NORTH OF ENGLAND INSTITUTE OF
MINING AND MECHANICAL ENGINEERS

FOUNDED 1852
ROYAL CHARTER 1876

REGULATION

Procedure for Calling and Running the Elections to Council

Approved by: NEIMME Council **Date: December 2025**

1. Objective and Aims

To provide a procedure for the calling and running of elections to the Institute's Council.

2. Byelaws

The relevant Byelaws covering Council and its elections are given in Appendix A.

3. Cycle of Elections

Given that Council members are elected for a maximum of a four-year term, each year typically there should be **three** vacancies for Fellows and Members, and **one** vacancy for an Associate. Should, due to any reason, there be additional vacancies, Council can decide to advertise the vacancy for a term than less than four years so as to ensure the election cycle is not disturbed.

4. Calling an Election

Notice of the election needs to be given to all fully paid-up members in good standing with the Institute. A member is defined by the Institute holding a record of their membership application and who has paid the relevant membership fee. Notice shall normally be given via email, which should provide information as to how to obtain the nomination form.

5. Eligibility

An electoral register of the Institute's members will be prepared each year ahead of opening of nominations and will be overseen by the Officers. Only those on the Institute's electoral register may stand for election and vote.

6. Nomination Form

The nomination form shall require the name and contact details of the candidate, along with on proposer and two seconders. The candidate must provide a supporting election statement of why they wish to run for Council. Only fully paid-up Fellows, Members, and Associates in good standing with the Institute may stand for election to Council, or propose and second a member for election. The prescribed nomination form in given in Appendix B.

7. Procedure for the Election

The results will be announced at the Annual General Meeting. In the event that fewer nominations are received than the positions available, those nominated will be elected uncontested and ballot papers will not be issued. In the event that the number of candidates exceeds the number of vacancies an election will be held with further details of the candidates and how to vote sent to the membership. Should a vote be required then this shall be carried out normally by electronic ballot. Only fully paid-up Fellows and Members in good standing with the Institute on the Institute's electoral register may vote in an election.

If there are vacancies advertised that are less than the standard four-year term then either the candidates can either opt to hold the shorter vacancy or the candidate with the lower number of votes will be allocated that vacancy.

8. Timelines

The period for nominations and voting will be decided by Council. Typically nominations will be open for 21 days. Typically voting will be open for 21 days.

APPENDIX A - BYELAWS As Amended 9th of July 2025

COUNCIL

7. The business of the Institute shall be managed by a Council (whose members shall also be the Institute's trustees) consisting of not more than 19 members, who shall include the Officers. The Ordinary members shall be elected by the Voting members in General Meeting for a four-year term of Office.

8. The Council shall consist of the following:

(i) Sixteen Ordinary members of Council being Voting members. Each shall have one vote on every matter discussed.

a. Twelve of these Ordinary members of Council shall be Fellows or Members of the Institute.

b. Four of these Ordinary members of Council shall be Associates of the Institute.

(ii) The preceding three Past Presidents may continue to attend Council meetings as Council members with voting rights for up to three years after the end of their term of office as President.

(iii) The Five Officers of the Institute (being the President, the two Vice Presidents, the Honorary Secretary, and the Honorary Treasurer) shall be appointed by the Council from amongst the existing Ordinary members of Council and shall serve for a term of Office of one year as an Officer but may be re-elected by Council for further periods of one year.

(iv) In addition, the Council may invite up to three persons to attend Council meetings on the basis of their skill sets to speak but not to vote. These persons may attend for up to one year at a time until the following AGM and may be reappointed annually.

10. The Council shall make from time to time, such Regulations as it deems necessary or expedient or convenient for the proper conduct and management of the Institute and for the purposes of prescribing conditions of membership, and in particular but without prejudice to the generality of the foregoing, such Regulations may provide for:

(i) the admission of members to the Institute and the rights, duties and privileges of such members and the conditions of membership;

(ii) the conduct of members of the Institute in relation to one another and to the Institute's employees;

(iii) the procedure at General Meetings and meetings of the Council and committees of the Council; and

(iv) the procedures for the election and removal of Council members.

APPENDIX B – Council Nomination Form

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COUNCIL ELECTION [YEAR]
NOMINATION FORM
FOR ELECTION TO COUNCIL

Council Position Nominated:

Corporate Member (MNEIMME, FNEIMME Grades)	☐
Non-Corporate Member (Associate Grade)	☐

Name: _____

Expertise:
(e.g. Mechanical Engineering)

Background:
(i.e., Industry, Academia, etc.)

Signature: _____

I agree to be nominated as a member of Council and I confirm that I know of no reason under the Charities Act 2011 which would exclude me from holding office as a Trustee. I give consent for personal information provided as part of this nomination to be held on computer or other relevant filing systems in accordance with the Data Protection Act.

Proposer: _____
Please add name in BLOCK CAPITALS after signature

Seconder: _____
Please add name in BLOCK CAPITALS after signature

Seconder: _____
Please add name in BLOCK CAPITALS after signature

Supporting Statement (no more than 200 words stating your motivation for running for Council and what you wish the Institute to achieve):

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Please return this completed form, along with a photographic image of yourself that can be published in any election material, to the Institute's Office by [TIME] on the [DATE].

By email to: office@mininginstitute.org.uk
(please copy in proposers and seconders to any email)

Or via our Postal Address: The Hon. Secretary, The North of England Institute of Mining and Mechanical Engineers, Neville Hall, Neville Hall, Westgate Rd, Newcastle upon Tyne NE1 1SE,