

# Board Regulations

July 2007 | Board Regulations





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## **The Chartered Insurance Institute (CII) Professionalism in practice**

The CII is the world's leading professional organisation for insurance and financial services. Its 90,000 members are committed to maintaining the highest standards of technical competence and ethical conduct.

A robust framework of learning and development solutions enables the CII to support corporate partners and individuals across the industry. It ensures that all members comply with minimum standards and inspires many more to achieve advanced levels of technical and professional competence.

*The knowledge, and how*

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## Section I

### 1. Interpretation

- 1.1 These regulations are made in accordance with the Charter and Bye-laws, with which they should be read. In the event of any inconsistency between the various provisions, the Charter prevails over the Bye-laws and regulations and the Bye-laws prevail over the regulations.
- 1.2 In these regulations, the singular includes the plural, the masculine includes the feminine, words or expressions defined in the Charter or the Byelaws shall, unless the context otherwise requires, bear the same meanings, and “Appendix” means an appendix to these regulations.

## Section II

### 2. Appointments to the Board

- 2.1 Three of the members of the Board to be appointed to that body by the Representative Council from amongst their own number under Bye-law 34(d) shall be elected for such appointment in accordance with 2.2 below.
- 2.2 Each year the Representative Council shall, by postal ballot, elect one of those persons elected in that year to serve as Constituency Representatives for appointment to the Board.
- 2.3 The Representative Council shall elect one further Constituency Representative for appointment as a member of the Board specified in Bye-law 34(d), to serve for such period of up to three years as it sees fit.
- 2.4 The returning officer for any election under this section above shall be the Chief Executive, who shall determine the procedure, subject only to these regulations, and whose decisions in relation to the holding of the election and its outcome shall be final.
- 2.5 Members of the Representative Council voting in an election under 2.2 or 2.3 above shall use a voting paper in the forms of Appendix 6, which shall be issued to them by the returning officer, with any other relevant documents or information, not less than 10 clear days before the date set by him for the election.
- 2.6 The names of candidates shall be entered in the voting paper in alphabetical order (but the paper shall not be invalid if that order is not accurate) and electors may vote, by placing a cross, for up to three candidates, but without indicating any order of preference. The candidate with the highest number of votes shall be elected to serve on the Board, and in the event of an equality of votes the election shall be determined by the drawing of lots by the returning officer in the presence of two persons who are not members or employees of the Institute.
- 2.7 The result of the election shall be published on the Institute’s web-site.

## Section III

### 3. Composition of Representative Council

3.1 The Representative Council shall consist of

- (a) the President, the Deputy President, the Immediate Past President, and the Honorary Treasurer;
- (b) up to 25 persons appointed by the Board, including:
  - (i) up to five chairmen of committees of the Institute,
  - (ii) up to two chairmen or presidents of societies (including the Personal Finance Society) determined from time to time by the Board,
  - (iii) up to five Vice Presidents of the Institute,
  - (iv) up to three former Presidents (excluding the Immediate Past President) of the Institute
  - (v) up to seven persons nominated by Faculties as determined by the Board;
  - (vi) one person co-opted by the Board;
  - (viii) up to two persons who are not Members of the Institute.
- (c) up to 25 Constituency Representatives elected in accordance with these Regulations;
- (d) up to five nationally elected members elected by and from each of the following categories of members
  - (i) Student members
  - (ii) Certificate Holders
  - (iii) Diploma Holders
  - (iv) Associates
  - (v) Fellows.
- (e) up to two Members of the Institute resident overseas appointed by bodies determined by the Board from time to time.

#### **4. Appointment to the Representative Council**

- 4.1 Recommendations for appointment to the Representative Council shall be made to the Board by the Nominations Committee of the Institute. In the case of the nomination of former Presidents, candidates for appointment shall first be recommended to the Nominations Committee by the Committee of Past Presidents of the Institute.
- 4.2 Subject to a maximum period of continuous service of six years, the chairmen of committees, the chairmen or presidents of societies, and Vice Presidents appointed to the Representative Council under these regulations shall serve for so long as they hold the office or appointment which gave rise to their eligibility for appointment. Subject to the six year maximum, Past Presidents may serve on the Representative Council until the Board decides they can no longer be regarded as in active business life.
- 4.3 A casual vacancy amongst the appointed members of the Representative Council may be filled by the Board.

#### **5. Co-option to the Representative Council**

- 5.1 Persons co-opted to the Representative Council by the Board shall serve for such period of up to three years as the Board determines subject to a maximum of two terms and of six consecutive years' service.

#### **6. Election of Constituency Representatives**

- 6.1 Each local institute shall be placed in a Regional Constituency grouped together in three groups of such constituencies as set out in Appendix 2. The associated institutes in the Republic of Ireland shall constitute a Regional Constituency for the purposes of these regulations.
- 6.2 Appendix 1 shall be reviewed by the Board, in consultation with the Representative Council, every three years and may be amended by the Board by resolution passed by a two thirds majority of the members of the Board present and voting.
- 6.3 Each year, the Regional Constituencies in one of the three groups, by rotation, shall each elect a member ("Constituency Representative") to the Representative Council.
- 6.4 Subject to 6.5 to 6.6 below, the nomination of candidates for, and election of, Constituency Representatives shall be conducted in accordance with a procedure devised for this purpose by agreement amongst the local institutes in each Regional Constituency in accordance with a protocol issued, or instructions given from time to time, by the Board. A candidate for election under 6.3 above shall
  - (a) be a member in the category of Certificate Holder, Diploma Holder, Associate, or Fellow (such members are referred to in local institutes as "senior members");
  - (b) be nominated by a local institute of which he is a member;
  - (c) complete a nomination form, including the personal statement, in the form at Appendix 3.

- 6.5 Each Regional Constituency shall have a committee of presidents of the local institutes within it (“the committee”), provided that the Council of the Insurance Institute of London shall act as the committee for each London constituency.
- 6.6 Each local institute may nominate up to two candidates to the committee, and the committee shall conduct the election of the Constituency Representative elected for each constituency within the group. Each member of the committee shall have one vote in respect of each election. In the event of a tie, the committee shall invite the president of a local institute outside the relevant constituency to make a casting vote in respect of the election in question.
- 6.7 Should an elected Constituency Representative be unable to attend a particular Council meeting, they may appoint another senior member from the same constituency to attend in their place. Such arrangement must be notified to the President in advance of the meeting date. An alternate may not be a former Constituency Representative who is excluded from that role under 7.2 below nor any other former Council member who is excluded under 9.3.
- 6.8 It is the responsibility of the non-attending Constituency Representative to provide papers and briefing to the alternate.
- 6.9 An alternate, appointed in accordance with 6.7, may not attend more than two consecutive Council meetings.
- 6.10 An alternate, appointed in accordance with 6.7, may not attend on more than six occasion in total, irrespective of the constituency membership, commencing with the date of first appointment.
- 6.11 An alternate attending Council on six occasions shall be precluded from further attendance as an alternate and may not stand as a candidate for election or appointment to Council in any capacity for a period of three years from the date of the sixth attendance.

## **7. Period of office of Constituency Representatives**

- 7.1 Constituency Representatives shall serve for a period of three years and shall be eligible for re-election for a further period of three years, subject to a maximum of six years continuous service.
- 7.2 Having served the maximum period under 7.1 above, a person shall not be eligible to serve again until three years have elapsed.

## **8. Election of Student members, Certificate Holders, Diploma Holders, Associates, and Fellows to the Representative Council**

- 8.1 Subject to 8.3 below, elections of nationally elected members under regulation 3.1 (d) above shall take place by postal ballot in any year where a vacancy arises.

- 8.2 Candidates for election under 8.1 above shall be members of the Institute or members of the Personal Finance Society of equivalent status and shall be nominated, using the form at Appendix 4, by two members of the Institute each of whom is either a Certificate Holder, a Diploma Holder, an Associate, or a Fellow.
- 8.3 If only one candidate is nominated for any seat then that candidate shall be declared elected.
- 8.4 The returning officer for elections under 8.1 above shall be the Chief Executive, who shall determine the procedure, subject only to these regulations, and whose decisions in relation to the holding of such elections and their outcomes shall be final.
- 8.5 Electors voting in elections under 8.1 above shall use a voting paper in the form at Appendix 5, which shall be issued to them by the returning officer, with any other relevant documents or information, not less than 10 days before the date set by him for the election in question.
- 8.6 The names of candidates shall be entered in the voting paper in alphabetical order (but the paper shall not be invalid if that order is not accurate) and electors shall place a cross against the candidate for whom they wish to vote. The candidate with the highest number of votes shall be declared elected to the Representative Council, and in the event of a tie the election shall be determined by the drawing of lots by the returning officer in the presence of two persons who are not members or employees of the Institute.
- 8.7 A nationally elected member shall serve on the Representative Council for three years, notwithstanding that during such period of office such member moves from one category of membership to another.

## **9. Vacation of office by members of the Representative Council and maximum period of office**

- 9.1 A member of the Representative Council shall vacate office in the event of the happening to him of any of the events or circumstances (with any necessary adaptations) which would require a member of the Board to vacate office under the Bye-laws.
- 9.2 A Constituency Representative shall vacate office if he ceases to be a member of a local institute within the Regional Constituency he represents.
- 9.3 No person shall serve on the Representative Council in any capacity or combination of capacities for a continuous period of more than six years, and service on the former Council of the Institute shall count as service on the Representative Council for the purpose of this regulation.

## **10. Proceedings of the Representative Council**

- 10.1 There shall be at least two meetings of the Representative Council in each year. Meetings of the Representative Council shall otherwise take place as determined by the Representative Council or may be called by the President, the Deputy President, the Board or by any eight members of the Representative Council by notice in writing to the Chief Executive.
- 10.2 Seven days' notice (or three days' notice in a case where the President is satisfied it is an emergency) shall be given of a meeting of the Representative Council, such notice to run from two days after the sending of such notice by post to the address of each member of the Representative Council recorded for this purpose, or from the date of delivery if delivered by hand, or from the date of sending of an electronic notice. The notice shall include appropriate information about the nature of the business for the proposed meeting.

- 10.3 15 members of the Representative Council, including at least eight Constituency Representatives, shall constitute a quorum, and the Representative Council may act notwithstanding any casual other vacancy in its number.
- 10.4 Vice Presidents of the Institute who are not members of the Representative Council may attend its meetings by invitation and may speak thereat on their own behalf or on behalf of a Vice President who is a member but is absent, but they may not vote on any matter before the meeting or be counted for the purpose of determining whether the meeting is quorate.
- 10.5 Meetings of the Representative Council shall be chaired by the President, or if absent, by the Deputy President, or if also absent, by one of the members of the Representative Council elected by those present.
- 10.6 A motion and any question put to a meeting of the Representative Council shall be decided by a simple majority vote of those present and entitled to vote.
- 10.7 The chairman of any meeting of the Representative Council may, with the consent of the meeting, adjourn it to another time and place, but no business may be transacted at the re-convened meeting which was not on the agenda for the adjourned meeting. No notice of a proposed re-convening of a meeting shall be required, unless expressly provided for in the relevant motion for adjournment.
- 10.8 Subject to these regulations, the Representative Council may regulate its own proceedings

## **11. Powers and duties of the Representative Council**

- 11.1 The Representative Council
  - (a) shall be a representative body for the membership of the Institute;
  - (b) may monitor the activities of the Board;
  - (c) may advise the Board on any matter, whether referred to it by the Board or not.
- 11.2 Subject to such exceptional arrangements as may be approved by the Board, no member of the Representative Council shall be entitled to remuneration as such member.
- 11.3 No member of the Representative Council shall, by virtue of such membership, bear any fiduciary duty towards the Institute, but shall be indemnified to the same extent and subject to the same restrictions as a member of the Board.

## Section IV

### 12. Discipline of Members

#### Appointment of Investigator and Committees

12.1 The Board shall designate a person, who shall not be a member of the Board, the Representative Council nor of any Committee constituted under these regulations, to undertake the preliminary investigation of complaints (“the preliminary screener”); and shall appoint a Disciplinary Committee and an Appeal Committee. The Committees shall each consist of up to twelve members and shall include persons who are not Members of the Institute. The Appeal Committee shall include at least one person having a legal qualification satisfactory to the Board. Any member of the Disciplinary or Appeal Committees shall be eligible for re-appointment, subject to a maximum of nine years’ consecutive service. Casual vacancies may be filled at the Board’s discretion for any period of less than one year ending at the next meeting at which appointments or re-appointments fall to be made. The preliminary screener shall empanel members of the Committees to form hearing Panels as necessary. A person appointed to a Panel may not sit as a member of that Panel in any case where he has participated previously in its consideration (unless sitting as a member of the Disciplinary Panel reconvened following a direction from an Appeal Panel to hear new evidence), or where he has a personal connection with the respondent or complainant.

#### Quorum and Chairmanship

12.2 The quorum for a meeting of a Disciplinary or Appeal Panel shall be at least three, including, at least one member who is not a Member or Student of the Institute, and, in the case of the Appeal Panel, a member who is legally qualified. The Board may appoint, or may provide for the appointment of, the Chairman of each Committee who shall (unless absent) chair hearings of the respective Panels.

#### Procedure

12.3 A complaint (whether raised by the Institute, or by a third party) against a Member or Student of the Institute (or someone who was a Member or Student at the time of the event, action or omission complained of) shall be referred to the preliminary screener who shall consider it and, having made such further enquiries as he shall see fit, may reach one of the following findings:

- (a) that the complaint has not been made in good faith (i.e. it is vexatious, frivolous, spurious, untruthful etc.); when the complaint shall be rejected; or
- (b) that there is no prima facie case to answer; when the complaint shall be rejected; or
- (c) that there is a prima facie case to answer but the complaint is, or appears to be, the subject of, or substantially related to, current or probable proceedings before the courts or before any other professional, regulatory or other tribunal; when the complaint shall be ‘stayed’ until such proceedings have been concluded; and in appropriate cases any benefits of membership shall be suspended
- (d) that there is a prima facie case to answer and the complaint be referred to a Disciplinary Panel.

12.4 A complaint referred to the Disciplinary Panel shall be heard as soon as practicable. The complainant and respondent shall be advised of the date and place of any proposed hearing, and the respondent shall in addition be advised of the complaint that has been made against him and that he is entitled to attend the hearing, to speak and give evidence on his own behalf or to be represented, and to call and cross examine witnesses; and that if he does not attend the hearing the matter may be determined in his absence. Subject to the Laws of the Institute, the Disciplinary Panel may decide its own procedure and the Chairman may decide in any particular case whether the proceedings shall be open, in whole or in part, to the public, who may be excluded at any time at his discretion. The Board may approve, or may empower the Panel to make, consistent with these regulations, rules relating to any aspect of such procedure.

12.5 The Disciplinary Panel shall decide, having heard the case, whether the complaint is upheld. If so, the Panel shall direct that any one or more of the following sanctions be imposed:

- (a) the respondent be admonished;
- (b) the respondent be reprimanded;
- (c) all or any of the respondent's privileges of membership be withdrawn;
- (d) the respondent be fined an amount not exceeding a maximum determined from time to time by the Board;
- (e) the respondent be suspended from membership for a specified period;
- (f) the respondent be expelled from membership of the Institute;
- (g) the respondent's membership be made subject to conditions;
- (h) the respondent's examination candidature be rescinded, or script or paper or submission be disallowed;
- (i) the respondent be excluded, for a specified period or indefinitely, from examinations held by the Institute;
- (j) the respondent be declared ineligible to apply for membership of the Institute for a specified period or indefinitely;

and the respondent may be required to pay all or part of the costs of the proceedings against him, and any subscription arrears or other monies due to the Institute.

12.6 A respondent may appeal in writing, within 21 days of receipt of notification of the Disciplinary Panel's findings, to an Appeal Panel against the upholding of a complaint by the Disciplinary Panel or against the sanction imposed. The Appeal panel shall not hear evidence, but shall consider whether the complaint has been properly heard under the Bye-laws and these Regulations, whether the rules of natural justice and any relevant principles of human rights have been satisfactorily observed, and whether the Disciplinary Panel has reached a reasonable decision in the circumstances. If the Appeal Panel concludes that the handling of the complaint has been unsatisfactory in terms of these Regulations, it may overturn the finding of the Disciplinary Panel or remove the sanction imposed on the respondent or substitute a different

sanction from amongst those available to the Disciplinary Panel. If new evidence is put before the Appeal Panel and that Panel is satisfied that that evidence could not reasonably have been made available to the Disciplinary Panel at the relevant hearing, then the Appeal Panel may direct that the Disciplinary Panel reconvene to hear the new evidence. The rights of appeal of the respondent under this Regulation shall apply equally to the outcome of a reconvened hearing of the Disciplinary Panel. Subject to the Laws of the Institute, the Appeal Panel may decide its own procedure, and the Chairman may decide in any particular case whether the proceedings shall be open, in full or in part, to the public, who may be excluded at any time at his discretion.

- 12.7 Decisions of the Disciplinary Panel and Appeal Panel shall be notified to the respondent in writing. The Disciplinary Panel and the Appeal Panel shall keep records of their proceedings, and their decisions shall be published in accordance with 12.8 below.
- 12.8 Details of disciplinary cases dealt with by the Institute, where a complaint is upheld wholly or in part, may be published in the Journal of the Institute and, if appropriate, that of the Personal Finance Society and in such other of the Institute's publications whether printed or electronic as the Disciplinary Committee may determine, provided that a Disciplinary Panel may in exceptional circumstances decide that publication is inappropriate. The details to be published may not extend beyond the name of the respondent, the offence alleged and the outcome and sanction (if any) in any case. Such details may also be provided to other regulatory authorities, consistent with the obligations of the Institute but subject to such data protection legislation as may from time to time apply to records held by the Institute.
- 12.9 Any matter of disciplinary procedure may be further prescribed by rules made by the Disciplinary Committee or Appeal Committee as appropriate or, during any hearing, by direction of the Panel chairman, provided that no such prescription or direction shall be of effect if it is inconsistent with the Laws of the Institute.

## Section V

### 13. Use of Chartered titles by firms

13.1 In this section,

“applicant” means an entity applying to become an authorised firm;

“authorised firm” means any entity authorised by the Institute to use a plural of a Chartered title to describe itself; and

“responsible member” means a Chartered title holder nominated by an authorised firm under 13.6 below.

13.2 An applicant must, at the time of application and at all times while it is an authorised firm,

- (a) provide advice or services to customers or clients in a discipline or disciplines considered appropriate by the Institute;
- (b) in the case of a partnership, have a least half of the partners as holders of the Chartered title for which plural use is being sought;
- (c) in the case of a company, have at least half of its executive directors as holders of the Chartered title for which plural use is being sought; in meeting this requirement, at the sole discretion of the Institute, account may exceptionally be taken of holders of Chartered titles awarded by other relevant professional membership bodies provided that such executive directors are not substantively involved in the primary business of the company in the provision of advice or services falling within 13.2 (a) above;
- (d) have 90% of its staff in customer facing roles in membership of the Institute.

13.3 The Institute shall publish guidance regarding the use of plural titles in letterheads and other materials and a code of conduct.

13.4 The Institute may confer and at its discretion at any time, on reasonable grounds, withdraw the right to use a plural title, and may in particular withdraw it if a partner, director or member of customer facing staff is subject to sanction under the disciplinary regime of the Institute or any other relevant body.

13.5 The Institute may charge application and annual retention fees in connection with the rights conferred under these regulations at rates determined by the Board from time to time.

13.6 An authorised firm shall nominate a person, being a Chartered title holder and either a partner or executive director, to be responsible for compliance with these regulations and with any other requirements of the Institute relating to the use of a plural Chartered title.

13.7 The responsible member shall provide annually to the Institute a statement confirming continuing compliance with 13.2 above and shall provide such other information as may be reasonably and lawfully required by the Institute in relation to the activities and staff of the authorised firm. In particular the Institute may seek additional information to support the annual statement by the responsible member.

13.8 In the event that rights under these regulations are withdrawn for non-compliance, the Institute reserves the right to publish notice of such withdrawal.

## Section VI

### 14. Subscriptions

- 14.1 Membership subscriptions shall be due to the Institute on the first day of the month following admission of the member concerned and on each subsequent anniversary of that date.
- 14.2 If a member's notice of resignation is submitted less than one calendar month before the date on which his subscription is due, he shall nevertheless be liable for the subscription for the ensuing year.

## Section VII

### 15. Examinations

- 15.1 The Board shall cause examinations to be held, may appoint and remunerate examiners, and may award (and withdraw for good cause) certificates, diplomas, prizes and medals.
- 15.2 The Board shall from time to time appoint an Examiners Committee to which it may delegate powers to appoint examiners, prescribe required courses of education or examinations and to co-opt persons on to the committee.
- 15.3 The Examiners Committee shall keep such records of examinations as the Board shall require.

## Regional constituencies

### Scotland A

Aberdeen  
Edinburgh  
Perth and Dundee

### Scotland B

Glasgow  
Inverness, The Highlands and Islands

### North East A

Bradford  
Halifax  
Leeds

### North East B

Hull  
Lincoln  
Sheffield

### North East C

Middlesbrough  
Newcastle-upon-Tyne  
York

### North West A

Chester and North Wales  
Isle of Man  
Liverpool

### North West B

Manchester  
Stoke-on-Trent

### North West C

Blackburn and Burnley  
Bolton  
Carlisle  
Kendal  
Preston and Blackpool

### East Midlands

Leicester  
Northampton  
Nottingham  
Peterborough

### South Central

Bedford and Milton Keynes  
Harrow and Ealing  
Luton and St Albans  
Reading  
Watford

### Eastern A

Cambridge  
Norwich

### Eastern B

Chelmsford and South Essex  
Ipswich, Suffolk and North Essex

### Southern A

Brighton  
Royal Tunbridge Wells

### Southern B

Bournemouth  
Guernsey  
Jersey  
Southampton

### South East A

Croydon  
Guildford

### South East B

Folkestone, Canterbury and East Kent  
Mid-Kent

### South West A

Bristol  
Swindon

### South West B

Exeter  
Plymouth  
Truro

### South West/ South Wales

Cardiff  
Cheltenham and Gloucester  
Swansea and West Wales

### West Midlands

Birmingham  
Coventry  
Shropshire and Mid-Wales  
Stratford-upon-Avon

### Northern Ireland

Belfast

### London A

### London B

### London C

### (Associated) Ireland

Cork  
Dublin  
Dundalk  
Galway  
Ireland  
Limerick  
Sligo

## Election rotation

### Group 1

Scotland A  
North East A  
North West A  
Eastern A  
Southern A  
South East A  
South West A  
Northern Ireland  
London C

### Group 2

Scotland B  
North East B  
North West B  
West Midlands  
East Midlands  
South Central  
London A  
Southern B

### Group 3

North East C  
North West C  
Eastern B  
South East B  
South West B  
South West/South  
Wales  
London B  
Ireland (Associated)

**Local Institute Nomination form** *CII Representative Council member*

Please complete in black ink or type. An electronic version is available if required.

**NB.** Wherever the term ‘local institute’ appears it shall mean local or associated institute

**Part 1: Personal details**

Local institute

Surname  Title

First name(s)

Permanent identity number (CII PIN)  Date of birth

Address for correspondence

Tel  Fax

e-mail

CII qualifications

Qualifications—academic and professional (other than CII)

Local institute and CII posts held (with dates)

Relevant work/industry experience

<b>For CII use only</b>	
Election to Representative Council	Effective from (month/year) <input type="text"/> / <input type="text"/>

*(continue on separate sheet if necessary)*

## **Part 2 – Personal statement to support the nomination**

Please attach a copy of your CV and explain below, in no more than 600 words, the value that you think you could bring to the Representative Council and the Governing Board of the Institute should you be elected to serve.

## Part 3 – Personal profile: guidelines for nominees

**NB:** All candidates for nomination as a local institute representative must be Senior Members\* of The Chartered Insurance Institute.

### Key Performance Criteria

- Ability to communicate regularly with up to seven local institute Representative Councils.
- Have available the administrative support to facilitate regular personal communication.
- Possess a strong knowledge and understanding of membership issues and views.
- In active business life within the last 12 months.
- Possess a strong knowledge and understanding of the concerns and needs of employers.
- An ability to travel to and attend at least two all-day meetings per year in London and the CII officers' conference and, if elected to the Governing Board, a further six meetings per year in London.
- An ability to weigh issues under debate, evaluate them and deliver a balanced judgment.
- An understanding of accounts and finance and the ability to assimilate financial data.

### Personal Qualities

- Be a good listener.
- Be a good communicator.
- Have a willingness/ability to invest a high number of voluntary 'man hours'.
- Have a willingness/ability to travel over a wide geographic area if necessary.
- Be able to contribute at a strategic level of planning.
- Be able to develop tactical business plans.
- Display a balanced and commercial attitude.
- Possess commitment to corporate decision making.

\* A Senior Member is any holder of the Cert CII, Dip CII, ACII or FCII or their PFS equivalents or other member who pays the prescribed fees and subscriptions and, being over 25 years of age, the Local Institute elects as a Senior Member.

## Part 4: Declarations

### Declaration by nominee

I hereby confirm that:

- a) I wish to stand for election as a member of the CII Representative Council;
- b) I understand that, if elected as the member, I will become eligible for possible election by the CII Representative Council to the CII Governing Board\*;
- c) I understand the requirements as set out in Part 3, 'Personal profile: guidelines for nominees' of this nomination form.

\* If elected to the Board, a member will have fiduciary duties. Whilst the CII provides D & O cover for Board members, it is recommended that any candidate check the cover provided by their own employer. Further details of the implications of the fiduciary duties or the D & O cover provided, can be obtained from the CII Secretariat Department.

Signed	<input type="text"/>	Date	<input type="text"/>
Full Name	<input type="text"/>	CII PIN	<input type="text"/>

#### For use by the Local Institute returning officer only

I,  the Returning Officer for  certify that the candidate named  in Part 1 is nominated by the Representative Council of this institute as the CII Representative Council member for the  Regional Constituency.

Signed	<input type="text"/>	Date	<input type="text"/>
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#### For use by the returning officer of the Regional Constituency Committee only

I,  the appointed Returning Officer for the  Regional Constituency, confirm that the candidate named in Part 1 has been elected as the Member on the CII Representative Council for this Regional Constituency.

Signed	<input type="text"/>	Date	<input type="text"/>
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20 Aldermanbury, London EC2V 7HY

Tel: +44 (0)20 7417 3592 • Fax: +44 (0)20 7814 0064  
e-mail: corp.gov@cii.co.uk

**Member Nomination form** *CII Representative Council member*

Please complete in black ink or type.  
An electronic version is available if required.

Representative category:  
for which applying (*delete as applicable*)

**Part 1: Personal details**

Student	Cert CII	Dip CII	ACII	FCII
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Surname  Title

First name(s)

Permanent identity number (CII PIN)  Date of birth

Address for correspondence

Tel  Fax

e-mail

CII qualifications

Qualifications—academic and professional (other than CII)

Local institute

Local institute and CII posts held (with dates)

Relevant work/industry experience

*(continue on separate sheet if necessary)*

<b>For CII use only</b>	
Election to Representative Council	Effective from (month/year) <input type="text"/> / <input type="text"/>

## **Part 2 – Personal statement to support the nomination**

Please attach a copy of your CV and explain below, in no more than 600 words, the value that you think you could bring to the Representative Council should you be elected to serve.

## **Part 3 – Personal profile: guidelines for nominees**

**NB:** All candidates for nomination must hold the category of Membership for which they will act as representative.

### **Key Performance Criteria**

- Have available the administrative support to facilitate regular personal communication.
- An ability to travel to and attend at least two all-day meetings per year in London and the CII officers' conference.
- An ability to weigh issues under debate, evaluate them and deliver a balanced judgment.

### **Personal Qualities**

- Be a good listener.
- Be a good communicator.
- Have a willingness/ability to invest a high number of voluntary 'man hours'.
- Display a balanced and commercial attitude.
- Possess commitment to corporate decision making.

## Part 4: Declarations

### Declaration by nominee

I hereby confirm that:

- a) I wish to stand for election as a member of the CII Representative Council;
- b) I understand the requirements set out in Part 3, 'Personal profile: guidelines for nominees' of this nomination form.
- c) I hold the CII status/qualification for the category for which I am applying for election.

Signed	<input type="text"/>	Date	<input type="text"/>
Full Name	<input type="text"/>	CII PIN	<input type="text"/>

#### For use by the proposer only

I,  thereby propose the candidate named in Part 1 as the CII Representative Council member for the Student/Cert CII/Dip CII/ACII/FCII.

Signed	<input type="text"/>	Date	<input type="text"/>
Permanent identity number (CII PIN)	<input type="text"/>		

#### For use by the seconder only

I,  hereby second the proposal for the candidate named in Part 1 as the CII Representative Council member for the Student/Cert CII/Dip CII/ACII/FCII.

Signed	<input type="text"/>	Date	<input type="text"/>
Permanent identity number (CII PIN)	<input type="text"/>		

*(Any nominee, who has difficulty in obtaining a proposer or seconder, is encouraged to attend and participate in their local institute and/or the regional meetings of the PFS.)*

#### **NB – Proposers and seconds must be Senior Members of the Institute.**

A Senior Member is any holder of the Cert CII, Dip CII, ACII or FCII or their PFS equivalents or other member who pays the prescribed fees and subscriptions and, being over 25 years of age, the local institute elects as a Senior Member.

20 Aldermanbury, London EC2V 7HY

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e-mail: corp.gov@cii.co.uk

## Voting paper

*Election of Nationally elected Member Representative of the Representative Council*

Student / Cert CII / Dip CII / ACII / FCII	Vote X

### Guidance notes

- You should vote for only one candidate.

You should place a cross on the right hand side of the voting paper opposite the name of the candidate for whom you cast a vote. **The voting paper should not be signed or otherwise marked.**

- The paper should be folded face inwards and placed in an envelope.

The envelope should be securely sealed and then placed in another envelope along with the completed declaration.

The covering envelope should be sent to the returning officer (The Chief Executive, The Chartered Insurance Institute, 20 Aldermanbury, London EC2V 7HY) to be received before 5.00pm on the closing date.

## Declaration

To: The Chief Executive  
The Chartered Insurance Institute  
20 Aldermanbury  
London  
EC2V 7HY

I, the undersigned, hereby declare that I am the person who completed the enclosed voting paper and I have not marked any other voting paper in this election.

Signed

Date

Full Name

CII PIN

*(please print)*

Qualification

## Voting paper

*Election of Constituency Committee Members of the Governing Board*

Representative Council member	Vote X

### Guidance notes

- You should vote for up to three of the candidates.

You should place a cross on the right hand side of the voting paper opposite the name of each candidate for whom you cast a vote. **The voting paper should not be signed or otherwise marked.**

- The paper should be folded face inwards and placed in the identification envelope.

The identification envelope should be securely sealed, signed, dated and then placed in the covering envelope.

The covering envelope should be sent to the returning officer (The Chief Executive, The Chartered Insurance Institute, 20 Aldermanbury, London EC2V 7HY) to be received before 5.00pm on the closing date.

- Note:**
- (i) The number on the voting paper should be the same as that on the identification envelope issued with it.
  - (ii) Your name must be printed clearly below and the form signed in your usual signature. Forms which do not identify the Representative Council member adequately below, will not be counted towards the final count and will thereby be disqualified.

## Declaration

To: The Chief Executive  
The Chartered Insurance Institute  
20 Aldermanbury  
London  
EC2V 7HY

I, the undersigned, hereby declare that I am the person to whom the enclosed voting paper was addressed and I have not marked any other voting paper in this election.

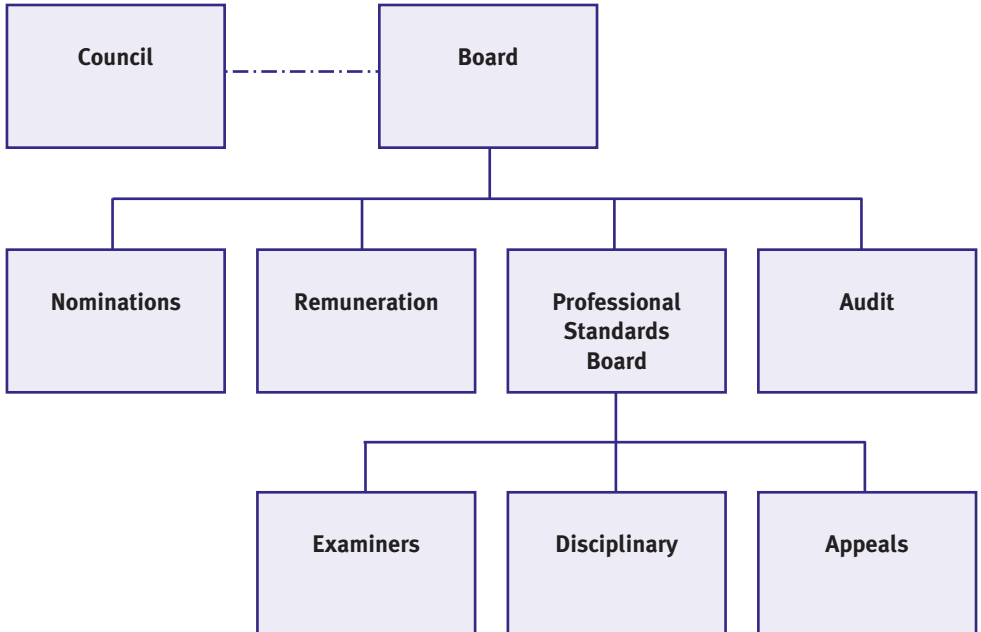
Signed

Date

Full Name

*(please print)*

## Committee Structure



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Ref: CII MEM001 (07/07)