

## **PROJECT MANAGEMENT TECHNICAL DIVISION (PMTD)**

### **16<sup>th</sup> PMTD VIRTUAL ANNUAL GENERAL MEETING (AGM)**

Organised by: Project Management Technical Division, IEM (PMTD)

**DATE : 21<sup>st</sup> NOVEMBER 2020 (SATURDAY) TIME : 9.00 A.M. – 10.30 A.M.**

**BEM Approved CPD/PDP: 1.0 Hour Ref. no.: IEM20/HQ/250/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. QUESTIONS BY PARTICIPANTS DURING AGMs**

**Via Two (2) Methods**

- BY RAISE OF HANDS** and to wait for permission from the Chairman/Secretary or
- BY TYPE INTO THE CHAT BOX.** The Chairman / Secretary will see/read the Chat Box.

Members who would like to ask questions, the Chairman shall request the members to announce his / hers

- Full Name
- Membership No.

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

Secretary/Treasurer – Corporate Members  
General Members – 3 Corporate Members (minimum)

#### **3. NOMINATIONS**

- Nominations shall be made by Members of the Annual General Meeting/s (AGM) ONLY.
- Only the registered Members shall be the Nominee of any position/s.
- 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.

- 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**

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

*Extract - Under AGM Rules*

*Item 6 – Annual General Meeting*

*6.3 Nomination and Election of Members to serve the various posts in the Division (except the posts of the Chairman and Deputy Chairman mentioned under items 3.2 and 3.3) shall be held at the Annual General Meeting of the Division, and in the form of "show of hands".*

#### **4. VOTINGS**

**Via One (1) Method**

- BY TYPE INTO THE CHAT BOX.**
  - The counting shall be checked by the Activities Secretariat with the monitoring by the Election Officer.
  - Members is REQUESTED TO TYPE the NAME OF CANDIDATE or the NUMBER OF CANDIDATE ANNOUNCED AT THE MEETING {if more than one (1) Candidate}.**
  - This is for easy control and proof of voting.

## To ALL Members of the PROJECT MANAGEMENT TECHNICAL DIVISION (PMTD)

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

**BEM Approved CPD/PDP: 1.0 Hours**  
**Ref. no: IEM20/HQ/250/AGM (w)**

Notice is hereby given that the **16<sup>th</sup> Annual General Meeting** of the **Project Management Technical Division (PMTD)**, IEM will be held on **21<sup>st</sup> November 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 15<sup>th</sup> Annual General Meeting held on 17 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. Vincent Wong Khien Ngie**  
**Chairman**

Project Management Technical Division  
Session 2019 / 2020