



PAM/SA/01/03/23-4

13 February 2023

TO ALL PAM CORPORATE MEMBERS

METHOD OF ELECTION FOR PAM COUNCIL 2023-2024

I wish to inform all Corporate Members that in accordance with Clause 24.1 of the PAM Constitution, PAM Council have appointed **Ar. Michael Ching Chee Hoong (Membership no. M2051) to be the Election Officer**, and **Ar. Almaz Salma bt Abdul Rahim (Membership no F102) to be the Deputy Election Officer** for the Election of PAM Council 2023-2024.

In accordance with Clause 24.2 of the PAM Constitution, I have been directed by Ar. Michael Ching Chee Hoong to inform you of the following:

1. The **57th Annual General Meeting** of the Pertubuhan Akitek Malaysia (PAM) will be held on **Saturday, 29th April 2023 at 10.00am**. The primary place where the AGM will be held is at the Dewan Presiden, Level 2, PAM Centre, 99L Jalan Tandok, Bangsar, 59100 Kuala Lumpur, Malaysia.

2. PAM Council, at its meeting on 25th November 2022, decided to conduct the Election for Council 2023-2024 by Electronic Voting. In accordance with Clause 24.0 of the PAM Constitution and Byelaws, please be informed as such, that the method of election for Council 2023-2024 shall be by **Electronic Voting. Virtual participation** shall be allowed for the AGM 2023. Attached is **Appendix A - How to Participate in the PAM AGM & EGM 2023**.

3. In accordance with Clause 24.2 of the PAM Constitution, you are invited to nominate

- i. A President,
- ii. A Deputy President,
- iii. A Vice President,
- iv. A Honorary Secretary,
- v. A Honorary Treasurer and
- vi. Not more than thirteen (13) Ordinary Members of Council

for Council 2023-2024.

4. The following requirements are to be followed when making nominations:

i. **PRESIDENT**

Nominee for President shall have been a Corporate member for 5 years and shall have served 4 full terms as a member of Council; and provided further that he/she shall not hold office for more than two years in succession at a time.

ii. **DEPUTY PRESIDENT & VICE PRESIDENT**

Nominees for Deputy President and Vice President shall have been a Corporate member for 4 years and shall have served 3 full terms as a member of Council; and provided further that he/she shall not hold office for more than 4 years in succession at a time.

iii. HONORARY SECRETARY & HONORARY TREASURER

Nominees for Honorary Secretary and Honorary Treasurer shall have been a Corporate member for 3 years and shall have served 2 full terms as a member of Council; and provided further that he/she shall not hold office for more than 4 years in succession at a time.

iv. ORDINARY MEMBERS OF COUNCIL

Nominees for ordinary member of Council shall have been a Corporate member for 2 years and shall have served one full term on one or more Committees of the Institute or Chapters of the Institute.

5. To help members choose their nominees, the list of Corporate members, indicating their eligibility to stand as Office Bearers and Ordinary Members of Council shall be available on the PAM Electronic Voting website at www.pamelection.org.my commencing from 13th March 2023 onwards and can be viewed once you are logged in.

6. The following are to be noted when making nominations:

i. **All nominations shall be submitted electronically** using the prescribed Electronic Nomination Procedure.

Every **nomination for any post shall be accompanied by a statement of not more than 150 words** on why he or she is standing for election. Failure to comply with any of these stipulations shall render the nomination null and void.

ii. Any qualified member may be nominated for only one Office Bearer's post (namely President, Deputy President, Vice President, Honorary Secretary and Honorary Treasurer) and to one ordinary Council Member's post. In the event a member is returned unopposed as an Office Bearer, his or her nomination for ordinary member of Council, shall be automatically withdrawn.

A member will not be allowed to nominate or second more than one candidate for the same Office Bearer's post. In the event that a member nominates or seconds more than one candidate for the same Office Bearer's post, **all their subsequent nominations after the first shall be declared invalid.**

iii. The Electronic Nomination Report shall be accessed after the time of closing of nominations by the Election Officer or, in his absence, the Deputy Election Officer, and they shall be accompanied by at least two witnesses who are not involved in the Election. Any PAM member shall be entitled to be present at the opening of the nominations. **If you wish to be present at the opening of the nominations, please register your name with PAM Secretariat (amiranatasya@pam.org.my, +603-2202 2866) by 5.00pm, Friday, 24th March 2023.**

iv. The Election Officer shall prepare a list of all the nominated (members) candidates after the opening of the nominations. Any nominated candidate **wishing to withdraw his or her candidacy shall do so in writing to the Election Officer within 5 days from the closing of nominations. No withdrawals shall be permitted after the said 5-day period.**

v. In the event that there are no nominations for any of the Office Bearers' posts, Council may make a nomination to fill the vacant post.

7. You may **NOT nominate more than 1 person for each of the Office Bearer's post.** You may however **nominate up to 13 persons for the post of Ordinary Members of Council.**

8. To nominate a candidate, **please log in to www.pamelection.org.my from 10.00am, 13th March 2023 onwards until 10.00am, 31st March 2023** and follow the instructions accordingly. Should you have problems logging in, kindly contact PAM Secretariat at +603-2202 2866.
9. **Closing date for receipt of nominations**
Nominations **shall close at 10.00am on Friday, 31st March 2023**. Any nominations received after this date and time will not be accepted.
10. Upon expiry of the Withdrawal Period, the **list of all nominated candidates** (including those nominated by Council, if any), **together with a compilation of the candidates' prescribed information, Election Statements and guidelines for the casting of the Electronic Votes**, shall be published on the PAM Election webpage www.pamelection.org.my
11. The list shall contain all the nominated candidates offered for election, Council's nomination for the Office Bearers' posts (if any) and those nominated candidates who have withdrawn their nominations.
12. In order to take part in the Elections, either as a proposer, seconder, candidate or voter, all eligible members are reminded that they must first **register/log-on into the PAM Electronic Voting System using a Transaction Authorisation Code (TAC)** which shall be sent (upon request) via the Short Messaging Service (SMS) or email.
13. All eligible voters wishing to participate in the nomination and voting process are required to **register their email and mobile telephone numbers with PAM**. PAM Members are given the option to receive the TAC number via SMS or email. **Please ensure that you have registered the correct mobile number and email address with PAM Secretariat**. Should there be changes to your email and mobile telephone numbers, please notify PAM Secretariat at amiranatasya@pam.org.my **IMMEDIATELY**, as this is crucial to the Electronic Voting process.
14. **PAM Members residing overseas / with mobile telephones registered outside of Malaysia** shall be provided with the TAC number **via email ONLY**. This option is **only available** for members whose mobile telephone numbers are **registered out of Malaysia**.
15. Members are reminded that they are only eligible to take part in the E-Voting if their **membership fees are fully paid up for 2023**, at the time of logging on. Please take note that **previous logins and passwords are no longer valid**.
16. Any queries regarding the election should be directed to the Election Officer at electionofficer@pam.org.my.

Yours faithfully
for PERTUBUHAN AKITEK MALAYSIA

Ar. Dexter Koh
Honorary Secretary 2022-2023

