



MEMO

Guidance on the Conduct of Annual General Meetings (AGM)

Date of issuance: 13 June 2020

INTRODUCTION

1. The Covid-19 pandemic and the ensuing enforcement of the various stages of the Movement Control Orders by the Government have changed the ordinary course of life and business.
2. Registrar of Society's directive dated 16 March 2020 has prohibited all activities including Annual General Meetings (AGM) until 30 June 2020. Notwithstanding recent government's re-opening of certain activities; the ROS has further clarified in an email to us dated 6 June 2020 that association conferences, gatherings, AGM and generally any activity involving gathering of many people are still not allowed. However, online AGM is allowed provided procedures are followed.
3. This Guidance is on the conduct of all Annual General Meetings for Session 2019/2020 during this period when the RMCO is still enforced.

CONDUCT OF QUANTITY SURVEYING DIVISION, ANNUAL GENERAL MEETINGS (QS, AGM), ROYAL INSTITUTION OF SURVEYORS MALAYSIA (RISM)

1. The QS, AGM will be broadcast via Zoom and hosted at RISM HQ as follows:
Date: 15th July 2020, (Wednesday)
Time: 9:30 am
Venue: Zoom Platform
2. All RISM-QS members are **encouraged** to participate the online AGM and are required the following:
 - a) Pre-Register your attendance at this Google Form link before 10th July 2020. The link is as follows: <https://forms.gle/xAfESboiMV1XTqTZ6>
 - b) Particulars on the meeting and a URL link shall be sent to the respective registered emails. Please take note, access to the online meeting is only available through the dedicated URL link;
 - c) Click on the URL link on the date and time to attend the online AGM. Members are advised to join the online AGM, 10 minutes prior its commencement;
 - d) All online AGM materials will be uploaded and shared during the AGM;
 - e) Any voting shall be conducted through electronic voting platform during the online AGM;
 - f) Only Fellows and Members are eligible to vote or propose / second a motion; and
 - g) Secretariat or a member of the divisional committee will verify the attendance accordingly during the AGM meeting online.
3. Attached is the Notice of Meeting (NOM) and link of registration form to be compulsory filled up by the members (Google Form). The Zoom Link for participants registration to attend the AGM will be shared before the QS AGM will be conducted.