NORTH OF ENGLAND INSTITUTE OF
MINING AND MECHANICAL ENGINEERS

FOUNDED 1852
ROYAL CHARTER 1876

REGULATION

Procedure for Calling and Running the Annual General Meeting

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

1. Objective and Aims

To provide a procedure for the calling and running of the Annual General Meeting.

2. Byelaws

The calling and conduct of meetings is covered the Byelaws given in Appendix A. Namely:

- The AGM must be held not more than 15 months after its predecessor.
- Notice of the Annual General Meeting shall be published at least 21 days before the date of the Meeting and shall also be sent to the Auditors or Financial Examiners.
- Official papers for the meeting shall be circulated 10 days in advance.
- Any person being a member may submit in writing 7 days in advance to the Hon. Secretary a motion for consideration at an AGM.
- The Chair at any General Meeting of the Institute shall be the President or, if absent, another Officer as decided by the members present.
- At the Annual General Meeting the Council members shall lay before the Institute financial statements as required since the last preceding account together with a balance sheet made up as at the same date.
- Every such balance sheet shall be accompanied by reports of the Council and the Auditors or Financial Examiners and copies of such accounts, balance sheet and reports and of any other documents required by law to be annexed or attached thereto or to accompany the same shall be sent not less than 21 days before the date of the meeting to the Auditors or Financial Examiners and to all other persons entitled to receive notices of General Meetings in the manner in which notices are herein directed to be served.
- A quorum shall be 15 members present in person or online.

3. Calling of the Annual General Meeting

Notice needs to be given to all fully paid-up members in good standing with the Institute with no less than 21 days' notice. Notice shall normally be given via email. A member is defined by the Institute holding a record of their membership application and who has paid the relevant membership fee.

4. Agenda for the Annual General Meeting

The typical agenda for the AGM, including the traditions of the Institute, is given in Appendix B.

5. Voting Rights

Only those members who are fully paid-up Members and Fellows in good standing with the Institute may vote at the AGM. An electoral register will be prepared each year ahead of the meeting and overseen by the Officers.

THE CALLING AND CONDUCT OF MEETINGS

18. There shall be an Annual General Meeting held not more than fifteen months after its predecessor, for the election of Officers and of Council members and for receipt of the Annual Report and Accounts and the conduct of any other business for which notice has been duly given. There may also be Extraordinary General Meetings which shall be called by the Honorary Secretary for Council to deal with matters of official business of administering the Institute. At any Annual General Meeting or Extraordinary General Meeting, a quorum shall be 15 members present in person or online.

19. All other meetings shall be Technical Meetings at which papers are presented and discussed. No quorum shall be necessary at such meetings.

20.

(i) Notice of the Annual General Meeting shall be published at least 21 days before the date of the Meeting and shall also be sent to the Auditors or Financial Examiners. A notice convening any other General Meeting of the Institute shall be published at least 21 days before the date of the meeting and shall give the date, time and place of the meeting and the purpose for which it is called shall be explicitly stated. No other business shall be transacted at the meeting except on the directions of the Council.

(ii) The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed at any meeting.

(iii) If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting shall be dissolved.

(i) The Chair, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) may adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

21. Official papers for the meeting shall be circulated 10 days in advance. However, any person being a member may submit in writing 7 days in advance to the Hon. Secretary a motion for consideration at an AGM.

22. The Chair at any General Meeting of the Institute shall be the President or, if absent, another Officer as decided by the members present.

ACCOUNTS

26. At the Annual General Meeting the Council members shall lay before the Institute financial statements as required since the last preceding account together with a balance sheet made up as at the same date. Every such balance sheet shall be accompanied by reports of the Council and the Auditors or Financial Examiners and copies of such accounts, balance sheet and reports (all of which shall be framed in accordance with any legal requirements for the time being in force) and of any other documents required by law to be annexed or attached thereto or to accompany the same shall be sent not less than 21 days before the date of the meeting to the Auditors or Financial Examiners and to all other persons entitled to receive notices of General Meetings in the manner in which notices are herein directed to be served.

AUDIT OR FINANCIAL EXAMINATION

27. Once at least in every year the accounts of the Institute shall be audited or examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more Auditors or Financial Examiners.

28. Auditors or Financial Examiners who shall be qualified under the law shall be appointed and their duties regulated in accordance with the provisions of the law. Their remuneration shall be determined by the Council.

APPENDIX B – Template Agenda for the Annual General Meeting

AGM Agenda - Template

North of England Institute of Mining and Mechanical Engineers

Annual General Meeting
of the
North of England Institute of Mining and Mechanical Engineers

Thursday the XX^yy October XXXX, 6pm
Neville Hall, Newcastle,

	The outgoing President is Chair for the entire meeting. **The outgoing President's last duty this evening is (customarily) to announce the incoming President's Inaugural, or 'Prestigious', Lecture, on which, no Questions are invited.** **If the President is continuing in post then any relevant handover items can be omitted, but it is still customary to have a Presidential Adress by whatever length.**	
1.	**President Opening Remarks**	President (Outgoing)
2.	**Apologies**	Council Members + Others
3.	**Minutes of the Previous Annual General Meeting**	
	Read by the Hon. Secretary and approved by the meeting. They are then signed by the President.	Please have to hand: The minutes of the previous AGM
4.	**Presentation of the Annual Report and Accounts**	
	President introduces the Annual Report and Accounts as Approved by Council	Please have to hand: Annual Report and Accounts *(Must have been circulated to the membership before the meeting)*
	Hon. Secretary presents any remarks *Include an update on membership numbers*	
	Hon. Treasurer presents any remarks	
	Questions are invited	
	The President to ask for a proposer and seconder that the Meeting will to accept the Report.	
5.	**Appointment of External Examiner/Auditor of Accounts**	
	The President to ask for a proposer and seconder that the Meeting accept the Appointment of External Examiner/Auditor of Accounts	
6.	**Election of Honorary Fellows**	
	The President to ask for a proposer and seconder that the Meeting accept those nominated to be elected as Honorary Fellows of the Institute.	
7.	**Appointment of Officers and Nominations to Council**	The Hon. Secretary
	7.1 Elections to Council	
	Corporate Members	
	Non-Corporate Members	
	Co-Opted Members	
	Past Presidents (as per constitution)	

	7.2 Resignations & Notable Deaths	
	We thank [NAMES] who are stepping down from Council this year. Our Institute mourns the late [NAME, POSITION] who have died this past year.	
	7.2 Notification of the Appointment of the Officers	
	The President	
	The Hon. Secretary *(and Executive Secretary and/or Secretary)*	
	The Hon Treasurer *(and Treasurer)*	
	Vice Presidents	
	Delegated Secretaries	
	The Events Secretary	
	The Professional Affairs Secretary	
	The External Affairs Secretary	
	The Prizes Secretary	
	The Publications Secretary	
	The Membership Secretary	
8.	**Inauguration of the President and Hon. Secretary**	
	President (Outgoing) to transfer the President's chain of office, the Leach Bowl and the President's Lady's badge (as appropriate) to **President (Incoming)**	Please have to hand: President's Chain of Office Leach Bowl *President's Lady's Badge*
	President (Incoming) to present **President (Outgoing)** with a Past-President's Badge and a Past-President's Lady's Badge.	Please have to hand: A Past-President's Badge *A Past-President's Lady's Badge*
	Hon. Secretary (Outgoing) to present the Hon. Secretary's chain of office to **Hon. Secretary (Incoming)**.	Please have to hand: Hon. Secretary's Chain of Office
	President (Outgoing) may then make an outgoing speech.	
	Vote of Thanks to the President (Outgoing) to be given by the nominated person.	
9.	**President's Inaugural, or 'Prestigious', Lecture**	
	President (Outgoing) to close the AGM and introduce and invite the President (Incoming) to give the Presidential Address.	
	LECTURE TITLE:	