

LATEST NEWS FROM THE LEGAL AND OPERATIONS TEAM – SEPTEMBER 2025

Giving notice of a Church Members' Meeting in a CIO – impact of the CIO Regulations

Churches that have incorporated as a CIO need to take careful note of their constitution and the provisions that relate to giving notice of church members' meetings.

Clause 13.3.5 of the BUGB CIO Approved Governing Document says that where notice is given by post or electronically it *shall be deemed to be given 48 hours after it was posted or sent*. This is due to the requirements of the Communications Provisions within the CIO General Regulations (see clause 25.1). These also include Regulation 53 that states that **Saturdays, Sundays and Bank Holidays do not count towards the initial 48 hours**.

Once the 48 hours have passed you still need at least 7 clear days' notice before the meeting can take place (clause 13). 'Clear days' does not include the day of receipt or the day of the meeting. The minimum number of clear days required will depend on the wording of your constitution, but it is usually at least 7 clear days for an ordinary church meeting and 14 clear days for a special church meeting. It is fine to include Saturdays, Sundays and Bank Holidays when you are counting the 'clear days', but not when you are calculating the initial 48 hours before notice is deemed to have been received.

Many churches will supplement written notice with verbal notice that is given at a Sunday service. In a CIO verbal notice is not sufficient on its own. Only written notice to all church members will be valid.

Please direct any follow-up questions to legal.ops@baptist.org.uk