

# General Regulations

## 1. Introduction

- 1.1 These regulations are made under the Charter and the Byelaws of the Chartered Institute of Environmental Health (CIEH) and provide the basis for the operation of the CIEH.
- 1.2 The General Regulations are enabling in nature and provide the framework for resolutions; procedures and codes of conduct approved by the CIEH governing body referred to as "The Council" in the Byelaws and will now be known as the Board of Trustees.
- 1.3 Expressions used in these regulations shall have the same meaning as in the Charter and Byelaws unless otherwise stated. Within these General Regulations any reference to the "Council" will mean the Board of Trustees.

## 2 Requirements to make regulations

- 2.1 The Regulations are made under the provisions of Article 11 of the Charter:

*The Council or the Council acting with the approval of a Chartered Institute Resolution may from time to time make and subsequently, rescind, vary or add any such regulations as they think fit for the purposes of carrying into effect any provision of this our Charter or of the Byelaws or otherwise for regulating the affairs of the Chartered Institute: provided always that no such regulations or the manner in which they are adopted, rescinded, varied or added to shall be in any way inconsistent with the express provisions of this our Charter and Byelaws*

- 2.2 Regulations may also be made through "Chartered Institute Resolution" which means a resolution passed by a majority of Voting members entitled to vote either in person or by proxy at a general meeting properly convened and quorate. A Chartered Institute Special Resolution requires two thirds majority vote. Voting may take place through postal ballot.
- 2.3 The Council is unable to delegate the power to make regulations

## 3. Enabling provision for operational procedures, codes of conduct and guidance

- 3.1 This regulation enables the Council to approve operational procedures codes of conduct and guidance that shall apply to its own meetings, the Assembly and all committees and sub-committees of the CIEH unless otherwise specified. Any breach of the operational procedures and codes of conduct will be considered a breach of this Regulation.

- 3.2 At any time the operational procedures may be suspended for any particular business in the meeting provided that a motion to suspend has been voted upon and agreed by a majority of those present and entitled to vote.

## 4. Amendment and review

- 4.1 The Council has the duty to review and amend as necessary the regulations and operational procedures from time to time to ensure they remain relevant and fit for purpose.
- 4.2 No amendment to the regulations that relate to the functions or responsibilities of the Assembly of Representatives; to Regulation 6.1, 6.2, or 6.4 below; or to operational procedures made under those Regulations will be approved without the voting and agreement of the majority (simple majority) of the Assembly of Representatives.
- 4.3 If the Assembly do not agree a proposed change to the Regulations or relevant Operating Procedures, the matter will be considered by the Council at its next meeting. If the Council confirms its wish for the proposed change, a panel chaired by the President and consisting of two trustees and two assembly members who are not Trustees will be formed to consider the issues surrounding the disagreement. The President will report the panel's findings and recommendations to the Council, which the Council must consider. The Council having considered the findings and recommendations may make a decision which will be final, but may not agree a substantially different proposal under this Regulation unless supported by the panel's recommendations.

## 5 Membership

- 5.1 This regulation enables the approval of operational procedures that prescribe the requirements for the application for admission or re-admission to membership and shall stipulate the conditions for removal from membership, categories of membership and the procedure for dealing with complaints against members and sanctions or penalties for complaints that have been upheld (Byelaw 2, 3 and 4)
- 5.2 All members are required to uphold the requirements of the Code of Ethics for Members and abide by the penalties and sanctions for non-compliance.

## 6. Composition of the Council

- 6.1 The Council (now known as the Board of Trustees) is the governing body of the CIEH and shall consist of ten Trustees, the President, six Trustees elected by and from the representatives on the Assembly of Representatives and three directly recruited and co-opted to specialist positions (Byelaw 13 and 15). This regulation enables the Council to approve relevant operational procedures which will prescribe all matters relating to the Trustee recruitment and selection, role and function, code of conduct and conditions of removal of trusteeship.
- 6.2 All Trustees are required to uphold the requirements of the Code of Conduct for Trustees, Committee members, Assembly Representatives and other CIEH office bearers and abide by the penalties and sanctions for non-compliance.

- 6.3 Meetings of the Board of Trustees, committees and sub-committees shall be conducted in accordance with the principles of good meeting management and the relevant Operational Procedures approved under Regulation 3.1 above (Byelaw 14).
- 6.4 This regulation enables the approval of operational procedures that will prescribe how the President and how Honorary Officers (Chair and Deputy Chair) shall be elected and hold office. Operational procedures will also be approved that prescribe for the appointment of vice presidents and honorary members.
- 6.5 Finance, all monies and other assets will be managed in accordance with the relevant Operational Procedures and Finance Regulations (Byelaw 24).

## 7. Annual Meeting

- 7.1 This regulation enables the approval of operational procedures that shall prescribe how the Annual and Special meetings shall be called and conducted (Byelaw 22).

## 8. Management of the professional network

- 8.1 This regulation enables the approval of operational procedures which sets out the provision for the funding and administration of the professional network and other related subdivisions of the CIEH (Byelaw 26).

## 9. Commencement and amendment of the Regulations

- 9.1 These regulations shall take effect on the date they are agreed by the Council and may only be amended, suspended or rescinded by the Council.

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**Agreed:** Council meeting 8 September 2011

**Amendments agreed by Board of Trustees:** 19 October 2015

**Agreed by the Assembly of representatives:** 18 November 2015

A. Statham - Chair of the Board of Trustees