Annual General Meeting and Committee Election Procedures

There is no requirement for groups to hold an annual general meeting (AGM), although you are very welcome to do so if you wish. There is still a requirement for groups to replace committee members when they finish their term of office.

Many groups choose to coincide their committee elections with an AGM so that a vote (if necessary) can be held at the meeting.

**Holding an AGM**

If you are planning to hold an AGM there are certain procedures which must be followed. Notice of the AGM must be circulated to the group membership at least 21 days in advance of the meeting. If you also seeking new committee members, the call must be issued at least 28 days in advance of the meeting. There is a template which you can use for this call, a copy of which can be found below.

AGM notices do not have to be issued in hard copy and may be sent to members via email; completed notices should be returned to the Science Support Officer for distribution.

Once an AGM notice had been issued, the meeting must take place, even if you believe that you may not reach your quorum; members do not have to confirm their attendance in advance so the meeting must always go ahead.

The quorum for the AGM should be 12 members (NB these 12 people must be members of the group, not just members of the IOP) or 10% of the group membership, whichever is the smaller.

If the AGM is inquorate, another meeting should be held on the same day of the following week. If after fifteen minutes that meeting too is inquorate, the number of members present shall be deemed quorum. However for practical reasons it might not be possible for another AGM to be held exactly one week after the first, but this should be held within one month of the original meeting.

For note, many groups hold their AGM to coincide with a technical meeting and so improve the likelihood of the meeting being quorate.

The agenda for the AGM generally consists of reports on group activity / business from each of the committee officers and the election of any new committee members. Other items can be added as necessary, such as discussion of any new activities the committee would like to undertake or any items from members of the group not on the committee.

Minutes of the meeting should be taken; this is generally the responsibility of the group’s Honorary Secretary.

Please note that members cannot claim expenses for attending an AGM. The only exceptions to this are committee officers whom must attend to give reports. Where an AGM is held at the same time as a technical meeting, no fees in connection to the technical meeting can be claimed.

**Election of new committee members**

When a person reaches the end of their term on the committee the vacant post must be advertised to all members. Please note all committee posts, both ordinary member and
officer must be advertised to the full group membership, it is not the decision of the current committee to elect members directly to these posts.

The call for new members may be issued as part of the AGM notice (if one is being held) or may be done via email. If the group is holding an AGM, the notice must be issued at least 28 days before the date of the meeting with a deadline for nominations set one week prior to the meeting.

If you are not holding an AGM the call can be made electronically, a template which may be used for this can be found below. The call must allow members 28 days to make a nomination. In both cases one officer of the current committee should act as the receiver for all nominations, this is usually the responsibility of the group’s Honorary Secretary.

To be eligible for nomination the person must be a member of the IOP and a member of the group. They should also be proposed and seconded by group members (committee members may act as proposers / seconders). To be eligible for an officer post the person must be a corporate member of the Institute (MInstP, FInstP, HonFInstP). All grades of membership are eligible for ordinary member posts. The committee can check the details of nominees and their supporters by asking the Science Support Officer.

In both cases, an election only needs to be held if more nominations are received than posts available. Should the number of nominations equal the vacancies, for example, if you are seeking a new Chair and only receive one nomination, then that person is elected unopposed. If more nominations are received then an election must be held. During an AGM this can be carried out by a simple show of hands, otherwise an online vote will be set up.

The Science Support Officer will set up a voting website featuring a list of all of the candidates including, ideally, a short statement from each of them. Each group members will then be given a unique login code and once on the site can cast their vote. Members will be given 21 days in which to cast their vote.

When a vote is taking place for one vacancy a ‘first past the post’ system of voting will be in place. If in the case of ordinary member posts, there are multiple roles to be filled, a proportional representation voting model is usually employed.

The outcome of all elections should be communicated to the full group membership.