

19<sup>th</sup> June 2020

Dear Member

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

NOTICE is hereby given that the **Twenty-sixth Annual General Meeting** of the **Engineering Professors' Council** (a Company Limited by Guarantee registered in England & Wales 06791295) will be held **online via Zoom on Tuesday 14<sup>th</sup> July, 2020 at 3pm** immediately following the New Approaches Accreditation webcast (2-3pm).

To attend both events, please register (free to EPC members) by following the link [bit.ly/EPCAcclnn](https://bit.ly/EPCAcclnn).

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 (i.e. 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 (i.e. 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 (i.e. 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 [here](#)) 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 8<sup>th</sup> July 2020.**

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

The following position shall be elected at the AGM:

**Honorary Vice President, President Elect:** The one-year term of office of the current Vice President, Past President Professor Sarah Spurgeon comes to an end at the 26<sup>th</sup> AGM.

Nominations are invited for the position 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 8<sup>th</sup> July 2020**. Johnny is happy to discuss the role 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**

Three positions of ordinary elected members of the EPC Board fall vacant at the 26<sup>th</sup> AGM in July 2020.

Nominations are invited for all three 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 8<sup>th</sup> July 2020**. 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/board-2019-20/>.

Yours faithfully,

*David K Harrison*

Professor D. K. Harrison  
Secretary

# Appendix 1 to Notice of 26th Annual General Meeting of the Engineering Professors' Council



## ANNUAL GENERAL MEETING

The 26th Annual General Meeting of the Engineering Professors' Council will be held  
at 15.00 on Tuesday 14<sup>th</sup> July 2020  
online via Zoom

### AGENDA

Item	Lead	Paper
1. Apologies	CT	Verbal
2. Minutes of the 25th Annual General Meeting held on 14th May 2019 at University College London	CT	AGM 20-01
3. Matters arising (not covered elsewhere in the agenda)	CT	Verbal
4. President's Report	CT	Verbal
5. Treasurer's Report	SH	AGM 20-02
– Approval of the Accounts for the financial year ended 31 July, 2019		
–		
6. Election of Officers:	DH/CT	AGM 20-03
a. Vice President and President Elect		
b. Board members x 3		
7. Subscriptions	SH	AGM 20-04
– Proposal to freeze subscription rates for 2020/21		
8. Committee Reports and approval of chairs	CT	AGM 20-05
9. Congress venue for 2022	CT	Verbal
10. Any other business	CT	

## Appendix 2 to Notice of 26th Annual General Meeting of the Engineering Professors' Council

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

#### Honorary Vice President, President Elect and three elected Ordinary Board Members

On the occasion of the AGM, the period of office of the Honorary Vice President, President Elect, Professor Sarah Spurgeon will come to an end. This will result in a vacancy for the post for a term of office of one year from April 2020 until the EPC Annual General Meeting in 2021 when the holder of the post will be made Honorary President for the next two years followed by Honorary Vice President, Past President for a further year (a term of office of four years in total). Three elected positions for members of the EPC Board shall also fall vacant with a term of office of three years.

Elections (if required) shall be held during the 26th Annual General Meeting of the Engineering Professors' Council.

Any Individual Member of the EPC wishing to stand for these positions 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 8<sup>th</sup> July 2020**. Johnny is happy to discuss the roles impartially and in confidence. You can contact him at the same email or on 078 1111 4292.

Candidates should be nominated by 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 three candidates, each Council Member will be invited to vote for their chosen candidate (by secret ballot). The three candidates with the highest number of votes will be 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 8<sup>th</sup> July 2020**. He is happy to discuss the roles 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 Vice President** [  ]

**Ordinary Board Member** [  ]

**Title:**

**Name:**

**Institution:**

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

**Proposed by:**

Name:

Institution:

**Seconded by:**

Name:

Institution:

Subscription check (*office use only*):