



NOTICE OF ANNUAL GENERAL MEETING

In accordance with section 20 of By-law No. 1, which relates to the administrative affairs of PEO, the 2011 Annual General Meeting (AGM) of the Association of Professional Engineers of Ontario will be held on Saturday, May 7, 2011, commencing at 8:30 a.m. at the The Westin Ottawa, 11 Colonel By Drive, Ottawa, Ontario. No registration is required.

As noted in section 17 of By-law No. 1, the AGM of PEO is held for the following purposes: to lay before members the reports of the council and committees of the association; to inform members of matters relating to the affairs of the association; and to ascertain the views of the members present at the meeting on matters relating to the affairs of the association. Officers of PEO and other members of both the outgoing and incoming councils will be in attendance to hear such views and to answer questions. PEO President Diane Freeman, P.Eng., FEC, will preside and present her annual report to the AGM. The president-elect, officers and councillors for the 2011-2012 term will take office at the meeting.

Process for making submissions to the 2011 AGM

Submissions by members at PEO's AGM are a vehicle for members in attendance to express their views on matters relating to the

affairs of the association, but are not binding on council. A member submission should clearly describe the issue being addressed and indicate how it advances the objects of the *Professional Engineers Act*, which define the mandate and responsibilities of PEO. To ensure member submissions receive proper consideration at the AGM, members must submit typed submissions to CEO and Registrar Kim Allen, P.Eng., FEC, by no later than 4:00 p.m., Thursday, April 21, 2011. Submissions must be signed by the mover and seconder, either of whom must be present at the meeting. Submissions may be sent by fax to 416-224-9527 or 800-268-0496, or by letter. A guidance document on the content and format of submissions is available from the AGM page of the PEO website at www.peo.on.ca. Submissions received by the April 21, 2011 deadline will be published on the AGM page of the PEO website and included as part of the registration package.

Member submissions will be referred to the Executive Committee or council for consideration after the AGM. The mover and seconder of a member submission will be invited to address the submission at the meeting at which the submission is to be considered.

Kim Allen, P.Eng., FEC, CEO and registrar

PROCEDURES FOR ADDRESSING SUBMISSIONS AT 2011 AGM

During the meeting

PEO's 2011 AGM will be conducted on Saturday, May 7 from 8:30 a.m. to 12:30 p.m. and continue, if necessary, at 2:30 p.m. to 3:00 p.m. Consideration of member submissions will begin at approximately 9:30 a.m. Submissions will be published to PEO's website before the meeting and included in members' registration packages.

The president will chair the portion of the meeting dealing with member submissions and manage the discussion. Her direction must be respected.

The mover and/or seconder of a submission will be given up to 10 minutes to present their submission to the AGM. When time permits, members at the AGM may make comments of up to two minutes on the submission. The mover and/or seconder of a submission will be allowed two minutes for a closing statement. Members will then vote on the submission as an expression of the views of those present at the meeting.

In circumstances where the overall time allocation will not permit the above timing, the total amount of available time for submissions will be divided evenly among the number of submissions, and movers and seconders of submissions will be informed.

Following the meeting

Member submissions will be referred to the 2011-2012 Executive Committee or council to consider whether to initiate any action on them. The mover or seconder will be invited to address the submission in detail at the meeting at which the submission is to be considered.

All submissions to the 2011 AGM will be considered during the 2011-2012 year, and their disposition reported to council and at the 2012 AGM.

Disposition of submissions to the 2011 AGM will be published on the PEO website and updated periodically, if necessary. Progress on 2011 submissions will also be published in *Engineering Dimensions* following the 2012 AGM.