



NOTICE OF 65th ANNUAL GENERAL MEETING AND CONFERENCE

The Engineering Institution of Zambia (EIZ)

(Established under EIZ Act No. 17 of 2010)

NOTICE IS HEREBY GIVEN that the 65th Annual General Meeting (AGM) of the Engineering Institution of Zambia (EIZ) will be held on Saturday, 23rd April 2022 starting at 09:00 hrs at the AVANI Victoria Falls Resort in Livingstone or **Virtually in the event that restrictions on gatherings prevent us from holding a physical meeting.**

The Meeting will be preceded by the Zambia Women in Engineering Section (ZWES) Conference and Young Engineers Forum (YEF) on Wednesday 20th April 2022, while the EIZ Annual Symposium will be held on Thursday 21st April 2022 and Friday 22nd April 2022 respectively. The theme for the Symposium will be ***“Engineering for a Changing World.”***

Due to Covid 19, registration will be **strictly online** accessible at www.eiz.org.zm.

The AGM will take place to transact the following business:

AGENDA

1. National Anthem
2. Confirmation of Quorum
3. Call to order
4. Reading of the Annual General Meeting Notice
5. Receipt of Apologies
6. Adoption of the agenda
7. Welcome & opening remarks
8. Read 2021 member obituaries and observe minute of silence
9. Receive and adopt Minutes of the Annual General Meeting held at AVANI Victoria Falls Resort in Livingstone, 17th April, 2021.
 - 9.1 Corrections and adoption
 - 9.2 Matters Arising-Action taken Report
10. Receive and adopt Minutes of the Extra-Ordinary General Meeting held virtually, on 24th July, 2021.
 - 10.1 Corrections and adoption
 - 10.2 Matters Arising-Action taken Report

11. Receive and adopt Minutes of the Extra-Ordinary General Meeting held virtually, on 27th November, 2021.
 - 11.1 Corrections and adoption
 - 11.2 Matters Arising-Action taken Report
12. Receive and adopt the 60th Engineering Council report for the year ended 31st December.
13. Receive and adopt the Audited Financial Statements of the Institution for the year ended 31st December, 2021.
14. Appointment of Auditors for the financial year ending 31st December, 2022.
15. Consideration of motions tabled before the AGM.
16. Dissolution of The Disciplinary Committee (DC)
17. Dissolution of the Craftsperson's and Technicians Section (CTS)
18. Dissolution of the 60th Engineering Council of the Engineering Institution of Zambia.
19. Elections
 - 19.1 Confirmation of approved nominations
 - 19.2 Elections
 - 19.3 Election results
 - 19.4 Introduction of the elected Candidates
20. Close of Meeting by the EIZ President.

Elections will be conducted by the Nominations and Elections Committee (NEC) of the Institution during the AGM in accordance with the 2021 Constitution of the EIZ. The Conduct of the elections will be guided by the EIZ Election Rules and Procedures. The EIZ Election Rules and Procedures can be found in the EIZ Constitution as second Annexure, which can be accessed on the EIZ website: www.eiz.org.zm. Candidates are advised to read and familiarize themselves with these rules and procedures.

Please **NOTE** that to be eligible to vote on the 23rd of April 2022 a member ought to be in **GOOD STANDING** by 23th March 2021 in accordance with the EIZ Constitution.

A) POSITIONS ON COUNCIL FOR WHICH NOMINATIONS ARE REQUIRED

1. President
2. Vice President Policy Public Relations and National Development
3. Vice President Finance and Administration
4. Vice President Membership and Continuous Professional Development
5. Engineers' Representative
6. Technologists' Representative
7. Technicians' Representative
8. Craftsperson's' Representative
9. Engineering Organizations Representative
10. Engineering Units Representative

B) POSITIONS ON DISCIPLINARY COMMITTEE FOR WHICH NOMINATIONS ARE REQUIRED

1. **Five (5) registered Members** who are not members of the Council, elected at a general meeting of the Institution.

The following shall also be members of the Disciplinary Committee, as provided for under Part VI Section 48 (1) and (2) of the Engineering Institution of Zambia (EIZ) Act No. 17 of 2010.

1. A Chairperson and Vice Chairperson who are Legal Practitioners qualified to hold, or who have held, high judicial office.
2. The President of the EIZ Council.

In addition to the above the candidates will be required to meet the following requirements:

- A Minimum of ten years' experience in a senior management position
- Availability to attend all disciplinary processes.
- An understanding of the rights, obligations and liabilities of the EIZ members is of fundamental importance for candidates.
- Proven previous knowledge and experience in adjudication and assessment of rights and party obligations
- Must be conversant with Procedural knowledge and be familiar with requirements of rules of natural justice and various forms of problem-solving procedures.
- Good interpersonal communication skills

Ability to be impartial and objective regarding the allocation of risk and the liabilities of the parties, as well as observe strict confidentiality in all matters related to the committee's proceedings.

C) POSITIONS ON THE CRAFTSPERSON'S AND TECHNICIANS SECTION (CTS) WHICH NOMINATIONS ARE REQUIRED

1. Chairperson
2. Vice Chairperson
3. Technicians' Representative
4. Craftsperson's' Representative

D) NOMINATION PROCEDURES

Members in good standing wishing to stand for elections are required to complete nomination forms which can be obtained from either the EIZ website at www.eiz.org.zm or from the Secretariat either in Kitwe or in Lusaka at the addresses shown below.

The duly completed nomination forms with respective attachments should be returned in sealed envelopes marked EIZ 2022 ELECTIONS and Category Being Contested and the position being contested "e.g. EIZ 2022 ELECTIONS ENGINEERING COUNCIL CRAFTSPERSONS REPRESENTATIVE" then deposited in NOMINATION BOXES provided at the EIZ Head Quarters (HQ) in Lusaka and at Kitwe Offices or emailed to nec@eiz.org.zm. Nominations sent by email should have the subject written as shown in the following example "*George Sitwala-Council Elections- President*".

PLEASE NOMINATION SUBMISSION INSTRUCTIONS ON THE NOMINATIONS FORM.

The CLOSING TIME AND DATE for submission of nominations will be 14:00hrs on Friday 11th February, 2022. Nominations will be opened immediately thereafter at

the EIZ HQ and Kitwe Offices, and members wishing to witness the opening of nominations are welcome to physically observe.

Both the nominees and those nominating them should be in good standing in their membership subscriptions for the nominations to be valid.

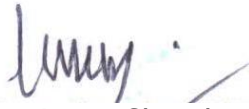
E) NOMINATION FEES:

There shall be **NO Nomination Fees to be paid**

F) ADMISSION TO THE AGM AND ELIGIBILITY TO VOTE

Please note that only members in good standing shall be admitted to the AGM and **ONLY** those members stipulated in Article VII of the Constitution shall be allowed to vote at the AGM

By order of the 60th Engineering Council



Eng. Linus Chanda
REGISTRAR & CHIEF EXECUTIVE OFFICER



THE ENGINEERING INSTITUTION OF ZAMBIA

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SOUTHERN REGION

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ADVANCING TECHNOLOGY FOR NATIONAL DEVELOPMENT