



FEDERATION OF MALAYSIAN MANUFACTURERS (196801000309 / 7907-X)

Rules and Procedures for Nomination to the FMM Branch Committee and Appointment of Proxy

I. Criteria of Candidate for Nomination to the FMM Branch Committee

1. Every Ordinary Member desiring to have its authorised Representative of Member elected to the FMM Branch Committee shall submit the name of such Representative to the Federation at least 14 days before the date set down for the Annual General meeting.
2. The Representative of Member nominated for election to the Branch Committee must be Senior Management Level person.
3. The FMM Branch Committee shall comprise persons who are representatives of Members only. No candidate shall be eligible for election or re-election to the Branch Committee unless he shall be a Representative of Member whose membership has not been in suspension at any time during the financial year of election.
4. The definitions of Senior Management Level and authorised Representative of Member are as set out in the Federation's Articles of Association.
5. Nomination of candidates must be proposed and seconded by Ordinary Members whose membership are also not in suspension at any time during the financial year of election.
6. The Proposer and the Secunder must be the named authorised Representative of Ordinary Members whose names are registered in the records of the Federation.
7. The Proposer and Secunder for a candidate cannot be the same authorised Representative of Ordinary Member from the same company. They must be the authorised Representative of Ordinary Member from two different companies.

II. Submission of Nomination Form

1. The Nomination Form used shall be in the prescribed format as approved by the FMM Branch Committee.
2. The Nomination Form must be received by the closing date as stipulated on the Form. Any late submission will be treated as invalid and will not be accepted for consideration of the candidacy.
3. A blank Nomination Form may be photocopied for use. However, the completed Nomination Form submitted must be the original form signed by the Proposer, Secunder and the Candidate accepting the nomination. A photocopy of the original signed form will not be accepted.
4. It is the responsibility of the candidate, proposer and seconder to ensure they are registered in the records of FMM as the Authorised Representative of their respective company, and that their company's membership is not in suspension.

5. To facilitate II (4) above, the Branch secretariat shall post the name of the Authorised Representative and membership status of member companies in the Members Section of the FMM website for members to check the information before submission of the Nomination Form.

III. FMM Branch Election Committee

1. The FMM Branch Committee shall appoint amongst themselves three (3) persons to form the Branch Election Committee which will oversee the nomination and election process for the forthcoming AGM.
2. The term of office of the Branch Election Committee shall be from the time it is established before the AGM to oversee the nomination process for the election of Branch Committee members to the time a new Election Committee is set up in the following year. Hence, the Election Committee shall be dissolved after a new Election Committee is formed by the FMM Branch Committee in the following year for the next election process.
3. The terms of reference of the Branch Election Committee shall be:
 - a. To verify the validity of the Nominations received and the eligibility of the candidates for election to the FMM Branch Committee.
 - b. To ensure transparent and fair conduct of general meetings (annual and extraordinary meetings) of the Branch.
4. The Chairman of the Branch Election Committee shall be appointed by the 3 persons from amongst themselves.
5. In the event the number of committee members falls below three (3), the Branch Committee may appoint another Branch Committee member to fill the vacancy.
6. The Branch Election Committee shall meet on the closing date for the submission of the Nomination Forms at half an hour past the close of office of the Secretariat for the day to verify the validity of the Nomination Forms received and the eligibility of the candidates.
7. In the event of doubt on the senior management and authorised Representative of Member's position of the candidate, the Branch Election Committee shall decide on the eligibility of the candidate.
8. The nominated candidates shall be informed whether they are eligible or disqualified to stand for election to the Branch Committee. They shall be informed by the Secretariat no later than three days, excluding public holidays, after the meeting of the Branch Election Committee.
9. The decisions of the Branch Election Committee shall be final and no further queries will be entertained.
10. Authority and Duties of the Branch Election Committee:
 - a. The Branch Election Committee shall verify the validity of the Nomination Forms and the eligibility of the candidates for election to the Branch Committee.
 - b. The Branch Election Committee may at any time during working hours, call on the Secretariat to sight the Nomination Forms received.

- c. The Branch Election Committee may at any time during working hours, call on the Secretariat to sight the Proxy Forms received for the general meetings.
- d. At the time of the general meeting, the Branch Election Committee may check the register of members to ensure that the number of voting slips given to the members attending is correct.
- e. If there is voting by secret ballot, the Branch Election Committee together with the scrutineers appointed, shall ensure the counting process is transparent and conducted smoothly.

IV. Proxies

- 1. Under Clause 108 of the Articles of Association, no member or person attending the Annual General Meeting is entitled to hold more than One (1) proxy. To be valid, all proxy forms should be signed by the named authorised “Representative of Member” as registered in the Federation’s records.
- 2. A proxy holder must be an Ordinary member of the Federation whose membership is not in suspension at any time during the financial year of election. If the proxy holder is from a member’s own company or group of companies, the person need not be the authorised Representative of Member. However, if the proxy holder is from another member company, the person must be the named authorised Representative of Member (Clause 106 refers).
- 3. To be valid, all proxy forms must be deposited at the FMM Office, not less than forty-eight (48) hours before the time set for the Annual General Meeting.
- 4. The Proxy Form must carry the original signature of the appointer, i.e. the original signed copy must be submitted. Faxed or emailed copy of the Proxy Form is acceptable provided it is accompanied by a photocopy of the appointer’s identity card (IC).
- 5. It is the responsibility of the appointer to ensure that he is the authorised Representative of his company whose membership has not been suspended, and that the proxy holder, if from another member company, is the authorised Representative of that company whose membership has also not been suspended.
- 6. It is not the duty of the Secretariat to inform the appointer or the proxy holder of the validity of the Proxy Form submitted. Invalid proxy holders shall be informed of their disqualification at the registration desk on the day of the meeting.

V. Interpretation

- 1. The above rules and procedures shall be read in conjunction with the Federation’s Articles of Association.