

## **Regulation G - Council proceedings**

### **Reference within Charter and Bye-Laws**

Bye-Law 82: Subject to the provisions of the Charter and these Bye-Laws, the Council may regulate its proceedings as it thinks fit, and may make regulations (in addition to the other purposes stated in these Bye-Laws) governing its meetings, the appointment and terms of reference of committees and other bodies, delegation of functions and such other matters as it thinks fit.

### **Regulations**

#### **1. Decisions of Council at meetings**

- (1) Where a matter at a Council meeting involves a discussion or debate it may be put to a vote at the discretion of the Chair.
- (2) A vote will be by a show of hands from those members of Council present at the meeting.
- (3) A majority of votes will determine the decision by Council.
- (4) In the case of an equality of votes, the Chair will have a second and deciding vote.

#### **2. Decisions of Council outside of meetings**

- (1) To ensure the efficient operation of the Chartered Institute, Council are able to make decisions and approve policies, documents and other materials and/or provisions via email, or by any other electronic means, without the need for a formal meeting.
- (2) Where a decision has been made under regulation 3(1) the decision will be noted at the next meeting of the Council and recorded in the relevant minutes.

#### **3. Register of interests**

- (1) Council members are required to disclose all business interests, financial or otherwise, in line with the guidance issued with the 'register of interests' form. This form should be completed by every current council member and by any new member joining the Council.
- (2) A central register of interests will be kept and maintained by the secretary of the Council.
- (3) Council members should inform the secretary whenever their circumstances change and any new interests are acquired or existing interests cease.
- (4) Council members must declare at the start of any meeting, or before any issue is discussed, if they might have a potential conflict of interest. The Chair will decide whether a person should take part in any discussion and whether they have the right to vote on that matter, should a vote be required.

#### **4. Committees, steering groups and working groups**

- (1) The Council may appoint committees, steering groups and working groups to undertake various work associated with the Chartered Institute.
- (2) The terms of reference, make up and details of any committee, steering group or working group will be displayed in the relevant section of the Chartered Institute's website.
- (3) Committees, steering groups and working groups will be made up primarily of volunteers from the Chartered Institute's membership.
- (4) Volunteers are expected to be committed to delivering the outcomes for the committee(s), steering group(s) or working group(s) they sit on, engaging proactively to advance the work of the Chartered Institute.
- (5) The Council have the right to appoint or remove any person from a committee, steering group or working group at their discretion.
- (6) The quorum for committee meetings shall be a minimum of three members, one of which must be a Corporate Member or as defined in the terms of reference.
- (7) There is no set quorum for meetings of the steering groups or working groups.
- (8) All committee, steering group and working group members must declare at any meeting, or before any issue is discussed, if they might have a potential conflict of interest. The Chair or lead person will decide whether a person should take part in any discussion and whether they have the right to vote on that matter, should a vote be required.