

# Assembly of Representatives

## Operational Procedures

### 1. Introduction

- 1.1 This document sets out the operational procedures and guidance for the Assembly of Representatives. It also describes the meetings and decision making protocols that apply.
- 1.2 These Operational Procedures are mandatory and have been made under the CIEH General Regulations and approved by the Board of Trustees.

### 2. Assembly of Representatives

- 2.1 The Assembly of Representatives is the representative forum for all members of the CIEH to influence and debate the issues affecting environmental health professional policy and practice.
- 2.2 For the purposes of the selection of Assembly Representatives all members are eligible to vote for their chosen representatives in their regions, SIG or student community. This does not change the definition or rights of CIEH "Voting" members who retain sole voting eligibility for annual general meeting motions and special resolutions.
- 2.3 The Assembly of Representatives will work alongside and incorporate such mechanisms for representation and supporting overseas members that are put into place. Overseas membership representation is set out in separate operational procedures.

### 3. Composition of the Assembly

- 3.1 The Assembly of Representatives will comprise members representing the CIEH membership regions, the Special Interest Groups and the student community:
  - Twenty four regional representatives (maximum)
  - Eight SIG representatives (maximum with current number of SIGs)
  - Two student representatives
- 3.2 The Assembly will appoint members to CIEH's Risk and Audit Committee, Appointments and Remuneration Committee and Membership and the Profession Advisory Group.

- 3.3 All Assembly Representatives will serve a three year term of office.
- 3.4 The Assembly Representatives shall have a general duty to operate in accordance with the CIEH's Charter, Byelaws, Regulations and Operational Procedures/ guidance. They must also operate in accordance with the requirements of charity and other relevant legislation.

## 4. Chair and Deputy Chair

- 4.1 The Assembly of Representatives will elect a Chair and Deputy Chair from their group through simple majority vote. The Chair and Deputy Chair will have a three year term of office for a maximum of two full consecutive terms. The Assembly may agree for another person to chair the meeting in the absence of the Chair and Deputy Chair or in the event of vacancies.
- 4.2 The Chair of the Assembly will be an "Ambassador" for the membership and represent the membership in conjunction with the roles of the Chair of the Board of Trustees (charity), President (high level advocacy) and Chief Executive (organisational) at relevant events and functions.
- 4.3 When a vacancy occurs for the Chair or Deputy Chair, either due to the end of term or resignation of the elected representative, the Assembly will duly elect to the vacancy as above.

## 5. Advisers to the Assembly

- 5.1 The Assembly will be supported by other contributors and advisers as required and agreed by the Chair:
- Chief Executive and Executive Management Team
  - CIEH staff
  - Partners, other organisations and specialists as appropriate

## 6. Terms of reference of the Assembly of Representatives

- 6.1 The role of the Assembly is to:
- Consider horizon scanning and raising areas of concern or forward planning in relation to professional issues
  - Lead on regional membership perspectives, development and delivery
  - Facilitate sharing of professional and member experience
  - Develop and review mechanisms for peer support
  - Be responsible for ensuring the Assembly works effectively and regularly review its role
  - Act as ambassadors for the CIEH, membership and the profession
  - Contribute to the development of services and delivery options within the CIEH
  - Receive petitions from individual members on professional issues
  - Contribute to the achievement of the charitable aims and mission
- 6.2 The Assembly of Representatives will produce an overall plan to demonstrate its accountability to members. This will include reports to regional management boards, contributions to the CIEH Annual Report and

the Assembly will be accountable directly through the elected representatives feeding back to the members they represent.

## 7. Delegated powers

7.1 The delegated authority is set out in Part 9 of the CIEH Byelaws and the current details are listed within the Schedule of Delegations.

## 8. Meetings of the Assembly of Representatives

8.1 The meetings will take the form of interactive workshops to allow for a mix of professional input with consideration and debate around professional issues. The meetings will provide an opportunity for the Assembly Representatives to address the current issues of the day.

8.2 A quorum of fifteen Assembly Representatives will be required at each meeting. If a quorum is not achieved through prior acceptance of the invite (21 days prior) to the meeting the Chairman shall adjourn the meeting and seek an alternative date to meet.

8.3 The protocol for the management of the meeting and formal debate can be found in the relevant supporting documentation.

## 9. Frequency of meetings

9.1 The Assembly of Representatives will meet a minimum of twice per year in April and November. Other meetings may be organised using other "virtual" mechanisms as required. The representatives will also be expected to attend the CIEH Annual Meeting in July.

9.2 The Chair and Chief Executive can vary the date and/or time of a meeting if required with good reason.

9.3 Additional meetings of the Assembly may be requested by the Chair of the Assembly, Chair of the Board of Trustees or Chief Executive or through a written communication supported by majority agreement of the Assembly Representatives.

## 10. Setting the programme

10.1 An Assembly Representative wishing to raise an issue for discussion at the Assembly will first notify the Chief Executive of the issue at the latest 21 days prior to the meeting taking place or at the Chair's discretion. The Chair working with the Chief Executive will decide how best to address the issues within the programme taking into consideration the priority and need for any supporting information and/or presentations.

10.2 The Chair will agree the programme which will be circulated to all Assembly Representatives 14 days prior to the meeting taking place.

- 10.3 The Chair, in discussion with the Chief Executive, may refer an item put forward to any other relevant committee or to the Board of Trustees if it is more appropriate.
- 10.4 If a request to discuss an issue is refused the Assembly Representative may formally request the item be considered by the Assembly and this will be decided by majority vote of the Assembly.
- 10.5 It is the role of all Assembly Representatives to ensure that they have accessed and read the information relevant to the programme and provided within the Assembly of Representatives tracking and reporting systems before the discussion and meeting.
- 10.6 The following may raise issues for discussion on the Assembly programme:

Individual Assembly Representatives	Individual members, branches and management boards may request issues for discussion that are of a regional or specialist interest through their representative
Board of Trustees	The Board of Trustees may refer an issue or request the Assembly's views and perspectives on an item
Other committees	All committees may refer or raise an issue for discussion within the Assembly
CIEH Executive	The Chief Executive and Executive Management Team may request the views of the Assembly
Individual members	Members may put a motion or petition to the Assembly relating to professional policy or practice and if agreed by the Chair of the Assembly that it is not better dealt with by another committee or Board of Trustees
Advisory Groups and networks	Specialist issues may be raised for discussion by the advisory groups or networks

## 11. Decision and debate

- 11.1 The debate will take place through facilitated discussion in small groups or through main group plenary. The Chair will be responsible for the management of the overall programme and the plenary discussions unless otherwise facilitated. The small group discussions will be managed as agreed on the programme. There may be presentations and other forms of contribution to help inform and encourage debate. The programme will be clear as to what issues elected representatives will need to consider and discuss and the expected outcomes from the activity.
- 11.2 The outcomes of the discussions, debates and any decisions made by the Assembly will be recorded as notes, decisions and action points and will form the formal record of the meeting.

11.3 The considered positions and opinions from the Assembly of Representatives will be referred to and inform further debate within the Board of Trustees and relevant committees.

11.4 Where decisions are required these will be taken through simple majority vote. The Chair of the Assembly will have the casting vote if required.

## 12. Motions and petitions

12.1 The Assembly may receive motions and petitions put to them from members. The member must provide the motion or petition to the Chief Executive by mid-day 14 days before the meeting of the Assembly. The motion/petition may be referred to a relevant committee or the Board of Trustees on the agreement of the Chair of the Assembly.

12.2 The motion/petition will be considered at the next meeting of the Assembly and the member proposing the motion/petition may attend the meeting as an observer to hear the discussion and decision. The member will be able to make a short presentation in support of the motion/petition (no more than five minutes) to the Assembly. The motion/petition may be presented by another person with the agreement of the Chair. The discussion and recommendations will be fed back to the member/s putting forward the motion/petition.

## 13. Financial impact assessment

13.1 The finances and the accounts of the CIEH will be managed according to the current Financial Regulations. The Assembly of Representatives shall not incur expenditure or commit the CIEH to any liability unless with full agreement with the Board of Trustees.

## 14. Amendment and suspension of the Operational Procedures

14.1 The Operational Procedures may be amended or suspended as required and will require the majority vote of the Board of Trustees.

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**Agreed** by Council on 8 September 2011, amended by the Board of Trustees on 27 April 2017

**Agreed** by the Assembly on 2 May 2017