

## AGRICULTURAL AND FOOD ENGINEERING TECHNICAL DIVISION (AFETD)

### 22<sup>nd</sup> AFETD VIRTUAL ANNUAL GENERAL MEETING (AGM)

Organised by: Agricultural and Food Engineering Technical Division (AFETD), IEM

**DATE : 12<sup>th</sup> DECEMBER 2020 (SATURDAY) TIME : 11.00 A.M. – 12.30 P.M.**

BEM Approved CPD/PDP: 1.0 Hour Ref. no.: IEM20/HQ/274/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 YOUR 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'.



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](mailto:sec@iem.org.my)  
IEM Homepage: <http://www.myiem.org.my>

## To ALL Members of the AGRICULTURAL AND FOOD ENGINEERING TECHNICAL DIVISION (AFETD)

**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/274/AGM(w)**

Notice is hereby given that the **22<sup>nd</sup> Annual General Meeting** of the **Agricultural and Food Engineering Technical Division, (AFETD)**, IEM will be held on **12<sup>th</sup> December 2020 (Saturday)** at **11.00 a.m. via VIRTUAL (ZOOM Platform)**.

### **AGENDA**

1. Opening Address by the Chairman of Session 2019/2020.
2. Confirmation of Minutes of the 21<sup>st</sup> Annual General Meeting held on 16 November 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. Vasan Mariappan**  
**Chairman**

Agricultural and Food Engineering Technical Division, IEM  
Session 2019 / 2020