



Professor David K Harrison

Secretary

Engineering Professors' Council

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22nd February, 2016

ENGINEERING PROFESSORS' COUNCIL - NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the **Annual General Meeting** of the **Engineering Professors' Council** (a Company Limited by Guarantee registered in England & Wales 06791295) will be held at University of London's Senate House (Senate and Jessel Rooms) on Wednesday April 6th, 2016 starting at 14.00. We will be awarding the biennial President's Prize for contribution to Engineering Education to Sir William Wakeham FREng, who will be speaking about his Review of STEM Employability Skills, which is due to be published in March. We will also be joined by Vicky Ford MEP, a member of the EU Committee for Industry, Research and Energy, who will be speaking about her experience as the only British representative on the Horizon 2020 negotiations. The meeting will be followed by a drinks reception. **There is no charge for attendance** but space will be limited so please do **book your place** at this link:

<http://epc.ac.uk/events/engineering-professors-council-annual-general-meeting/>

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

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 committee members
- Approval of the venue for the 2017 Congress
- 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 Committee and Directors are held to account and required to report. All Full Members and Associate Members are entitled to attend the Annual General Meeting and one senior manager from each Corporate Member (if any) is entitled to attend the Annual General Meeting (definition of membership status may be found attached to this Notice). No business shall be transacted at any meeting unless a quorum is present. Twelve persons entitled to vote upon the business to be transacted shall be a quorum. A resolution put to the vote of a meeting shall be decided on a show of hands, and every Full Member present in person shall have one vote. **Corporate Members and Associate Members shall not have voting rights at an Annual General Meeting.** 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 of not less 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.

Members may submit resolutions and amendments to resolutions in line with the Companies Acts and the Articles of Association. **If a Member wishes to place a special resolution to the Annual General Meeting, the draft resolution must be received by email to s.kay@epc.ac.uk no later than 17.00 on Friday 11th March 2016.**

VACANCIES FOR COMMITTEE MEMBERS AND HONORARY OFFICERS

In line with the provisions of Articles 18-21 and 31-37, a number of positions of honorary officers and Committee members will fall vacant. Nominations are invited for these positions by the process outlined in Appendix 2 to this Notice. **Notification of nomination should be made to s.kay@epc.ac.uk no later than 17.00 on Friday 11th March 2016. Details of the current committee may be found at <http://epc.ac.uk/our-committee>.**

David K Harrison

Professor D. K. Harrison
Honorary Secretary

Appendix 1 to Notice of 22nd Annual General Meeting of the Engineering Professors' Council

Membership categories as set out in Articles 6-9

Full Members

All Professors of "Engineering" and "Heads of Engineering Departments" ("Professors") employed by universities, who will be entered on the register of membership; and such other persons as the Committee shall deem fit, the names of such persons so admitted to be entered on the register of membership and reported to the Annual General Meeting.

Associate Members

Emeritus or retired Professors of Engineering who are active in the field of engineering education or research, who will be entered on the register of membership; and such other persons as the Committee shall deem fit, the names of such persons so admitted being entered on a register of membership and reported to the Annual General Meeting.

Corporate Members

Engineering companies and professional bodies active in engineering education or research; and such other organisations as the Committee shall deem fit.

Appendix 2 to Notice of 22nd Annual General Meeting of the Engineering Professors' Council

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

Vice President/Immediate Past President/President Elect

The period of office of Immediate Past President Professor Simon Hodgson comes to an end. We will now therefore elect a new President who will take up the position of President Elect/Vice President for the year from April 2016. The proposal of the Committee and Directors is Professor Sarah Spurgeon OBE FREng of the University of Kent.

Congress Convenor

Professor John Davies's (University of Glasgow) term of office as a Congress Convenor comes to an end. He remains on the Committee for a further 12 months as representative for Scotland.

The proposal of the Committee for Congress Convenor for 2017 is Dr Gill Cooke, Associate Dean for Quality and Accreditation, of Coventry University.

Ordinary members

The periods of office of Professors Colin Turner of Ulster University and Mike Bramhall of Sheffield Hallam University come to an end in April 2016. Both remain on the Committee for a further 12 months as representative for Northern Ireland and Chair of the Recruitment and Admissions sub Committee respectively.

In line with the provisions of Articles 18-21 and 31-37, two positions for Committee members now fall vacant. Elections (if required) shall be held during the 22nd Annual General Meeting of the Engineering Professors' Council.

Ordinary members should be Full Members of the Council (see Appendix 1) at the time of election, shall serve for a period of three years and shall not normally be eligible for immediate re-election. They may, however, serve in another capacity on the Committee (for example as a Sectoral Group Chair, regional representative, sub Committee chair or Congress Convenor).

Candidates should be nominated and seconded by Members, 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 there being more candidates than vacancies, each Member will be invited to vote (by secret ballot) for as many candidates as there are vacancies on the Committee. The candidates with the highest number of votes are elected. The President has a casting vote, to be exercised if there is a tie for the last place available on the Committee. Only individuals from universities which 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.

Appendix 2 to Notice of 22nd Annual General Meeting of the Engineering Professors' Council

CANDIDATE DETAILS

Title:

Name:

Institution:

Position for which nominated *(please delete as appropriate)*: Ordinary member/Hon Treasurer/Hon Secretary

Manifesto *(100 -200 words)*:

Proposed by:

Seconded by:

Subscription check *(office use only)*: