

10th April 2018

Dear Member

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the **Twenty-fourth Annual General Meeting** of the **Engineering Professors' Council** (a Company Limited by Guarantee registered in England & Wales 06791295) will be held at Harper Adams University, Newport, Shropshire TF10 8NB on Tuesday 15th May, 2018 at 16.30 during the Annual EPC Congress which is kindly supported by Harper Adams University, The Institution of Engineering and Technology and The Institution of Agricultural Engineers.

You do not need to book to attend the AGM, but if you would like to attend Congress you can book your place by following the link <http://epc.ac.uk/events/epc-annual-congress-2018/>. For travel details to Harper Adams University, please follow the link <http://epc.ac.uk/events/24th-annual-general-meeting/>

The agenda can be found in Appendix 1 of this notice.

This Notice is served in accordance with Articles 38-40 of the Engineering Professors' Council's Articles of Association.

WHAT HAPPENS AT THE AGM?

The Annual General Meeting (AGM) is required by our rules to transact the following business (in no particular order):

- The minutes of the last AGM
- The annual report and accounts
- The subscription levels for the following financial year
- Adoption of any special resolutions and ordinary resolutions as submitted (see deadlines below)
- The election of honorary officers, directors and Board members
- Other business as tabled by the Members

The AGM is the sovereign members' forum of the Engineering Professors' Council and is the body to which ordinarily the Board and Directors are held to account and required to report.

WHO SHOULD ATTEND?

- Each Institutional Member (ie. a university or department that subscribes to the EPC) is entitled to nominate up to three Council Members who are entitled to vote at the AGM.
- All Individual Members of the EPC (ie. all academic staff employed in member universities or other individuals who have been granted individual EPC membership) are welcome to attend as observers, but not vote unless they are also Council Members.
- One senior representative from each Partner organisation (ie. the select few organisations recognised by the EPC as sharing common values and goals and invited to become Partners) are also entitled to attend, but they do not have voting rights.

No business shall be transacted at any meeting unless a quorum (twelve Council Members) is present. A resolution put to the vote of a meeting shall be decided on a show of hands. Proposals requiring amendment to the provisions of the Memorandum and Articles of Association (copies of which are available at <http://epc.ac.uk/our-committee/>) will necessitate a resolution of an Annual General Meeting, carried by a vote



Professor David K Harrison

Secretary

Engineering Professors' Council

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of not fewer than two-thirds of the Full Members present and voting at such a meeting, for which the quorum shall be 20 drawn from the Full Members.

Council Members may submit resolutions and amendments to resolutions in line with the Companies Acts and the Articles of Association. **If a Council Member wishes to place a special resolution to the Annual General Meeting, the draft resolution must be received by email to j.rich@epc.ac.uk no later than 09.00 on Friday 11th May 2018.**

ELECTION OF EPC PRESIDENT-ELECT

In line with the provisions of Articles 19-22 and 32-38, we will be electing a new President-Elect, who will normally serve for one year as President-elect, two years as President, and one year as Immediate Past-President. Nominations are invited for this position by the process outlined in Appendix 2 to this Notice. They must reach Johnny Rich, Chief Executive, at j.rich@epc.ac.uk **no later than 09.00 on Friday 11th May 2018.** Johnny is happy to discuss the role impartially and in confidence. You can contact him at the same email or on 078 1111 4292.

Details of the current Board may be found at <http://epc.ac.uk/our-committee>.

Yours faithfully,

David K Harrison

Professor D. K. Harrison
Secretary

Appendix 1 to Notice of 24th Annual General Meeting of the Engineering Professors' Council



ANNUAL GENERAL MEETING

The 24th Annual General Meeting of the Engineering Professors' Council
will be held at
16.30 on Tuesday 15th May, 2018
at Harper Adams University, Newport, Shropshire TF10 8NB

AGENDA

Item	Lead	Paper
1. Apologies	SKS	Verbal
2. Minutes of the 23 rd Annual General Meeting held on 22 nd May 2017 at the IET, Savoy Place, London	SKS	AGM 18-01
3. Matters arising (not covered elsewhere in the agenda)	SKS	Verbal
4. Approval of appointment of Policy & Research Officer	SKS	Verbal
5. President's Report	SKS	Verbal
8. Treasurer's Report (including approval of subscription levels for 2018/19) and Approval of the Accounts for the financial year ended 31 July, 2017	YJY	AGM 18-02
10. Election of President-Elect for 2018/19	SKH	Verbal
11. Subcommittees	GH, AS, HH	Verbal
13. Congress venue for 2019	SKS	Verbal
14. Any other business	SKS	

Appendix 2 to Notice of 24th Annual General Meeting of the Engineering Professors' Council

NOMINATIONS FOR ELECTION TO THE COMMITTEE OF THE ENGINEERING PROFESSORS' COUNCIL

Vice President and President-Elect

On the occasion of the AGM, the period of office of Immediate Past President Professor Stephanie Haywood comes to an end and Professor Sarah Spurgeon will enter her second year of office as President. That will result in a vacancy for the year 2018/19 for the post of President-Elect. The President-Elect will also act as Vice President of the EPC.

Under normal circumstances and in accordance with the provisions of Articles 19-22 and 32-38, the President-Elect would assume the post of President for the two-year period from 2019 to 2021 and thereafter would become Immediate Past President for a further year (2021/22).

Elections (if required) shall be held during the 24th Annual General Meeting of the Engineering Professors' Council.

Any Individual Member of the EPC wishing to stand for this position should indicate their intention using the form below. Nominations must reach Johnny Rich, Chief Executive, at **j.rich@epc.ac.uk no later than 09.00 on Friday 11th May 2018**. Johnny is happy to discuss the role impartially and in confidence. You can contact him at the same email or on 078 1111 4292.

Candidates should be nominated a Council Member (an individual nominated by an Institutional Member as one of its representatives) and seconded by another Council Member by the deadline specified in the Notice of the Annual General Meeting using the form appended. This form will be circulated to those attending the AGM at which, in the event of more than one candidate, each Council Member will be invited to vote for their chosen candidate (by secret ballot). The candidate with the highest number of votes is elected. The current President has a casting vote to be exercised if there is a tie.

Only individuals from Institutional Members (i.e. universities) that have paid their subscription for the current academic year, by at least two weeks before the AGM, are eligible to stand for election and/or vote at the AGM.



Nomination Form for President-Elect of the Engineering Professors' Council

Completed nomination forms must reach Johnny Rich, Chief Executive, at j.rich@epc.ac.uk no later than **09.00 on Friday 11th May 2018**. He is happy to discuss the role impartially and in confidence. You can contact him at the same email or on 078 1111 4292.

CANDIDATE DETAILS

Title:

Name:

Institution:

Manifesto (*100 -200 words*):

Proposed by:

Name:

Institution:

Seconded by:

Name:

Institution:

Subscription check (*office use only*):