The Institution of Engineering and Technology

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25 January 2022

PAPER CLASSIFICATION: OPEN

Board of Trustees

MEMBERS ANNUAL INFORMATION EVENT

(Paper by Mr Andrew F Wilson. If you have any questions on this paper before the meeting please contact Mr Andrew F Wilson on +44 (0)20 7344 5415 or by email afwilson@theiet.org)

1. Issue

To approve the notice for the Members Annual Information Event, including the Annual General Meeting.

2. Timing

Board of Trustees meeting, 7 February 2022.

3. For Recommendation

3.1. The Board of Trustees is invited:

3.1.1. to agree that the Members Annual Information Event, including the Annual General Meeting of the Institution of Engineering and Technology, be held on 16 June 2022;

3.1.2. to approve the notice of the Members Annual Information Event, including the Annual General Meeting, and to agree that it be published in *Engineering & Technology (E&T)* magazine in early 2022.

4. Background

4.1. Bye-laws 52-53 require the IET to hold an Annual General Meeting each year, for the Board of Trustees to approve the notice, and for the membership to be informed of the date. Since 2015 the Annual General Meeting has been part of a Members Annual Information Event.

4.2. The Members Annual Information Event scheduled for 14 May 2020 was postponed until 16 September 2020 because of the COVID-19 epidemic. It was held as an inquorate virtual meeting, following dispensation given by the Charity Commission. In 2021 the Members Annual Information Event was held as an inquorate virtual meeting on 13 May 2021.

5. Members Annual Information Event

This year the Members Annual Information Event, including the Annual General Meeting of the Institution of Engineering and Technology, will be held on Thursday, 16 June 2022 at 2.30 pm (BST). Attached as an Appendix is the calling notice for the Meeting.

6. Appointment of Auditors

6.1. Bye-law 53 states that the IET's auditors should be appointed each year at the Annual General Meeting.

6.2. The Annual General Meeting planned for 16 June 2022 may not be quorate. When a quorate Annual General Meeting cannot be held, it is customary for the appointment of auditors to be dealt with subsequently by the Board of Trustees.

7. Bye-law Changes

The Board of Trustees has established a Bye-law Review Working Party to consider a number of proposed changes to the Bye-laws, including those relating to the conduct of the Annual General Meeting. If proposals were proposed to the membership for approval at a Special General Meeting in 2022, this could result in changes for the Annual General Meeting in 2023.

8. Risk

During the COVID-19 pandemic it has not been possible to hold a quorate Annual General Meeting in accordance with Bye-laws 52-53. If the restrictions relating to the pandemic are reinstated in June 2022 it is likely that a quorum will not be achieved.

9. Resources

The Members Annual Information Event has been included in the budget for 2022.

The Institution of Engineering and Technology

N O T I C E

MEMBERS ANNUAL INFORMATION EVENT

NOTICE IS HEREBY GIVEN that the Members Annual Information Event, including the Annual General Meeting of the Institution of Engineering and Technology, will be held on Thursday, 16 June 2022 at 2.30 pm (BST) at the Institution of Engineering and Technology, Savoy Place, London WC2R 0BL, United Kingdom, for the following purposes:

1. To receive the minutes of the previous meeting.
2. To receive a report from the Chief Executive and Secretary on the IET's achievements in the previous year.
3. To receive a report from the President about the Institution's plans for the future.
4. To receive a report from Council.
5. To receive and consider the Trustees Report and Financial Statements for the year ended 31 December 2021.
6. To approve auditors for 2022.
7. Vote of thanks to:
   (a) The honorary officers and members of all Institution Boards and Committees;
   (b) The staff of the Institution.

By order of the Board of Trustees

Mr Nigel Fine
Chief Executive and Secretary
10 March 2022

NOTES: The event will be held as a live webcast. The Board of Trustees has agreed that a virtual meeting only will be held if restrictions relating to the COVID-19 pandemic are in place on 16 June 2022. In this case, the meeting will not be held in accordance with Bye-laws 52-53 and there will be no quorum. The meeting does not have the power to accept or reject the Trustees Report and Financial Statements. Copies of the Trustees Report and Financial Statements will be available on the IET website approximately 14 days before the date of the meeting.

https://www.theiet.org/about/governance/annual-reports/