



NOTICE OF THE EXTRA ORDINARY GENERAL MEETING OF THE PAKISTAN COUNCIL OF ARCHITECTS & TOWN PLANNERS (PCATP) TO BE HELD ON SATURDAY, DECEMBER 19, 2020, AT 11.00 A.M. VIA ZOOM.

Notice is hereby given that the Extra Ordinary Annual General Meeting of The Pakistan Council of Architects & Town Planners (PCATP) 2020 will be held on December 19, 2020 via Zoom at 11.00 A.M.

Considering current pandemic situation where social gatherings seem impossible and pose risk to our health, PCATP has decided to conduct Extra Ordinary General Meeting (EGM) through video-conferencing. In accordance with our Bye-law 7 (a) and 8, which clearly state,

"Bye-law 7 (a) "The Annual General Meeting of the Council shall be held simultaneously at Karachi, Lahore, Islamabad, Quetta and Peshawar through any available electronic means, such as video conferencing, Skype meeting, etc. However, the Chairman shall preside the meeting at the Head Office of the Council."

"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 EGM via Zoom **you need to register yourself by sending your updated email address to the Registrar, PCATP at registrar@pcatp.org.pk by December 14, 2020.** Invitation to join the Zoom meeting and the link will be shared once your request for registration is received.

PCATP requests all members to prepare themselves for an online EGM by installing zoom software and making infrastructure arrangements beforehand.

We hope you all are already aware of basic etiquettes of video-conferencing and comply with them, some of which are as follows;

- Test your microphone before you video call.
- Mute your microphone - even if you're alone in the room. Background noise can be an annoying distraction and stifle any meeting's flow.
- Be aware of your video settings. Be sure to test your video conferencing setup before you dial in. You can do this by test-calling a colleague before your meeting or even dialing in 15 minutes beforehand.
- Don't talk over each other. Use the chat function to ask questions and mention your name and PCATP registration number while asking questions.

We look forward to your positive participation and cooperation towards this forum.



As Per AGM 2020 decision on Agenda Item 07 (AGM held on August 22, 2020), following revised documents will be presented to the General Body for approval:

- a. Firm Registration Bye-law 107,113, 115 and 120 (attached).
- b. Revised CPD Document (attached).
- c. Revised Architecture Licensing Examination Document (attached).

We look forward to welcoming you to the EGM.

Tahira J. Fazli

Dated: December 04, 2020.

Ar./Plnr. T. Sadia Fazli
Registrar

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

