



Notice of Special General Meeting

A Special General Meeting, chaired by the CILEX President will be held at 12 noon on Friday 21st June 2024, via zoom.

Please note all members of CILEX are entitled to attend the meeting, however only Fellows are eligible to speak & hold voting rights.

The meeting will be video recorded and published for members not able to attend.

AGENDA

1. Welcome address by CILEX President.
2. Explanation of proceedings, rules of engagement and voting.
3. Resolution to adopt amendments to Charter & Byelaws to:
 - a) create equality of opportunity for all CILEX members and widen participation in the governance model;
 - b) reflect changes to CILEX's membership structure, grades & associated titles;
 - c) align provisions to the statutory requirements of the Legal Services Act 2007 and associated Rules applicable to CILEX.

SCHEDULE

AMENDMENTS TO THE CHARTER OF THE CHARTERED INSTITUTE OF LEGAL EXECUTIVES

1. In Article 3(d) ***delete*** “branches” and ***substitute*** with “networks”
2. In Articles 3(h), 4, 5(b) 5(c), 5(d), 5(e) and 5(f),7, 8,9,10, 12, 13, 14, 16, 17, 19, 20, ***delete*** ‘Council’ and ***substitute*** with “Board”.
3. In Article 5(a) ***delete*** “other than a member of the Council”.
4. ***Delete*** Article 5(b) “Interest on money lent by any member (including a member of the Council) at a rate not above whichever is the greater of:
 - (i) two per cent less than the minimum lending rate prescribed from time to time by the Bank of England, and
 - (ii) Three per cent.”
5. ***Re-letter*** Articles 5(c) to 5(f) as 5(b) to 5(e)
6. In Article 5(d) ***insert*** “or its committees”
7. In Articles 6, 7, 8, 9, 14, 15, ***delete*** “Fellows” and ***substitute*** with “Chartered Members”.
8. ***Renumber*** Articles 8-13 as Articles 12-17.
9. In Article 9 ***delete*** “Fellows may use the designatory letters “FCILE~~x~~” after their names. Fellows may, subject to such conditions as the Council may lay down from time to time, use the title or description “Chartered Legal Executive”.
10. ***Insert*** Article 10 “Chartered Lawyer Members may use the designatory letters “FCILEX” after their names and may, subject to such conditions as the Board may lay down from time to time, use the title or description “Chartered Legal Executive”.
11. ***Insert*** Article 11 “Chartered Paralegal Members may use the designatory letters “PCILEX” after their names and may, subject to such conditions as the Board may lay down from time to time, use the title or description “Chartered Paralegal”.”
12. In Article 12 as renumbered ***delete*** “not” and ***delete*** “but may” and ***substitute*** with “and to”.
13. ***Renumber*** Articles 14-19 as 19-24.

14. In Article 16 as renumbered *delete* “23” and *substitute* with “12”. Delete “13” and *substitute* with “17”.

15. In Article 17 as renumbered *delete* “shall in accordance with” and *substitute* with “must as an approved regulator under”.

Delete “delegate regulatory functions defined in the Bye-Laws to a subsidiary company, and shall not exercise such functions itself.” and *substitute* with “and in accordance with Rules made under section 30 of the Act, put arrangements in place to:

(a) Separate its regulatory functions from any representative functions it may have; and

(b) Maintain the independence of its regulatory functions as effectively as is reasonably practicable and consistent with Section 28 of the Act.”

16. *Insert* Article 18 “Further to article 17, the Board itself shall, where required by Rules made under section 30 of the Act, delegate the discharge of its regulatory functions in compliance with Section 28 of the Act to a separate body.”

17. In Article 19 as renumbered *delete* “13” and *substitute* with “17”.

18. In Article 20 as renumbered *delete* “14” and *substitute* with “18”.

19. In Article 21 as renumbered *delete* “first”.

SCHEDULE

AMENDMENTS TO THE BYE-LAWS OF THE CHARTERED INSTITUTE OF LEGAL EXECUTIVES

In definitions ***insert*** "Accounting Records" Financial statements showing equity, cash flow, assets and liabilities.'

In definition "Chairman" ***delete*** "Chairman" The Chairman of the general meeting concerned" and ***substitute*** with "Chair" The chairperson of the general meeting concerned."

In definition "The Chartered Institute" ***delete*** "Legal Executive" and ***substitute*** with "Lawyers".

Delete definition "The Council" The Council of the Chartered Institute" and ***substitute*** with "The Group Board" The governing board of the Chartered institute".

In definition of "Delegated Regulatory Body" ***delete*** "Subsidiary Company of the Chartered Institute (CILEX regulation or its successor body)" and ***substitute*** with "independent body". ***Delete*** "all". ***Delete*** "13" and ***substitute*** with "17".

In definition of "Fellow" delete "***Fellow***" and substitute with "***Chartered Member***".

Delete definition "Group Board" The Board of the Chartered Institute, referred to in the Charter as "Council".

Delete "member" A person who is registered with the Chartered Institute in accordance with bye-law 8 but who is not a Fellow" ***substitute*** with " 'Member" A member of the Chartered Institute, who is not a Chartered Member and, in the context of any question of entitlement to vote or otherwise exercise rights under these Bye-Laws, means a member in good standing."

In definition "Professional Board" ***delete*** "directors of the subsidiary company" and ***substitute*** with "professional members".

In Bye-law 4 ***delete*** "his or her" and ***substitute*** with "their".

In Bye-laws 5, ***delete*** 'Fellow' and ***substitute*** with 'Chartered member'.

In heading "Admission as a Fellow" ***delete*** "Fellow" and ***substitute*** with "Chartered Lawyer Member".

In Bye-law 7 ***delete*** "Fellow" and ***substitute*** with "Chartered Lawyer member".

In Bye-laws 7, 20, 21, 22, 25 as renumbered ***delete*** "he or she" and ***substitute*** with "they".

In Bye-Law 7 ***delete*** "meets the requirements of" and ***substitute*** with "have been authorised by". ***Insert*** "as a Chartered Legal Executive". ***Insert*** "hold a recognised legal qualification" and "have satisfied the declaration requirements". ***Delete*** "has" and ***substitute*** with "have".

Renumber as Bye-law 7(1),(2), (3), (4).

Renumber Bye-laws 8-9 as 9-10.

Insert new heading "Admission as a Chartered Paralegal Member"

Insert as Bye-law 8 “A member may be admitted as a Chartered Paralegal if they:

- (1) meet the requirements of the Professional Paralegal Register;
- (2) hold a recognised paralegal qualification or equivalent experience as defined within membership regulations;
- (3) have satisfied the declaration requirements;
- (4) have paid all subscriptions and other fees payable to the Chartered Institute, or have made arrangements for payment.”

In Bye-law 9(1) (a), 9(2), 10(1) as renumbered **delete** “Fellow” and **substitute** with “Chartered Lawyer Member”.

Insert at 9(1) (b) “a Chartered Paralegal Member”

In Bye-law 9(1) (c) **delete** “Affiliate, Associate, Graduate, Ordinary Member” and **substitute** with “Trainee Lawyer, Paralegal, Legal Technologist, Affiliate, Companion”.

Re-letter at 9(1) (a-c).

Insert as Bye-law 9(4) “The Group Board may, subject to the requirements contained in Standing Orders, award honorary membership to recognise non-members who have contributed to the work of the Chartered Institute. Persons awarded honorary membership shall be known as ‘Honorary Companions’.”

Delete Bye-laws 9(2-4).

In Bye-law 10(1) as renumbered **delete** ‘Subject to such conditions specified by the delegated regulatory body’ and **substitute** with “holding a practising certificate as a Chartered Legal Executive and being in good standing”.

In Bye-law 10(a) as renumbered **delete** “receive a certificate showing that he or she is a Fellow of the Chartered Institute” and **substitute** with “have their name included on the CILEX Register of Authorised Persons”.

In Bye-law 10(1) (b) as re-numbered **delete** “himself or herself as a Fellow” and **substitute** with “themselves as a CILEX Lawyer member”.

Insert as Bye-law 10(1)(e) “access a digital credential verifying their membership status and qualification held”.

Insert as Bye-law 10(2) “Subject to holding a practising certificate as a Chartered Legal Executive with independent practice rights and being in good standing with the Delegated Regulatory Body, a Chartered Lawyer member shall be entitled to:

- (a) have their name included on the CILEX Register of Authorised Persons;
- (b) describe themselves as a “CILEX Chartered Lawyer” with reference to the legal specialism in which practice rights are held as a:
 - “CILEX Chartered Property Lawyer”; or
 - “CILEX Chartered Probate Lawyer”; or
 - “CILEX Chartered Immigration Lawyer”; or
 - “CILEX Chartered Litigator & Advocate (Family)”
 - “CILEX Chartered Litigator & Advocate (Civil)”
 - “CILEX Chartered Litigator & Advocate (Criminal)”
- (c) use the designatory letters “FCILEX”;

- (d) use the title or description “Chartered Legal Executive”
- (e) access a digital credential verifying their membership status and CILEX qualification held.”

Renumber Bye-laws 11-39 as 20-48.

Insert as Bye-law 11 “A Chartered Paralegal Member shall be entitled to:

- (a) have their name included on the Professional Paralegal Register;
- (b) receive a certificate showing that they are a Chartered Paralegal Member of the Chartered Institute;
- (c) describe themselves as a CILEX Chartered Paralegal; and
- (d) use the designatory letters “PCILEX”.”

Insert as Bye-law 12 “A Trainee Lawyer Member shall be entitled to:

- (a) receive a certificate showing that he or she is a Member of the Chartered Institute;
- (b) describe themselves as a “Trainee CILEX Lawyer”
- (c) use the designatory letters” MCILEX”.”

Insert as Bye-law 13 “A Paralegal Member shall be entitled to:

- (a) receive a certificate showing they are a Paralegal Member of the Chartered Institute;
- (b) describe themselves as a “CILEX Paralegal”;
- (c) use the designatory letters “ACILEX”.”

Insert as Bye-law 14 “A Legal Technologist Member shall be entitled to:

- (a) receive a certificate showing that they are a Legal Technologist Member of the Chartered Institute;
- (b) describe themselves as a ”CILEX Legal Technologist”; and
- (c) use the designatory letters “LTCILEX”.”

Insert as Bye-law 15 “An Affiliate Member shall be entitled to:

- (a) receive a certificate showing that they are an Affiliate Member of the Chartered Institute.
- (b) describe themselves as a “CILEX Affiliate”.”

Insert as Bye-law 16 “A Companion Member shall be entitled to:

- (a) receive a certificate showing they are a Companion Member of the Chartered Institute;
- (b) describe themselves as a “CILEX Companion”.”

Insert as Bye-law 17 “A Student Member shall be entitled to:

- (a) receive a certificate showing that they are a Student Member of the Chartered Institute;
- (b) describe themselves as a “CILEX Student”.”

In Bye-laws 19, 20, 20(2), 20(3), 24 as renumbered delete ‘Fellow’ and substitute with ‘Chartered Member’.

In Bye-law 19 as renumbered *delete* “membership subscription fee”. *Delete* “Fellows” and *substitute* with “Chartered Members”.

In Bye-laws 20, 21, 22, 25, as renumbered *delete* “he or she” and *substitute* with “they”.

In Bye-laws 20(1) and 21(1) as renumbered *delete* “resigns” and *substitute* with “resign”. *Delete* “the Fellow is”.

In Bye-laws 20(2) and 21(2) as renumbered *delete* “by him or her”.

In Bye-law 20(2) and 21(2) as renumbered *delete* “fails” and *substitute* with “fail”.

In Bye-law 20(3) as renumbered *delete* “Is” and *substitute* with “Are”.

In Bye-laws 20(3) and 21(3) as renumbered *delete* “him or her” and *substitute* with “them”.

In Bye-law 21(3) as renumbered *delete* “his or her” and *substitute* with “their”.

In Bye-law 22 as renumbered *insert* “title”. *Delete* “he or she was” and *substitute* with “they were”.

In Bye-law 24 as renumbered *insert* “or an alternative regulatory body or law enforcement agency with jurisdiction”.

In Bye-law 25 as renumbered *insert* “a Chartered Member”. *Delete* “or registered as”. *Insert* “in any other grade”.

In 25(1) as renumbered *delete* “Pays” and *substitute* with “pay”.

In Bye-laws 25(1), 25(2) and 25(3) *delete* “his or her”.

In Bye-laws 25(2) and 25(3) as renumbered *delete* “Continues” and *substitute* with “Continue”.

In Bye-law 25(3) as renumbered *delete* “be so registered” and *substitute* with “practice”.

In heading “Exercise of regulatory functions” *delete* “Exercise” and *substitute* with “Delegation”.

In Bye-law 26 as renumbered *insert* “,”, *delete* “and otherwise”. *Delete* “internal governance rules” and *substitute* with “Rules”. *Delete* “by the Legal Services Board” and *substitute* with “under Section 30 of the Act”. *Delete* “responsibility for performing all of its regulatory functions (as defined in Section 27(1) of the Act) to the Delegated Regulatory Body” and *substitute* with “the discharge of its regulatory functions to a body (known as the Delegated Regulatory Body)”. *Delete* “pursuant to Sections 29 and 30” and *substitute* with “in compliance with Section 28”.

In Bye-laws 27 and 28 as renumbered *delete* “17” and *substitute* with “26”.

In Bye-laws 30, 31 and 42 as renumbered *delete* “Fellows” and *substitute* with “members”.

In Bye-law 32 as renumbered *delete* “and place”. *Insert* “whether it is to be held in person or virtually”.

In Bye-laws 33 and 42 as renumbered *delete* “Fellow” and *substitute* with “member”.

In Bye-law 36 as renumbered *delete* “Any 50 Fellows” and *substitute* with “Chartered Members”. *Insert* ~”proposed”. *Insert* “where Bye-law 26 does not apply and in furtherance of the objects of the Chartered Institute, providing not less than 10% of eligible Chartered Members have signed the notice”.

In Bye-law 46 *insert* “or member of the institute”.