

RULES adopted by the Trustees on 17th January 2024

1 INTRODUCTION

1.1 The Ecclesiastical Law Society (the Society) is a Charitable Incorporated Organisation with charity number 1181002.

1.2 These Rules are made in accordance with clause 27 of the Constitution of the Society and must be read in conjunction with that Constitution and if at any time there is a potential variance between these Rules and the Constitution, the Constitution always prevails.

1.3 Copies of these Rules should be placed on the website and the attention of members drawn to their location.

2 TERMS AND DESCRIPTIONS

In these Rules:

2.1 Chair, Vice Chair and Treasurer mean the persons elected to those offices under Clause 13(3)(a)(i) of the Constitution (the 'Officers').

2.2 Charity Trustee means a person elected under Clause 13(3)(a)(i) or clause 13(3)(a)(ii) of the Constitution.

2.3 A Charity Trustee who has been co-opted under Clause 13(3)(b) of the CIO's Constitution shall hold office only until the following AGM.

3 ELECTIONS AT ANNUAL MEETINGS

3.1 Nominations for the election of Charity Trustees (including the Officers) will be sought prior to the notice convening the annual meeting.

To qualify for nomination as Chair a candidate must have previously served as a Charity Trustee for at least a year.

3.2 Members will be given at least 21 days' notice of the need for nominations and the communication will specify the number and nature of vacancies which are to be filled and how many Charity Trustees are to be elected.

3.3 Members wishing to stand for election are required to submit a short (c.250 word) biography.

3.4 Members wishing to stand for election are required to submit the names of 2 current ELS members who have agreed to propose and second the nomination.

3.5 The mode of election of the Charity Trustees shall be determined by the Chair but shall usually be by a show of hands or a ballot in whatever format the Chair thinks is appropriate.

3.6 Where the number of candidates for election as Charity Trustees does not exceed the number of places to fill, anybody entitled to attend the annual meeting may seek a vote to confirm the election of each candidate. If the resolution seeking such a vote is passed by a simple majority, further votes are held with reference to each validly nominated candidate, on whether that candidate should be elected. The votes concerning each candidate are to be conducted in accordance with 3.5 above.

4. MEETINGS AND PROCEEDINGS OF COMMITTEES

4.1 First meeting of committees

4.1.1 The first meeting of a committee established by the Trustees shall be held on such a day and at such a time as may be determined by the appointed Committee Chair and he or she shall make such arrangements as he or she considers appropriate for the holding of the meeting.

4.2 Meetings of a committee

4.2.1 A committee shall hold meetings at such intervals as may be determined by its members.

4.2.2 The committee shall determine the time and place of the meetings and whether all or some meetings will be virtual.

4.3 Special meetings of a committee

4.3.1 In the event of urgency, the Committee Chair may determine to hold a meeting to be known as a special meeting at such time and place (including fully or partially virtually) as he or she may determine.

4.4 Notice of meeting

4.4.1 The next meeting of the committee shall be agreed no later than by the end of its previous meeting and any absent member notified accordingly.

4.4.2 The committee shall make arrangements for the taking of Minutes and setting agendas.

4.4.3 The minutes of each meeting are to be sent to the executive secretary for sharing with the Trustees as soon as possible after each meeting.

4.4.4 A Charity Trustee who is not a member of the committee shall be entitled to attend and vote (and count towards the quorum) on any matter before the Committee.

4.5 Procedure of and voting at committee meetings

4.5.1 Procedure at meetings shall be determined by the Committee Chair presiding at the meeting.

4.5.2 The organisation of the meeting, its deliberations, decisions and voting will follow the pattern for other meetings of the Society as set out in the Constitution

4.5.3 Subject to 4.4.4, the quorum for a committee meeting shall consist of one half of the total membership of the committee. A Charity Trustee attending a committee meeting by virtue of 4.4.4 shall not be counted as an ongoing member of the committee.

