

## Regulation 1B: The Congress and its Operations

<b>Charter references</b>	14
<b>By-law reference</b>	16 - 17

### The Congress

1. The Congress is established in accordance with Article 14 of the Royal Charter and By-laws 16 and 17. The Congress is the member advisory body of the Institution and will consist of up to 40 members elected as described in this Regulation.
2. The overriding purpose of the Congress is to advise the Board on such matters that are of interest to the Institution and it shall have such other rights, duties and responsibilities as are prescribed in these Regulations.

### Congress Regulations

3. The Board shall be responsible for drafting amendments to this Regulation but will require the support of a two thirds majority of the members of Congress voting before any such amendment may take effect. The Congress may request changes to this Regulation, and the Board must consider and respond to such requests. Responses by the Board may include:
  - a. accepting the request without amendment;
  - b. offering minor amendment;
  - c. offering alternative proposals; or
  - d. advising Congress to maintain the status quo.

Where the Board is unable to accept the request without amendment, it will provide a full written explanation.

### Activity

4. As a part of the Institution's business cycle, the Congress will be asked to review and provide comments to the Board on any Strategy and Business Plans as a part of the drafting process. The Congress will also be asked to note and comment on the Institution's Annual Report and Accounts.
5. Congress will provide its own Annual Report to the Institution's Annual General Meeting. This should be based on Congress's view of the Institution's performance using a methodology that is established and maintained through dialogue with the Board.
6. Congress may form working groups to undertake activity on its behalf. Such groups will generally be temporary in nature and will disband upon completion of the task that has been set.

### Election of Members

7. Congress will consist of up to 40 Members from two electoral colleges as follows:
  - a. Membership by grade. This will include up to 15 members elected as follows:
    - i. Four Fellows nominated and elected by the Fellows and Associate Fellows<sup>1</sup>.

<sup>1</sup> Associate Fellows are able to nominate and vote in this category but are not eligible to stand for the Fellow seat in the Functional College

- ii. Four Chartered Members nominated and elected by the Chartered Members.
- iii. Four early career members<sup>2</sup> nominated and elected by the Associate Members, Affiliate Members and Technician Members. Early career is defined as members in these grades with less than nine years in full or part-time employment (self-declared). Members with more than nine years in full or part-time employment will be able to nominate and vote on this category but will not be eligible to stand for election.
- iv. Two Student Members nominated and elected by the Student Members.
- v. One seat is reserved to be appointed by Congress, in consultation with the Congress Steering Group, should there be a significant shift in the composition of the Institution's membership base by grade. The allocation of this seat shall require the support of two thirds majority of the members of Congress voting.

b. Membership by location. Up to 25 geographical vacancies are reserved for Chartered Members and Fellows and are allocated on current regional and branch boundaries based on the number of Fellows and Chartered Members whose registered address lies within that boundary. Given the variation in population sizes, vacancies are allocated in three tiers as follows:

- i. Tier 1: Each region or branch with 1000 or more Fellows and Chartered Members will be allocated two vacancies
- ii. Tier 2: Each region or branch with 100 or more and less than 1000 Fellows and Chartered Members will be allocated one vacancy
- iii. Tier 3: Regions and branches with less than 100 Fellows and Chartered Members will collectively be allocated two vacancies to share

Nomination to fill a regional vacancy can be made by any two Fellows and/or Chartered Members. Only Fellows and Chartered Members from within the region can vote in the election.

The allocation of geographical seats shall be reviewed annually by the Congress Steering Group to ensure that it reflects the composition of the Institution's membership base by geographical region. Amendments to the allocation of geographical seats shall require the support of two thirds majority of the members of Congress present and voting.

8. Terms of office will normally be for a period of three years renewable up to a maximum total of six years after which there shall be at least a two-year gap before a further term can be served.

9. Terms shall commence at the end of the AGM in the year of election. In this Regulation "a year" means the period from the end of one AGM to the next.

10. Nominations for election of members to Congress shall be made as follows. For each functional vacancy, any two members in good standing, who are in the membership category that may vote for that vacancy, may nominate any duly qualified member in good standing as a candidate for any such vacancy. For each regional vacancy, any two Fellows and/or Chartered members in good standing and based in any region, may nominate any duly qualified member in good standing within a region as a candidate for any such vacancy. Nominations are made by delivering either physically or electronically to the Chief Executive within three weeks after the date of publication of the list of vacancies on the Institution's website, a nomination in writing duly signed by the nominators together with the written consent to act if elected of the person nominated. Each such nominator shall be debarred from nominating any other person for the same election. The Annual General Meeting will note the election results pursuant to these Regulations and appoint to Congress.

---

<sup>2</sup> Early career is defined as Associate Members, Affiliate Members and Technician Members with less than nine years of relevant experience (self-declared). The qualifying period includes any time spent in full or part-time employment in the field of chemical engineering and/or in pursuit of such activity including obtaining PhD or relevant similar qualifications. Members in these grades with more than nine years of relevant experience will be able to nominate and vote in this category but will not be eligible to stand for election.

11. Provided that candidates nominated for any class of vacancy are not more in number than the vacancies in that class, the persons so nominated shall be deemed to be duly elected and there shall be no ballot in respect of that class of vacancy.
12. As far as practical the voting process should align with that which is produced for the Board of Trustees elections.
13. Any vacancy that remains unfilled at the end of the election process shall remain unfilled until the following year.
14. A member of Congress who resigns within six months of election, or is otherwise unable to continue in the position, will be replaced by the candidate who received the next highest number of votes. If the seat was unopposed, the seat will remain unfilled until the next AGM.
15. A member of Congress will resign if Congress resolves by a two thirds majority vote of the members voting that their Office be vacated by reason of conduct which, in the opinion of the Congress, is, or is likely to be, materially prejudicial to the reputation of the Institution.
16. A member of Congress who no longer meets the eligibility requirements for the seat they were elected to shall inform the Congress Chair immediately and vacate the seat at the following AGM irrespective of their remaining term of office. The Student Member representatives are only required to meet the eligibility criteria at the point of taking up office and may complete a three-year term regardless if the change of their membership grade occurs during their term of office. For the purposes of Congress eligibility only, a student member will be deemed to have graduated on completion of their last finals examination, regardless of the actual date of graduation, and will therefore be eligible to stand for an Early Career vacancy at that point.

### **Congress Chair and Vice-Chair**

17. The Chair and Vice-Chair of the Congress shall have a two-year terms of office, renewable to a maximum of two terms, providing they remain a member of Congress. The terms of office shall begin and end within 28 days of the AGM.
18. Any member of Congress may put him/herself forward for the position of Chair or Vice-Chair. Candidates may submit a statement of not more than 200 words to the Chief Executive for circulation to other members of Congress in support of their application but shall not otherwise canvass for support among members. If more than one application is received a ballot shall be conducted by the Chief Executive on a closed, single transferable vote basis.
19. If there is no candidate for Vice-Chair the candidate with the second highest percentage of votes shall become the Vice-Chair.
20. In the event that only one candidate stands for the position of Chair, and no-one for Vice-Chair, the new Chair shall nominate a Vice-Chair who shall require the approval by a majority of the Congress present and voting.
21. The Vice-Chair may deputise for the Chair where the Chair is unavailable for periods up to 30 days. Should the Chair resign or become unavailable for more than 30 days for any reason, then the Vice-Chair shall take over as Chair until the election process for a new Chair can be completed.

### **Congress Steering Group**

22. There shall be a Congress Steering Group responsible for the oversight and facilitation of the conduct of the Congress and the engagement of the Congress members.
23. The Congress Steering Group shall consist of the Chair and Vice-Chair of Congress, the Chief Executive and the designated Trustee lead.

### **Congress Meetings**

24. The Congress shall for the most part operate virtually, utilising an online discussion tool provided by the Institution. Congress shall sit for at least three sessions a year. Each online

session will last for up to 30 days. In addition, once each year, Congress will have the opportunity to meet for one session physically. Where practicable physical meetings will be held in the same place and on the same date (but not at the same time) as a physical meeting of the Board of Trustees.

25. Any decision of Congress shall be valid so long as over half the currently elected members have participated and the decision has been confirmed by a simple majority vote of the members voting, unless a different majority is set out in these Regulations or has been agreed in advance.

26. The agenda for Congress shall be determined by the Chair in consultation with the Congress Steering Group.

27. The designated Trustee lead shall facilitate any dialogue between the Board and Congress.

28. The President may attend any session of Congress as an observer.

29. The Congress may invite any elected officer or member of staff to engage in any session of Congress as an observer.

### **Participation of Members**

30. All members of Congress are required to actively participate in all sessions of Congress. Participation is defined as consisting of either a Congress member's written response (not simply a 'like') in any one of the discussion themes of a session or having registered their vote on a decision of Congress.

31. From time to time, a member of Congress may be unable to take part in a particular session of Congress due to personal or other business. The member should tender their apologies to Congress via the Congress Officer and this will be deemed as having participated in that session.

32. A member of Congress who has been unable to take part in two or more sessions, shall consider their ability to continue as a member and if appropriate inform the Congress Chair and vacate their seat. Any member of Congress who has failed to participate in three consecutive sessions will be contacted by the Chair and, if no sufficient reason is given, be invited to stand down.