

PUBLIC SECTOR ENGINEERS SPECIAL INTEREST GROUP (PSESIG) 8th PSESIG VIRTUAL ANNUAL GENERAL MEETING (AGM)

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

DATE : 5th 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'.



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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 **8th Annual General Meeting** of the **Public Sector Engineers Special Interest Group, IEM (PSESIG)**, IEM will be held on **5th 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 7th 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. Mustafa bin Tek
Chairman

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