

Procurement Lawyers' Association: Notice of Annual General Meeting

Dear Member

Notice is hereby given that the Annual General Meeting of the Procurement Lawyers' Association will be held at **the Law Society, 113 Chancery Lane, London WC2A 1PL** on **Wednesday, 7th February 2018 at 4.45pm.**

All paid up members are strongly encouraged to attend and support the Procurement Lawyers' Association in electing new Executive Committee members. A total of five places on the Executive Committee will be available for election.

Executive Committee Election

Please note that if you would like to be elected to serve on the Executive Committee you must be a fully paid up member and you must be nominated by no less than two other fully paid up members, such nominations to be made by **5pm on 31st January 2018.**

We particularly encourage those working in-house in the public, utilities and defence sectors and also those at the Bar to consider standing for election with a view to ensuring that the Executive Committee is representative of our membership.

In order to support your nomination, any prospective candidate is able to send Peter Ware (peter.ware@brownejacobson.com) a short paragraph explaining in no more than 200 words why you want to be elected to the Executive Committee of the Procurement Lawyers' Association and what qualities and attributes you will bring to the Executive Committee. These statements will then be available for consideration for those attending the AGM.

Please note that there is no arrangement in place for proxy voting.

Ordinary Business

Pursuant to clause 13.2 of the Constitution, adopted by resolution of the Executive Committee on 27 April 2010 (and subsequently amended), the following will be discussed at the AGM as ordinary business:

1. The election of Relevant Members to serve on the Executive Committee;
2. The approval of reappointment of Alexander Sloan Chartered Accountants as our auditors;
3. The consideration of an annual report of the work done by or under the auspices of the committee;
4. The approval of the audited accounts of the Association relating to the preceding Financial Year; and
5. The transaction of such other matters as may from time to time be necessary (Any Other Business).

Please would members also let Peter Ware know of Any Other Business that they would like to raise under item 5 noted above.

By order of the Executive Committee:
Peter Ware, Finance and Membership Secretary,
15th January 2018