



PAKISTAN COUNCIL OF
ARCHITECTS AND TOWN PLANNERS
(Ordinance IX of 1983)

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NOTICE OF THE ANNUAL GENERAL MEETING 2023 OF THE PAKISTAN COUNCIL OF ARCHITECTS & TOWN PLANNERS (PCATP) TO BE HELD ON SATURDAY, AUGUST 05, 2023 AT 12 NOON, AT ISLAMABAD CLUB.

This is in continuation to our Notice NO.PCATP/Members/06-21-01/2023; dated: June 21, 2023 regarding postponement of AGM 2023 previously scheduled for June 24, 2023 via Zoom.

Notice is hereby given that now the Ordinary **Annual General Meeting of The Pakistan Council of Architects & Town Planners (PCATP) 2023 will be held on August 05, 2023, at 12 noon at Multi-purpose Hall, Islamabad Club, Islamabad.**

"Bye-law 8 amended as *"The quorum to constitute an annual or extraordinary meeting of the Council shall be fifty: Provided that at a meeting held to seek amendment to these bye-laws the presence of at least 75 valid members of the Council shall be necessary"*.

We would like to inform you that to be able to participate in the AGM (physical/virtual) all registered members are requested to register themselves for AGM 2023 through Registration Form available at <https://forms.gle/ns1vH2Yc8BZHSnKr5> **by August 02, 2023.**

List of Members registered for joining the AGM 2023 at Islamabad Club physically will be shared with Islamabad Club's administration for the smooth access to the club premises. Hence it is requested to please send your registration request before the deadline.

Invitation to join the AGM via Zoom the link will be shared once your request for registration is received.

Members are requested to follow the following SOPs during the AGM for maintaining the decorum:

1. All the participants (Physical and Virtual) are requested to register themselves for AGM 2023 through Registration Form available at <https://forms.gle/ns1vH2Yc8BZHSnKr5>
2. Connect with your registered PCATP No, name and email only.
3. Use appropriate profile picture, name and video backgrounds (preferably your own picture as your DP/ profile picture).
4. You will enter in the waiting room as you connect, please wait and be patient until you are admitted in the meeting.
5. Mute your MIC during the entire meeting except for when you are allowed to speak.
6. Use "Raise Hand" option or write in Chat box for any questions and wait until you are allowed.



7. Members who are attending the meeting physically are requested to demonstrate discipline during the AGM so as to maintain the decorum and ensuring a smooth proceeding.
8. To give equal opportunity to the participants present physically/ virtually, questions will be taken on rotation basis from the participants (if the physical attendance is 100 and zoom attendance is 70 at the moment, then 2 questions will be taken from the physical participants in comparison to 1 question for zoom participants and vice versa).
9. Due to time limitation if any question(s) are unattended, please leave your questions in the chat box to be answered later by the executive committee.
10. Update your zoom client software to the latest version
11. Test carefully all audio and video settings at your end preferably one hour ahead of meeting.
12. PCATP Zoom link is meant for you only. Please do not share it with anyone else and also do not use the link for any testing purpose.
For testing purpose, use this test link: <https://zoom.us/test>).
13. To get more help for how to join Zoom meetings click below link
<<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-meeting>>

Following is the Final Agenda of the meeting:

1. Recitation from the Holy Quran.
2. Confirmation of the Minutes of the Annual General Meeting of the PCATP held hybrid via Zoom on May 14, 2022 at Islamabad Club. (Minutes already circulated and available on our website at www.pcatp.org.pk).
3. Presentation of Annual Report of the Council. Copy of Annual Report is available on our website at www.pcatp.org.pk .
4. Presentation of the Audited Accounts of the Council for the financial year 2021-2022. Audit Report is already available on our website.
5. Presentation of the Annual Budget of the Council for the financial year 2023-2024.
6. Appointment of Auditors.
7. Any other business as may be placed before the meeting by the Executive Committee or as the meeting may decide.
8. Closing comments by the Chairman PCATP.

We look forward to welcoming you to the AGM 2023.

Dated: July 20, 2023

Tahira S. Fazli

Ar./Plnr. T. Sadia Fazli
Registrar PCATP

Note: members who have not renewed their registration will not be admitted to the meeting.