

Proposed Amendments to the Standing Orders

Background

Under clause 24.1 of the [Bye-laws](#), “the Board of Trustees may from time to time make such reasonable and proper rules to be known as standing orders as they may deem necessary or expedient for the proper conduct and management of the institution”.

At their March 2023 meeting, Trustees agreed the following amendments to the [current Standing Orders](#) which are being submitted to the AGM for adoption.

Annual Review 2023

- **Changes related to new terminology and clarification on who is an Emerging Professional**

To address changes arising from feedback from members of the network, it is proposed that the term ‘Young Professional’ is changed to ‘Emerging Professional’ and that the ‘Young Professional Committee’ is replaced by the ‘Emerging Professionals Network’.

Furthermore, the following additions (underlined in the text below) are recommended to clarify who qualifies as an Emerging Professional.

Under article 5.2 - Terms of Office:

d) Nominated Members are appointed by Council. They serve for one year at a time and are eligible for reappointment but the total period of service as a Nominated Member must not exceed six years whether consecutively or in aggregate. Unlike other members of the Council, Nominated members do not need to be voting members of the Institution. There are three groups of Nominated members:

- i) Up to six of the nominated members should be representatives of membership normally with up to 7 years’ experience in the sector or a CIHT Member and in the Student or Apprentice Membership category, or a member who is 35 years or under.

- **Changes related to Regional AGMs and the Election of Regional Officers and Committee**

The recommended changes aim to standardise the quorum for Regional AGMs so it aligns with CIHT’s Annual General Meeting (i.e., replace corporate with voting members), and to clarify that voting for Regional Officers can be done via a written ballot in hard copy form or electronically. The suggested amendments can be found below:

Under article 13.6. - Annual General Meetings

An AGM shall be held not later than 31 May each year at such time and place as the Committee decides. Members shall be informed of the date of the AGM at least 30 days prior to the date

via email or direct mail or an advertisement in the Institution's journal. The quorum for the AGM must be a minimum of ten ~~corporate~~ voting members of the Region or Nation.

Under article 13.7. - Election of Officers and Committee

Nominations for Officers and Committee members shall be invited with the notice advising members of the date of the AGM and such nominations sought by a specific date.

Each nomination must be supported by four Region or Nation members and accompanied by a signed declaration that the nominee is willing to serve if elected. Nominees and their supporters must be fully paid up members of the Institution.

Where a vote is required on a motion to appoint Region or Nation Officers or Committee membership to a position to be filled and there are two or more Members nominated for that position, voting may be either by a show of hands or if the Chair or the person presiding thinks fit, by written ballot so that the Member receiving the highest number of votes shall be elected. The Secretary to the Committee shall organise the written ballot.

a) Process for written ballot

Where there are two or more candidates for positions of Region or Nation Officers or Committee membership, the Secretary shall send to each voting member of the Region or Nation a balloting list containing the names of the candidates, brief biographical details and where relevant, past committee attendance records, together with details of the vacancies to be filled. Completed balloting lists must be returned to the Secretary without any identification marks not later than 48 hours before the commencement of the AGM.

The Committee, or with its authority the Secretary, shall appoint two scrutineers who are not members of the Committee, to whom the ballot papers shall be delivered unopened for scrutiny and counting, either via hard copy or electronically. The result of the ballot, signed by the scrutineers, shall be given to the Secretary for announcement at the AGM.

In the event of a tie, the successful candidate(s) shall be decided by lot as the Chair may direct. If a vacancy remains unfilled, it shall be deemed a casual vacancy and may be filled by the Committee as it sees fit.

~~Members at a General Meeting may, if they so decide, authorise the Committee to elect the Officers, instead of deciding by general nomination and election, provided such authority is given by a majority of at least two thirds of those present and eligible to vote at the General Meeting to which notice of such a resolution has been given.~~