

GENERAL CIRCULAR: 8a/2024 [GC 8a_2024]

To: ALL MEMBERS OF THE INSTITUTE

Date: 26 April 2024

Subject: Informing Members about the Electronic Voting Platform / Process

Dear colleagues,

Please be kindly informed that the **63rd Annual General Meeting of the Institute has been fixed for Wednesday, 19th of June 2024 at 10:00am. The Annual General Meeting will take place at the Nicosia Municipal Theatre in Nicosia. The AGM will be held both with physical presence and with the use of electronic means, utilizing a special platform that has been prepared for this purpose.**

In accordance with the Articles of Association of the Institute, the resolutions that will be submitted for approval to the Annual General Meeting will be decided by electronic procedure.

Therefore, the Annual General Meeting of ICPAC, entitled “**Conference General Meeting**” as per the Articles of Association of ICPAC, will be held via **electronic means in a teleconferencing format**, enabling the participation of Members and/or their appointed proxies remotely by using a dedicated electronic platform, pursuant to Regulations 16 and 17 of the Articles of Association of the Institute.

The Annual General Meeting will be available for watching online (live streaming) through ICPAC’s accounts at Facebook and You Tube.

The resolutions that will be decided by electronic procedure are:

- The consideration of the reports of the Council for the year ended on 31st of December 2023.
- The consideration of the Financial Statements and the Independent Auditor’s report for the year ended on 31st of December 2023.
- Re- appointment of the Independent Auditor and authorization of the Council to fix his remuneration.
- Election of members of the Council in the place of those retiring.



For the purpose of assisting the electoral process we would like to inform you about the following:

- The Annual General Meeting will commence at 10.00am via teleconferencing.
- The voting for the above resolutions on 19th of June 2024 **will start on 10.30am and will last until 5.30pm.**
- **For a Member to be able to vote or to be appointed as a proxy (as per the Institute's Regulations) in must be ensured that the its Membership subscription until 2024 is settled.** For better organization and proper updating of the electronic voting platform, the **last date for accepting payments regarding the Annual Membership Subscription was set at 14/06/2024.**
- **The access code and the link to the electronic voting platform** will be sent to the Members who will be entitled to vote on **18 June 2024.**
- You are reminded that, each Member who will be entitled to vote, can be "credited" **with up to two other proxies, that is voting on behalf of two other members as their proxy.** In such a case on 18/06/2024, **2 more additional access codes will be sent.**
- **The deadline for submission of proxies expires 48 hours before the commencement of the AGM,** so those Members who intend to appoint a proxy, should submit the proxy document to the Institute **no later than Monday 17/06/2024 at 10.00am.**
- It is essential that on each proxy to clearly **indicate the name of the Members and their registration number** and to be duly signed. Proxies can be submitted to ICPAC either by e-mail (niki.neophytou@icpac.org.cy), fax, by hand and / or by envelope.
- For the proxies to be valid (both for the Member voting and for the Member appointing a representative) must:
 - o **all the requested information be clearly visible,**
 - o **be signed, and**
 - o **the membership subscription until 2024 is settled.**
- **Please note that, in cases where it is found that the same Member has appointed more than one person as his / her proxy, then this Member will immediately become ineligible for voting and none of its proxies will be valid.**



- **Additionally, Members who have given proxy to another Member, will NOT have the right to vote, but their proxy will be used for voting, since their right to vote was assigned through the proxy they initially gave.**
- Each Member who will vote can do so on the electronic voting platform with their **own code** and with the **additional two codes that will be given to him / her as a proxy of another member**. Therefore, each Member can vote on the electronic voting platform **with at most 3 codes**.
- **For all resolutions, each Member will have the opportunity to vote YES / NO / Abstain**. Resolutions will be available in two languages; Greek and English.
- In the election process for the Council, each Member will be able to vote for **up to 7 candidates**, regardless of whether or not they practice the profession.
- It will be mandatory **to vote for all resolutions** with either YES, No or Abstain answer.
- The maximum allocated voting time will be **10 minutes** and the voting process will be considered complete once the “submit” button is pressed. At the end of the process the message «the voting process has been completed» will be displayed on the member’s screen.

It is noted that the activities of the 63rd Annual General Meeting will reconvene at 5:30 p.m at the Nicosia Municipal Theatre with the physical presence of the members. Any member who may wish to follow the Annual General Meeting via electronic means, may do so through ICPAC’s social media accounts.

On 10:30am, time at which the electronic voting platform will open, the annual general meeting will be adjourned and shall recommence on 5:30pm with the physical presence of Members and guests at the Nicosia Municipal Theatre.

The Annual General Meeting will be broadcasted via livestreaming as well. It is hereby clarified that Members will be free to vote from 10:30am till 5.30pm using the designated electronic platform only, and no ballot will take place at the assembly venue.

The results of the voting will be announced during the Constitutional Part of the Annual General Meeting, which will commence at 5.30pm. The Ceremonial Part will commence at 6.30pm. Both Parts will be open for Members and guests.



More information about the Annual General Meeting will be circulated with the “Notice to the Annual General Meeting”. We remain at your disposal for any assistance or clarifications you may need.

Sincerely

A handwritten signature in black ink, appearing to read 'Kyriakos Iordanou', is positioned below the word 'Sincerely'. The signature is fluid and cursive.

Kyriakos Iordanou
General Manager