

**To Mr C Bones - Chair of CILEx Group Board**  
THE CHARTERED INSTITUTE OF LEGAL EXECUTIVES  
Kempston Manor,  
Kempston,  
Bedford MK42 7AB

**NOTICE REQUIRING A SPECIAL GENERAL MEETING TO BE CONVENED**  
**PURSUANT TO BYELAWS 22, 23 AND 27**

**NOTICE is hereby given that the undersigned Fellows of the Chartered Institute of Legal Executives (hereinafter ‘*The Institute*’) require the Group Board to convene a Special General meeting not more than 42 clear days after the receipt of this Notice to consider the following Resolutions. Not less than 21 clear days’ notice of the SGM is to be given to the members in accordance with the byelaws and as per the previous SGM held in 2016.**

**Resolution One**

- (1) That the Charter, ByeLaws and Standing Orders be amended pursuant to Clause 16 and 17 of the Charter in accordance with the draft rules below and attached draft amended Charter, Bye Laws and Standing Orders:-**

***Charter***

- a. Clause 13 – ADD – “Any re-delegation is to be subject to a vote by all members of Cilex and must be passed by a two thirds majority of those voting. Such a vote is to be carried out by electronic means.”
- b. Clause 16 – ADD – “or standing orders”.
- c. Clause 20 – ADD Clause – “Any changes to the Charter, byelaws or standing orders approved by two thirds majority at a general meeting shall take effect when approved by the Privy council.”
- d. Clause 21 – ADD Clause – “If at the same general meeting resolutions are passed, these take effect immediately and in addition such resolutions shall have any additional effect due to changes to the Charter, byelaws and standing orders, when those rule changes are approved by the Privy council.”

***Bye Laws***

- e. Clause 17 – ADD – “Any re-delegation is to be subject to a vote by all members of Cilex and must be passed by a two thirds majority of those voting. Such a vote is to be carried out by electronic means.”
- f. Clause 27a – ADD Clause – “Any change to the above paragraph (27) is to be subject to a vote by all members of Cilex and must be passed by a two thirds majority of those voting. Such a vote is to be carried out by electronic means.”
- g. Clause 29 – ADD – “Any such amendment is to be subject to a vote by way of special resolution all members of Cilex present and must be passed by a two thirds majority of those voting. “

***Standing Orders***

- h. Clause 1 (6) – ADD – “is requested by any member of the Chartered Institute.
- i. Clause 1 (6) – REMOVE – “is decided by the Chairman”
- j. Clause 22 – REMOVE – “Every Fellow” REPLACE WITH “All Members” and REMOVE “Only Fellows” REPLACE WITH “All members”
- k. Clause 23 – ADD – “In addition for provision of full transparency there be publication of full Board meeting minutes within not more than one month of the date of any Board meeting for the membership.”
- l. Clause 34 – ADD – “(3) subject to a vote by all of the members of the Chartered Institute where there is more than one applicant for a position.”
- m. Clause 35 – ADD – “Such criteria must include an open and fair application process open to all eligible applicants and subject to a vote as in rule 34(3).”
- n. Clause 38 (6) – ADD – “If two thirds of members of the Chartered Institute voting at a general meeting have no confidence in the board member.”
- o. Clause 39 (1) – REMOVE - the Group Board Members present (whether voting or not) REPLACE WITH – “members of the Chartered Institute”.
- p. Clause 39 (2) – REMOVE – “Two-thirds of the Group Board Members are present at the meeting at which the resolution is passed;”
- q. Clause 39 (5) – REMOVE – “Group Board” – REPLACE WITH – “Meeting”
- r. Clause 39 (5) – ADD – “The person proposing the resolution shall also be entitled to make representations at the meeting.”
- s. Clause 45 – ADD Clause 45 (a) – “The Professional Board shall publish notice (“the vacancy notice”) of every board or committee vacancy which has arisen or is about to arise. Such notice may be published in electronic format.”

- t. Clause 49 – ADD Clause 49 (5) – “If two thirds of members of the Chartered Institute voting at a general meeting have no confidence in the board member.”
- u. Clause 50 (1) – REMOVE – “the Professional Board Members present (whether voting or not)” - REPLACE WITH - “members of the Chartered Institute”.
- v. Clause 50 (2) – REMOVE – “Two-thirds of the Professional Board Members are present at the meeting at which the resolution is passed;”
- w. Clause 50 (5) – REMOVE – “Group Board” – REPLACE WITH “Meeting”.
- x. Clause 50 (5) – ADD – “The person proposing the resolution shall also be entitled to make representations at the meeting.”
- y. ADD NEW CLAUSES 54 -58 - Votes of no confidence
  - 54. Any member can propose a vote of no confidence in the Chartered Institute which can be voted on at ant AGM or SGM.
  - 55. Any vote of no confidence must be passed with a majority of two thirds of those voting at the meeting.
  - 56. Following a vote of no confidence all non-executive directors are to stand down and the posts are to be advertised in order that an open and transparent competition for appointment can take place. Any persons who stand down as a result of the vote of no-confidence are eligible to apply for re-appointment.
  - 57. Following a vote of no confidence all executive directors, including the CEO, shall be subject to a performance review to be carried out by the Chair of the professional board and an independent member with relevant experience to be appointed externally.
  - 58. Such a review in paragraph 57 is to be carried out after the appointment process for non-exec directors has concluded.

### **Resolution Two**

- (2) Pursuant to amended Byelaw 17, there be an electronic vote and all members of The Institute shall be eligible to vote in relation to whether re-delegation of regulation is in the public and member interest and should pass from CRL to the SRA. Such a vote shall require a two-thirds majority in order for regulation to pass from CRL to the SRA.**

### **Resolution Three**

- (3) That the Group Board and Chief Executive Officer do make the relevant applications to the Privy Council and the application is published for the benefit of the Members of The Institute.**

#### **Resolution 4**

**(4) That all general meetings are able to be attended remotely in order to not discriminate against those members with disabilities, caring or work responsibilities or any other matter that could restrict members ability to attend. In addition all general meetings are to be held during the usual time for lunch hours, i.e. between 12.00 and 2.00pm or after 5pm. Arrangements for virtual attendance are to be given at the same time as notice of a general meeting. Such notice is to be published on the Cilex website and communicated to all members by way of Email.**

DATED THIS 16th DAY OF February 2024

**This SGM request is supported by the following Fellows all of whom are registered Fellows with applicable voting rights:**

**AINSCOUGH Matthew**

**ALEXANDER, Shaun**

**ANGEL Stuart**

**ARORA Ashi**

**BLACKWELL Louise**

**BRAHAM Francesca**

**BROOKS Vanessa**

**BUCHANAN Charleen**

**BUDD Sharleen**

**CARLO Roy**

**CHARLES Catherine**

**CHAPLIN Paul**

**COLLIER Kelly**

**DOLLERY Ami**

**ESSAT Faisal**

**GARCIA Enrique**  
**GORVETT Maxine**  
**GOWLAND, Stephen (past president)**  
**HANCOCK Alec**  
**HAWKEN Kate**  
**HARRISON Kevin**  
**HEALEY Karen**  
**HOPE Lesley**  
**HUMPHREYS Sharon**  
**HUGHES Julie (united utilities)**  
**KHAN GHALIB Noreen**  
**UNDERWOOD Kristy**  
**LIGHTFOOT-WEBBER Sarah**  
**LLOYD Jemma**  
**MERCADO Mandy**  
**MORRIS Emma**  
**MURDEN Paul**  
**PETTIFER Hannah**  
**REA Norman**  
**RIDGWAY Vicki**  
**SANDISON Donna**  
**SANDRONE Helen**  
**SMISSEN Lyndzey**  
**SMITH George**  
**SOUTHALL Stuart**  
**STOKES Mark**  
**TAYLOR Nikki**  
**WARD Caroline**

**WHITE, Patricia**

**WILLS Clare**

**WRIGHT Daniel**

**DAVIES Miss Sophie**

**MEARS Sarah**

**PICKERING Nichola**

**PRICE (nee Yates) Sophie (also a solicitor but also a paid up Fellow with voting rights)**

**McAULEY-JONES Lewis**

**GREEN James**

**SHAW Laurence**

**COWLEY Rosemarie (past president)**

**CRESSWELL Rebecca**

**SINGH Dalvinder**

**MORAN Tony**

**PLUMMER Janette**

**BUDSWORTH Craig**

**BOUWMEESTER Kate**

**HURST Caroline**

**BRADSHAW Steven**

**KING Rebecca**

**BARLOW Linda**

**PIPKIN David (past president)**

**HARE Sara**

**WHITE Helen**

**MORGAN Peter**

**WATKIN Peter**

**MORRISSEY Linda**

**Exhibits:-**

1. Charter
2. Byelaws
3. Standing Orders