

Procurement Lawyer's Association: Notice of Annual General Meeting 2011

Dear Member

Notice is hereby given that the Annual General Meeting of the Procurement Lawyer's Association will be held at **Bevin Hall, Local Government House, Smith Square, London, SW1P 3HZ** on **Thursday, 8th December 2011** at **4.00 pm**:

All paid up members are strongly encouraged to attend at 4.00 pm and support the Procurement Lawyer's Association in electing new Executive Committee members. 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 in my hands by the close of business on Wednesday, 7 December 2011.

In order to support your nomination, any prospective candidate is able to send me (rrees@towers.com) a short paragraph explaining in no more than 200 words why you want to be elected to the Executive Committee of the Procurement Lawyer's Association and what qualities and attributes you will bring to the Executive Committee. These will then be posted on the PLA website ahead of the AGM. Please would all members review the relevant website page ahead of the AGM in order to inform their participation in the related ballot. Paragraphs to be with me by close of business on Tuesday, 6 December 2011.

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

Pursuant to clause 13.2 of the Constitution, adopted by resolution of the Executive Committee on 27 April 2010, 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 any alteration or addition to the Constitution;
- 3 The approval of any alteration to the rights and obligations of any class of membership;
- 4 The approval of the annual subscription fee for each class of membership;
- 5 The appointment of properly qualified auditor or auditors;
- 6 The consideration of an annual report of the work done by or under the auspices of the committee;
- 7 The approval of the audited accounts of the Association relating to the preceding Financial Year;
- 8 The transaction of such other matters as may from time to time be necessary (Any Other Business).

Please would members also let me know of Any Other Business that they would like to raise under item 8 noted above.

By order of the Executive Committee:

Rebecca Rees, Finance and Membership Secretary, 17 November 2011