

## **PUBLIC SECTOR ENGINEERS SPECIAL INTEREST GROUP (PSESIG) 8<sup>th</sup> PSESIG VIRTUAL ANNUAL GENERAL MEETING (AGM)**

Organised by: Public Sector Engineers Special Interest Group, IEM (PSESIG)

**DATE : 5<sup>th</sup> DECEMBER 2020 (SATURDAY) TIME : 9.00 A.M. – 10.30 A.M.**

BEM Approved CPD/PDP: 1.0 Hour Ref. no.: IEM20/HQ/193/AGM (w)

**The Annual General Meeting is conducted via VIRTUAL using ZOOM Platform.  
Pre – Registration is required in IEM Portal for this Event.**

### **STANDARD OPERATION PROCEDURES (SOPs)**

To comply with MKN's SOP of limited movement "IN" and "OUT" of an event, this Annual General Meeting shall be conducted via Virtual. Pre - Registration is REQUIRED via **ONLINE.**

### **ANNUAL GENERAL MEETING (AGM) PROCESS**

#### **1. DEVICES**

Please put your devices (PC/Laptop/IPad/Handphone etc.) in **SILENT MODE. UNLESS YOU WOULD LIKE TO SPEAK.** If you would like to CHAT, **PLEASE ONLY SEND THE CHAT MESSAGE TO THE AGM HOST.** Thank you.

#### **2. QUESTIONS BY PARTICIPANTS DURING AGMs**

Via Two (2) Methods

- a) **BY RAISE OF HANDS** and to wait for permission from the Chairman/Secretary to Talk

Members who would like to ask questions, please 'Raise Your Hand' in the Virtual Platform Icon and the Chairman shall request the members to announce he / her Full Name & Membership No. before proceeding with the question.

- b) **BY TYPE INTO THE CHAT BOX.** The Chairman / Secretary will see/read the Chat Box.

Members who would like to ask questions, please 'Type Your Question' in the Virtual Platform Chat Box and your Full Name & Membership No. follow with your question.

#### **3. ELECTIONS of the 7 POSTs (1 SECRETARY/TREASURER + 6 GENERAL MEMBERS) at the Annual General Meeting/s (AGM)**

- **1 vacancy** - Secretary/Treasurer - Corporate Members
- **6 vacancies** - General Members - 3 Corporate Members (minimum)

#### **4. NOMINATIONS**

- a) Nominations shall be made by Members of the Annual General Meeting/s (AGM) ONLY.
- b) Only the registered Members shall be the Nominee of any position/s.
- c) To ease the process of any nomination, it is advised that the Proposer is to seek consent from the

person they would like to nominate first, and the person must be a Registered Member attending the meeting. Please check with the Nominee PERSONALLY before nominating he/her name.

- d) The Proposer and the Secunder are requested to announce his/her (i) Full name & (ii) Membership No.

**NOMINATION** shall take place  
**Via One (1) Method**

- i) **BY RAISE OF HANDS** and to wait for permission from the Chairman/Secretary before Nominate.

Members who would like to nominate, please 'Raise Your Hand' in the Virtual Platform Icon and the Chairman shall request the members to announce he / her Full Name & Membership No. before proceeding with the Nomination. When nominate, PLEASE ANNOUNCE the Nominee Full Name and Membership No.

#### **5. VOTINGS **Via One (1) Method****

- i) **BY TYPE INTO THE CHAT BOX. FOR VOTING - PLEASE CHAT PRIVATELY TO THE ELECTION OFFICER ONLY (NOT TO ALL)**

- a) The counting shall be checked by the Activities Secretariat with the monitoring by the Election Officer.
- b) Members is REQUESTED TO TYPE the NAME OF CANDIDATE/s or the NUMBER OF CANDIDATE/s ANNOUNCED AT THE MEETING {if more than one (1) Candidate}
- c) For General Members Vacancies (6 vacancies), when voting, **YOU ARE REQUESTED TO TYPE ALL SIX (6) NOMINEES** that you voted for the day. **VOTING is allowed ONE (1) TIME ONLY {i.e. type ABCDEF}.** Should you enter twice (2x) and with the different names of nominee, the voting shall be taken as 'void'.

## To ALL Members of the PUBLIC SECTOR ENGINEERS SPECIAL INTEREST GROUP (PSESIG)

**93 PARTICIPANTS ONLY (Pre – Registered)**  
**Closing Date of Registration :**  
**(30 November 2020 at 10.00 a.m. (Monday))**

**BEM Approved CPD/PDP: 1.0 Hours**  
**Ref. no: IEM20/HQ/193/AGM (w)**

Notice is hereby given that the **8<sup>th</sup> Annual General Meeting** of the **Public Sector Engineers Special Interest Group, IEM (PSESIG)**, IEM will be held on **5<sup>th</sup> December 2020 (Saturday)** at **9.00 a.m. via VIRTUAL (ZOOM Platform)**.

### **AGENDA**

1. Opening Address by the Chairman of Session 2019/2020.
2. Confirmation of Minutes of the 7<sup>th</sup> Annual General Meeting held on 24 August 2019.
3. Matters Arising.
4. To receive and adopt the Secretary's Report for the Session 2019/2020.
5. To receive and adopt the Financial Statement for the Session ending 31 December 2019.
6. Election of the New Office Bearers for the Session 2020/2021.
7. Address by the Chairman of Session 2020/2021.
8. Any Other Business (AOB).

Your presence will contribute to the success of this meeting.

Thank you.

**Ir. Mustaffa bin Tek**  
**Chairman**

Public Sector Engineers Special Interest Group, IEM  
Session 2019 / 2020