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Standing orders for annual general meetings

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Introduction

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, 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 voting at 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 and proxies

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.

Any Voting Member can appoint a proxy to vote in their stead if they are unable to attend the AGM, unless the AGM is held electronically. Regulation 14.6 states:

14.6.1 Each Voting Member who is unable to attend an in-person general meeting at which they are entitled to attend and vote shall be entitled to appoint a proxy to cast that vote by completing the Proxy Voting Form, available from the Council.

14.6.2 Proxy votes may only be cast by a Voting Member who is entitled to attend and vote at the meeting for which the proxy has been appointed.

14.6.3 Completed and signed Proxy Voting Forms must be received by the Council as instructed in the Notice of General Meeting at least two full days before the date of the meeting.

14.6.4 No proxy votes are permitted for general meetings where votes are to be cast using an electronic ballot.

Procedural rules

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

1. 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).
2. Any delegate may ask a question or make a comment, but only Voting Members may vote.
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.