**Procurement Lawyers’ Association: Notice of Annual General Meeting**

Dear Member

Notice is hereby given that the Annual General Meeting of the Procurement Lawyers’ Association will be held at the offices of **Addleshaw Goddard LLP,** Milton Gate, 60 Chiswell St, London EC1Y 4AG **at 15.30pm** on **29 January** **2016.**

All paid up members are strongly encouraged to attend and support the Procurement Lawyers’ Association in electing new Executive Committee members. A total of five places on the Executive Committee will be available for election.

**Executive Committee Election**

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 made by 5pm on Thursday, 28 January 2016.

We particularly encourage those working in-house in the public, utilities and defence sectors and also those at the Bar to consider standing for election with a view to ensuring that the Executive Committee is representative of our membership.

In order to support your nomination, any prospective candidate is able to send David McGowan (david.mcgowan@mms.co.uk) a short paragraph explaining in no more than 200 words why you want to be elected to the Executive Committee of the Procurement Lawyers’ Association and what qualities and attributes you will bring to the Executive Committee. These will then be published on the PLA website ahead of the AGM.

Please would all members attending the AGM review the relevant website page ahead of the meeting in order to inform their participation in the related ballot.

If candidates wish their statements to be published on the website, nominations and statements are to be with David McGowan by 5pm on Friday, 22 January 2016. As stated above, the absolute deadline for nominations is 5pm on Thursday, 28 January 2016, but in that case no statement can be published on the website and any statement provided shall be available as paper copies at the meeting only.

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

**Election of Chairperson**

As intimated at last year's AGM, Jonathan Davey has decided to step down as Chairperson of the PLA but will be remaining on the Committee. At the start of the AGM it is our intention to put constitutional amendments to the meeting to facilitate a contested election for the position of Chairperson. If you are interested in standing for the position of Chairperson, please indicate this to David McGowan at the same time as contacting him regarding the Executive Committee Election. To be a candidate for the position of Chairperson you must be either an existing Executive Committee member or standing for election / re-election to the Executive Committee (and elected to the Committee).

Pursuant to clause 13.2 of the Constitution, adopted by resolution of the Executive Committee on 27 April 2010 (and subsequently amended), the following will be discussed at the AGM as ordinary business:

**Other Constitutional Amendments**

A variety of other constitutional amendments to better reflect the current operation of the PLA are also proposed. The key changes are:

* Amending the definition of “Authorised Signatories”  to delete reference to “Treasurer” (as this role is undertaken by the Finance and Membership Secretary) and to permit the Executive Committee to approve other persons as Authorised Signatories on behalf of the Association as it may from time to time determine;
* Allowing the Executive Committee to determine the fees to be charged for the forthcoming membership year (with subsequent discussion as an item of Ordinary Business at the AGM)
* Removing the connection between subscription fees and classes of membership (as all members are full members)
* Adjusting the provisions relating to elections at AGMs to reflect the following:
	+ Executive Committee members shall continue to be elected at an AGM for a 3-year term;
	+ The Chairperson of the Association will be elected (as Chairperson) at an AGM for a 3-year term; and
	+ The appointment of Executive Committee Members to other Executive Roles (including the Finance and Membership Secretary, Events Co-ordinator and Working Group Facilitator(s)) shall be determined by the Executive Committee (at the first meeting following each AGM) from among persons elected to the Executive Committee. This reflects the current practice.

The full drafting of the resolution proposing these constitutional changes will be circulated at least fifteen days in advance of the AGM.

**Ordinary Business**

Pursuant to clause 13.2 of the Constitution, adopted by resolution of the Executive Committee on 27 April 2010 (and subsequently amended), the following will be discussed at the AGM as ordinary business:

1. The approval of any alteration or addition to the Constitution;
2. The election of Relevant Members to serve on the Executive Committee;
3. The election of the Chair of the Executive Committee
4. The approval of any alteration to the rights and obligations of any class of membership;
5. The approval of the annual subscription fee for each class of membership;
6. The approval of reappointment of Alexander Sloan Chartered Accountants as our auditors;
7. The consideration of an annual report of the work done by or under the auspices of the committee;
8. The approval of the audited accounts of the Association relating to the preceding Financial Year;
9. The transaction of such other matters as may from time to time be necessary (Any Other Business).

Please would members also let David McGowan know of Any Other Business that they would like to raise under item 9 noted above.

**By order of the Executive Committee:**

**David McGowan, Finance and Membership Secretary**, **Friday 18 December 2015**