



At the Council Chamber, Whitehall

THE 15th DAY OF DECEMBER 2021

BY THE LORDS OF HER MAJESTY'S MOST HONOURABLE
PRIVY COUNCIL

The Privy Council has approved amendments to the Bye-Laws of The Chartered Institute of Loss Adjusters as set out in the Schedule to this Order.

Richard Tilbrook

SCHEDULE

AMENDMENTS TO THE BYE-LAWS OF THE CHARTERED INSTITUTE OF LOSS ADJUSTERS.

1. **Delete** Bye-Law 2 and **substitute**:

“Examinations

2. The Institute shall hold examinations at least once in every calendar year as determined by Council covering the subjects in the current syllabus as approved by Council. The examinations shall be held at locations deemed appropriate by Council. The examinations shall be held and managed in a manner deemed appropriate by Council. Examinations shall be conducted under the supervision of invigilators deemed appropriate by Council. A fee of an amount to be decided from time to time by Council shall be payable by each examinee for each examination or element thereof. Examiners for each subject shall only be those deemed appropriate by Council.”.

2. In Bye-Law 3 **after** “at least one member of Council” **insert** “or by electronic means”.
3. In Bye-Law 4 **after** “in which the notice is given” **insert** “or sooner as agreed by Council”.

4. **Delete** Bye-Law 8 and **substitute**:

“Designation of Chartered Loss Adjusting Firms and Companies

8. A member shall not practice in association with a firm, practice or company designating itself as Chartered Loss Adjusters unless:

(i) The firm meets the criteria for professional and ethical standards laid down from time to time by Council to enable members to abide by the Charter, Bye-Laws and Guide to Professional Conduct;

(ii) a minimum of 50% in number of all persons participating in a board or executive committee or equivalent group of persons controlling the professional loss adjusting operations of the firm, practice or company shall be Fellows or Associates of the Institute and

(iii) any or all other persons participating in a board or executive committee or equivalent group of persons controlling the professional loss adjusting operations of the firm, practice or company shall be Ordinary, Student, Certificate, Diploma or Advanced Diploma members of the Institute.”.

5. **Delete** Bye-Law 13 and **substitute**:

“Officers

13.

(i) A Nominations Committee formed of the President, Deputy President, Executive Director, and at least one Vice President shall receive nominations from Associates or Fellows for Officers.

(ii) No sitting Officer may participate in the Nominations Committee for a role that the Officer currently holds.

(iii) The members entitled to vote at the Annual General Meeting shall appoint as officers of the Institute a President, Deputy President, an Honorary Treasurer, an Honorary Secretary and the Chairman of the Examinations Committee provided that the Nominations Committee detailed in 13 (i) above have deemed the nomination to be appropriate, to hold office until the next Annual General Meeting or until their respective successors shall have been appointed. Each President on retiring from that office shall be a Vice-President for the three following years or whilst they are a member, whichever period shall be the shorter. Vice-Presidents, the Honorary Treasurer, the Honorary Secretary and the Chairman of the Examinations Committee shall be ex officio members of Council.”.

6. In Bye-Law 14 **delete** “job”and **substitute** “role”.

7. In Bye-Law 15 **after** “Committee Council” **insert** “the Nominations Committee may propose a successor to Council who”.

8. In Bye-Law 19 where it occurs for the second time, **delete** “Honorary Secretary” and **substitute** “Secretariat”.

9. **Delete** Bye-Law 22 and **substitute**:

“Election of Designated Group Representatives

22. Election of Designated Group Representatives shall be by ballot conducted in the manner prescribed by Bye-Law 54 of these Bye-Laws. Only Fellows and Associates in the Designated Group concerned shall be entitled to vote. Such Designated Group Representatives shall retire at the Annual General Meeting after two years of office, shall retire at the Annual General Meeting after two years of office, shall retain office until their successor is appointed but they shall be eligible for re-election.”.

10. **Delete** Bye-Law 26 and **substitute**:

“26. On the request of the President or the Deputy President or of at least any three members of Council, the Honorary Secretary shall, at any time, summon a meeting of Council by at least seven days’ notice served upon all members of Council. Communication of notices of such meetings shall be electronically to the preferred mailing address as last provided to the Secretariat of the Institute.”.

11. In Bye-Law 32 **after** “in writing signed” **insert** “, or by electronic means”.

12. In Bye-Law 33 **after** “or Fellow” **insert** “but may not use their designatory letters or title unless otherwise entitled by qualification”.

13. **Delete** Bye-Law 35 and **substitute**:

“The Seal

35. The Seal of the Institute shall not be affixed to any instrument except by the authority of a Resolution of Council and in the presence of at least three members of Council (one of whom shall be the President, Deputy President, Honorary Secretary or Executive Director or, in the unavoidable absence of the of the above, such other person as may be designated by Council), and the said members or such other person shall sign every instrument to which the Seal shall be so affixed in their presence, and in favour of any purchaser or person bona fide dealing with the Institute, such signatures shall be conclusive evidence of the fact that the Seal has been properly affixed.”.

14. In Bye-Laws 44, 45, 46 and 47 **delete** “Chairman” wherever it occurs and **substitute** “Chair”.

15. In Bye-Law 50 **delete** “arrear” and **substitute** “arrears”.

16. In Bye-Law 60 **after** “unless they are a member of a” **insert** “recognised professional”.

17. **Delete** Bye-Law 68 and **substitute**:

“68. The Media

No member shall co-operate in any press or media project or activity, including in any radio or television programme, about the affairs of the Institute whether by way of advice on the script or otherwise unless the approval of Council has previously been obtained. No statement shall be issued to the Media for publication or otherwise by any member with reference to anything in connection with the Institute as emanating from

the Institute, unless the written authority of the President, Deputy President or Executive Director has previously been obtained.”.