a matter has been sufficiently discussed, decline to allow any further speakers in relation to that matter.
6. The second part of the AGM will cover the business set out in the agenda, and the Council will report the results of the voting.
7. Members will therefore be able to engage fully in discussion at the extended Q&A session on 11 September; the session on 14 September will not include space for discussion.
8. The chair of the Council shall act as the chair of the AGM (bylaw 27). If the chair is absent, any of the vice-chairs shall act as chair; if the chair and the vice-chairs are all absent, any other member of the Council shall 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 shall choose one of their number to chair the meeting (regulation 14.4).
9. Voting will take place electronically over six days. Only Voting Members may vote.