



SOUTHERN AFRICAN INSTITUTE FOR  
**INDUSTRIAL**  
ENGINEERING

Incorporated Association not for Gain, Reg. No. 76/0004/08  
PO Box 141, BRUMA, 2026, SOUTH AFRICA  
Tel 27-11-559-6143 Fax 086 697 5976

[www.saiie.co.za](http://www.saiie.co.za)

President: Hannelie Nel  
Secretariat: Regina Mogola

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**SOUTHERN AFRICAN INSTITUTE FOR INDUSTRIAL ENGINEERING**  
(Incorporated Association not for Gain)

**NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given of the 2009 Annual General Meeting of the SAIEE

**DATE** : **Thursday, 10 September 2009**  
**TIME** : **17h00**  
**VENUE** : **The Protea Auditorium**  
**School of Tourism and Hospitality**  
**University of Johannesburg**  
**Bunting Road, Auckland Park**

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**AGENDA**

1. OPENING AND WELCOME BY PRESIDENT 2009
2. CONFIRMATION OF ATTENDANCE, APOLOGIES AND PROXIES
3. CONFIRMATION OF AGENDA
4. APPROVAL OF MINUTES OF PREVIOUS MEETING ON 11 SEPTEMBER 2008
5. MATTERS ARISING FROM PREVIOUS MINUTES
6. PRESIDENT'S REPORT 2008 / 09
7. FINANCIAL REPORTS 2008 / 09
8. PRESIDENT'S AWARDS 2008
9. APPOINTMENT OF AUDITORS
10. APPOINTMENT OF MEMBERS OF COLLEGIUM
11. PROPOSED CHANGES TO CONSTITUTION
12. ELECTION OF COUNCIL MEMBERS
13. PRESIDENTIAL ADDRESS BY PRESIDENT 2010
14. GENERAL
15. CLOSURE OF MEETING

**COCKTAIL FUNCTION**

Design Cafe



## SOUTHERN AFRICAN INSTITUTE FOR INDUSTRIAL ENGINEERING

# NOTICE OF COUNCIL ELECTION

An election of members of Council representing the membership of the Institute is to be held during the Institute's **Annual General Meeting on Thursday 10 September 2009**.

In terms of the Articles of Association, the office bearers and other members have been elected by the Council and therefore should not be nominated.

### 1. OFFICE BEARERS

The following office members have been elected to serve on Council as the Office Bearers for 2007/2008 and therefore should not be nominated:

- **President** Mr Corne Schutte
- **First Vice President** Dr Henk Van Tonder
- **Second Vice President** To be confirmed
- **Honorary Treasurer** Mr Leon Venter

### 2. PAST PRESIDENTS

The following Past-Presidents have been elected to serve on Council for 2009/2010 and therefore should not be nominated:

- **Immediate Past President** Ms Hannelie Nel
- **Past President** Mr Brian Munsamy

One vacancy exists to be filled from past presidents.

### 3. REMAINING COUNCIL MEMBERS

The following members who were previously elected have consented to remain on Council for one more year and therefore should not be nominated:

- **Elected Corporate Member** Mr Ranil Singh  
Professor Susan Adendorff  
Ms Bernadette Sunjka
- **Elected non-Corporate Member** Mr Frank Godi
- **Chairpersons of Branches and Special Interest Groups**

To be confirmed for 2010

### 4. VACANT POSITIONS OF MEMBERS OF COUNCIL REPRESENTING CORPORATE MEMBERS

Three vacancies exist to be filled from the Corporate membership of the Institute i.e. from Honorary Felloes, Fellows and Members.

**5. VACANT POSITIONS OF MEMBERS OF COUNCIL REPRESENTING NON-CORPORATE MEMBERS**

One vacancy exists to be filled from the non-Corporate membership of the Institute i.e. from Associate Members and students.

**Nominations are hereby called for the above vacancies on Council.**

- These must be submitted on the official nomination form on page four (4) of this Notice, or a copy thereof, to the Institute by **not later than noon on Thursday 03 September 2009.**
- Should more nominations be received than vacancies exist, an election will be held at the AGM. Nomination forms, which are incomplete or unsigned, will be rejected.

**SOUTHERN AFRICAN INSTITUTE FOR INDUSTRIAL ENGINEERING**  
**NOMINATION TO COUNCIL**

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We, ..... , (.....) and  
*Proposer's Name* *Grade*

..... , (.....)  
*Seconder's Name* *Grade*

**hereby nominate**

..... , (.....)  
**Nominee's Name** **Grade**

**as a candidate for election on to the Council of the Institute**

Proposer's signature ..... Date .....

Seconder's signature ..... Date .....

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**STATEMENT BY NOMINEE**

I, ..... confirm that I am willing to be nominated to serve on the Council of the Institute and, if elected, that I will promote the profession of Industrial Engineering, participate actively in Council affairs and regularly attend meetings of Council.

Signature of Nominee ..... Date .....

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**PLEASE FORWARD THIS COMPLETED FORM TO REACH THE SAIIE PRESIDENT  
BEFORE NOON, 03 September 2009**

**Email to [admin@saiie.co.za](mailto:admin@saiie.co.za) or [president@saiie.co.za](mailto:president@saiie.co.za),  
or POST TO: SAIIE, PO Box 141, Bruma, 2026**



The AGM will be addressed by the  
**SAIIE Council**

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**Please join us after the presentation for a light snacks and drinks – your opportunity to mix with Industry leaders and catch up with old IE friends. A cash bar will also be available.**

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**CONFIRMATION OF ATTENDANCE**  
**SAIIE AGM 10 September 2009**

While only Corporate Members of the SAIIE are entitled to vote at the AGM, **friends and family are welcome to attend**. SAIIE requires confirmation of you and your guests' reservations for catering purposes and to book your parking. Please notify us of your attendance by completing the form below and faxing, or e-mailing us your details.

I, \_\_\_\_\_ will be attending the SAIIE AGM on 10 September 2009

No. of guests \_\_\_\_\_

Vehicle Registration No. \_\_\_\_\_

Special dietary requirements \_\_\_\_\_  
(Halaal, kosher, vegetarian)

Any Corporate member entitled to attend and vote at the meeting may appoint in writing a proxy to attend, speak or vote in his or her stead. In terms of Article 5.5, the proxy so appointed needs to be a Corporate member of the Institute.

**Please fax to 086 697 5976, Attention SAIIE PRESIDENT**  
**or e-mail your response to [president@saiie.co.za](mailto:president@saiie.co.za) under the heading**  
**SAIIE AGM Confirmation, BEFORE 03 SEPTEMBER 2009**

**SOUTHERN AFRICAN INSTITUTE FOR INDUSTRIAL ENGINEERING**

**NOMINATION FOR PRESIDENT'S AWARD**

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The purpose of the annual President's Award is to recognize exceptional service rendered by an individual to the Institute and the profession of Industrial Engineering. Recipients shall have shown exceptional initiative, effort and achievement in furthering the objects of the Institute during a year of office, or sustained and consistently high standard of work output over a period of several years.

I, ..... , (.....)  
*Proposer's Name* *Grade*

**hereby nominate**

..... , (.....)  
**Nominee's Name** **Grade**

**as a candidate for the 2009 President's Award**

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**MOTIVATION**

Please provide a detailed motivation for your nomination.

Signature of Proposer ..... Date .....

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## SOUTHERN AFRICAN INSTITUTE FOR INDUSTRIAL ENGINEERING

# PROXY AUTHORIZATION FOR AGM 2009

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Each proxy authorising a Corporate member to vote on behalf of another member shall be signed by the member granting proxy and shall be submitted to the Secretaries or the Chairman for verification at the meeting at which it is intended to be used. A proxy shall be valid only at the meeting specified therein.

I, ..... , (.....)  
*Member* *Grade*

**hereby nominate**

..... , (.....)  
**Nominee's Name** **Grade**

**as a proxy for my attendance at the 2009 SAIIE AGM**

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Signature of Membe ..... Date .....

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BEFORE NOON, 03 September 2009**