

Annual general meeting and committee elections

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.

Holding an annual general meeting

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 50 days in advance of the meeting.

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 your Groups & Awards Officer. Please see the [annual general meeting](#) template. 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. 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. Many groups hold their AGM to coincide with a conference/event meeting to 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 if appropriate, the election/re-election of any 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 Secretary.

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

Election of new committee members

The membership of the Institute is diverse, therefore we encourage our group committees to reflect this and we welcome nominations that reflect and celebrate the breadth, geographic spread and diversity of our community.

Your Groups & Awards Officer can provide you with details of your committee composition, which includes term dates and options for each committee member. When a person reaches the end of their term on the committee the vacant position must be advertised to all group members. Please note all committee positions, both committee member and officer must be advertised to the group membership, it is not the decision of the current committee to elect members directly to these posts. Nominations can be submitted through the online form via <https://www.mi-nomination.com/iop>.

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The call for new members may be issued as part of the AGM notice (if one is being held) or via email. If the group is holding an AGM, the notice and call must be issued at least 50 days before the meeting, 28 days to allow for nominations and 21 days allowing for the online election if necessary.

If you are not holding an AGM the call must be emailed to the group membership. The call must allow members 28 days to make a nomination. To be eligible for nomination the person must be a member of the IOP and a member of the group. To be eligible for an officer position the person must be a corporate member of the Institute (MInstP, FInstP and HonFInstP). All grades of membership are eligible for committee member. The Groups & Awards Officer does check eligibility when nominations are submitted.

In both cases, an election only needs to be held if more nominations are received than positions available. Should the number of nominations equal the positions available, 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 online election must be held.

The Groups & Awards Officer will set up a voting website featuring a list of all of the candidates including their short statement. Group members will then be given a unique login code and once on the website can cast their vote. Members will be given 21 days in which to cast their vote. When a vote is taking place a 'first past the post' system of voting will be in place.

Who's who and period of office for officer and committee members

For more information on this please see [group committees](#).