

10<sup>th</sup> April 2019

Dear Member

#### **NOTICE OF ANNUAL GENERAL MEETING**

NOTICE is hereby given that the **Twenty-fifth Annual General Meeting** of the **Engineering Professors' Council** (a Company Limited by Guarantee registered in England & Wales 06791295) will be held at University College London, Engineering Building, Torrington Place, London on Tuesday 14<sup>th</sup> May, 2019 at 17.00 during the Annual EPC Congress which is generously hosted by University College London and kindly supported by The Institution of Engineering and Technology.

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-congress-2019/>

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

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](mailto:j.rich@epc.ac.uk) no later than 09.00 on Wednesday 8th May 2019.**

#### **ELECTION OF EPC OFFICERS**

The following two positions shall be elected at the AGM:

**Honorary Treasurer:** Our current treasurer, Professor Jim Yip has decided to stand down and so a new Treasurer will be elected.

**Secretary:** Our current secretary, Professor David Harrison has declared his intention to stand again, but the position will be subject to an open election.

Nominations are invited for both positions by the process outlined in Appendix 2 to this Notice. They must reach Johnny Rich, Chief Executive, at [j.rich@epc.ac.uk](mailto:j.rich@epc.ac.uk) **no later than 09.00 on Wednesday 8th May 2019.** Johnny is happy to discuss the roles impartially and in confidence, outlining the duties and responsibilities in greater detail. You can contact him at the same email or on 078 1111 4292.

#### **ELECTION OF EPC ORDINARY BOARD MEMBERS**

Four positions of ordinary elected members of the EPC Board fall vacant at the AGM in May 2019.

Nominations are invited for all four positions by the process outlined in Appendix 2 to this Notice. They must reach Johnny Rich, Chief Executive, at [j.rich@epc.ac.uk](mailto:j.rich@epc.ac.uk) **no later than 09.00 on Wednesday 8th May 2019.** Again, Johnny is happy to discuss the roles 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 17.00 on Tuesday 14<sup>th</sup> May, 2019  
in the Sir Ambrose Fleming Lecture Theatre (G06), Roberts Engineering Building,  
University College London, Torrington Place, London WC1E 7JE

### AGENDA

<b>Item</b>	<b>Lead</b>	<b>Paper</b>
1. Apologies	SKS	Verbal
2. Minutes of the 24th Annual General Meeting held on 15th May 2018 at Harper Adams University	SKS	AGM 19-01
3. Matters arising (not covered elsewhere in the agenda)	SKS	Verbal
5. President's Report	SKS	Verbal
6. Treasurer's Report and Approval of the Accounts for the financial year ended 31 July, 2018	SKS	Verbal
7. Election of Officers: a. Honorary Treasurer b. Honorary Secretary c. Board members x 4	DH/SKS	AGM 19-02
8. Committee Reports	SKH	AGM 19-03
10. Congress venue for 2020	SKS	Verbal
11. Any other business	SKS	

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

### NOMINATIONS FOR ELECTION TO THE BOARD OF THE ENGINEERING PROFESSORS' COUNCIL

#### Honorary Treasurer, Secretary and four elected Ordinary Board Members

On the occasion of the AGM, the period of office of the Honorary Treasurer, Professor Jim Yip, and of the Secretary, Professor David Harrison, will both come to an end. That will result in vacancies for both posts for a term of office of two years from May 2019 until the EPC Annual General Meeting in 2021. Four elected positions for members of the EPC Board shall also fall vacant.

Elections (if required) shall be held during the 25th 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](mailto:j.rich@epc.ac.uk) **no later than 09.00 on Wednesday 8th May 2019**. 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. In the event of a tie, the President shall have the casting vote.

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 Officers and Board Members of the Engineering Professors' Council

Completed nomination forms must reach Johnny Rich, Chief Executive, at [j.rich@epc.ac.uk](mailto:j.rich@epc.ac.uk) no later than **09.00 on Wednesday 8th May 2019**. 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

**For which position(s) are you standing?**

*Please tick as applicable.*

**Honorary Treasurer** [  ]

**Secretary** [  ]

**Ordinary Board Member** [  ]

**Title:**

**Name:**

**Institution:**

**Manifesto** (*up to 200 words*):

**Proposed by:**

Name:

Institution:

**Seconded by:**

Name:

Institution:

Subscription check (*office use only*):