

Agricultural and Food Engineering Technical Division (AFETD)

25th AFETD VIRTUAL ANNUAL GENERAL MEETING (AGM)

Organized by: Agricultural and Food Engineering Technical Division (AFETD)

DATE: 4th November 2023 (SATURDAY) | TIME: 11.30am – 1.30pm

BEM Approved CPD/PDP: 2.0 Hour | Ref. no.: Applying

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)

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
Agricultural and Food Engineering Technical Division, IEM**

93 PARTICIPANTS ONLY (Pre – Registered)
Closing Date of Registration:
(30th Oct 2023 (Monday))

BEM Approved CPD/PDP: 2 Hour
Ref. no: Applying

Notice is hereby given that the **25th Annual General Meeting** of Agricultural and Food Engineering Technical Division, IEM will be held on **4th November 2023 (Saturday) 11.30am** via **VIRTUAL (ZOOM Platform)**.

AGENDA

1. Opening Address by the Chairman of Session 2022/2023.
2. Confirmation of the Minutes of the 24th Annual General Meeting on 5th November 2022.
3. Matters Arising.
4. To receive and adopt the Secretary's Report 2022/2023.
5. To receive and adopt the Financial Statement for the year ending 31 December 2022.
6. Election of new Office Bearers for Session 2023/2024.
7. Address by the Incoming Chairman for Session 2023/2024.
8. Any Other Business

Your presence will contribute to the success of this meeting.

Thank you.

Ir. Yong Hong Liang
Chairman
Agricultural and Food Engineering Technical Division, IEM
Session 2023/2023