

IEM

The Institution of Engineers, Malaysia

OPERATIONS MANUAL FOR BRANCHES (OMB)

Revised 2024

THE INSTITUTION OF ENGINEERS, MALAYSIA

Bangunan Ingenieur, Lot 60 & 62, Jalan 52/4,

P.O.Box 223 (Jalan Sultan), 46720, Petaling Jaya, Selangor, Malaysia

Tel : (603) 7968 4001/4002 Fax : (603) 7957 7678 Web: www.myiem.org.my



The Institution of Engineers, Malaysia (IEM) was established in 1959 and its primary function is to promote and advance the science and profession of engineering in any or all of its disciplines and to facilitate the exchange of information and ideas related to engineering.

Vision

The Institution of Engineers, Malaysia aims to be the premier learned engineering society championing the adoption of ethics and professional best practices in all sectors of the industry.

Mission

IEM shall

- promote sound professional engineering practice in support of the socio-economic development objectives of the nation.
- service the needs and interests of its members and the public and uphold the social standing image of the engineering profession.
- contribute towards nation building and shall strive to enhance society's consciousness of science and technology.

Objectives

The objectives of the Institution as set out in the Constitution shall include the following:

- to hold meetings, exhibitions and visits, and such other activities as The Institution may deem incidental or conducive to the promotion or attainment of the profession of engineering.
- to raise the character and status and advance the interests of the profession of engineering and those engaged therein;
- to promote honourable practice and professional etiquette among members of The Institution;
- to communicate to members information on all matters affecting the profession of engineering and to print, publish, issue and circulate such publications as may seem conducive to any of the objectives of the Institution; and
- to do such other things as the Institution may think incidental or conducive to the attainment of the objectives of The Institution

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CHAPTER 1

SECTION 1

CONTACT DETAILS

SECTION 1 - CONTACT DETAILS

Headquarters

The Institution of Engineers, Malaysia

Bangunan Ingenieur, Lot 60/62,
Jalan 52/4, Peti Surat 223 (Jalan Sultan),
46720 Petaling Jaya,
Selangor Darul Ehsan, Malaysia.

Tel : + (603) 7968 4001/4002
 +(603) 7890 0130 (New Line)

Fax : + (603) 7957 7678

IEM Hotlines

Department	Contact No.
Reception/General Line	03-7968 4001 / 4002 and 03-7890 0130
Membership, Qualification and Admission	03-7968 4008 / 03-7890 0131
Examination and Training (Professional Interview)	03-7968 4008 / 03-7890 0132
Professional Practice	03-7890 0140
Activities	03-7890 0133 / 0134 / 0135
Finance	03-7890 0136 / 0137
Corporate Affairs	03-7890 0143
Welfare / Admin	03-7890 0141
Publication	03-7890 0139
Library	03-7890 0139
ECD (Logbook Training Scheme) / CPD	03-7890 0137
Membership Subscription	03-7890 0138 / 0142
MyIEM Portal (IT)	03-7890 0138 / 0142
International Office	03-7890 0143

Office Hours

IEM Secretariat

Monday - Thursday: 9.00 a.m. to 5.30 p.m.

Friday: 9.00 a.m. to 5.00 p.m.

Saturday: 9.00 a.m. to 1.00 p.m.

IEM Library

Monday - Friday: 9.00 a.m. to 6.00 p.m.

Saturday: 9.00 a.m. to 1.00 p.m.

Branches

PENANG	SOUTHERN
<p>IEM Penang Branch 1-04-02 E-Gate, Lebuhraya Tunku Kudin 2 11700 Gelugor, Pulau Pinang Tel : 018 - 462 7577 & 04-606 5998 E-mail : iempenangbranch@gmail.com Website: http://iempenang.org</p>	<p>IEM Southern Branch 24-B, Jalan Abiad, Taman Tebrau Jaya 80400 Johor Bahru, Johor Darul Takzim Tel : 07 - 331 9705 Fax : 07 - 331 9710 E-mail : iemsouthern@gmail.com Website : www.iemsb.org.my</p>
KEDAH / PERLIS	MELAKA
<p>IEM Kedah/Perlis Branch No. 164, Tingkat 2, Kompleks Alor Setar Lebuhraya Darul Aman 05100 Alor Setar, Kedah Darul Aman Tel : 04 - 734 3420 Fax : 04 - 733 3962 Email: iemckps@gmail.com</p>	<p>IEM Melaka Branch C/O Sri Perunding Consulting Engineers No. 2, Jalan Malinja 2, Taman Malinja Bukit Baru 75150 Melaka Tel : 06 - 284 8028 Fax : 06 - 283 8919 E-mail : iemmelaka@gmail.com</p>
TERENGGANU	SARAWAK
<p>IEM Terengganu Branch 23-05, KT Business Centre Padang Hiliran, Jalan Sultan Mohamad 21100 Kuala Terengganu Tel : 09 - 6204 500 Fax : 09 - 6204 502 E-mail : iemterengganu@gmail.com</p>	<p>IEM Sarawak Branch International Engineering Centre (IntEC) A2-G-19 & A2-1-19, Isthmus Raintree Square, Lot 3249, MTLD Block 7, Jalan Keruing, 93450 Kuching, Sarawak Tel : 082 - 288 856 Fax : 082 - 288 856 E-mail : iemsarawak@gmail.com</p>
PERAK	PAHANG
<p>IEM Perak Branch No. 60B, Jalan Lapangan Siber 1, Bandar Cyber (Business Centre) 31350 Ipoh, Perak Darul Ridzuan Tel : 05 - 3138459 E-mail : iemperakbranch@gmail.com</p>	<p>IEM Pahang Branch No. 114, Block F, Lorong Seri Teruntum, Medan Warisan, 25100 Kuantan, Pahang Darul Makmur Tel : 019-8556509 Fax : 09-514 6493 E-mail : iempahang@gmail.com</p>
SABAH	KELANTAN
<p>IEM Sabah Branch Lot 25, 3rd Floor, Block C, Damai Point Commercial Centre, Lorong Damai Point, Off Jalan Damai 88100 Kota Kinabalu, Sabah Tel : 088 - 259 122 Fax : 088 - 236 749 E-mail : iemsabah@gmail.com Website: www.iemsabah.org.my</p>	<p>IEM Kelantan Branch Lot 5139, Kompleks Niaga Inotrus Kawasan Perindustrian Pengkalan Chepa II, 16100 Kota Bharu, Kelantan Tel: 09-773 0899 / 013-980 8677 E-mail : iemkelantanbranch@gmail.com</p>

Note: The addresses listed above may be changed from time to time. For updates, kindly refer to the IEM Web portal.

SECTION 2

RULES OF THE BRANCH

SECTION 2 - RULES OF THE BRANCH

RULES OF THE <Name of Branch> BRANCH OF THE INSTITUTION OF ENGINEERS, MALAYSIA

1. SCOPE AND FUNCTIONS OF THE BRANCH

The object of the <Branch Name> Branch of The Institution of Engineers, Malaysia, hereinafter referred to as "the Branch" shall be to further the interests of The Institution in the State of <Branch Name>. The Branch shall at all times, be governed by the Constitution and Bylaws of The Institution as are generally applicable to all members of The Institution. In addition, the following Rules of the Branch shall apply to the membership of the Branch.

All members of The Institution of Engineers, Malaysia residing in the State of <State/Region>, shall automatically become members of the Branch.

The terms "member", "membership", "meeting", etc. wherever they occur in these Rules of the Branch shall refer to "member", "membership", "meeting" etc. respectively of the Branch, unless otherwise specified.

2. VOTING RIGHTS

Only Corporate Members of the Branch shall be entitled to vote at Meetings of the Branch.

3. GOVERNING BODY

The affairs of the Branch shall be managed by a body to be called "The Committee" which shall be responsible to the Council of The Institution of Engineers, Malaysia.

4. MEMBERS OF COMMITTEE

The Committee shall consist of such members of the Branch holding such qualifications and to be elected or nominated in such manner and to hold office for such periods and on such terms as to re-election or re-nomination and otherwise as may be prescribed hereunder. Members of the Committee shall not be paid or receive any remuneration or fees for acting as such and no member of the Committee shall be appointed to any salaried office of the Branch or any office of the Branch paid by fees.

5. COMPOSITION OF COMMITTEE

The Committee in any year shall consist of: -

Amended at
414th Council
meeting on
15th October
2018

- A Chairman)
- Two (2) Vice Chairmen)
- An Honorary Secretary) to be elected
- An Honorary Treasurer)
- Not less than (6) and not more than eight (8) Ordinary Committee Members)
- One (1) Representative of the Graduate and Student Section of the Branch
- One (1) Companion or Graduate Member appointed by the Branch Committee
- The Immediate Past Chairman or if he is not available, the most recent

Past Chairman available (to be appointed by the Committee)

6. MEMBERSHIP OF COMMITTEE

The Chairman, the Vice Chairmen and other members of the Committee (exclusive of the Past Chairman) shall be elected from among the Corporate Members in the manner as hereinafter prescribed.

7. COMMENCEMENT OF SESSION OF COMMITTEE

Amended at
428th Council
meeting on
18th October
2021

Each session of Committee shall commence at the Annual General Meeting of the Branch.

8. SESSION OF COMMITTEE

The Committee shall remain in office till the next Annual General Meeting of the Branch.

9. ELECTION OF CHAIRMAN

Amended at
428th Council
meeting on
18th October
2021

The Chairman shall be elected by secret ballot by Members of the Committee at a suitable time preceding the Annual General Meeting as may be decided by the Committee. Subject to Rule (13) he shall hold office for one (1) Session. He shall, as far as practicable, be elected from amongst Members who are serving, or have previously served on Branch Committees or on the Council. He shall, as far as practicable be chosen from a division of engineering such as Civil, Mechanical or Electrical different from that of his predecessor.

10. ELECTION OF VICE CHAIRMAN

Amended at
428th Council
meeting on
18th October
2021

The two (2) Vice Chairmen shall be elected as far as practicable, from different divisions of engineering, such as Civil, Mechanical, Electrical, etc.

They shall normally hold office for a period of two (2) Sessions and shall preferably be elected from members who are serving, or have previously served on Branch Committee or on the Council.

At the end of each Session one of the Vice Chairman, shall retire, but shall be eligible for re-election for further period, subject to Rule (13).

11. ELECTION OF HONORARY SECRETARY AND HONORARY TREASURER

The Honorary Secretary and Honorary Treasurer shall be elected annually. Subject to Rule (13), he shall be eligible for re-election for further periods.

12. ELECTION OF ORDINARY COMMITTEE MEMBERS

Amended at
428th Council
meeting on
18th October
2021

At least one (1) of the Ordinary Committee Members shall preferably be elected from each of the main divisions of engineering, namely Civil, Mechanical and Electrical. The remaining Ordinary Committee Members may be elected from any division of engineering. The Ordinary Committee Members shall normally hold office for a period of two (2) Sessions. At the end of each Session half of the Ordinary Committee Members, (to be determined by the Committee at the end of the first Session only), shall retire, but they shall be eligible for re-election for a further period subject to Rule (13).

13. RE-ELECTION OF CHAIRMAN AND OTHER MEMBERS OF COMMITTEE

Amended at
428th Council
meeting on
18th October
2021

A Chairman may be re-elected to the office of Chairman, provided he shall not hold that office for more than two (2) Sessions consecutively. On ceasing to be Chairman he shall be eligible for re-election after a lapse of not less than one (1) Session. Other members of the Committee may not serve continuously on the Committee in a single capacity, viz. Vice Chairman or Honorary Secretary or Honorary Treasurer or Ordinary Committee Member, for more than four (4) Sessions.

14. METHOD OF ELECTION OF COMMITTEE

Amended at
428th Council
meeting on
18th October
2021

The Election of the Vice Chairman and other members of the Committee shall be by secret ballot vote or electronic voting as provided for under the Bylaws, of the Corporate Members of the Branch. The Committee shall be responsible for the proper conduct of the election.

15. ELECTION OF BRANCH REPRESENTATIVE

Amend as at
20th November
2002

The Chairman of the Branch will be the Branch Representative to the Council of the Institution of Engineers, Malaysia. In the event that the Chairman is unable to attend the Council meeting, a Branch Representative shall be appointed by the Committee from amongst its members.

16. NOMINATION OF CORPORATE MEMBERS FOR ELECTION

Amended at
428th Council
meeting on
18th October
2021

Not less than six (6) weeks before the date of the Annual General Meeting, nominations for such vacancies as may arise in the Committee for the ensuing Session shall be invited from Corporate Members.

Any three (3) Corporate Members may nominate any other Corporate Members for inclusion in the voting paper by sending, by a date to be fixed by the Committee, such nomination in writing to the Honorary Secretary, together with the written consent of the person so nominated. In the event of not more than two (2) nominations being received for any particular office, the Committee may nominate one (1) or more additional names for that particular office for the purpose of ballot. If there are insufficient nominations for any office, the NEW Committee shall nominate sufficient names to fill the vacancies.

If no nominations are received for all the posts, then election of members to fill the various positions would be held during the AGM properly done with proposer and seconder for each nominee. If the AGM is not able to elect members to the Committee, then the Committee whose term of office had expired may continue in the office.

17. VOTING PROCEDURE

The voting paper shall, not less than twenty-eight (28) clear days before the date of the Annual General Meeting, be sent by post to all Corporate Members. The voting paper shall be returned to the Honorary Secretary in a sealed envelope so as to reach him by a specified date not less than seven (7) days before the Annual General Meeting.

18. SCRUTINEERS

Amended at
428th Council
meeting on
18th October
2021

At a Committee Meeting of the Branch preceding the Annual General Meeting, the Committee shall appoint two Corporate Members; one as Election Officer and one as Scrutineer for the purpose of the ballot. The Election Officer and Scrutineer shall open

the envelopes received by the Honorary Secretary by the date indicated and shall count the votes and report the result to the Chairman and to the Annual General Meeting. The Election Officer and Scrutineer shall reject any voting paper on which a member has voted for a number more than that prescribed on the voting paper.

In the event, the election is carried out during the AGM due to no nominations received during the call for nominations, then the election would need to be done by secret ballot during the AGM. The AGM to appoint 3 Corporate Members to carry out the vote counting.

19. BALLOTING LISTS

The Balloting Lists after examination by the Election Officer and Scrutineer shall be placed in a packet which shall be sealed and delivered to the Honorary Secretary, who shall retain the lists until three months after the Annual General Meeting and shall then cause them to be destroyed.

20. CHAIRMAN'S CASTING VOTE

In the event of the Election Officer and Scrutineer being unable to report the election of members of the Committee, owing to an equality of votes, the Chairman of the Annual General Meeting shall decide which of the persons who have received equal votes shall be deemed to be elected.

21. VACANCIES ON COMMITTEE

In the event of casual vacancy occurring in the office of Chairman or Chairman-elect the Committee shall appoint a Vice Chairman for the office.

In the event, the Vice Chairman decline to serve, the Committee shall appoint either a current serving member of the Committee or a past Chairman to assume the post.

In the event of a vacancy occurring in the office of Immediate Past Chairman, the Committee shall invite the most recent Past Chairman available to serve on the Committee.

Amended at
414th Council
meeting on 15th
October 2018

In the event of a casual vacancy occurring in the office of any of the Vice Chairman, Honorary Secretary, Honorary Treasurer or any of the Ordinary Committee Members, the Committee shall appoint a Corporate Member to fill the vacancy.

A Committee member who without leave of the Committee is absent either from four consecutive Committee Meetings or from more than six (6) meeting of the Committee in any one Sessional year shall be deemed to have vacated his office, subject to the Committee so resolving.

22. CHAIRMAN OF COMMITTEE

The Chairman shall take the Chair at all meetings of the Branch and of the Committee at which he is present, and shall regulate the proceedings.

23. ABSENCE OF CHAIRMAN

In the absence of the Chairman, one of the Vice Chairman appointed by the Chairman shall preside at General and Committee meetings and shall regulate the proceedings. In the absence of the Chairman and the Vice Chairman the meeting may elect any member of the Committee to take the Chair.

24. AUTHORITY VESTED IN COMMITTEE

Amend as
approved by ROS
to IEM Const.&
Bylaws on 27th
October 2009

- (i) The direction and management of the concerns of the Branch shall be vested in the Committee, subject to the provisions of the Rules, and all resolutions of Special General Meetings of Corporate Members which have been duly summoned and held in accordance with the Rules, when such Resolutions have been duly entered in the minutes and signed by the Chairman of the meetings. A copy of the minutes of all meetings of all meetings shall be forwarded to the Hon. Secretary of The Institution by the Branch Honorary Secretary within twenty-one (21) days after the meeting.
- (ii) Committee may (where authorized by the Council of The Institution) purchase any property movable or immovable and to take, accept and hold any such property which may become vested in it by virtue of such purchase, or by an exchange, grant, donation, lease, testamentary disposition or otherwise; provided that the Committee shall not sell, mortgage, exchange or otherwise dispose of any such immovable property, without the confirmation by votes of Corporate Members of The Institution of Engineers, Malaysia.

25. DECISION OF COMMITTEE FINAL

The decision of the Committee on all matters dealt with by them in accordance with the provisions of these Rules, and such Resolutions as aforesaid shall be final and binding on all members of the Branch.

26. QUORUM FOR COMMITTEE

The Committee shall meet as often as the business of the Branch may require and, at any meeting, five (5) members shall constitute a quorum. In the event of a quorum not being present within sixty (60) minutes of the hour fixed for the commencement of the meeting, the meeting shall stand adjourned to the same place and the same day and hour in the following week, when the Corporate Members, present, whatever their number, shall constitute a quorum.

The accidental omission to send notice of a meeting to or the non-receipt of a notice by any member shall not invalidate the proceedings at the meeting.

27. DELEGATION OF POWERS TO SUB COMMITTEES

The Committee may so far as it deems expedient delegate any of its powers to Sub Committees appointed to deal with special matters or businesses.

28. MAJORITY VOTE

Except as provided in the Rules, all questions shall be decided in the Committee by a majority vote of those present and having a right to vote.

29. STATEMENT OF FUNDS

Amended at
414th Council
meeting on 15th
October 2018

A statement of funds of the Branch and of the receipts and payments during the past year, terminating on the 31st of December, shall be made under the direction of the Committee and, after having been verified and signed by the Auditors, shall be laid before the Annual General Meeting.

30. ANNUAL REPORT

The Committee shall draw up a yearly report on the state of the Branch, which shall be presented at the Annual General Meeting. A copy of the report shall be forwarded to the Hon. Secretary of The Institution together with the agenda papers for the Annual General Meeting.

31. DUTIES OF HONORARY SECRETARY AND HONORARY TREASURER

It shall be the duty of the Honorary Secretary under the direction of the Committee, to conduct the correspondence of the Branch, to attend the Committee meetings of the Branch, to take minutes of the proceedings of such meetings, to read the minutes of the preceding meeting and such communications as may be ordered to be read, and to have charge of the library. He shall be in charge of all persons employed by the Branch, and shall generally conduct the ordinary business of the Branch.

It shall be the duty of the Honorary Treasurer to take charge of all financial matters of the Branch and the preparation of the accounts, the expenditure of the funds as approved by the Committee, and to present all accounts to the Committee for inspection and approval. He shall forward to the Honorary Secretary of The Institution on request, any document or copy thereof, which may be required for the information of the Council.

32. ACCOUNTS

The Committee shall cause true accounts to be kept of all sums of money received and expended by the Branch and of matters in respect of which such receipt and expenditure taken place and of all the assets, credits and liabilities of the Branch.

33. CARE OF FUNDS

Amended at
414th Council
meeting on 15th
October 2018

All monies belonging to the Branch received by the Honorary Treasurer shall be deposited in the account of the Branch to be opened at a Bank approved by the Committee and payments of all accounts that are certified as correct by the Committee shall be made therefrom by cheque signed by the Honorary Treasurer and the Chairman or Honorary Secretary. The Committee may authorise the Honorary Treasurer to make payments on account of recurrent expenditure not exceeding such sums as may be prescribed, without the prior approval of the Committee. Cash receipts are to be signed by Honorary Treasurer and monitored by the Committee monthly.

33.1
Amended at
414th Council
meeting on 15th
October 2018

The Honorary Treasurer of a Branch may hold a petty cash advance of not exceeding one thousand ringgit (RM1,000) at any one time. All monies in excess of this sum shall within seven (7) days of receipt be deposited in a bank approved by the Branch Committee where applicable. The bank account shall be in the name of the Institution or a Branch of the Institution.

33.2 All cheques or withdrawal notices on a Branch account shall be signed jointly by:

Amended at
414th Council
meeting on 15th
October 2018

The Chairman in conjunction with the Honorary Treasurer or in his absence the Honorary Secretary of the Branch.

33.3 Approval limits for expenses/purchases of the Branch will be as follows:

Amended at
414th Council
meeting on 15th
October 2018

Honorary Treasurer of the Branch	Up to RM2,000
Branch Committee	Up to RM50,000
The Council	Up to RM10 million
Annual General Meeting	Above RM10 million

34. FINANCIAL YEAR

Amend as at
379th Council
meeting on 17th
October 2011

The financial year of the Branch shall close on the thirty-first (31st) day of December each year.

35. FINANCIAL PROCEDURE

The Committee shall adopt regulations governing procedure in connection with all financial matters for which any Sub-committee is held responsible under these Rules including inter alia the compilation of a record of membership, the deposit at bank of all monies received, the payment of accounts and the preparation of all statutory returns and annual statements.

36. APPOINTMENT OF BRANCH AUDITORS

Amend as at
371st Council
meeting on 15th
March 2010

Two (2) Branch Auditors for the ensuing year shall be appointed by a resolution of the Corporate Members at each Annual General Meeting. The Branch is also required to appoint an External Auditor and a Tax Consultant.

37. VERIFICATION OF ACCOUNTS

The Branch Auditors shall have access at all reasonable times to the accounts of the pecuniary transactions of the Branch and they shall verify and sign the annual statement of the accounts before it is submitted by the Committee to the Annual General Meeting.

38. MEETINGS

The meetings of the Branch shall be classified as follows:

- a. the Annual General Meeting (AGM) of members
- b. Special General Meeting (SGM) of Corporate Members only, for the purpose of making, altering and establishing Rules of the Branch or for any other special businesses for which such meetings may be convened.
- c. Ordinary Meetings
- d. Committee Meetings
- e. Sub-committee meetings

39. ANNUAL GENERAL MEETING

Amended at
414th Council
meeting on 15th
October 2018

The Annual General Meeting of the Branch shall be held during the first quarter of the year on a date to be fixed by the Committee, to receive and deliberate upon the Annual Report of the Committee, the Annual Statement of Accounts, to receive the report of the Scrutineers, to appoint Internal and External Auditors for the ensuing year, and to consider any other business which the Committee may put forward to this meeting. Not less than six (6) weeks' notice shall be given to Corporate Members of the Annual General Meeting. At least one-third (1/3) of the total Corporate Membership or ten Corporate Members, whichever is the lesser shall be present at every Annual General Meeting for its proceeding to be valid. In the event of a quorum not being present within sixty (60) minutes of the hour fixed for the commencement of the meeting, the meeting shall stand adjourned to the same place and the same day and hour in the following week, when the Corporate Members, present, whatever their number, shall constitute a quorum.

The accidental omission to send notice of a meeting to or the non-receipt of a notice by any member shall not invalidate the proceedings at the meeting.

40. VOTING AT GENERAL MEETING

At all General Meetings subject to the provisions of Rule (52), question shall be decided according to the majority of votes properly cast thereat, and in the case of equality of votes, the Chairman or other person presiding shall have a second or casting vote.

41. ORDINARY MEETINGS

It shall be in the power of the Committee to arrange for Ordinary Meetings of the Branch for the discussion of engineering subjects, and the reading of technical papers under such rules as the Committee may prescribe from time to time, provided that no other business of any kind shall be transacted at such meetings. The Ordinary Meetings shall be held at such time as may be appointed by the Committee.

42. PROCEDURE OF MEETINGS

Subjects to the provisions of the Rules of the Branch, the Meeting of the Branch shall be conducted as prescribed by the Committee from time to time.

43. GUEST TO ORDINARY MEETINGS

Each member of whatever class shall have the privilege of introducing, at any Ordinary Meeting, two (2) guests to be present thereat, by furnishing each with a signed card of introduction, according to a form provided.

44. SCOPE OF ORDINARY MEETINGS

No question shall be discussed, or motion be made, at any Ordinary Meeting, relating to the direction and management of the Branch, such direction and management being vested in the Committee, subject to the provisions of the Rules, and of the Resolutions of Special General Meeting.

45. SPECIAL GENERAL MEETING

The Committee may at any time call a Special General Meeting of Corporate Members for a specific purpose relating to the direction and management of the concerns of the Branch, and the Committee are at all times bound to do so on a requisition in writing of one-third of the total Corporate Membership or ten (10) Corporate Members whichever is the lesser. Such requisition shall state the matters to be brought before the Resolutions (if any) to be moved at such Special General Meeting.

46. PROCEDURE FOR SPECIAL GENERAL MEETING

In either case (subject to these Rules) a notice shall be sent to all Corporate Members at least twenty-one (21) days before the date appointed by the Committee for such Special General Meeting, and the notice shall specify the general nature of the matters to be brought before and the Resolutions (if any) to be moved at such meeting, and no other than that business shall be transacted at that meeting. All Corporate Members shall have a right to attend and vote, and one-third of the total Corporate Membership or 10 (ten) Corporate Members personally present shall constitute a quorum, and each such member personally present shall have one (1) vote. In the event of a quorum not being present within sixty (60) minutes of the hour fixed for the commencement of the meeting, the meeting shall stand adjourned to the same place and the same day and hour in the following week, when the Corporate Members present, whatever their number, shall constitute a quorum.

The accidental omission to send notice of a meeting to or the non-receipt of a notice by any member shall not invalidate the proceedings at the meeting.

47. VOTING PAPERS FOR SPECIAL GENERAL MEETING

In the event of the Committee deeming it desirable that the votes of Corporate Members of the Branch not actually present at any Special General Meeting should be taken into account by means of voting papers, notice of the Special General Meeting in question containing particulars of the Resolutions to be submitted to the meeting, shall be posted by the Honorary Secretary of the Branch, together with voting paper to each Corporate Member of the Branch, at least twenty-one (21) days before the date of the Special General Meeting, in an envelope marked as being from the Branch and addressed to each Corporate Member at the address of the Corporate Member for the time being appearing on the books of the Branch.

48. NOTICE FOR RETURN OF VOTING PAPER

The Honorary Secretary shall also send in such envelope an intimation of the last date by which the voting paper must be returned to him and an envelope addressed to the Honorary Secretary for the return of the said voting paper.

49. RETURN OF VOTING PAPER

The Corporate Member on receipt of his voting paper, if he is unable to be present to vote at the Special General Meeting, shall record his vote and return the voting paper through the post to the Honorary Secretary by the date indicated on the paper.

50. VOTING AT SPECIAL GENERAL MEETING

Each voting paper so received by the Honorary Secretary shall, three (3) days before the date of the Special General Meeting, be handed by him to the Chairman of the Meeting, and the vote given thereby shall be duly counted at the meeting by or under the direction of the Chairman during the counting of the votes cast by the Corporate Member entitled to vote at such meeting; provided that if a Corporate Member who has duly recorded his vote upon a voting paper as aforesaid shall be present at the meeting, such recorded vote may be counted or if the Chairman of the meeting shall so direct, the Corporate Members shall be entitled to withdraw such recorded vote and to vote at such Special General Meeting, but in no case shall he be entitled to vote twice. The decision of the Chairman upon any question as to the right to vote or the manner of voting or the recording or counting of votes shall be final.

51. RESOLUTION AT SPECIAL GENERAL MEETING

No Resolutions other than the Resolutions as circulated for the purpose of a postal vote and no amendment or variation of any such Resolution shall be proposed or voted upon at the meeting.

52. AMENDMENTS TO THE RULES OF THE BRANCH

Any proposal involving the enactment of any new Bylaws or the alteration of the Rules shall not be carried except by a two-third majority vote expressed at a Special General Meeting called for the purpose or by ballot.

The Branch shall not amend its Rules without the prior approval of the Council of The Institution of Engineers, Malaysia, and when so adopted shall become effective upon approval of the Registrar of Societies where the Branch is located.

53. INCOME OF BRANCH

The Branch shall not impose a levy of any kind on its members without the prior approval of the Council of The Institution of Engineers, Malaysia. It shall maintain itself entirely upon such subsidy as The Institution may provide from time to time.

Amend as at
371st Council
meeting on 15th
March 2010

The Branch shall submit an annual report of its activities and finances to the Council of The Institution. The Branch is also required to file their annual accounts directly with Inland Revenue Board at the respective region of the State.

54. SUSPENSION

If the Branch is found to have failed to function in accordance with the Constitution and Bylaws of The Institution or these Rules of the Branch or to have conducted its business in such manner as shall be considered by the Council to be detrimental to the interests of The Institution, the Council may call a Special Meeting of the Council to consider the suspension of the Branch, which shall be decided by a two-third majority votes expressed by those present and eligible to vote at the Special Meeting of the Council. Upon such decision, the Chairman or the Honorary Secretary of the Branch shall be served with a notice of suspension under the hand of the President of The Institution and the Branch shall thereupon cease to carry on any activities under the name of The Institution of Engineers, Malaysia.

55. DISSOLUTION

On the Branch being served with a notice of dissolution by the Council of The Institution of Engineers, Malaysia, the Branch Committee shall take such steps as are necessary to wind up its affairs within three (3) months or within such extended period as shall be approved by the Council of The Institution of Engineers, Malaysia. The Branch shall discharge all its debts and liabilities and shall return the remaining funds, if any, to The Institution of Engineers, Malaysia.

Note: The Institution refers to The Institution of Engineers, Malaysia

- Amended as at 359th Council meeting held on 22 October 2007
- Further amendments was approved by ROS on 29 October 2009

- Approved at the 374th Council meeting held on 18 October 2010
- And Excomm 455th meeting held on 1 November 2010 noted

- Approved at 414th Council meeting on 15th October 2018

- Approved at 428th Council meeting on 18th October 2021

The Rules of the Branches are standardised in general as a template for all the Branches to incorporate, but some flexibility was allowed for the Branches to arrange their dates of AGM and the financial year. Hence Clause 34 and 39 in the Rules of the Branch could be written based on individual branches.

SECTION 3

FORMATION OF REGIONAL BRANCHES

Standard Procedures for the Formation of Regional Branches

1. Any application to IEM Council for approval to set up a Regional Branch of the Institution shall be signed by not less than fifty Corporate Members residing within the Region.
2. These fifty members can then select fifteen (or more) members to form the Pro-tem Committee of the Branch.
3. The Pro-tem Committee shall be responsible for the drawing up of the draft rules of the Branch, based on the Model Bylaws for Branches, with modifications to suit the peculiar needs of the Region to be served by that Branch.
4. The application to IEM Council shall be submitted together with the draft rules.
5. The Council will consider the application and approve or reject it. The Council may give their comments on, or suggestions for amendments, if any, to the draft rules, for incorporation into the rules.
6. On receiving Council's approval, the Pro-tem Committee shall finalise the rules in accordance with the Council's requirements.
7. As soon as possible thereafter, the Pro-tem Committee shall call for an Inaugural Meeting of all IEM members residing within the Region.
8. The Chairman of the Inaugural Meeting shall be the President of IEM or another office-bearer nominated by the President.
9. The Inaugural Meeting shall adopt the Bylaws and Regulations of the Branch, and elect the Branch Chairman, other Office Bearers and members of the Branch Committee, all in accordance with the Branch Bylaws.
10. The Secretary elected at the Inaugural Meeting shall be responsible to submit to the Headquarters of IEM the following documents, as soon as practicable, for onward transmission to the Registrar of Societies, for the official registration of the Branch:-
 - a. ROS Form *Pertubuhan 5*
 - b. Full personal details of committee members in accordance with the requirements of the Registrar of Societies, i.e. name, i.c. no., date of birth, home address, office address, occupation
 - c. Accounts, if any
 - d. Minutes of the Inaugural Meeting, signed by the Chairman of the Meeting
 - e. Attendance List of those present at the Inaugural Meeting
 - f. Any other information, as requested by IEM Headquarters

(Items b to e above shall be certified by the duly elected Chairman and Secretary)
11. IEM Headquarters shall forward the above documents to the Registrar of Societies and follow up on the progress of the application in order to obtain early approval.

SECTION 4

DATES OF REGISTRATION

IEM BRANCHES

Chronology of Branch Incorporation

Branch status	Name	Date of Registration	Registration Nos
1 st Branch	Northern Branch – name changed to Penang Branch	15 January 1968, name changed on 12 March 2002	PPM-001-10-05011959-000003
2 nd Branch	Sarawak Branch	3 February 1968	PPM-001-10-05011959-000006
3 rd Branch	Southern Branch	18 August 1971	PPM-001-10-05011959-000001
4 th Branch	Sabah Branch	10 January 1975	PPM-001-10-05011959-000013
5 th Branch	Perak Branch	8 November 1983	PPM-001-10-05011959-000004
6 th Branch	Melaka Branch	20 January 1986	PPM-001-10-05011959-000002
7 th Branch	Negeri Sembilan Branch	20 July 1994	PPM-001-10-05011959-000011
8 th Branch	Miri Branch	24 June 1998	PPM-001-10-05011959-000007
9 th Branch	Kedah Perlis Branch	15 March 2000	PPM-001-10-05011959-000010
10 th Branch	Kelantan Branch	13 February 2012	PPM-001-10-05011959-000012
11 th Branch	Terengganu Branch	13 February 2012	PPM-001-10-05011959-000009
12 th Branch	Pahang Branch	24 February 2012	PPM-001-10-05011959-000008

Note:

5 th Branch	Eastern Branch was suspended and split into Pahang, Kelantan, Terengganu Branches		51/59-5
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SECTION 5

BRANCH COMMITTEE'S ROLE, SCOPE AND FUNCTION

The Council may establish or recognise Branches as prescribed in the IEM Constitution and Bylaws. After the branch is set up, the appropriation and contribution of funds of The Institution subscriptions towards the expenses of the Branches consistent with the objects of The Institution shall be at the sole discretion of the Council and The Institution shall not be responsible for any liability incurred by or on behalf of any Branch beyond any amount previously appropriated or contributed for a specified purpose by the Council. Branch membership comprises of members residing within a region where a Branch has been established and shall automatically become members of the Branch.

A Branch Committee shall manage the affairs of the Branch and shall follow the model rules set up by the IEM Council for the conduct of the Branches.

BRANCH COMMITTEE COMMITMENT

The Branch is therefore required to submit to the Headquarters on an annual basis the following:

- 1 Annual report which shall be accompanied with an audited statement of account/management accounts for incorporation into the IEM Annual Report.

In addition, after the Branch AGM, the Honorary Secretary will update and submit the renewal of Branch registration in the ROS portal within 60 days from the date of the AGM.

- 2 The Branch is not to impose any levy of any kind on its members without the prior approval of the IEM Council.
- 3 The Branch has to maintain itself entirely upon the subsidy provided by the Institution from time to time.
(The subsidy provided in any one financial year shall not be less than 20% of the subscriptions received by the Institution from members of the Branch for the year).
- 4 Annual Branch Activities

ROLE, SCOPE AND FUNCTION OF BRANCH COMMITTEE

1. The Branch Committee shall meet as often as the businesses may require with at least once in a month or once in every two months.
2. The Branch Committee shall have the immediate supervision of all affairs of the Branch and the Branch Chairman or his representative shall be responsible to advise the IEM Council and the IEM President on all matters.
3. The Branch Committee shall have the control of the funds of the Branch and to manage the accounts of the Branch via its office bearers such as the Hon Treasurer; as appointed.
4. The Branch Committee shall exercise full powers of the Committee in matters which in the judgement of the Branch must be acted upon before the next regular meetings of the Branch subject to 6.10 of the IEM Constitution stating that all actions taken by the Committee shall be in accordance with the general policies of the Council and shall be reported back to the Headquarters.
5. Branch Policy decision making
6. Overall Management of Branch Secretariat
7. Issue and dissemination of Branch news to its members.

ATTENDANCE AT BRANCH MEETINGS

Notice of meeting shall be circulated at least 7 days before such meeting.

At any meeting of the Branch Committee not less than one half (1/2) of the members shall constitute a quorum.

CHAPTER 2

SECTION 6

PREPARATION FOR AGM

A procedure to guide Branches on proper conduct of their Annual General Meeting and to provide uniformity among all branches is described hereunder. The scope of this procedure covers the process and time schedule whereby Annual General Meeting is to be announced to the members in order to comply with Branch Rules.

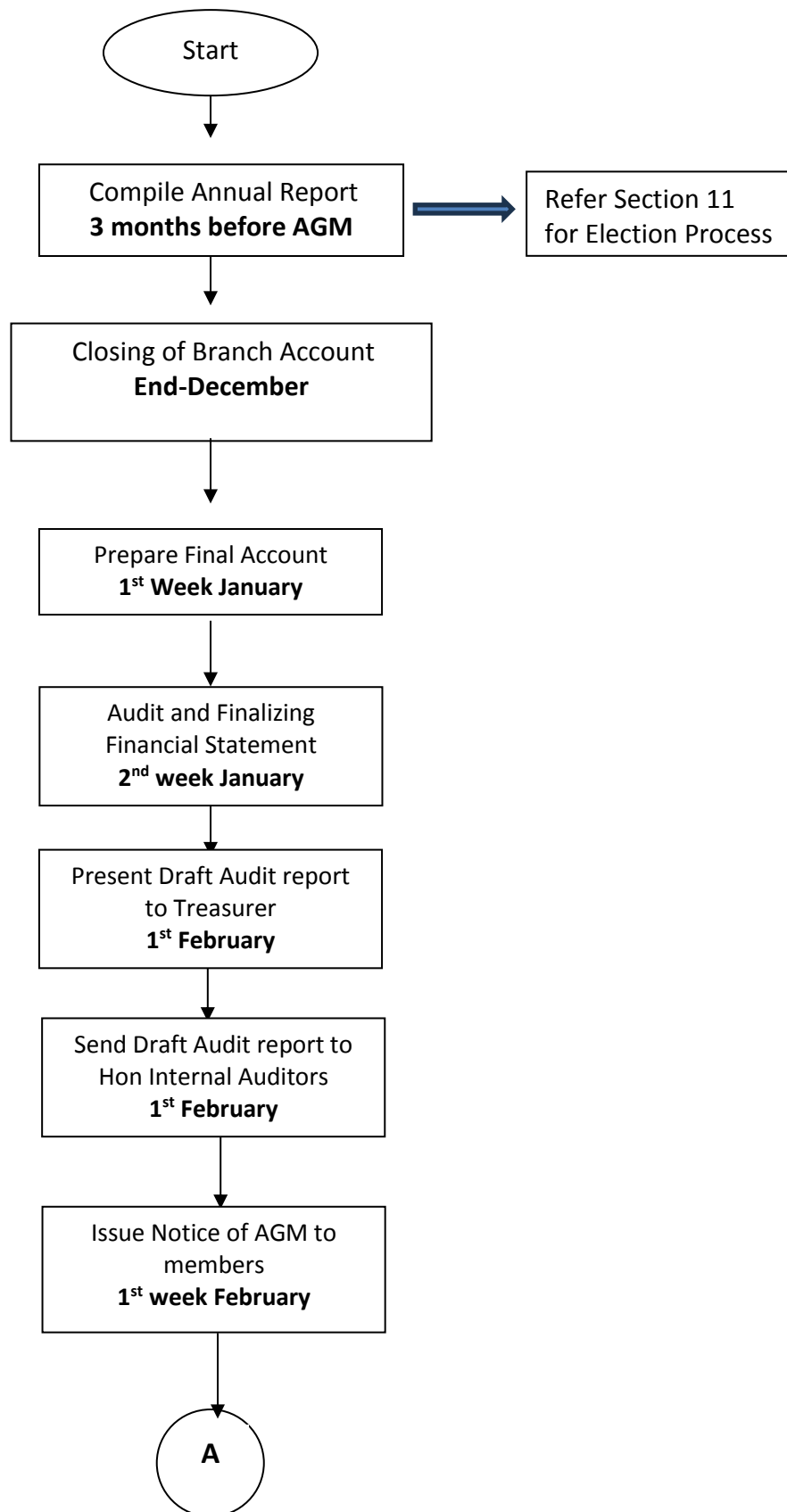
Planning for AGM should commence at least 3 months before the AGM.

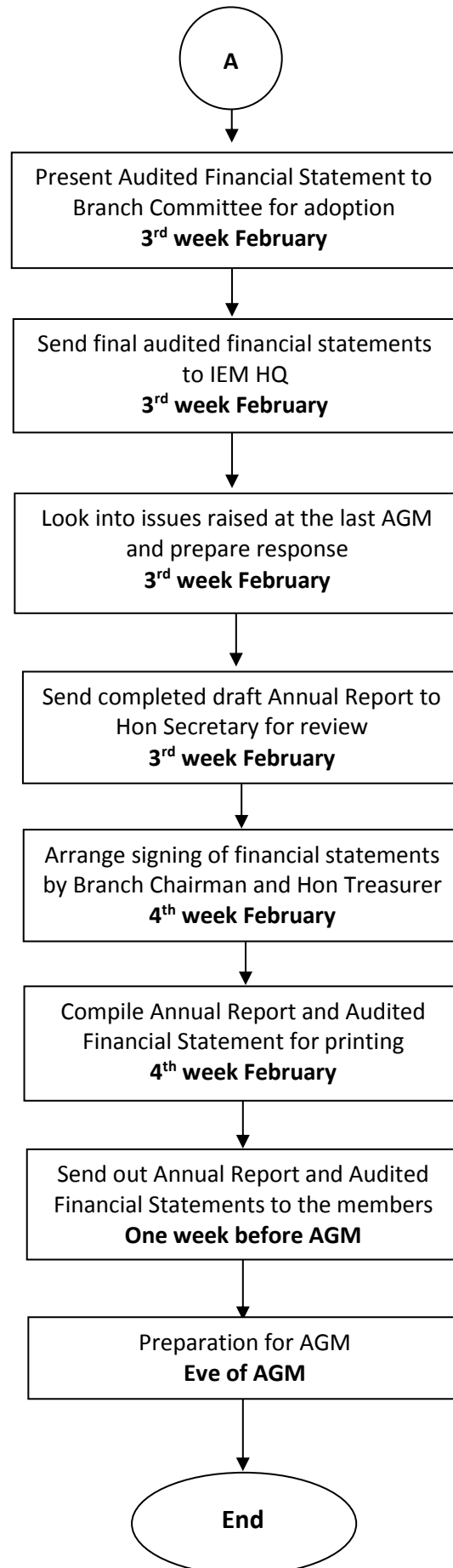
Determination of AGM date: within 90 days from account closing

TIME SCHEDULE FOR PREPARATION OF ANNUAL GENERAL MEETING FOR BRANCH	
Deadline	Stage of Completion
3 months before	Start to compilation for Annual Report To commence the process for Election – refer Election Procedure and Timeline in Section 6A
End-December 31 December	Closing of the Branch Account. Closing of accounts should be at least 90 days before the AGM.
1st Week of January	Secretariat to complete keying in all transactions to accounting system Extract Financial Statements -Income and Expenditure Statement and Balance Sheet -Fixed Assets Register -Debtors Listing (if available) -Creditors Listing (if available)
2nd Week of January	Auditing and finalizing of Financial Statements
1st Week of February	Present draft audited Financial Statement to Branch Honorary Treasurer for review and comments. Any issue, to revert to auditors. Upon acceptance by Branch Honorary Treasurer, to forward the finalised audited Financial Statements to Honorary Internal Auditors for review and comments. Honorary Internal Auditors to sign off the confirmation of the reports. To issue Notice of Annual General Meeting to Branch Members
3rd Week of February	Present audited Financial Statement to Branch Meeting for adoption Upon acceptance, a copy to be extended to IEM HQ for incorporation into IEM Consolidated Financial Statements. Branch Meeting to also look at the minutes of the last AGM to extract items of concern raised at the last meeting and prepare response. Completed Annual Report to be sent to Honorary Secretary for review.

4th Week of February	<p>Upon approval of accounts by Branch Committee, then arrange for finalised copy from Auditors to be signed by Honorary Treasurer and Branch Chairman.</p> <p>Compilation of Annual Report and Audited Financial Statements to be sent for printing.</p>
One week before AGM	To send out the Annual Report together the Audited Financial Statements to all members of the Branch
Eve of AGM	Preparation of Hall for AGM, signage posters and all the necessary AGM document. Prepare ample supply of Annual Report for distribution, Attendance list etc.

FLOW CHART





SECTION 7

PREPARATION OF NOTICE OF AGM

Template of AGM Notice



The Institution of Engineers, Malaysia
(XYZ Branch)

Ref. No: IEMXYZ/YEAR/REF/AGM – 4 CPD hours

Date

To all members of
The Institution of Engineers, Malaysia
(XYZ Branch)

NOTICE OF <<AGM No>> ANNUAL GENERAL MEETING <<Day>>, <<Date>>, <<Time>> at <<Venue>>

Please be informed that in accordance with **Branch Rules Section <39>** of the **XYZ Branch**, notice is hereby given that the <<AGM No>> *Annual General Meeting of The Institution of Engineers, Malaysia, XYZ Branch* shall be held:

Date:
Time:
Venue:

Agenda for the Annual General Meeting is as follows:-

1. Opening Address by the Chairman for *Session <<Session that has ended>>*.
2. Officiating Address by President of The Institution of Engineers, Malaysia (Optional).
3. Confirmation of Minutes of the <<AGM No>> *Annual General Meeting* held on <<Date>>. <<Previous date of AGM>>
4. Matters Arising.
5. Present and adopt Annual Report Session <<Session>>.
6. Present and adopt Statement of Financial Account ending <<Date>>
7. Discussion on written issues from members of which written notice is submitted to reach Branch Secretariat by <<Date>>. ***Please note that no matters under this item shall be discussed, unless prior written notice is received by <<Date>>. This is in accordance to the IEM Constitution & Bylaw.***
8. Announcement of Results of Election for IEM *Branch* Committee for Session <<Session>> by **Election Officer** <<Name>>
9. Change-over of Office Bearers/ Handover of Chairmanship
10. Election of Honorary Internal Auditors session <<Session>>
11. Appointment of External Auditor.
12. Any Other Business
13. Chairman Address *Session* <<Session>>

To assist Secretariat in its planning and arrangement to ensure that there are sufficient seats, members are requested to return the Reply Slip to the Secretariat not later than <<Date>>. *<<Preferably 1 week before AGM>>*

Yours sincerely

Hon Secretary

IEM **XYZ** Branch

REPLY SLIP

(Please return to IEM Secretariat, *<Name of Branch>* Branch not later than *<<Date>>*)

The Hon Secretary
The Institution of Engineers, Malaysia, *<Branch>* Branch,
<Branch Address>

Dear Sir

***<<AGM No>>*ANNUAL GENERAL MEETING**
<<Day>>*, *<<Date>>*, *<<Time>>

Please tick (☐) the appropriate boxes

1.

☐

I shall be attending the *<<AGM No>>* Annual General Meeting
2.

☐

I shall not be attending the *<<AGM No>>* Annual General Meeting

Name:.....

Grade of Membership: Membership No:.....

Signature:.....

SECTION 8

CONDUCT OF AGM

THE AGENDA FOR THE ANNUAL GENERAL MEETING :-

- 1) **Opening Address by the Chairman Session <<Session>> upon confirming the quorum satisfying note *2 below.**
- 2) **Officiating Address by President of The Institution of Engineers, Malaysia (optional).**
- 3) **Confirmation of Minutes of Previous AGM <<Session>>**
 - To be tabled and confirmed during the AGM
 - If amendment is needed, record the amendment with words/paragraph/page
 - For no further amendment thereon, Chairman shall request for adoption/acceptance of minutes of AGM for <<Session>>.
 - Proposer : (Members Name) (IEM Membership Number)
 - Seconder : (Members Name) (IEM Membership Number)
- 4) **Matter Arising (from previous AGM minutes and action taken)**
- 5) **Present and adopt Annual Report for <<session>>**
 - **This annual report to be presented by Branch Honorary Secretary during AGM**
 - Question and Answer (If any).
 - Chairman to ask for Proposer and Seconder to adopt the Branch Annual Report for <<session>>
 - Proposer : (Members Name) (IEM Membership Number)
 - Seconder : (Members Name) (IEM Membership Number)
- 6) **Present and adopt Statement of Financial Account ending 31st December <<year>>.**
 - Statement of Financial Account ending 31st Dec <<year>> (verified and signed by the Auditors) **to be presented by Branch Honorary Treasurer during AGM.**
 - Question and Answer (If any), all attendees who raise any query shall record name/membership number/matter raise/answers/action to be taken.
 - Chairman shall then request for Proposer and Seconder to adopt the Branch Statement of Financial Account ending 31st December <<year>>
 - Proposer : (Members Name) (IEM Membership Number)
 - Seconder : (Members Name) (IEM Membership Number)
- 7) **Any written issues to be discussed (If any)**
 - ONLY discuss matter/issue in writing submitted prior to the AGM.
 - Non-written issues will be discussed during AOB
- 8) **Announcement of Results of Election for IEM <Branch> Committee <<session>>**
 - Report on Election Outcome (verified by the Election Chairman and Scrutineers)
 - to be presented by appointed Election Officer
- 9) **Change of Office Bearer**
 - Chairman for Session <<session>> **shall invite** Chairman for Session <<session>> and new committee to the stage. AGM shall then be conducted by new Chairman for Session <<session>>.
 - **Presentation of Appreciation / Certificate for outgoing committee (OPTIONAL / IF ANY)**
- 10) **Election of two (2) Branch Internal Auditors**
 - Chairman to ask for Nomination
 - i.e Proposer and Seconder for two Branch Auditors for <<session>>
 - Branch Auditor 1 and Branch Auditor 2
 - Proposer : (Members Name) (IEM Membership Number)

○ Secunder : (Members Name) (IEM Membership Number)

- Call for proposal and secunder for NOMINATION TO BE CLOSED if there are NO further nomination from members. ***Note: Proposer and secunder for closing of nominations cannot be the candidate or their earlier proposers and seconders***
- Call for voting if there are more than 2 nominations.

11) Appointment of External Auditor

12) Any Other Business (AOB)

13) Chairman for Session <<new session>> (Closing Speech) address the members thereon adjourn the AGM.

Notes:

*1: Attendance List to be provided during the AGM

***2: At least one-third of the total Corporate Membership or ten (10) Corporate Members, whichever is the lesser shall be present at every Annual General Meeting .In the event that the quorum could NOT be achieved within 60 minutes of the time set in the notice of AGM, the Branch Chairman shall adjourn the meeting and re-convene it after seven (7) days at the same time and place; Branch rule # 39 refers.**

SECTION 9

CLOSING OF ACCOUNTS FOR YEAR END AND STATEMENT OF FUNDS

TIME SCHEDULE FOR PREPARATION AND SUBMISSION OF YEAR END FINANCIAL STATEMENT OF ACCOUNTS

Action to finalise and audit accounts should commence THREE months prior to the AGM. As all IEM Branches have synchronised their year end closing to 31 December, commencement of accounts closing should be end of December.

Deadline	Stage of Completion
End-December 31 December	Closing of the Branch Account. Closing of accounts should be at least 90 days before the AGM.
1st Week of January	Secretariat to complete keying in all transactions to accounting system Extract Financial Statements -Income and Expenditure Statement and Balance Sheet -Fixed Assets Register -Debtors Listing (if available) -Creditors Listing (if available)
2nd Week of January	Auditing and finalizing of Financial Statements
1st Week of February	Present draft audited Financial Statement to Branch Honorary Treasurer for review and comments. Any issue, to revert to auditors. Upon acceptance by Branch Honorary Treasurer, to forward the finalised audited Financial Statements to Honorary Internal Auditors for review and comments. Honorary Internal Auditors to sign off the confirmation of the reports.
3rd Week of February	Present audited Financial Statement to Branch Meeting for adoption Upon acceptance, a copy to be extended to IEM HQ for incorporation into IEM Consolidated Financial Statements.
4th Week of February	Upon approval of accounts by Branch Committee, then arrange for finalised copy from Auditors to be signed by Honorary Treasurer and Branch Chairman. Compilation of Annual Report and Audited Financial Statements to be sent for printing.

SECTION 10

PREPARATION OF ANNUAL REPORT

CHECKLIST FOR PREPARING THE REPORT OF BRANCHES FOR ANNUAL GENERAL MEETINGS.

1. Format for Cover



**INSTITUSI JURUTERA MALAYSIA
(CAWANGAN XYZ)**

***THE INSTITUTION OF ENGINEERS, MALAYSIA
(XYZ BRANCH)***

**<<AGM No>> ANNUAL GENERAL MEETING OF THE XYZ BRANCH OF IEM
Mesyuarat Agung Tahunan Ke <<AGM No>>**

**<<Date>> (<<Day>>)
<<Venue>>
<<Time>>**

Address of Venue

<<AGM No>> ANNUAL GENERAL MEETING OF THE XYZ BRANCH

AGENDA

8.30 – 9.00 am	Registration of Members
9.00 – 9.10 am	Welcome remark by the Branch Chairman, Ir. XXXXXXXXX
9.10 – 10.00 am	Presentation by the IEM President (Optional)
10.00 – 10.30 am	Refreshment Break
10.30 – 1.00pm	<<AGM No>> Annual General Meeting of the XYZ Branch
1.	Opening Address by the Chairman for <i>Session <<Session>></i> .
2.	Officiating Address by President of The Institution of Engineers, Malaysia (optional)
3.	Confirmation of Minutes of the <<AGM No>> <i>Annual General Meeting</i> held on <u><<Date of last AGM>></u>
4.	Matters Arising
5.	Present and adopt Annual Report Session <<Session>>.
6.	Present and adopt Statement of Financial Account ending <i>31 December <<Year>></i>
7.	Discussion on written issues from members of which written notice is submitted to reach Branch Secretariat by <<Date>>. <<No matters under this item shall be discussed, unless prior written notice is received by <<Date>>. This is in accordance to the IEM Constitution & Bylaw.>>
8.	Announcement of Results of Election for IEM <i>Branch</i> Committee for Session <i>2017/2018</i> by Election Officer Ir. ABCD
9.	Changeover of Office Bearers/ Handover of Chairmanship
10.	Election of Honorary Internal Auditors session <<session>>
11.	Any Other Business
12.	Address by the Chairman for session <<session>>
1.00 - 2.00pm	Lunch and End of Event

ANNUAL REPORT FOR SESSION <<Session>>
THE INSTITUTION OF ENGINEERS, MALAYSIA
XXXXXXX BRANCH

It is with great pleasure that I present to you the Annual Report for session <<session>> covering the period <<start date>> until <<end date>>.

1.0 GENERAL

1.1 The Chairman of the Branch is <<Name of Chairman>>.

1.2 The committee for the session <<session>> are as follows :-

Branch Chairman	:
Vice Chairman I	:
Vice Chairman II	:
Hon. Secretary	:
Hon. Treasurer	:
Committee Member	:
Committee Member	:
Committee Member	:
Committee Member	:
Immediate Past Chairman	:

1.5 The total membership of all grades of the Branch are as follows :-

Fellow	-
Corporate Member	-
Companion Member	-
Affiliate Member	-
Graduate Member	-
Student Member	-
Incorporated Member	-

2.0 ACTIVITIES FOR THE YEAR

DATE	NAME ACTIVITIES

3.0 BRANCH ANNUAL DINNER <<Year>>

Date	<i>Venue</i> <i>GOH</i> <i>No of Guests</i>
------	---

4.0 PROFESSIONAL INTERVIEW

There were <<**number**>> candidates assigned to the <**name of branch**> Branch for their Professional Interview (PI).

The following recorded the distribution of Professional Interview candidates completed in <XYZ – *name of branch*> for session <<**session**>>.

No.	Discipline	Pass	Fail	Total
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Total Candidate(s)				

5.0 ATTENDANCE AT COMMITTEE MEETING

The attendance during the Committee Meetings was recorded and tabulated in the attached sheet.

6.0 G&S/YES SECTION

Report of G&S/YES activities at the Branch.

7.0 REPRESENTATION TO OUTSIDE BODIES

Report on Branch representation to various government agencies, local authorities or other organisations.

8.0 PUBLICATIONS AND NEWSLETTERS

Report on newsletters published by the Branch or articles that were submitted to the HQ for publication in IEM Jurutera.

Prepared by :

Approved by :

Honorary Secretary
Guiding notes

Branch Chairman

The template/format of the AGM Minutes to be as follows:

1.0 Opening address by Branch Chairman especially the number of members who attended the AGM. Note: only Corporate Members will be counted for the quorum.

2.0 Confirmation of Minutes of the last AGM held on <<date>>.

Proposer: Name (Membership No) and Seconder: Name (Membership No)

3.0 Matters Arising

4.0 Present and adopt Annual Report for Session <<session>>

Proposer: Name (Membership No) and Seconder: Name (Membership No)

5.0 Present and adopt Audited Financial Statement for year ended 31 December <<year>>

Proposer: Name (Membership No) and Seconder: Name (Membership No)

6.0 Present Election Report for session <<session>>

7.0 Change Over of Office Bearers

8.0 Election of Honorary Internal Auditors

9.0 Appointment of External Auditors

10.0 Closing remarks/speech by Chairman of new session

11.0 Time of meeting being adjourned

Sample of Financial Report

38th ANNUAL GENERAL MEETING



STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2017

	2016 RM	2017 RM
REVENUE		
Members dinner, souvenir programme and AGM	102,200	57,120
Merchandise items	185	951
Sales of BEM forms	1,210	1,620
Secretariat subsidy from Headquarters	6,000	6,000
CPD programmes and seminars	70,310	91,248
Social and sports	6,051	-
Subsidy from Headquarters	26,311	33,811
	<u>212,267</u>	<u>190,750</u>
ADD : OTHER OPERATING INCOME		
Deposits forfeited income	1,500	-
Fixed deposit interest received	1,928	1,433
Miscellaneous	-	920
Rental	6,400	19,200
	<u>222,095</u>	<u>212,303</u>
LESS: EXPENDITURE		
Academic award prizes	1,453	1,000
Accountancy fee	1,800	1,900
Advertisement and website charges	399	479
Assessment and quit rent	2,442	2,442
Audit fee	1,800	1,500
Bank charges	380	137
Bonus and incentive	3,000	3,000
Casual wages	3,185	2,130
Conference and seminar participant fee	-	677
CPD programmes and seminars	37,639	47,889
Depreciation	10,308	5,681
Donation to IEM building fund	2,000	2,000
Donation	-	1,300
EPF contribution	3,651	3,474
General expenses	2,029	210
Insurance	778	661
Licence fee	100	100
Medical fee	260	210
Members and staff welfare	2,875	2,057
Members dinner, souvenir programme and AGM	92,002	55,830
Merchandise items	840	3,320
Newspaper	288	211
Postage and courier charges	1,185	1,297
Printing and stationery	3,545	3,652
Refreshment	1,240	1,567
Rental for photostat machine	993	763
Salary	31,590	30,030
Social and sports	8,628	-
Socso contribution	525	467
Stamping fee	45	-
Tax service fee	5,222	-
Transport charges	2,711	2,968
Travelling and accommodation	88	229
Upkeep of equipment	1,304	1,079
Upkeep of office	2,809	3,089
Water, electricity and telephone charges	7,689	5,559
YES expenditure	2,509	900
	<u>237,312</u>	<u>187,808</u>
(DEFICIT)/SURPLUS BEFORE TAXATION	<u>(15,217)</u>	<u>24,495</u>
TAXATION	<u>(4,600)</u>	<u>-</u>
NET (DEFICIT)/SURPLUS FOR THE YEAR	<u>(19,817)</u>	<u>24,495</u>
SURPLUS BROUGHT FORWARD	<u>138,765</u>	<u>114,270</u>
ACCUMULATED FUNDS	<u>118,948</u>	<u>138,765</u>

38th ANNUAL GENERAL MEETING



BALANCE SHEET AS AT 31 MARCH 2017

	Cost RM	Acc. Depn. RM	Balance RM
PLANT AND EQUIPMENT			
Air-conditioner (10%)	2,860.00	432.00	2,428.00
Computer (50%)	3,977.00	1,989.00	1,988.00
Electrical installation (10%)	3,340.00	668.00	2,672.00
Furniture and fittings (5-10%)	8,815.00	4,165.00	2,650.00
Office Equipment (10%)	31,216.00	25,040.00	6,176.00
Renovation (10%)	42,040.00	6,328.00	35,712.00
Signboard (10%)	800.00	313.00	487.00
	<u>91,048.00</u>	<u>38,935.00</u>	<u>52,113.00</u>
CURRENT ASSETS			
Other Receivable and Deposit		1,500.00	
Fixed Deposits with a Licensed Bank		51,839.00	
Cash and bank balances		<u>33,676.00</u>	
		87,015.00	
CURRENT LIABILITIES			
Other Payables and Accruals	19,172.00		
Taxation	<u>1,008.00</u>	<u>20,180.00</u>	
NET CURRENT ASSETS			<u>66,835.00</u>
			<u>118,948.00</u>
FINANCED BY:			
SURPLUS BROUGHT FORWARD			138,765.00
(DEFICIT)/SURPLUS FOR THE YEAR			<u>(19,817.00)</u>
ACCUMULATED FUNDS			<u>118,948.00</u>

STATEMENT BY THE EXECUTIVE COMMITTEE

We, the undersigned, being two of the members of the Committee of THE INSTITUTION OF ENGINEERS, MALAYSIA (____ BRANCH), do hereby state on behalf of the Committee that, in our opinion, the financial statements set out on pages 20 to 21 are drawn up so as to give a true and fair view of the statement of assets and liabilities of the Institution as at 31 March 2017 and of its statement of income and expenditure for the year ended on that date in accordance with applicable Private Entities Reporting Standards and the provisions of the Societies Act, 1966 in Malaysia.

IR,
CHAIRMAN

HONORARY TREASURER

STATEMENT BY HONORARY INTERNAL AUDITOR

We, the undersigned, certify that we have examined the Balance Sheet as at 31 March 2011, the statement of income and expenditure for the year ended on that date together with notes on the accounts and other records and found them true and fair to the best of our knowledge.

HONORARY INTERNAL AUDITOR

IR,
HONORARY INTERNAL AUDITOR

38th ANNUAL GENERAL MEETING



PRIMA NO. _____ & CO
CHARTERED ACCOUNTANTS (M)

No. _____, Malaysia.
Tel: _____ Fax: _____ Email: _____

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

THE INSTITUTION OF ENGINEERS, MALAYSIA ('_____ BRANCH')

Report on the Financial Statements

We have audited the financial statements of **THE INSTITUTION OF ENGINEERS, MALAYSIA** ('_____ BRANCH'), which comprise the balance sheet as at 31 March 2017 and the statement of income and expenditure and statement of changes in fund for the year then ended.

Committee Members' Responsibility for the Financial Statements

The Committee Members of the Institution are responsible for the preparation of financial statements that give a true and fair view in accordance with applicable Private Entities Reporting Standards and the provisions of the Societies Act, 1966 in Malaysia and for such internal control as the Committee Members determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud and error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with approved standards on auditing in Malaysia. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Institution's preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institution's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

38th ANNUAL GENERAL MEETING



AFSA NO. _____
CHARTERED ACCOUNTANTS (MA)

No. _____ Malaysia
Tel: _____ Fax: _____ Email: _____

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

THE INSTITUTION OF ENGINEERS, MALAYSIA (_____ BRANCH) (CONTINUED)

Opinion

In our opinion, the financial statements are properly drawn up in accordance with applicable Private Entities Reporting Standards and the provisions of the Societies Act, 1966 in Malaysia so as to give a true and fair view of the state of affairs of THE INSTITUTION OF ENGINEERS, MALAYSIA (_____ BRANCH) as at 31 March 2011 and of its results for the year ended on that date.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Societies Act, 1966 in Malaysia, we also report that in our opinion, the accounting and other records and the registers required by the Act to be kept by the company have been properly kept in accordance with the provisions of the Act.

Other Matters

This report is made solely to the members of the Institution, as a body, in accordance with Section 26 of the Societies Act, 1966 in Malaysia and for no other purpose. We do not assume responsibility to any other person for the content of this report.

AF - _____
Chartered Accountants

2435/06/13 (J)
Partner

Date : 01 JUN 2011

CHAPTER 3

SECTION 11

ELECTION OF BRANCH COMMITTEE

Nomination of Branch Chairman

1. *Rule 9*
Branch Chairman, shall be nominated and selected by Branch Committee.
2. *Rule 9*
The Chairman shall be elected by secret ballot by Members of the Committee at a suitable time preceding the Annual General Meeting as may be decided by the Committee. Subject to Rule (13) he shall hold office for one (1) session.
3. *Rule 9*
Chairman vacancy to be (as far as practicable) filled by those who have served or are serving in the Branch Committee or Council.
4. *Rule 13*
He shall, as far as practicable be chosen from a division of engineering such as Civil, Mechanical or Electrical different from that of his predecessor.
5. *Rule 13*
A Chairman may be re-elected to the same office, provided he shall not hold that office for more than two (2) sessions consecutively. On ceasing to be Chairman he shall be eligible for re-election after a lapse of not less than one (1) session.
6. ***Four meetings before the AGM***

Record in the minutes of the Branch meeting with regard to the election of the Branch Chairman. The following to be ascertained.

- i. is he eligible to be re-elected for another session – refer item 5
- ii. if he is eligible, whether he still wish to stand for re-election

Decision of the Branch Committee as follows:

- i. if current Branch Chairman is not eligible for re-election, then proceed to initiate call for nomination
- ii. if current Branch Chairman is eligible for re-election and willing to be re-elected, Branch Committee to conduct secret ballot whether to re-elect the current Branch Chairman for the second session. To give notice of this re-election to be carried out at the next meeting.
- iii. if current Branch Chairman is eligible for re-election but not willing to be re-elected, then proceed to initiate call for nomination.

8. *Three meetings before AGM*

Call for nomination of candidate for the office of Chairman, if required. If not required, then carry out voting for re-election of Chairman. **Note: Ensure notice of meeting indicate that voting will be carried out.**

9. *Two meetings before the AGM*

Notice of meeting to include into voting on the election of new Chairman.

Voting will be carried out by secret ballot and Secretariat /Hon Secretary to prepare the ballot paper accordingly.

Appointment of an Election officer at the meeting or the Election Officer appointed for the General Branch election may be invited to be present.

Count the votes and announced the winner. Record in the minutes of meeting.

10. ***Last meeting prior to AGM***

Confirm the minutes of meeting to ensure no challenges and discrepancy.

REFER ILLUSTRATION ON PROCEDURE ON PAGE 53

Nomination of Branch Vice Chairman

1. ***Rule 10***

The two (2) Vice Chairmen shall be elected as far as practicable, from different divisions of engineering, such as Civil, Mechanical, Electrical, etc. They shall normally hold office for a period of two (2) sessions and shall as far as practicable be elected from members who are serving, or have previously served on Branch Committee or on the Council.

2. ***Rule 10***

At the end of each Session one of the Vice Chairman, shall retire, but shall be eligible for re-election for further period, subject to Rule (13).

3. ***Rule 13***

Vice Chairman of the Committee may not serve continuously on the Committee in a single capacity for more than four (4) Sessions.

4. ***Rule 14***

The Election of the Vice Chairman and other members of the Committee shall be by secret ballot or electronic voting as provided for under the IEM Bylaws, of the Corporate Members of the Branch.

5. ***Five meetings before the AGM***

Record in the minutes of the Branch meeting with regard to the election to fill the position of the 2 Vice Chairmen. In accordance with the term of office, one Vice Chairman will finish his term at the end of each session. Nomination will then be called for the one vacancy for one term of two sessions.

Other vacancies available for nomination is also to be recorded in the minutes and action be taken to call for nomination.

At the same meeting, the Branch Committee to appoint the Election Officer and Scrutineers.

6. ***Election Process***

Immediately after the meeting, Election Officer and Secretariat to prepare and send out call for nominations to fill the vacancies in the Branch Committee for the next session. Closing date for submission of nomination should be before the date of the next Branch Committee meeting.

7. *Four meetings before AGM*

Present Nomination report from Election Officer. The report should also indicate whether:

- i. there are any positions not contested; or
- ii. any candidate returned unopposed.

If there are:

- i. more than candidates than the number of vacancies, arrange for balloting
- ii. no candidates for any position, then refer to rule (16) stated as follows:

If there are insufficient nominations for any office, the NEW Committee shall nominate sufficient names to fill the vacancies.

If no nominations are received for all the posts, then election of members to fill the various positions would be held during the AGM properly done with proposer and seconder for each nominee. If the AGM is not able to elect members to the Committee, then the Committee whose term of office had expired may continue in the office.

8. *Balloting Exercise*

Refer **pages 53 - 54** for electronic balloting procedure.

8. *Two meetings before the AGM*

Report on the sending out of e-ballots and the election report.

Report on the winner of the Vice Chairman position. Record the two Vice Chairman and term of session.

9. *Last meeting prior to AGM*

Confirm the minutes of meeting to ensure no challenges and discrepancy.

Nomination of Branch Hon Secretary/Hon Treasurer and all Committees

1. *Rule 11*

The Honorary Secretary and Honorary Treasurer shall be elected annually. Subject to Rule (13), he shall be eligible for re-election for further periods

2. *Rule 14*

The Election of the Hon Secretary, Hon Treasurer and other members of the Committee shall be by secret ballot vote of the corporate members of the Branch.

3. *Rule 12*

At least one (1) of the four (4) Ordinary Committee Members shall preferably be elected from each of the main divisions of engineering, namely Civil, Mechanical and Electrical. The remaining Ordinary Committee Members may be elected from any division of engineering. The Ordinary Committee Members shall normally hold office for a period of two (2) sessions. At the end of each session half of the Ordinary Committee Members, (to be determined by the Committee at the end of the first session only), shall retire, but they shall be eligible for re-election for a further period subject to Rule (13).

4. *Rule 16*

Not less than six (6) weeks before the date of the Annual General Meeting, nominations for such vacancies as may arise in the Committee for the ensuing session shall be invited from Corporate Members.

Any three (3) Corporate Members may nominate any other Corporate Members for inclusion in the voting paper by sending, by a date to be fixed by the Committee, such nomination in writing to the Honorary Secretary, together with the written consent of the person so nominated, but no Corporate Members shall nominate or second more than a total of two (2) Corporate Members in any election. In the event of not more than two (2) nominations being received for any particular office, the Committee may nominate one (1) or more additional names for that particular office for the purpose of ballot.

5. *Four meetings before the AGM*

Record in minutes of the Branch meeting the vacancies available for nomination for the various positions. List down to each elected post the number of session to be served (*eg Hon Secretary - 1 session for year 2017/2018*)

6. *Third meetings before AGM*

Report the sending out of nomination papers and the number of nomination received. Record whether the position is contested or whether the nominee is elected unopposed. (*Procedure to send out nomination/ballot papers is available on Section 4 of the Manual to follow as guide*)

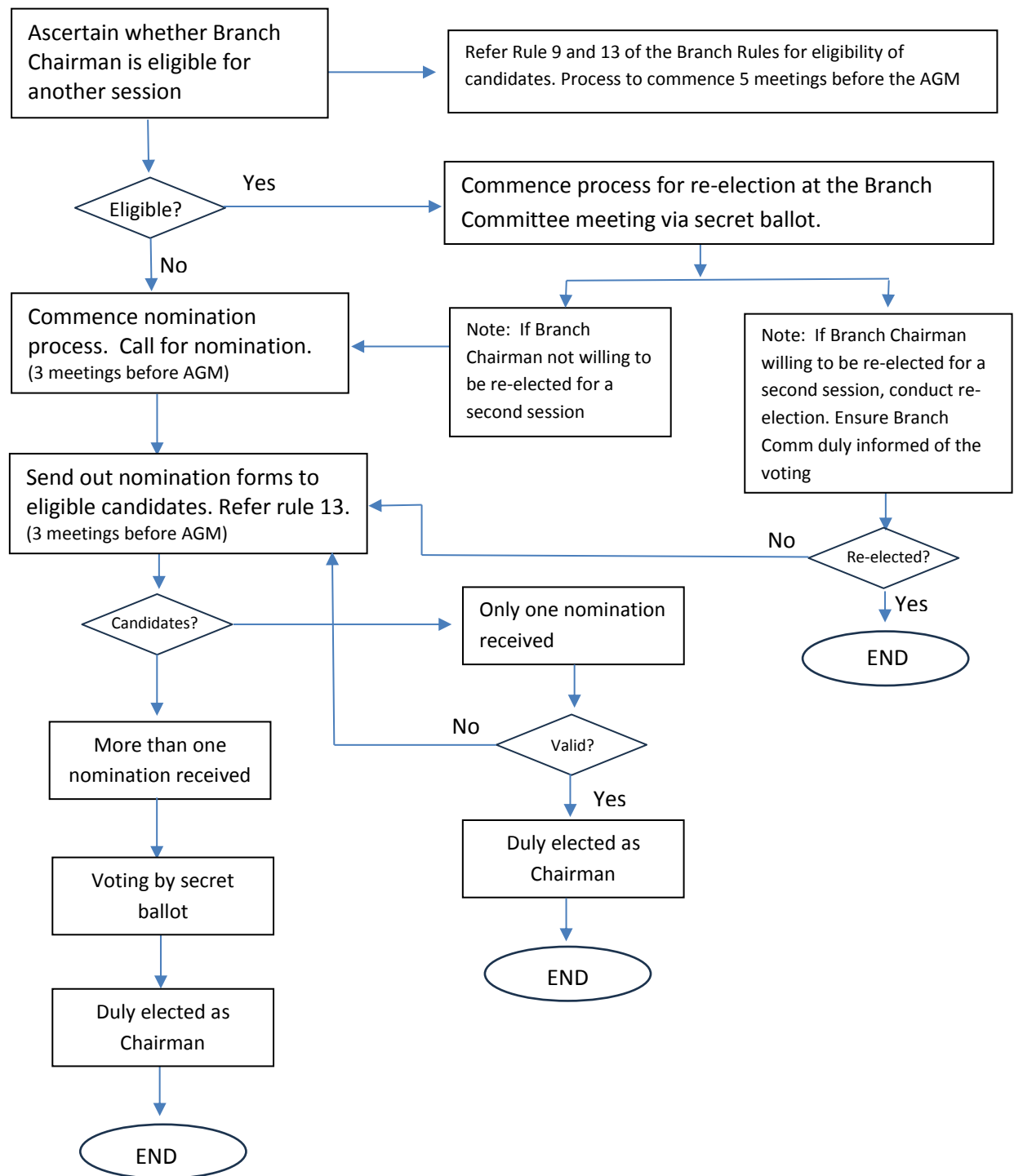
9. *Two meetings before the AGM*

Report on the sending out of ballot papers and the voting received. Report on the elected members to the position. (*Procedure to send out nomination/ballot papers is available on Section 4 of the branch Manual to follow as guide*)

10. *Last meeting prior to AGM*

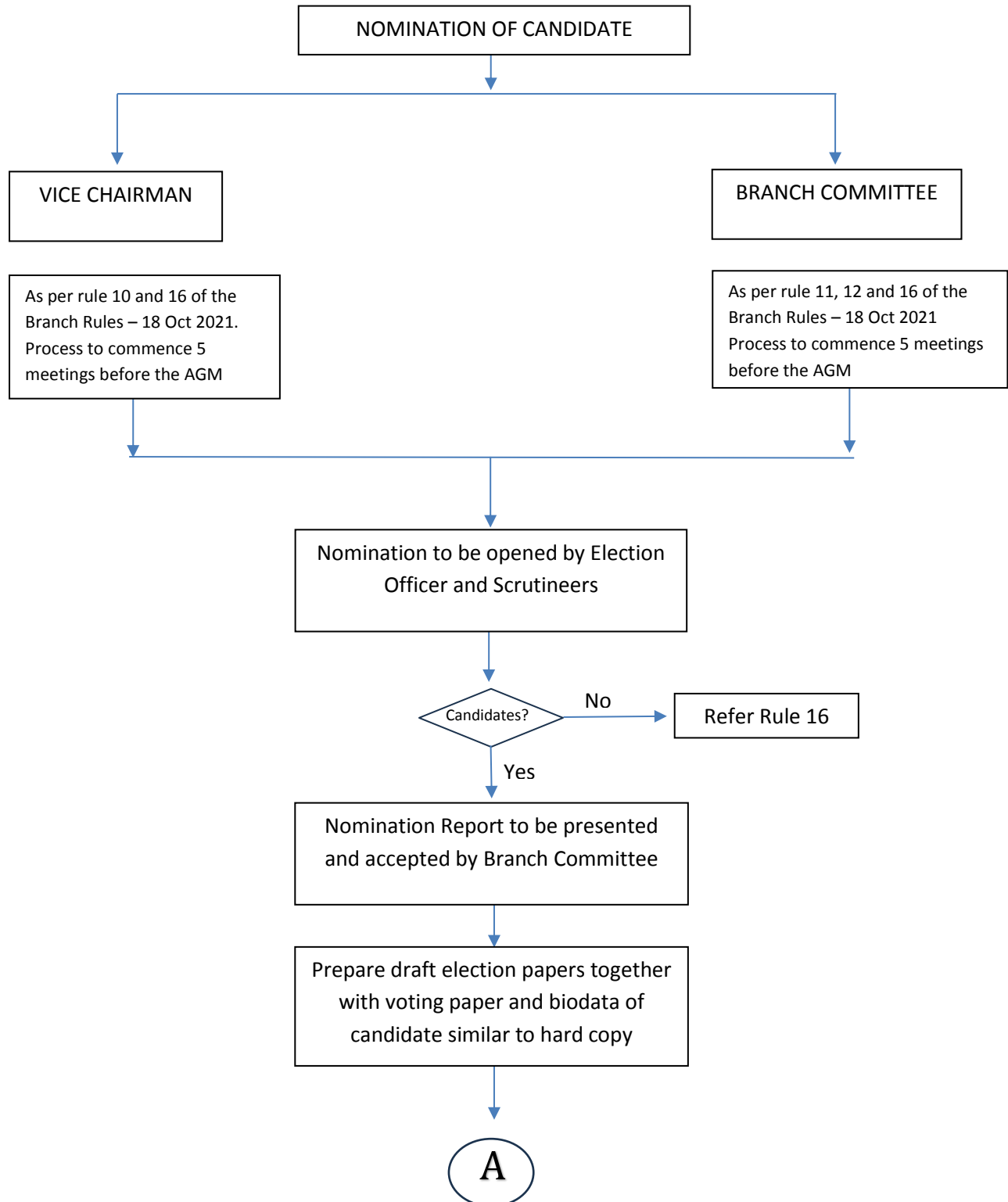
Confirm the minutes of meeting to ensure no challenges and discrepancy

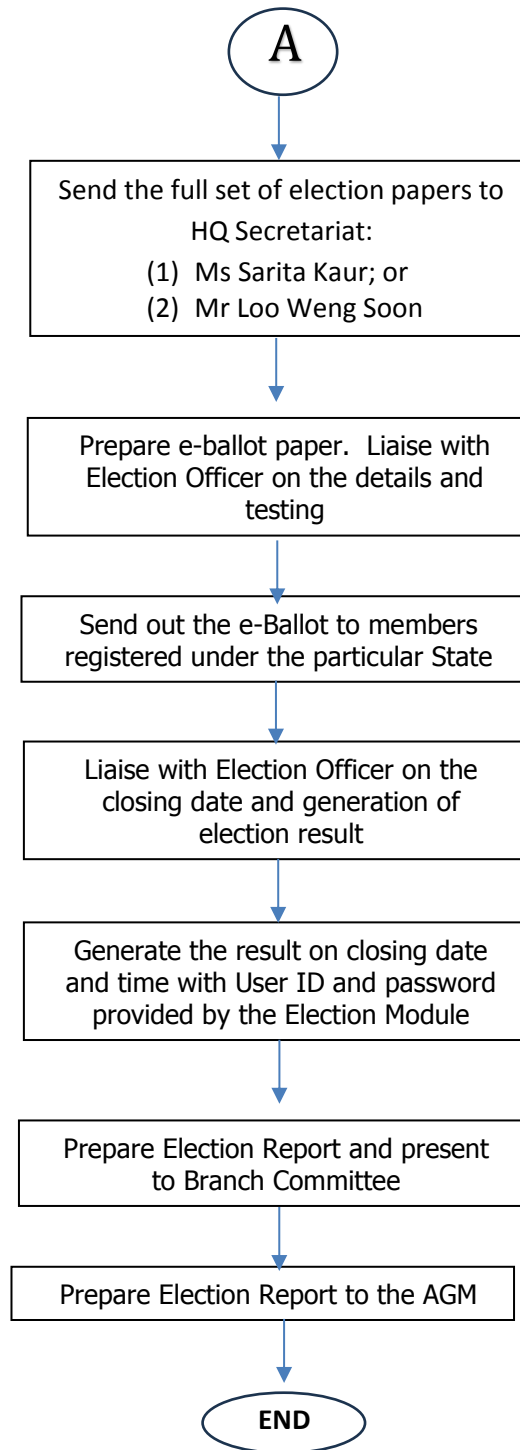
STANDARD OPERATING PROCEDURES FOR ELECTION OF BRANCH CHAIRMAN



STANDARD OPERATING PROCEDURES FOR ELECTRONIC BALLOTING

1. NOMINATION PROCESS - MANUAL





FILLING OF CASUAL VACANCIES

1. *Rule 21*
In the event of vacancy occurring in the office of Chairman or Chairman-elect, the Committee shall appoint one of the two Vice Chairmen for the office.
2. At the meeting of the Branch, it has to be reported that the position had become vacant, and the Committee shall appoint one of the two Vice Chairmen to the post. The choice of the candidate will be at the discretion of the Branch Committee of that particular session where the Chairman's position became vacant.
3. If the office of the Chairman-elect were to fall vacant, then the Branch Committee of the same session will have the authority to select from one of the two Vice Chairmen.
4. In the event that none of the Vice Chairmen is interested in the post, the Branch Committee would have to make the decision of whether one of the Committee member could be nominated and appointed as the Chair or to approach the most recent Past Chairman available to take the Chair.
5. *Rule 21*
In the event of a vacancy occurring in the office of Immediate Past Chairman, the Committee shall invite the most recent Past Chairman available to serve on the Committee.
6. *Rule 21*
In the event of a vacancy occurring in the office of any of the Vice Chairman, Honorary Secretary, Honorary Treasurer or any of the Ordinary Committee Members, the Committee shall appoint the Corporate Member who obtained the next highest number of votes from the last election list for that office which has become vacant, or failing this, appoint a Corporate Member to fill the vacancy.
7. The Corporate Member appointed to fill the vacancy must be a Committee member who has served the Branch Committee before and preferably chosen from Committee Member of the current Committee. A Corporate Member who had not served in the Branch Committee before is not eligible to be invited to the Committee. Refer to *Rule 10*. The appointment is to be done by the current session Branch Committee.
8. *Rule 21*
A Committee member who without notification to the Committee is absent either from four consecutive Committee Meetings or from more than six (6) meetings of the Committee in any one sessional year shall be deemed to have vacated his office, subject to the Committee so resolving.
9. Casual vacancies for a new session or incoming session will be filled by the candidate with the next highest number of votes. If there is no such candidate, refer Rule 16.
10. Full position for the new session of the Branch Committee is to be reported at the AGM.

APPOINTMENT OF PAST CHAIRMAN

Nomination of Immediate Past Branch Chairman and Past Branch Chairman

1. *Rule 3*

- The Immediate Past Chairman or if he is not available, the most recent Past Chairman available (to be appointed by the Committee)

Note: Only Immediate Past Chairman will serve as a member of the Branch Committee for each session. Other Past Chairmen could be invited as Observers with no voting rights.

2. *Two meetings before the AGM*

If the Chairman is invited to serve in the Committee for a second session, invitation to be extended to the current serving Immediate Past Chairman to continue to serve in the same capacity.

If the Chairman is to retire. Then he is invited to serve in the capacity as Immediate Past Chairman in the new session.

3. Should the Chairman decline then the most recent Past Chairman would be invited to serve in this capacity.

SAMPLE LETTERS FOR NOMINATION AND ELECTION



**To All Corporate Members of
XXXXXX Branch**

NOMINATION FOR ELECTION TO FILL VACANCIES IN EXECUTIVE COMMITTEE OF IEM (XXXX BRANCH) FOR SESSION <<xx/yy>>

1. The Executive Committee meeting held on <<DATE>> had unanimously appointed me to be Election Officer for the proper conduct of election to fill Committee vacancies for Committee session <<XX/YY>>.
2. In accordance with the Clause 9 & 13 of the Branch's Rules, the Executive Committee meeting held on <<date>> re-elected the current Chairman, <<Name>> as Chairman of IEM xxxxx for Session <<xx/yy>>.
3. The Executive Committee meeting held on 28th December 2016 also confirmed that as a result of Committee members retiring at the end of Session 2016/2017, the following vacancies will arise for Session 2017/2018.

Post No. of Vacancies

Vice Chairman 1
Hon. Secretary 1
Hon. Treasurer 1
General Members 2

4. The relevant abstracts from the Constitution and Bylaws which give the details of the Composition, office tenure, nomination and election of committee are provided for your easy reference in Appendix "A" attached herewith.

5. The following Committee Members shall be retiring at the end of the Session 2016/2017:

Post	Name	Session Served	Remarks
Vice Chairman	Ir. Xxxxx	2013/2014, 2014/2015 2015/2016, 2016/2017	Not Eligible for re-election to same post
Hon. Secretary	Ir. Xxxxxx	2015/2016, 2016/2017	Eligible for re-election to same post
Hon. Treasurer	Ir. Xxxxxx	2015/2016, 2016/2017	Eligible for re-election to same post
General Member	Ir. Xxxxxx	2013/2014 , 2014/2015 2015/2016, 2016/2017	Not Eligible for re-election to same post
General Member	Ir. Xxxxxx	2013/2014 , 2014/2015 2015/2016, 2016/2017	Not Eligible for re-election to same post

6. In accordance with Clause 16 of the Branch's Bylaws and Regulations, nominations to fill vacancies in the Committee as stated in paragraph 3 above are invited from amongst Corporate Members. Any three Corporate members may nominate any other Corporate Member as a candidate for inclusion in the attached Nomination Form by sending such nomination in writing together with the written consent and the Bio-data (See format attached) of the person so nominated in the envelope with words "Confidential Nomination Paper" written on the top left corner of the envelope to Hon. Secretary, The Institution of Engineers Malaysia (xxxxxxx Branch), at Address xxxxxxxxxxxx, to reach him not later than 12 noon on Wednesday, 15th March 2017.

7. No corporate members shall propose or second more than two nominations in any one election.

Ir. XXXXX FIEM PEng
Election Officer (2017/2018) 22nd February 2017

Ref: IEM(XXXX) ref : 16-17/132
22nd February 2017



The Institution of Engineers, Malaysia
(XXXXXXX Branch)

BIO-DATA OF CANDIDATE FOR THE OFFICE BEARERS : 2017/2018

Note : Candidates are encouraged to use this format, and to restrict the information supplied under items 9, 10, 11 and 12 altogether not to exceed 350 words.

1. Name : _____

2. H/P No : _____ Age : _____

3. Year of Election of Corporate Membership Member : _____ Fellow : _____

4. Academic Qualifications : _____

5. Professional Affiliations : _____

6. Decorations, Awards, etc. : _____

7. Position or Title of Current Employment : _____

8. Current Employer & Address

9. Brief description of career and experience

10. Special field of interest

11. Other information (involvement in Committees, Organisations etc.)

12. Pledge

- I undertake to attend Branch Committee meetings if I am elected.

Signature of Candidate

Date

NOMINATION FORM

ELECTION TO FILL VACANCIES IN THE BRANCH COMMITTEE FOR SESSION <<session>>

1. Please read the accompanying Circular carefully before filling this form.
2. The Nomination Form shall be duly completed. The name of the candidate, proposer and seconders shall be registered Corporate Members of The Institution of Engineers, Malaysia. Failure to comply with the requirements shall render the nomination invalid.
3. The Candidate's signature under the "Signature" column shall signify his consent to being nominated for election to the post against which his name and signature appear.
4. This Form together with the bio-data in respect of the candidate(s) nominated shall be submitted in an envelope marked "Confidential Nomination Paper" and sent to the **Honorary Secretary, The Institution of Engineers Malaysia XXXXX Branch, address : xxxxxx to reach him not later than <<time>> on <<date>>.**

<i>Post</i>	<i>Name (Block Capitals) as appeared in IEM Register</i>	<i>M'ship No.</i>	<i>Grade of M'ship</i>	<i>Signature</i>
VICE CHAIRMAN	Candidate :			
	Proposer :			
	Secunder (1) :			
	Secunder (2) :			
HONORARY SECRETARY	Candidate :			
	Proposer :			
	Secunder (1) :			
	Secunder (2) :			
HONORARY TREASURER	Candidate :			
	Proposer :			
	Secunder (1) :			
	Secunder (2) :			
COMMITTEE MEMBER	Candidate:			
	Proposer:			
	Secunder (1):			
	Secunder (2):			



Ref: IEM(XXXX) ref : 16-17/168

3rd April 2017

TO ALL CORPORATE MEMBERS
ELECTION TO FILL VACANCIES FOR COMMITTEE SESSION 2017/2018

1. Pursuant to my circular letter, **Ref: IEM(XXXB)16-17/132** dated 22nd February 2017 inviting nominations for the above, the following nominations for Committee vacancies for session 2017/2018 were received by 12 noon on 15th March 2017.

Vice Chairman

(1 vacancy for sessions 2017/2018 and 2018/2019)

- | | | |
|----|-----------|----------|
| 1. | Ir. ABCDE | (M12345) |
| 2. | Ir. XYZ | (F54321) |

Hon Secretary (1 vacancy for session 2017/2018)

- | | | |
|----|----------|----------|
| 1. | Ir. MLIF | (M11111) |
|----|----------|----------|

Hon Treasurer (1 vacancy for session 2017/2018)

- | | | |
|----|----------|----------|
| 1. | Ir. GHFS | (M98765) |
|----|----------|----------|

General Committee Member (2 vacancies for session 2017/2018 and 2018/2019)

- | | | |
|----|-------------|-----------|
| 1. | Ir. GHFS | (M98765) |
| 2. | Ir. XXXXX | (F2345) |
| 3. | Ir. YYYYYY | (M54545) |
| 4. | Ir. ZZZZZZ | (M99741) |
| 5. | Ir. RRRRRRR | (M99999) |
| 6. | Ir. VVVVV | (M236789) |

2. The Executive Committee at its meeting on 22nd March 2017 considered and accepted the report of the Election Officer on the nominations received.

3. UNOPPOSED CANDIDATES

As a result of the above, the following candidates were returned unopposed for the respective office:

Hon Secretary (1 vacancy for session 2017/2018)

- | | | |
|----|----------|----------|
| 1. | Ir. MLIF | (M11111) |
|----|----------|----------|

Hon Treasurer (1 vacancy for session 2017/2018)

- | | | |
|----|----------|----------|
| 1. | Ir. GHFS | (M98765) |
|----|----------|----------|



The Institution of Engineers, Malaysia
(XXXXXXX Branch)

4. Names of candidates for Balloting

Consequent to the above, balloting would be conducted for the following offices:-

Vice Chairman (1 vacancy for 2 sessions 2017/2018 and 2018/2019)

- | | | |
|----|-----------|----------|
| 1. | Ir. ABCDE | (M12345) |
| 2. | Ir. XYZ | (F54321) |

General Committee Member (2 vacancies for 2 sessions 2017/2018 and 2018/2019)

- | | | |
|----|-------------|-----------|
| 1. | Ir. GHFS | (M98765) |
| 2. | Ir. XXXXX | (F2345) |
| 3. | Ir. YYYYYY | (M54545) |
| 4. | Ir. ZZZZZZ | (M99741) |
| 5. | Ir. RRRRRRR | (M99999) |
| 6. | Ir. VVVVV | (M236789) |

5. In accordance with the Branch's Bylaws and Regulations, Ballot Paper and self-addressed envelope are forwarded herewith. You are requested to vote by entering either "X" or "√" against the names of the respective candidates in the Ballot Paper which should be returned in the sealed self-addressed envelope (provide for the purpose) and to reach the Hon. Secretary at the IEM **(XXXX B) Secretariat not later than 12 noon, Monday, 24th April 2017.**

6. Ballot Paper to be valid must be returned **INTACT** to the Hon Secretary IEM**(XXXB)**

A Ballot Paper shall be considered invalid if it contains one or more of the following :-

- (i) more markings ("X" or "√") than the number of vacancies for the office
- (ii) any alterations or cancellations
- (iii) name, signature, writings or other markings

7. **Biodata of candidates for balloting are attached for your information and reference**

IR. XXXXXXXX PEng, FIEM
Election Officer (2017/2018)



The Institution of Engineers, Malaysia
(XXXXXXX Branch)

Page 1 of 7

**CONTENTS
OF
BIODATA OF CANDIDATES FOR BALLOTING OF COMMITTEE ELECTION 2017/2018**

Post	No. of Vacancies	Candidates	Page No.
Vice Chairman (2 Candidates)	1	Candidate 1 Candidate 2	2 2
General Committee Member (6 Candidates)	2	Candidate 1 Candidate 2 Candidate 3 Candidate 4 Candidate 5 Candidate 6	3 3 4 4 5 5

KEY TO CANDIDATE BIODATA

1. Name
2. Academic Qualifications
3. Professional Affiliations
4. Decorations, awards, etc.
5. Position or Title of Current Employment
6. Current Employer & Address
7. Brief Description of career and experiences
8. Special Field of Interest
9. Other information (involvement in Committees, Organization etc.)
10. Pledge

****Details of Biodata were as submitted by the Candidates***

BIODATA OF CANDIDATES FOR BALLOTING OF COMMITTEE ELECTION 2017/2018**Vice Chairman – One (1) vacancy**

1.	Candidate 1	1.	Candidate 2
2.	Xxx	2.	Xxx
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.	<p>I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.</p> <p>I confirm that I comply with the requirements of Article 5.13 of the Constitution</p> <p>I would like to enhance the image of the IEM (XXXX Branch) to be a respected Non-Government Organisation to represent the interest of our engineers and to promote the profession of engineers at large.</p>	10.	<p>I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.</p> <p>I confirm that I comply with the requirements of Article 5.13 of the Constitution.</p> <p>If elected, I will do my best to raise the image of the Engineering profession in society. At the same time, I hope to create awareness of the Engineering Profession to public. I also wish to promote cohesiveness among the members of this institution. I hope to encourage more youth to join our Profession.</p>

BIODATA OF CANDIDATES FOR BALLOTING OF COMMITTEE ELECTION 2017/2018**Hon Secretary – One(1) vacancy**

1.	Candidate 1	1.	Candidate 2
2.	Xxx	2.	Xxx
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.	<p>I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.</p> <p>I confirm that I comply with the requirements of Article 5.13 of the Constitution</p> <p>I would like to enhance the image of the IEM (XXXX Branch) to be a respected Non-Government Organisation to represent the interest of our engineers and to promote the profession of engineers at large.</p>	10.	<p>I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.</p> <p>I confirm that I comply with the requirements of Article 5.13 of the Constitution.</p> <p>If elected, I will do my best to raise the image of the Engineering profession in society. At the same time, I hope to create awareness of the Engineering Profession to public. I also wish to promote cohesiveness among the members of this institution. I hope to encourage more youth to join our Profession.</p>

BIODATA OF CANDIDATES FOR BALLOTING OF COMMITTEE ELECTION 2017/2018**Hon Treasurer – One (1) vacancy**

1.	Candidate 1	1.	Candidate 2
2.	Xxx	2.	Xxx
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.	I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.	10.	I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.
	I confirm that I comply with the requirements of Article 5.13 of the Constitution		I confirm that I comply with the requirements of Article 5.13 of the Constitution.
	I would like to enhance the image of the IEM (XXXX Branch) to be a respected Non-Government Organisation to represent the interest of our engineers and to promote the profession of engineers at large.		

BIODATA OF CANDIDATES FOR BALLOTING OF COMMITTEE ELECTION 2017/2018**General Committee Member – Two (2) vacancies**

1.	Candidate 1	1.	Candidate 2
2.	Xxx	2.	Xxx
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.	I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.	10.	I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.
	I confirm that I comply with the requirements of Article 5.13 of the Constitution		I confirm that I comply with the requirements of Article 5.13 of the Constitution.
	I would like to enhance the image of the IEM (XXXX Branch) to be a respected Non-Government Organisation to represent the interest of our engineers and to promote the profession of engineers at large.		

BIODATA OF CANDIDATES FOR BALLOTING OF COMMITTEE ELECTION 2017/2018**General Committee Member – Two (2) vacancies**

1.	Candidate 3	1.	Candidate 4
2.	Xxx	2.	Xxx
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.	<p>I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.</p> <p>I confirm that I comply with the requirements of Article 5.13 of the Constitution</p> <p>I would like to enhance the image of the IEM (XXXX Branch) to be a respected Non-Government Organisation to represent the interest of our engineers and to promote the profession of engineers at large.</p>	10.	<p>I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.</p> <p>I confirm that I comply with the requirements of Article 5.13 of the Constitution.</p>

BIODATA OF CANDIDATES FOR BALLOTING OF COMMITTEE ELECTION 2017/2018

General Committee Member – Two (2) vacancies

<p>1. Candidate 5</p> <p>2. Xxx</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p> <p>10. I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.</p> <p> I confirm that I comply with the requirements of Article 5.13 of the Constitution</p>	<p>1. Candidate 6</p> <p>2. Xxx</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p> <p>10. I undertake to attend Committee meetings if I am elected and I shall vacate the office if I am absented either from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.</p> <p> I confirm that I comply with the requirements of Article 5.13 of the Constitution.</p> <p> I would like to enhance the image of the IEM (XXXX Branch) to be a respected Non-Government Organisation to represent the interest of our engineers and to promote the profession of engineers at large.</p>
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SECTION 12

DUTIES OF VARIOUS POSITIONS IN THE BRANCH AND ITS AUTHORITY

Chairman

The Chairman shall take the Chair at all meetings of the Branch and of the Committee at which he is present, and shall regulate the proceedings. The Chairman being the head of the Committee shall be the Chief Executive Officer of the Branch and shall have general supervision over the affairs of the Branch. He shall preside at the Annual General Meetings, Special General Meetings and important meetings of the Branch

Vice Chairman

In the absence of the Chairman, one of the Vice Chairman appointed by the Chairman shall preside at General and Committee meetings and shall regulate the proceedings. In the absence of the Chairman and the Vice Chairman the meeting may elect any member of the Committee to take the Chair.

One of the Vice Chairman so appointed shall act for the Chairman in his absence. He shall succeed the Chairman in the event of the Chairman's post failing vacant prior to an election.

Honorary Secretary

It shall be the duty of the Honorary Secretary under the direction of the Committee, to conduct the correspondence of the Branch, to attend the Committee meetings of the Branch, to take minutes of the proceedings of such meetings, to read the minutes of the preceeding meeting and such communications as may be ordered to be read, and to have charge of the library. He shall be in charge of all persons employed by the Branch, and shall generally conduct the ordinary business of the Branch.

Honorary Treasurer

It shall be the duty of the Honorary Treasurer to take charge of all financial matters of the Branch and the preparation of the accounts, the expenditure of the funds as approved by the Committee, and to present all accounts to the Committee for inspection and approval. He shall forward to the Honorary Secretary of The Institution on request, any document or copy thereof, which may be required for the information of the Council.

Committee Members

Undertake to attend Committee meetings and not to be in absent from four consecutive Committee Meetings or from more six meetings of Committee in current sessional year, subject to Committee so resolving in accordance with Clause 21 of the Branch's Bylaws & Regulations.

Members of the Committee and every person performing executive functions in the Branch Committee shall be Malaysian citizens domiciled and permanently residing in Malaysia. The Council's interpretation of "domiciled and permanently residing" shall be final. All members of the Branch Committee shall be considered to be performing executive functions of Branch for the Institution.

CHAPTER 4

SECTION 13

PROCEDURE FOR ISSUING NOTICE AND CONDUCT OF BRANCH COMMITTEE MEETINGS

Procedure

- Fix date of meeting
- Notice of meeting to be sent out ten days before date of meeting either by email or letter.
- Reminders: - email one or two days before date of meeting; or sms messages on the morning of the day of meeting
- Prepare Attendance List for the meeting - to be done at least 2 days or on the morning of the day of meeting
- Ensure that notice is placed on the Noticeboard and updated with regard to meeting for the day
- Ensure that refreshments and meeting room is prepared for the meeting.

- Agenda is prepared before the meeting. Print sufficient copies for members who had confirmed attendance.
- Prepare a few copies of minutes of meeting to be given to members who forgot to bring their copies.

Type of meetings

Sub-Committee Meetings/Section Meetings

Branch Committee Meetings

Ordinary Meetings

Special General Meetings

Annual General Meetings

Sub-Committee Meetings/Section Meetings

The Sub Committee and Sections must be set up and approved by the Branch Committee before it can proceed with its function. The scope of work of the sub-committee/section must be clearly defined. Section means the Young Engineers group, the Woman engineer group, the student group etc. as specified in the IEM Constitution and has a similar section already set up in the IEM Headquarters for the section to work with and rapport. The Sub Committee and sections of the branch will report to the Branch Committee

The Branch Committee may appoint from time to time, other Committees of the Branch or Ad Hoc Committees chosen from amongst members of the Branch and where special circumstances prevail, from amongst other members of Institution.

Branch Committee Meetings

The decision of the Committee on all matters dealt with by them in accordance with the provisions of these Rules, and such Resolutions as aforesaid shall be final and binding on all members of the Branch. Meetings are to be conducted regularly to manage the affairs of the Branch. Such meetings shall be not less frequent than once in every two (2) months. At least ten(10) days advance notice shall be given for each meeting.

The Committee shall meet as often as the affairs or business of the Branch may require and, at any meeting, five (5) members shall constitute a quorum. In the event of a quorum not being present within sixty (60) minutes of the hour fixed for the commencement of the meeting, the meeting shall stand adjourned to the same place and the same day and hour in the following week, when the Corporate Members, present, whatever their number, shall constitute a quorum.

Ordinary Meetings

It shall be in the power of the Committee to arrange for meetings or any Ordinary meetings, of the Branch for the discussion of engineering subjects, and the reading of technical papers under such rules as the Committee may prescribe from time to time, provided that no other business of any kind shall be transacted at such meetings. The Ordinary Meetings shall be held at such time as may be appointed by the Committee.

Subject to the provisions of the Rules of the Branch, the Meeting of the Branch shall be conducted as prescribed by the Committee from time to time.

Each member of whatever class shall have the privilege of introducing, at any Ordinary Meeting, two (2) guests to be present thereat, by furnishing each with a signed card of introduction, according to a form provided.

No question shall be discussed, or motion be made, at any Ordinary Meeting, relating to the direction and management of the Branch, such direction and management being vested in the Committee, subject to the provisions of the Rules, and of the Resolutions of Special General Meeting.

Special General Meetings

The Branch Committee may at any time call a Special General Meeting of Corporate Members for a specific purpose relating to the direction and management of the concerns of the Branch or for any other special businesses for which such meetings may be convened. The SGM can be called for the purpose of making, altering and establishing Rules of the Branch .

The notice for the Special General Meeting shall be circulated to the Corporate Membership at least twenty-one (21) days before such meeting. Such notice shall specify the general nature of the matters to be brought before and the resolutions (if any) to be moved at such meeting and none other than that business shall be transacted at that meeting.

All Corporate Members shall have the right to attend and vote at that meeting.

In the event of the Branch Committee deeming it desirable that the votes of Corporate Members of Branch not present at any Special General Meeting be taken into account by means of voting papers, notice of the Special General Meeting in question containing particulars of the Resolutions to be submitted to the meeting, shall be posted by the Honorary Secretary of The Branch together with the voting paper to each Corporate Member of the Branch, at least twenty-one (21) days before the date of the Special General Meeting, in an envelope marked as being from the Branch and addressed to each Corporate Member for the time being appearing on the books of the Branch. There is a provision for this in the IEM Bylaws.

The Committee may at any time call a Special General Meeting of Corporate Members for a specific purpose relating to the direction and management of the concerns of the Branch, and the Committee are at all times bound to do so on a requisition in writing of one-third of the total Corporate Membership or ten (10) Corporate Members whichever is the lesser. Such requisition shall state the matters to be brought before the Resolutions (if any) to be moved at such Special General Meeting.

In either case (subject to these Rules) a notice shall be sent to all Corporate Members at least twenty-one (21) days before the date appointed by the Committee for such Special General Meeting, and the notice shall specify the general nature of the matters to be brought before and the Resolutions (if any) to be moved at such meeting, and no other than that business shall be transacted at that meeting. All Corporate Members shall have a right to attend and vote, and one-third of the total Corporate Membership or 10 (ten) Corporate Members personally present shall constitute a quorum, and each such member personally present shall have one (1) vote. In the event of a quorum not being present within sixty (60) minutes of the hour fixed for the

commencement of the meeting, the meeting shall stand adjourned to the same place and the same day and hour in the following week, when the Corporate Members present, whatever their number, shall constitute a quorum. (Extracted from Rules of the Branch)

No Resolutions other than the Resolutions as circulated for the purpose of a postal vote and no amendment or variation of any such Resolution shall be proposed or voted upon at the meeting.

Annual General Meetings

The Annual General Meeting of the Branch shall be held during the final quarter of the year on a date to be fixed by the Committee, to receive and deliberate upon the Annual Report of the Committee, the Annual Statement of Accounts, to receive the report of the Scrutineers, to appoint Internal and External Auditors for the ensuing year, and to consider any other business which the Committee may put forward to this meeting.

Not less than six (6) weeks' notice shall be given to Corporate Members of the Annual General Meeting. At least one-third of the total Corporate Membership or ten (10) Corporate Members, whichever is the lesser shall be present at every Annual General Meeting for its proceeding to be valid. In the event of a quorum not being present within sixty (60) minutes of the hour fixed for the commencement of the meeting, the meeting shall stand adjourned to the same place and the same day and hour in the following week, when the Corporate Members, present, whatever their number, shall constitute a quorum.

The Annual General Meeting of the Branch shall be held not later than the stipulated month of each year on a date and at such time and place as the Branch Committee may determine.

The notice for the Annual General Meeting shall be circulated to the general membership at least four (4) weeks before the Annual General Meeting.

The business of the Annual General Meeting shall include the presentation of the Report of Branch Committee of the transactions of the past year and the audited financial statements of account, the declaration of the results of the ballots for the election of Officers of the Branch, the election of the internal auditors, the appointment of external auditors, the appointment of the Branch Chairman and the consideration of any other business as provided for in these Rules of the Branch.

Generally in all Meetings

In an event of a quorum not being present within sixty-minutes (60) of the hour fixed for the commencement of a meeting, the meeting shall stand adjourned to the same place and the same day and hour in the following week, when the Corporate Members present, whatever their number, shall constitute a quorum.

The accidental omission to send notice of a meeting to or the non-receipt of a notice by any member shall not invalidate the proceedings at the meeting.

SECTION 14

VOTING AT MEETINGS

VOTING AT BRANCH MEETINGS

At the meetings of the Branch Committee decisions shall be by majority vote of the Committee members present.

Only Corporate Members of the Branch Committee actually and rightfully present at any meeting of the Branch Committee shall have the right to vote on any motion before such meeting.

The Graduate Members serving in the Committee as representatives of the Section or the observers/auditors shall have no right to vote.

Each member of the Branch Committee present shall have one vote, and if there is equality of votes, the Chairman or person presiding shall have a second or casting vote.

One half or more of the voting members of the Branch Committee shall constitute a quorum. In the event that a member of the Committee is unable to attend a meeting, he/she may put out the views to the Committee but will not have the right to vote.

Voting on any motion before such meeting shall be by voices, except that any Corporate Member present at such meeting may require a show of hands and any ten per cent (10%) of the Corporate Members present at such meeting may require a secret ballot. (Refer: Section 7.23 of IEM Bylaws)

VOTING AT GENERAL MEETINGS

At all General Meetings subject to the provisions of Rule (52){Amendments to Rules of the Branch}, question shall be decided according to the majority of votes properly cast thereat, and in the case of equality of votes, the Chairman or other person presiding shall have a second or casting vote.

Under Rule 52

Any proposal involving the enactment of any new Bylaws or the alteration of the Rules shall not be carried except by a two-third majority vote expressed at a Special General Meeting called for the purpose or by ballot.

The Branch shall not amend its Rules without the prior approval of the Council of The Institution of Engineers, Malaysia, and when so adopted shall become effective upon approval of the Registrar of Societies where the Branch is located.

Only Corporate Members actually and rightfully present at any meeting of the Committee and shall have the right to vote on any motion before such meeting.

Based on the IEM Bylaws, voting on any motion before such meeting shall be by voices, except that any Corporate Member present at such meeting may require a show of hands and any ten per cent (10%) of the Corporate Members present at such meeting may request a secret ballot.

Except as provided in the Rules, all questions shall be decided in the Committee by a majority vote of those present and having a right to vote.

In the event of the Scrutineers being unable to report the election of members of the Committee, owing to an equality of votes, the Chairman of the Annual General Meeting shall decide which of the persons who have received equal votes shall be deemed to be elected

VOTING AT SPECIAL GENERAL MEETING

In the event of the Committee deeming it desirable that the votes of Corporate Members of the Branch not actually present at any Special General Meeting should be taken into account by means of voting papers, notice of the Special General Meeting in question containing particulars of the Resolutions to be submitted to the meeting, shall be posted by the Honorary Secretary of the Branch, together with voting paper to each Corporate Member of the Branch, at least twenty-one (21) days before the date of the Special General Meeting, in an envelope marked as being from the Branch and addressed to each Corporate Member at the address of the Corporate Member for the time being appearing on the books of the Branch.

The Honorary Secretary shall also send in such envelope an intimation of the last date by which the voting paper must be returned to him and an envelope addressed to the Honorary Secretary for the return of the said voting paper.

The Corporate Member on receipt of his voting paper, if he is unable to be present to vote at the Special General Meeting, shall record his vote and return the voting paper through the post to the Honorary Secretary by the date indicated on the paper.

Each voting paper so received by the Honorary Secretary shall, three (3) days before the date of the Special General Meeting, be handed by him to the Chairman of the Meeting, and the vote given thereby shall be duly counted at the meeting by or under the direction of the Chairman during the counting of the votes cast by the Corporate Member entitled to vote at such meeting; provided that if a Corporate Member who has duly recorded his vote upon a voting paper as aforesaid shall be present at the meeting, such recorded vote may be counted or if the Chairman of the meeting shall so direct, the Corporate Members shall be entitled to withdraw such recorded vote and to vote at such Special General Meeting, but in no case shall he be entitled to vote twice. The decision of the Chairman upon any question as to the right to vote or the manner of voting or the recording or counting of votes shall be final.

No Resolutions other than the Resolutions as circulated for the purpose of a postal vote and no amendment or variation of any such Resolution shall be proposed or voted upon at the meeting.

SECTION 15

RESOLUTIONS AT MEETINGS

No question shall be discussed, or motion be made, at any Ordinary Meeting, relating to the direction and management of the Branch Committee, such direction and management being vested in the IEM Council, subject to the provisions of the IEM Constitution and Bylaws, and of the Resolutions of Special General Meetings.

All resolutions of Special General Meetings or Meetings of Corporate Members, which have been duly summoned and held in accordance with the Rules of the Branch, have to be clearly and properly recorded as well as duly entered in the minutes and signed by the Chairman of the Meetings.

A resolution can be proposed at a Branch meeting or any Meetings subject to the resolution having a proposer and a seconder before the resolution is to be discussed openly.

The resolution can then be voted upon after all members present at the meeting had presented their views or stand on the issue. In the case of Branch Committee meetings, the voting on the resolution can be done on the same day as the resolution is proposed. The Chairman or the acting Chair of the meeting of the Branch Committee has the prerogatives and can deferred the voting of the resolution to the following meeting, providing reasons for the aforesaid action. When such decision of postponement is carried out, the voting of the resolution at the next meeting should be mentioned in the notice of meeting to keep members informed and to be present for the voting.

The accidental omission of not including the announcement of the voting in the notice of a meeting to or the non-receipt of a notice by any member containing the resolution shall not invalidate the proceedings at the meeting nor stop the resolution to be voted upon.

SECTION 16

AMENDMENTS TO BRANCH RULES

The Rules of the Branch can be amended only at the Annual General Meeting or at a Special General Meeting hereinafter referred to as General Meetings. Amendment of the Branch Rules can be proposed by the Branch Committee to the Council of the IEM.

However there is a need for the Branch Rules to be similar amongst the Branches.

Any changes must be presented to the IEM Headquarters for approval.

Written notice on the proposed wordings to the change of the Rule must be sent to the Honorary Secretary of the Institution.

Once the amendment of the Rules is approved by the IEMM Council, the Branch will present the rules to the AGM or SGM of the Branch. The Rules will then be voted upon and any proposal for further changes has to be reverted back to the IEM Council.

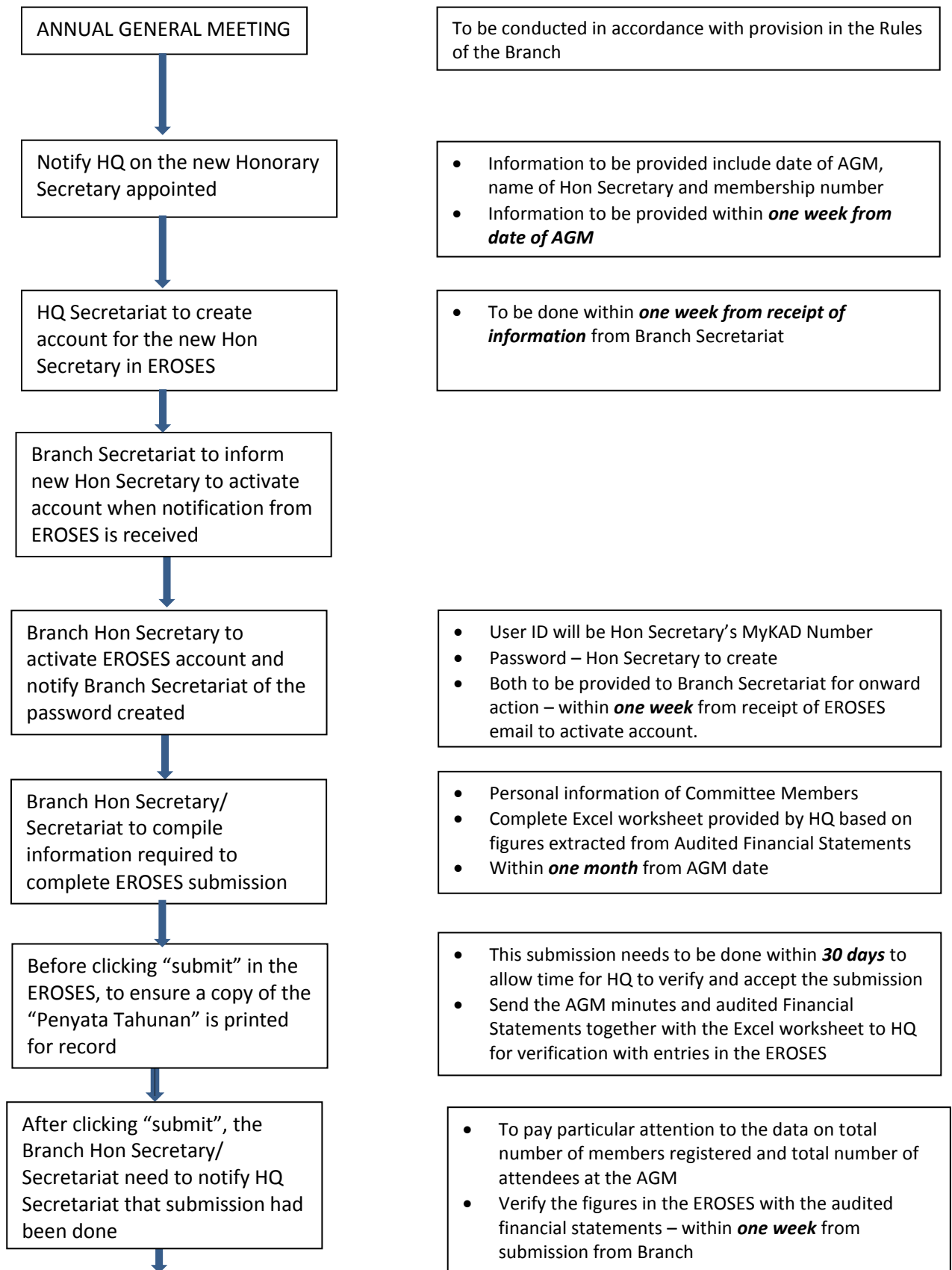
CHAPTER 5

SECTION 17

STATUTORY REQUIREMENTS – REGISTRATION WITH ROS

Important Notes

1. Annual returns must be keyed in within 60 days from AGM
2. ROS portal – www.eroses.gov.my



HQ Secretariat to check and verify all entries in the Branch submission



HQ Secretariat upon satisfactory verification of information/data will accept the submission in the EROSES



Branch renewal with ROS is therefore complete. HQ Secretariat to print one copy of the Penyata Tahunan for filing.

- All to be completed within **60 days** of the Annual General Meeting

NOTE: Refer Excel worksheet provided by HQ to complete the submission on financial position.

SECTION 18

PURCHASE & DISPOSAL OF BRANCH PROPERTIES

Guidelines on Purchase of Branch Property/Land

1. All properties shall be under the ownership of The Institution of Engineers, Malaysia (IEM), except on extenuating circumstances especially where State or Federal Land Laws are involved, then the Branch could be named as the Direct Owner with the approval of the IEM Council.
2. The IEM may provide funding up to 50% of the cost of the property/land subject to prior approval of the IEM Council.
3. The Branch Property/Land shall be held in the name of The Institution of Engineers, Malaysia (IEM). The President, Deputy President and Hon. Secretary of IEM are to sign all necessary documents pertaining to the purchase as per the IEM Constitution. All legal matters pertaining to the purchase shall be handled by HQ.
4. Branches shall be required to submit a viable cash flow and project report for approval of Standing Committee on Finance before presentation to the IEM Excomm and Council for consideration.
5. Periodic reports should be provided by the Branch Committee to IEM as well as members of the Branch on the progress of the purchase.
6. The branch may purchase any property upon the approval of the IEM Council but the branch shall not sell, mortgage, exchange or otherwise dispose of any such immovable property without the approval of the IEM Council and thereafter by confirmation via votes of Corporate Members of IEM.
7. Both the IEM Headquarters and the Branch will be jointly and equally responsible for any defaults in the payment by the Branch on any loans taken on the property.
8. The Branch shall contribute by way of raising funds to cover for bank loan instalments and/or payment claims made by contractor for the building.

Introduced June 1992

First Revision February 2002

Second Revision January 2015

Additional clauses proposed in RED above and below:

9. The property would be recorded as asset in the books of IEM HQ. Should there be any rental proceeds etc from the property, recording of the rental proceeds would also be taken up in the books of IEM HQ. Branch to do the necessary rationalization under the approved accounting guidelines. Any GST payable for the purchase would also be recorded as Input Tax in HQ's books.
10. After the purchase, should the property/land be rented out, rental shall include GST payable by the tenant. HQ will be responsible to issue Tax Invoice for the rental and GST would be recorded as output tax in the books of HQ.

Guidelines on Disposal of Branch Property/Land

1. IEM Constitution Article 6.3 states that:

The Council and/or a branch (where authorised by the Council) may purchase any property movable or immovable and to take, accept and hold any such property which may become vested in it by virtue of such purchase, or by any exchange, grant, donation, lease, testamentary disposition or otherwise; provided that the Council may not sell, mortgage, exchange or otherwise dispose of any such immovable property, without the confirmation by votes of Corporate Members.

2. As such, for all disposal of properties by any Branch of IEM, the following procedures are to be adhered to:

- (i) The Branch shall present to IEM Council the proposal to dispose the property
- (ii) Upon approval from Council, the Branch shall hold an SGM to seek approval of the Branch members for the property to be disposed.
- (iii) Upon approval by the Branch SGM, HQ will proceed to arrange balloting for consent from all Corporate Members of the Institution.
- (iv) Letter to Corporate Members enclosing the ballot paper must contain the following information:
 - Reason for the disposal
 - Information on the property such as area/size, location, latest valuation done
 - Value for which the property was purchased
 - Value for which the property is to be disposed
- (v) A period of one month to be allocated for return of ballot paper.
- (vi) All legal matters pertaining to the disposal shall be handled by IEM HQ.

3. Proceeds from the disposal of Branch properties.

- 3.1 The mode of calculating the share would depend on the nature of the sale whether the property is sold in order for the Branch to invest in another property or purely for realization of profits.

- 3.2 If the sale is to enable the Branch to invest in another property, then the proceeds from the sale would go towards the purchase of the new property. If there is gain after the purchase of the new property, clause 3.3 will come into force. In the event of a loss, clause 3.4 (iii) will come into force. If there is insufficient fund for the purchase of the new property, then the procedure on purchase of Branch property will be referred.

- 3.3 Any gain from the proceeds of the sale after deducting the investment needed for the bigger property shall be shared between HQ and the Branch in the same proportion as the initial investment.

- 3.4 If the property is disposed purely with the intention of realization of profit, then the following applies:

- i. first to return the initial investment contributed respectively to HQ and the Branch.
- ii. gain from the disposal to be share in accordance with the proportion of the initial investment.

- iii. if in the remote scenario, where the disposal result in a loss, then the loss will be share in the same proportion as the investment.

3.5 GST will be chargeable on the selling price of the property/land and will be recorded as output tax in the books of HQ.

Prepared on 28 October 2016 Revised on 30 November 2016

SECTION 19

MOU REQUIREMENTS

1 Purpose of Signing an MoU

The Branch must identify the purpose for signing an MoU with any party. Before embarking on the signing of any MoU, the following facts must first be determined:

- Who is to be the owner/champion/person-in-charge of the MoU?
- What is the purpose of signing the MoU with the other party?
- What mutual activities are intended?
- Will there be costs or benefits to IEM?

The Branch is to note that all MoUs must be signed by the IEM President on behalf of The Institution. Thus MoUs cannot be signed in the name of the Branch. However the Branch Chairman can sign the MoU as a witness particularly if the MoU was initiated by the Branch.

2 Types of MoUs

In general there are several types of MoUs signed by IEM follows:

- MoUs with Overseas Engineering Institutions – to be handled by IEM HQ
- MoUs with Local Councils
- MoUs with Corporations – to be handled by IEM HQ
- MoUs with Universities – to be handled by IEM HQ

2.1 *MoUs with Overseas Engineering Institutions* – to be strictly handled by IEM HQ

Such MoUs are signed to facilitate speakers (in some cases the visiting President) from the renowned overseas engineering institutions to deliver Talks to IEM members while such speakers were on their visits to their Branches or Chapters in Malaysia. IEM also received the exchange of useful and invaluable publications from the said organisations for the IEM library.

2.2 *MoUs with Local Councils*

Such MoUs are signed for joint activities such as to conduct a joint Public Forums on urban matters such as public transportation, town planning and flood mitigation. Branches are encouraged to initiate and champion such MoUs. The MoU template is attached herein.

2.3 *MoUs with Corporations* - to be strictly handled by IEM HQ

As a learned society and professional institution, the general policy of IEM is not to sign any agreement for a commercial purpose.

However IEM may sign an MoU with a commercial organisation for recruitment of their staff as members of IEM. The MoU is under the purview the Membership Drive and Promotions Committee (MDP) under the APT Standing Committee.

2.4 *MoUs with Universities/Institutions of Higher Learning*

The MoUs were for recruitment of engineering students as members of IEM. The MoUs are under the purview of the Membership Drive and Promotions Committee (MDP) under the APT Standing Committee. The Branches may initiate such MoUs but thereafter the MoU will be handled directly by IEM HQ.

TEMPLATES FOR THE RESPECTIVE MOUs CAN BE OBTAINED FROM IEM HQ SECRETARIAT

CHAPTER 6

SECTION 20

APPOINTMENT OF BRANCH INTERNAL AND EXTERNAL AUDITORS

The election of the Internal and the appointment External Auditors shall be carried out at the Annual General Meeting

Internal Auditor

Corporate Members present at the Branch Annual General Meeting shall be requested to propose and second fellow Corporate Members as Internal Auditors. Two Internal Auditors are to be elected per session. Nomination will be declared closed also by a proposer and a seconder before voting proceeds if there are more than the 2 nominees. Voting will following the voting procedure as listed in the Operation Manual for Branches.

External Auditor

When calling for quotations, it is under the Financial guidelines that at least three companies to be approached to submit their quotation. If it is on the renewal of the current auditing firm, then it will be based on the approval by the Branch Committee.

The name of the Audit firm is to be tabled to the Annual General Meeting for consent of its appointment/renewal.

SECTION 21

BRANCH SECRETARIAT

DUTIES, JOB SCOPE AND

PERFORMANCE APPRAISAL

RESPONSIBILITIES OF THE BRANCH SECRETARIAT

Finance

- Preparing the draft budget of the Branch;
- Preparing reports to the Branch Hon Treasurer on finance of the Branch;
- Administering the funds of the Branch derived from annual subsidy, registration fees collection from courses, seminars and income from activities of the Branch, and contribution from any other sources;
- Preparing statement of accounts to be communicated to Branch Committee members at least 4 times in a year.
- To close the Branch account in time for the preparation of the Financial statement at the end of the session AND to submit to HQ for amalgamation into the IEM Overall Annual Report.
- To finalise and get the internal and external auditor to complete the task in time for printing of the account into the annual report.

Administration / Publication

- Providing general administration and secretarial support to the Branch Hon Secretary; compiling and disseminating appropriate information;
- Preparing reports to the Branch activities and forward the report quarterly to the Council Branch Representative meeting. The same report can be compiled and send to the Headquarters for the IEM yearly Annual Report.
- Maintaining and updating the website of the Branch;
- Maintaining, updating and coordinating inputs from Branch members for the website;
- Providing support in conferences and symposia of regional interest and for event organized by the Branch Committee
- Liaising with the IEM Headquarters, national, regional and international engineering organizations to foster cooperation and information exchange;
- Administering the property belonging to the Headquarters but managed by the Branch, if any;
- Preparing and issuing the quarterly newsletter, "Branch News", and other publications.

Arrangements for meetings

- Providing support to the Hon. Secretary in terms of arranging meetings, preparing agenda, papers and minutes, and taking up follow-up actions decisions of meetings;
- Circulating the Minutes of each meeting to Members for information;
- Making appropriate arrangements for all the meetings to be carried out in the branch;
- Liaison with the host organization on the arrangement for the meetings and conference that the Branch Committee is participating;

Membership

- Assist in membership drive effort of the Head Office;
- Making consultation with the appropriate staff of Head office on submission of membership applications;
- Prepare nomination forms and letter of intent for Branch members interested to be nominated for awards of Head Office or outside/international organisations

PERFORMANCE VALUATION

Appraisee	Appraiser & Weightage		
	40%	30%	30%
Name of Staff	Hon Secretary	Hon Treasurer	Chairman

Appraisal proposal

- Scoring based on up to 3 Appraisers. Appraisers allowed to make recommendations different from scores obtained.
- Recommendation for salary increment and ex-gratia be based on scores obtained and subject to final approval of Branch Committee.

Benchmarking of scores for Appraisers		
Appraiser to decide		Scores
No increment	No increment	0-40
Normal increment	Normal increment	40-50
Merit increment	Merit 1 increment	50-65
	Merit 1 ½ increment	65-75
	Merit 2 increment	75- 85
	Merit 2 ½ increment	85- 95
	Merit 3 or more increment	>95

PERFORMANCE APPRAISAL REPORT

May be obtained from HQ HR/COO

ACKNOWLEDGEMENT

Version 01 (Rev 01) of this Manual was initiated by the Standing Committee on Corporate Affairs Session 2017/and completed in 2017.

Version -1 (Rev02) is the updated and consolidated documentation of procedures and policies in relation to Branches completed in October 2024.