



Rules relating to member-proposed resolutions to be decided at General Meetings of the Members of the CIO

1. Any individual member of the CIO who seeks to propose that a resolution be placed before a general meeting of the members for a decision, pursuant to clause 10(2) of the Constitution of the CIO, shall send to the Secretary of the CIO, either electronically or by post, to arrive not less than 35 days before the date fixed for the general meeting at which the resolution will be considered:
 - a) the text of the proposed resolution and copies of any document(s) referred to in that text;
 - b) the name; email address and membership number of the proposer; and
 - c) the name; email address and membership number of the member who has seconded the proposed resolution.
2. Upon receipt of a proposed resolution, the Secretary of the CIO shall decide whether the same is lawful and not defamatory, frivolous or vexatious within the meaning of clause 11(2)(e) of the Constitution of the CIO.
3. If the Secretary of the CIO decides that the proposed resolution is unlawful, defamatory, frivolous or vexatious, or may not otherwise properly be placed before a general meeting of the members, he or she shall forthwith notify the member who has purported to propose the resolution and the purported seconder of the proposed resolution, of his or her decision.
4. If the Secretary of the CIO decides that the proposed resolution is lawful and should be placed before a forthcoming general meeting of the members for a decision, he or she shall:
 - a) notify the proposer and the seconder accordingly by email;
 - b) enter the proposed resolution on the agenda of the forthcoming general meeting of the members; and
 - c) forthwith supply full particulars of the proposed resolution to the other Officers of the CIO (the Chairman of the Board of Trustees; the Treasurer and the Chief Executive) and to any other member of the CIO (for example, a Chair of a Committee of the Executive) who may reasonably be perceived to be affected by or interested in the matter(s) raised by the proposed resolution, to enable appropriate consultation and discussion to take place before the general meeting.

References

Constitution

Issuing Authority:

Approved by: Board of Trustees

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