



To Whom It May Concern:

In May 2010, the Biomedical / Clinical Engineering Association of Ireland (BEAI) became a company limited by guarantee and not having a share capital. It is therefore under national law subject to certain rules as outlined in the companies act and articles of association.

The below is an updated set of information that was sent out previously and is a reminder of some of the rules and regulations that must be adhered to. For a full list of these rules and regulations, the Articles and Memorandum of Association are available on request from the Secretary by emailing secretary@beai.ie

Some of these rules & regulations are concerned with the Annual General Meeting. As the AGM is set for the **5th May 2017 @ 10am** and as a means of informing all the following is an outline of some of the relevant legal requirements.

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The BEAI shall in each year hold a general meeting as its annual general meeting (AGM) and not more than 15 months shall elapse between the date of one annual general meeting of the Company and that of the next.

The AGM shall be called by at least 21 days' notice in writing. Email is an acceptable form of writing.

The notice shall specify the place, the day and the hour of the meeting.

No member shall be entitled to vote unless all moneys owed by the member to the BEAI have been paid. Subscriptions shall be payable in advance of the 1st day of January in each year. A person becoming a member of the BEAI after the 1st day of January in any year shall be required by the BEAI to pay the entire Annual Subscription in respect of that year.

With regards to corporate members:

Anybody corporate which is a member of the BEAI may by resolution of its directors or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the BEAI, and the person so authorised shall be entitled to exercise the same powers on behalf of the body corporate which he represents as that body corporate could exercise if it were an individual member of the BEAI.



Election of persons:

Not less than 3 nor more than 21 days before the date appointed for the AGM, there has been given to the secretary of the BEAI notice in writing, signed by a member duly qualified to attend and vote at the meeting for which such notice is given, of his/her intention to propose another member, duly qualified to attend and vote at the meeting for which such notice is given, for election, and also notice in writing signed by that person of his/her willingness to be elected. A member duly qualified to attend and vote is a member who has paid all moneys owed by the member to the BEAI.

In writing includes email to the secretary of the BEAI.

Proxy votes

Votes may be given either personally or by proxy and submitted not less than 48 hours before the time appointed for taking the poll. Proxy votes must be deposited at the registered office of the BEAI (*BEAI, C/O Lewis & Co., 8 Priory Hall, Stillorgan, Co. Dublin*).

An instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit —

Biomedical / Clinical Engineering Association of Ireland

I/We,

of

in the County of.....,

being a member/members of the above-named company, hereby

appoint.....

of.....

or failing him,

of.....

as my/our proxy to vote of me/us on my/our behalf at the (annual or extra-ordinary, as the case may be) general meeting of the company to be held on the

..... day of, 20..... and at any adjournment thereof.

Signed this..... day of 20.....

This form is to be used * in favour of/against, the resolution.

Unless otherwise instructed, the proxy will vote as he/she thinks fit.

* Strike out whichever is not desired.

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Kind Regards,

Meabh Smith

Secretary

BEAI