



# **SAFETY IN ENGINEERING SPECIAL INTEREST GROUP (SESIG) INAUGURAL GENERAL MEETING**

BEM APPROVED CPD/PDP HOURS: 2.0 | REF. NO.: IEM22/HQ/181/AGM (w)

**18 JUNE 2022  
SATURDAY  
11:30AM - 01:30PM**



**Pre – Registration is required in IEM Portal  
for this Event.**

**JOIN US!**



**Register now at [www.myiem.org.my](http://www.myiem.org.my)**

# INAUGURAL GENERAL MEETING PROCESS



## INAUGURAL GENERAL MEETING OF SAFETY IN ENGINEERING SPECIAL INTEREST GROUP (SESIG)

### STANDARD OPERATION PROCEDURES (SOPs)

#### 1.0 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.

#### 2.0 QUESTIONS BY PARTICIPANTS DURING AGMs

Via Two (2) Methods:

- i. **BY RAISE OF HANDS** and to wait for permission from the Chairman/Secretary to Talk.
- ii. 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.
- iii. **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 you **Full Name & Membership No.** follow with your question.

#### 3.0 ELECTIONS of the 9 POSTs (CHAIRMAN / DEPUTY CHAIRMAN/ SECRETARY / TREASURER + 6 GENERAL MEMBERS) at the Annual General Meeting/s (AGM)

- > 1 vacancy - Chairman – Corporate Members
- > 1 vacancy – Deputy Chairman – Corporate Members
- > 1 vacancy - Secretary/Treasurer – Corporate Members
- > 6 vacancies - General Members – 3 Corporate Members (minimum)

#### 4.0 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.**

**Only nominated candidate who have registered in the respective TDs/SIGs/SECTIONS membership is eligible for Election.**

#### 5.0 VOTINGS

Via One (1) Method

- i) **BY CHOOSE FROM THE POLLING BOX.**

- a) The counting shall be checked by the Activities Secretariat with the monitoring by the Election Officer.
- b) Members is REQUESTED TO CHOOSE the NAME OF CANDIDATE/s or the NUMBER OF CANDIDATE/s ANNOUNCED AT THE MEETING ONLY.
- c) For General Members Vacancies (6 vacancies), when voting, **YOU ARE REQUESTED TO CLICK ALL SIX (6) NOMINEES** that you voted for the day. VOTING is allowed **ONE (1) TIME ONLY.**

**To All Members of the  
Safety in Engineering Special Interest Group (SESIG)**

**Inaugural General Meeting of the  
Safety in Engineering Special Interest Group (SESIG)**

**Notice is hereby given that the Inaugural General Meeting of the Safety in Engineering Special Interest Group (SESIG), IEM will be held on 18 June 2022 (Saturday) at 11:30 am via VIRTUAL (Zoom Platform).**

**AGENDA**

- 1. Opening Address**
- 2. Confirmation of Protem AGM Minutes held on 9 August 2021**
- 3. Matters Arising (if Any)**
- 4. To Receive and Adopt Secretary Report for Protem Session**
- 5. To Receive and Adopt Financial Statement for Protem Session**
- 6. Election of New Office Bearers for Session 2022/2023**
- 7. Any Other Business (if Any)**
- 8. Address by the Chairman Session 2022/2023**

**Your presence will contribute to the success of this meeting.**

**Thank you.**

**Ir. Tajul Ariffin Mohamed Nori  
Protem Chairman  
Safety in Engineering Special Interest Group (SESIG), IEM  
Session 2021/2022**