



THE INSTITUTION OF ENGINEERS, MALAYSIA

Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223,
46720 Petaling Jaya, Selangor Darul Ehsan

Tel: 03-79684001/2 Fax: 03-79577678 E-mail: sec@iem.org.my

IEM Homepage: <http://www.myiem.org.my>

WOMEN ENGINEERS SECTION (WE)

7TH WE VIRTUAL ANNUAL GENERAL MEETING (AGM)

Organized by the Women Engineers Section, IEM (WE)

DATE: 28TH NOVEMBER 2020 (Saturday) TIME: 9.00 A.M. – 10.30 A.M.

BEM Approved CPD/PDP: 1.0 Hours Ref.: IEM20/HQ/194/AGM

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 + 5 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

- BY submitted The Nomination Form together with a Passport-sized photograph and bio-data in respect of the candidate(s) nominated in an envelope marked "**Confidential WE Nomination Paper**" and sent to **The Hon. Secretary, IEM WE Section**, Lots 60 & 62, Jalan 52/4, P.O. Box 223 (Jalan Sultan), 46720 Petaling Jaya, Selangor Darul Ehsan to reach her not later than 5.00pm on **Friday, 13th November 2020.**

Extract - Under WE Rules

Item 16 – NOMINATION OF CORPORATE MEMBERS FOR ELECTION

- Any three (3) members may nominate any other member 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.

4. VOTINGS

Via One (1) Method

i. 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.



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To all Members of the Women Engineers Section (WE)

TH 7 **WOMEN ENGINEER SECTION** **ANNUAL GENERAL MEETING**

In accordance with the IEM Women Engineers Section's Bylaws and Regulation (No. 37), Notice is hereby given that the 7th Annual General Meeting will be held as on

28TH NOVEMBER 2020 (SATURDAY) via **VIRTUAL** using **ZOOM PLATFORM**

93 PARTICIPANTS ONLY (Pre - Registered).

Closing Date of Registration:
(23 November 2020 at 10.00 a.m. (Monday))

BEM Approved CPD/PDP: 1

Ref. No: IEM20/HQ/194/AGM

AGENDA

1. Opening Address by the Chairman of Session 2019/2020.
2. Confirmation of Minutes of the 6th Annual General Meeting held on 27 July 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 2020.
6. Announcement of the New Office Bearers for 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. Rusnida binti Talib
Chairman
Women Engineers Section
Session 2019/2020