

# **Board Regulations 2012**





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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**

## 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;
    - (vii) 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 Representative**

- 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;
  - (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 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 occasions 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 Representative**

- 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 permitted to serve on the Representative Council at any future time unless, by vote of members in General Meeting, the individual concerned is elected to be the President of the Institute. A President elected in such circumstances, will preside over the Representative Council as its chairman for the duration of his presidential term”.

**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 reconvening 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 (Disciplinary Regulations)

#### Preliminary

12.1 These Regulations are made in accordance with the Charter and Bye-laws (“the Laws”) of the Chartered Insurance Institute (“the Institute”) with which they should be read and are part of the Institute’s Board Regulations. Derived from these Regulations are the Institute’s Disciplinary Procedure Rules (“DPR”) and both documents should also be read together. In the event of any inconsistency or conflict between the provisions of the Charter and Bye-laws and these Regulations and/or the DPR, the provisions of the Charter and Bye-laws shall prevail. In the event of any inconsistency or conflict between these Regulations and the DPR, these Regulations shall prevail.

In these Regulations, unless the context otherwise requires:

- (a) Words denoting the masculine gender include the feminine and vice versa;
- (b) Words in the singular include the plural and vice versa; and
- (c) References to persons include references to companies, authorities, boards, departments or other bodies.

#### Appointment of Case Investigator, Preliminary Screener and Committees

12.2 The Board of the Institute shall designate a person or persons, who shall not be a member of the Board nor of any Committee which is the subject of these Regulations, to undertake the preliminary investigation of complaints (“the Case Investigator”). The Board shall also designate a person to consider, in accordance with the regime set out in the DPR, the results of the Case Investigator’s investigations and, in appropriate cases, decide on whether complaints should be dealt with summarily under the DPR or whether they should be referred to a Disciplinary Panel for hearing (“The Preliminary Screener”). The Board shall also appoint a Disciplinary Committee and an Appeal Committee. The Committees shall include persons who are not Members of the Institute. The Committees 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 Board shall make such other arrangements as are necessary to empower 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 the consideration (unless sitting as a member of the Disciplinary Panel reconvened following a direction from an Appeal Panel under the DPR) or where he has a personal connection with the Respondent or Complainant or Witnesses.

#### Quorum and Chairmanship

12.3 The quorum for a meeting of a Disciplinary Panel shall be three, which must include at least one lay representative (that is, a person who is not and who never has been a member or a student of the Institute). The quorum for a meeting of an Appeal Panel shall be three, which must include at least one lay representative (that is, a person who is not and who never has been a member or a student of the Institute) and one (who can be the same person) who is legally qualified. The Board may appoint, or provide for the appointment of, a Chairman of each Committee who shall (unless absent) chair hearings of the respective Panels.

## Procedure

- 12.4 A complaint in relation to an alleged breach of the Laws of the Institute (including any professional standards to be observed by members of the Institute and whether raised by the Institute or by a third party) against a person who is or was a Member or Student of the CII at the time the alleged breach of the Laws took place shall be referred to a Case Investigator who shall consider it pursuant to the DPR and who will submit a report summarising the conclusions of the investigation to a Preliminary Screener. The Preliminary Screener, having sought such clarification as he shall see fit, shall make determinations in accordance with Rules 5 – 8 of the DPR.
- 12.5 A complaint referred to a Disciplinary Panel shall be heard as soon as practicable and in accordance with the DPR. The Complainant and Respondent and any witnesses shall be advised of the date and place of the 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, and in particular the DPR, 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 .
- 12.6 The Disciplinary Panel shall decide, having heard the case, whether the complaint is upheld. If so, and after taking into account any mitigation provided by the Respondent, the Panel shall direct that any one or more of the following sanctions be imposed:
- (a) the Respondent be reprimanded;
  - (b) all or any of the Respondent's privileges of membership be withdrawn for a specified period;
  - (c) the Respondent at his own expense be required as a condition of membership to attend such additional training or to undertake such further tests of competence as the Disciplinary or Appeal Panel may determine;
  - (d) the Respondent's employer and/or such appropriate regulatory body as the Disciplinary or Appeal Panel may determine be notified of such details of the decision as the Panel may determine as set out in Regulation 12.8;
  - (e) a record of such details as the Disciplinary or Appeal Panel may determine be added to such electronic or other database as may from time to time be maintained or caused to be maintained by the Institute;
  - (f) the Respondent be fined an amount not exceeding a maximum determined from time to time by the Board;
  - (g) the Respondent be suspended from membership for a specified period of up to 3 years;
  - (h) the Respondent be expelled from membership of the Institute (the Respondent may seek to have his status reviewed by a Panel after the expiry of 5 years commencing with the date the decision to expel is made);
  - (i) the Respondent's membership be made subject to conditions;
  - (j) the Respondent's examination candidature be rescinded, or script or paper or submission be disallowed;
  - (k) the Respondent be excluded, for a specified period of up to 3 years, from examinations held by the Institute;
  - (l) the Respondent be declared ineligible to apply for membership of the Institute for a specified period of up to 3 years;

- (m) such other sanction or order as the Panel considers reasonable and appropriate having regard to the objective of dealing with complaints justly and in ways which are proportionate within the context of securing and justifying the confidence of the public, employers and Members, including, where the Respondent is the Responsible Member for a corporate body which has Chartered status, referring that corporate body to the Institute's Corporate Chartered Title Committee.

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.

- 12.7 Subject to the DPR a Respondent or the Institute may appeal in writing, within 21 days of receipt of notification of the Disciplinary Panel's findings, to an Appeal Panel against the decision of a Disciplinary Panel or against the sanction imposed. Subject to the DPR, the Appeal Panel shall not hear evidence, but shall consider whether the complaint has been properly heard under the Laws, these Regulations and the DPR, 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 and/or the DPR, 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. The Appeal Panel may remit back to the Disciplinary Panel whose decision is the subject of the Appeal any question relevant to the determination of the Appeal. An Appeal Panel will not consider evidence that was not before the Disciplinary Panel unless it is new evidence of a material nature which could not reasonably have been available at the Disciplinary Panel hearing. If new evidence is permitted to be adduced then the Chairman of the Appeal Panel may (but shall not be required to) direct that the Disciplinary Panel reconvene to hear the new evidence and reconsider their decision. The rights of appeal of the Respondent or the Institute under this Regulation shall apply equally to the outcome of a reconvened hearing of the Disciplinary Panel. Subject to the Laws of the Institute and in particular the DPR, 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.
- 12.8 Decisions of the Disciplinary Panel and Appeal Panel shall be notified to the Respondent and such other parties as the DPR may prescribe in writing and in accordance with the DPR. The Disciplinary Panel and the Appeal Panel shall keep records of their proceedings and their decisions shall be published in accordance with Regulation 12.9 below.
- 12.9 Such details of disciplinary cases dealt with by the Institute shall be published in the Journal of the Institute and in such other of the Institute's publications whether printed or electronic as the Disciplinary and/or Appeal Panel may determine, provided that a Disciplinary and/or Appeal Panel may in exceptional circumstances decide that publication is inappropriate. The details to be published will not usually extend beyond the name of the Respondent, the offence alleged, the outcome and sanction (if any), the name of the Respondent's employer or trading name at the time of the hearing and the Respondent's professional address or such other details of the Respondent's location as the Panel in question consider appropriate. Details of the Respondent's home address should not be published (or otherwise made public) even where it is also the Respondent's business address. For Respondents who work from home, such other information as is sufficient to identify the Respondent's professional location will be ordered by the Panel to be published. Published (and other) 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.
- 12.10 Any matter of disciplinary procedure may be further prescribed by the DPR.

## 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. Membership admissions, subscriptions, transfer between classes and resignation

- 14.1A Admission to membership in any class and transfer from one class to another is wholly at the discretion of the Institute.
- 14.2A A membership subscription is due to the Institute on the first day of the month following the admission of the member concerned and on each subsequent anniversary of such day. The Institute may nevertheless operate a system of payment by instalments, and may suspend or exclude any person from membership on grounds of non-payment of subscriptions or other monies owed to the Institute or of failure to maintain instalments. Where a member is excluded for non-payment they remain liable in law for all monies owed to the Institute
- 14.3A The Institute will transfer a person in one class who attains the examination or other requirements for a higher class to that higher class without notice unless the member notifies the Institute that he or she does not wish to be transferred, in which case the Institute will determine whether to permit the member to remain in the lower class or to terminate his or her membership.
- 14.4A A member may not transfer from one class of membership to a lower class provided that the Institute may, on application, permit such transfer where a member ceases to be qualified for the higher class by virtue of the withdrawal by the Institute of a qualification or where there are other circumstances deemed by the Institute to be exceptional.
- 14.5A A member may resign by writing to the Institute. If a member's resignation is received by the Institute less than one calendar month before the end of a subscription year then the resigning member shall remain liable for the subscription for the ensuing subscription 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.

## Section VIII

### 16. Committees of the CII

- 16.1 Each Committee's Terms of Reference are to be published on the Institute's web site and otherwise made available to Members on request.
- 16.2 The Institute will publish details of all committee vacancies in an open and transparent manner and ensure that all appointment practices are as accessible and inclusive as possible.
- 16.3 The Institute will ensure that processes are in place to monitor the effectiveness of appointments procedures consistent with the aims of 16.2 above.
- 16.4 Subject to 16.6 below, no Committee member may serve more than two consecutive terms of three years. The only exception being a retiring committee member required to complete a specific piece of work in a known and limited time period (e.g. completion of a project). In such circumstances the committee chairman submits to the Nominations Committee, a business case for an exception. The Nominations Committee will make such recommendations to the board as it sees fit.
- 16.5 A committee member or committee chairman, having served an initial term of three years may serve a second term of three years subject to their meeting the required competences at the time.
- 16.6 In respect of the Disciplinary and Appeals Committees, no Committee member may serve more than three consecutive terms of 3 years each or otherwise nine years in total where service is not consecutive.
- 16.7 Completion of the maximum term of office under a Committee's Terms of Reference shall not preclude an individual applying for membership of another committee.
- 16.8 A Committee is defined as any group officially recognised by the Board of the Institute by whatever name known and to whom functions have been delegated i.e. this definition applies to groups described as inter alia "committees", "boards", "sub-groups" and "sub committees".

### 17. Continuing Professional Development ("CPD")

- 17.1 Under the Code of Ethics, all Members are required to meet such CPD requirements as apply to them.
- 17.2 Qualified Members (as defined in the Bye-laws) must maintain records of their CPD activities in accordance with the requirements published by the Institute from time to time and must produce such records to the Institute on request in such form as may be specified.
- 17.3 The Institute monitors Qualified Members' compliance with the CPD requirements of the Institute and non-compliance may result in disciplinary proceedings against the member concerned on the grounds of failure to comply with the Laws of the Institute."



## 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  
Sheffield

### North East C

Middlesbrough  
Newcastle-upon-Tyne  
York

### North West A

Chester and North Wales  
Isle of Man  
Liverpool

### North West B

Manchester  
Bolton

### North West C

Blackburn and Burnley  
Carlisle  
Kendal  
Preston and Blackpool

### East Midlands

Leicester  
Northampton  
Nottingham  
Peterborough  
Lincoln

### South Central B

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

### Anglia A

Cambridge  
Norwich

### Anglia B

Chelmsford and South Essex  
Ipswich, Suffolk and North Essex

### South Coast & Channel Islands A

Brighton  
Royal Tunbridge Wells

### South Coast & Channel Islands B

Bournemouth  
Guernsey  
Jersey  
Southampton

### South Central A

Croydon  
Guildford

### South Coast & Channel Islands C

Folkestone, Canterbury and East Kent  
Mid-Kent

### South West & South Wales A

Bristol  
Swindon

### South West & South Wales B

Exeter  
Plymouth & Cornwall

### South West & South Wales C

Cardiff  
Cheltenham and Gloucester  
Swansea and West Wales

### West Midlands

Birmingham  
Coventry  
Shropshire and Mid-Wales  
Stoke on Trent  
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  
Anglia A  
South Coast & Channel Islands A  
South Central A  
South West & South Wales A  
Northern Ireland  
London C

### Group 2

Scotland B  
North East B  
North West B  
West Midlands  
East Midlands  
South Central B  
London A  
South Coast & Channel Islands B

### Group 3

North East C  
North West C  
Anglia B  
South Coast & Channel Islands C  
South West & South Wales B  
South West & South Wales C  
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

*(continue on separate sheet if necessary)*

**For CII use only**

Election to

Effective from (month/year)

Representative Council

/
---

**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 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.

## 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

Date

Full Name

CII PIN

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

Date

### 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

Date

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

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)*

**For CII use only**

Election to

Effective from (month/year)

Representative Council

/

**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

Date

Full Name

CII PIN

#### 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

Date

Permanent identity number (CII PIN)

#### 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

Date

Permanent identity number (CII PIN)

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

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

20 Aldermanbury, London EC2V 7HY

Tel: +44 (0)20 7417 3592 • Fax: +44 (0)20 7814 0064  
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	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.

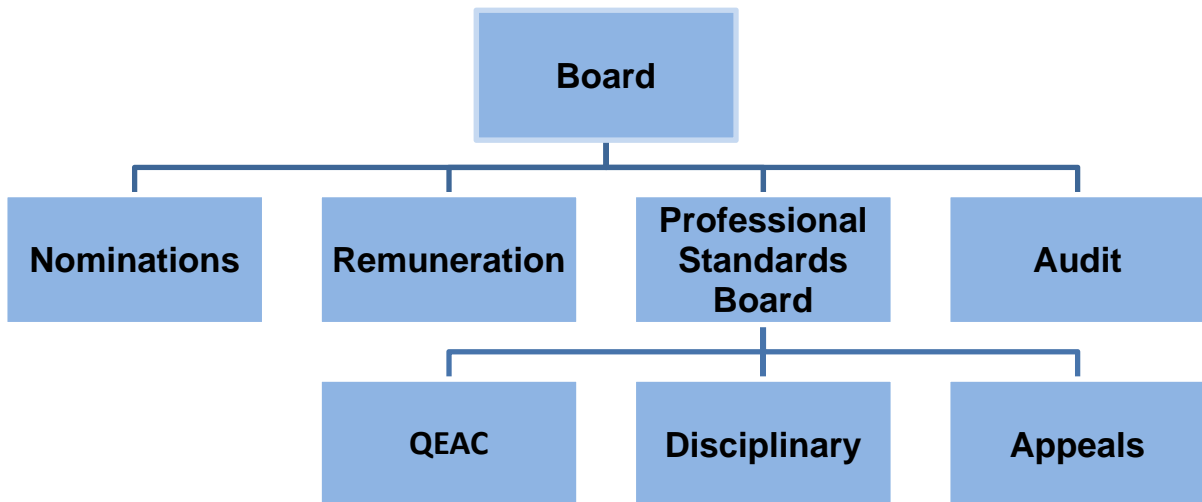
Signed

Date

Full Name

*(please print)*

## Committee Structure



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