



Adjudication
Society

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

The Annual General Meeting of the Adjudication Society (South West and South Wales Region) ('the Society') will take place on **Thursday 28th January 2009** at 5.45 pm at the offices of Bevan Britton at Kings Orchard, 1 Queen Street, Bristol BS2 0HQ.

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 sent to the Secretary (at the address below) in accordance with clause 19.4 of the Constitution of the Society.

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.

The AGM will be followed at 6.00 pm by a talk by Andrew Kearney.

Please confirm your wish to attend by replying to the Secretary of the Society at the following e-mail address stephen.clarke@clarkewillmott.com

Stephen Clarke
Secretary
C/o Clarke Willmott LLP
1 Georges Sq
Bath St
Bristol
BS1 6BA

0845 209 1303

THE ADJUDICATION SOCIETY ('the Society')

South West and South Wales Region ('the Region')

ELECTION NOTIFICATION

To all members of the Region,

The Constitution requires that a Regional Committee be elected. The current Regional Committee therefore 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. In accordance with the constitution, every member of the current Regional Committee must 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 (currently Member)
Duncan Weir	Treasurer
Stephen Clarke	Secretary
Jason Prosser	Member
Paul Taplin	Member
Steve McCombe	Member
Guy Cottam	Member
Stephen Homer	Member
Peter O'Brien	Member (currently Chairman and Convenor)

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 Annual General Meeting of the Region which is scheduled to be held on Thursday 28th January at 17.45 Hrs at the offices of Bevan Brittan.

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 Stephen Clarke (by e-mail at stephen.clarke@clarkewillmott.com) no later than 1700 on Monday 11th Jan 2010.

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 stephen.clarke@clarkewillmott.com by 12.00 on Friday 15th Jan 2010, 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 1700 Hrs on Monday 25th January 2010. Stephen Clarke and Peter O'Brien will act as the returning officers. The election result will be announced

at the Region's Annual General Meeting on Thursday 28th January 2010 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

Stephen Clarke
Honorary Secretary

stephen.clarke@clarkewillmott.com

The Adjudication Society South West & South Wales (the “Association”)

FORM OF PROXY

For use by members only.

I, [INSERT FULL NAME]
of [ADDRESS]
being a member of the Association, hereby appoint [NAME] or, failing him
of her, the Chairperson of the meeting (*see Note 1*) to act as my proxy and to vote for me and on
my behalf of the annual general meeting of the Association to be held on 28 January 2010 and at
any adjournment thereof.

.....

Signed

NOTES

The Chairperson of the Meeting shall act as a proxy unless details of another proxy (also a member of the Association) is 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 close of business on 27th January 2010 to:

Honorary Secretary
Stephen Clarke
c/o Clarke Willmott LLP
1 Georges Square
Bath Street
Bristol
BS1 6BA

Tel: 0845 209 1303
Email: Stephen.clarke@clarkewillmott.com

Any alteration or deletion must be signed and initialled.