

National Council of Social Service (Meetings) Regulations 2000

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THE SCHEDULE

No. S 382

**NATIONAL COUNCIL OF SOCIAL SERVICE ACT
(CHAPTER 195A)**

NATIONAL COUNCIL OF SOCIAL SERVICE

(MEETINGS) REGULATIONS 2000

In exercise of the powers conferred by section 40 of the National Council of Social Service Act, the National Council of Social Service, with the approval of the Minister for Community Development and Sports, hereby makes the following Regulations:

Citation and commencement

1. These Regulations may be cited as the National Council of Social Service (Meetings) Regulations 2000 and shall come into operation on 29th September 2000.

PART I

MEETINGS OF COUNCIL

Annual general meeting of Council

2.—(1) The Council shall hold an annual general meeting once in every calendar year but in any case not more than 15 months after the holding of the last preceding annual general meeting.

(2) An annual general meeting shall be held for the following purposes:

- (a) to elect Board members under section 5 of the Act, if necessary;
- (b) to receive and adopt the audited financial statements of the Council and the report of the auditor thereon prepared for the purposes of section 37 of the Act;
- (c) to receive and adopt the annual report prepared for the purposes of section 38 of the Act; and
- (d) to decide on any resolution that may be submitted to the meeting in the manner provided in paragraph (3).

(3) Any Council member who intends to propose any resolution for consideration at an annual general meeting shall give written notice of the resolution to the Honorary General Secretary not later than 3 days before the meeting.

Extraordinary meeting of Council for special purpose

3. The Council may, at any time and for any special purpose, hold an extraordinary general meeting.

Extraordinary meeting of Council on requisition of full Council members

4.—(1) The Council shall hold an extraordinary general meeting on the receipt of a requisition in writing signed by not less than one-half of the total number of full Council members and specifying the purpose for which the meeting is required and the resolution proposed.

(2) On receipt of a requisition referred to in paragraph (1), the Council shall, within 30 days from the date of the requisition, proceed to hold an extraordinary general meeting.

Notice of meetings of Council

5.—(1) The Honorary General Secretary shall, not less than 7 days before the day appointed for a meeting of the Council, give to every Board member and Council member notice in writing of the meeting of the Council and such notice shall specify the matters to be considered at the meeting.

(2) The notice under paragraph (1) shall be deemed to be duly given if it is sent by ordinary post or by hand to the last known place of residence or business of the Board member or Council member.

Procedure at meetings of Council

6.—(1) The President or, in his absence, one of the Vice-Presidents as determined by the Board shall preside at all meetings of the Council.

(2) Where the President and both the Vice-Presidents are absent at a meeting, the Council members present shall elect one of the Board members to preside at the meeting.

(3) The quorum for —

(a) an annual general meeting under regulation 2; or

(b) an extraordinary general meeting under regulation 3,

shall be one-third of the total number of full Council members.

(4) Where the quorum referred to in paragraph (3) is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place.

(5) If at the adjourned meeting referred to in paragraph (4) a quorum is not present within half an hour from the appointed time, the full Council members present shall form a quorum.

(6) The quorum for an extraordinary general meeting under regulation 4 shall be one-half of the total number of full Council members.

(7) Where the quorum referred to in paragraph (6) is not present at the time appointed for the extraordinary general meeting, the requisition for that meeting shall be annulled and the same, or substantially the same, resolution shall not be proposed at any other meeting during the same financial year of the Council.

(8) Except for the election of Board members under section 5 of the Act, every question arising at any meeting of the Council shall be decided by a simple majority of the Board members and full Council members present and voting.

(9) Subject to section 7 of the Act, each Board member and each full Council member present at a meeting of the Council shall have one vote, and in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

Procedure for election of Board members

7.—(1) The election of Board members shall be conducted in accordance with the following procedure:

- (a) not less than one month before the day appointed for the annual general meeting in which there is to be an election of Board members under section 5 (1)(b)(i), (g) or (h) of the Act, the Honorary General Secretary shall request for nominations from the persons entitled to make such nominations as specified in paragraph (2), (3) or (4), as the case may be;
- (b) each nomination shall be proposed by the Council member of which the nominee is a member on such forms as may be provided by the Council;
- (c) each nomination shall be delivered to the Honorary General Secretary not less than 14 days before the day appointed for the annual general meeting;
- (d) the notice of nominations shall be sent by post not less than 7 days before the day appointed for the annual general meeting —
 - (i) to the full Council members, in the case of nominations for Vice-President under section 5 (1)(b)(i) of the Act and nominations for Board members under section 5(1)(g) of the Act; and
 - (ii) to the associate Council members, in the case of nominations for Board members under section 5(1)(h) of the Act; and
- (e) the notice of nominations shall be affixed on the notice board in a conspicuous place at the registered office of the Council not less than 7 days before the day appointed for the annual general meeting.