



Adjudication
Society

A not-for-profit Society promoting resolution of construction disputes by means of adjudication

Adjudication Society (South West and Wales Region) Notice of AGM

The Annual General Meeting ("AGM") of the Adjudication Society (South West and Wales Region) will take place at **5.45pm on Thursday the 7th of February 2013** at the offices of Burges Salmon at One Glass Wharf, Bristol, BS2 0ZX. The AGM will be followed by a presentation by Crispin Winser of Crown Office Chambers.

The draft agenda of business to be transacted at the AGM is:

1. presentation of the reports and accounts of the Society;
2. election of the Regional Committee and Honorary Officers;
3. future events;
4. A.O.B.

Motions for discussion at the AGM concerning any other items should be posted or emailed to the Secretary to be received no later than **12.00 noon Tuesday the 5th of February 2013** at the address below.

Please provide the Secretary with any nominations for election to the Regional Committee in accordance with the procedures stated in the Election Notification at the end of this Notice.

A Form of Proxy is also included after the Election Notification.

Chloé Flatley
Secretary

c/o EC Harris LLP
Portwall Place
Portwall Lane
Bristol
BS1 6NA

Tel: 0117 917 0543
Email: chloe.flatley@echarris.com

THE ADJUDICATION SOCIETY ('the Society')

South West and Wales Region ('the Region')

ELECTION NOTIFICATION

To all members of the Region,

The current Regional Committee propose to make the following arrangements for the election of the Regional Committee. The Regional Committee will comprise a Chairperson, Secretary, Treasurer and Regional Convenor as well as general members. Every member of the current Regional Committee will retire but may be re-elected.

The following have agreed to stand for election and re-election to the Regional Committee:

Mark Wheeler	Chairman and Convener
Steven James	Treasurer
Chloé Flatley	Secretary
Jason Prosser	Member
Louise Robling	Member
Michael Waring	Member
Rebecca Taylor	Member
Stephen Clarke	Member
Stephen Homer	Member
Steve McCombe	Member

An election, if necessary, will take place by electronic ballot with the results of that ballot being announced and approval of the election result sought at the AGM of the Region which is scheduled to be held at the offices of Burges Salmon at 5.45pm on Thursday the 7th of February 2013.

In order to achieve this, the Regional Committee has agreed to the following timetable:

Nominations of fully paid up members of the Region, indicating the post/membership sought, to be confirmed in writing by the candidate together with a written indication of support from and contact details of two fully paid up members of the Region acting as proposer and seconder, to be received by Chloé Flatley (by e-mail to chloe.flatley@echarris.com) no later than **12.00 noon on Friday the 18th of January 2013**.

Should an election be necessary for any post or general member of the Regional Committee then the following procedure will be implemented:

Those fully paid up members of the Region properly nominated will be invited to provide a written election statement of no more than 100 words by e-mail to chloe.flatley@echarris.com by **12.00 noon on Monday the 28th of January 2013**, those statements will be posted on the Society's website and the electronic voting facility will be available to fully paid up members of the Region on the Society's website from as soon as possible after that time.

The election will close at **12.00 noon on Tuesday the 5th of February 2013**. Mark Wheeler and Chloé Flatley will act as the returning officers. The election result will be

announced at the Region's Annual General Meeting on Thursday the 7th of February 2013 and ratification of the result sought from that meeting.

The new Regional Committee will take up its role from the conclusion of the Annual General Meeting.

For and on behalf of the Regional Committee

Chloé Flatley
Secretary

c/o EC Harris LLP
Portwall Place
Portwall Lane
Bristol
BS1 6NA

Tel: 0117 917 0543
Email: chloe.flatley@echarris.com

THE ADJUDICATION SOCIETY ('the Society')

South West and Wales Region ('the Region')

FORM OF PROXY

For use by members only.

I, [INSERT FULL NAME]

of [INSERT ADDRESS]

being a member of the Society, hereby appoint [INSERT NAME] or, failing him or her, the Chairperson of the meeting (see *Note 1*) to act as my proxy and to vote for me and on my behalf at the AGM of the Region of the Society to be held on the 7th of February 2013 and at any adjournment thereof.

.....
[SIGNATURE]

Note 1: The Chairperson of the AGM shall act as a proxy unless details of another proxy (also a member of the Society) are inserted above. The proxy must attend the meeting in person. In the absence of instructions, the proxy may act in his or her discretion in relation to any business.

When you have completed this form, sign and return it by post or email to be received by 12.00 noon on Tuesday the 5th of February 2013 to:

Secretary
Chloé Flatley
c/o EC Harris LLP
Portwall Place
Portwall Lane
Bristol
BS1 6NA

Tel: 0117 917 0543
Email: chloe.flatley@echarris.com

* Any alteration or deletion must be signed and initialled. *