

## **Legal Profession (General Meetings) By-laws**

### **Table of Contents**

**1 Citation**

**2 Notice of general meeting**

**3 Quorum**

**4 Chairman**

**5 Notice of motions**

**6 Motion to have proposer and seconder**

**7 Procedure for motion**

**8 Procedure for amendment**

**9 Motion or amendment in writing**

**10 Right to speak**

**11 Right to speak when moving motion or seconding motion**

**12 Motion to put question**

**13 Withdrawal of motion**

**14 Motion for adjournment**

**15 Saving**

**16 Miscellaneous**

**17 Record of minutes**

### **Legislative History**

LEGAL PROFESSION ACT  
(CHAPTER 161, SECTION 70)

LEGAL PROFESSION (GENERAL MEETINGS) BY-LAWS

By 1

G.N. No. S 14/1976

REVISED EDITION 2010

(31st May 2010)

[20th January 1976]

**Citation**

1. These By-laws may be cited as the Legal Profession (General Meetings) By-laws.

**Notice of general meeting**

2.—(1) The Secretary of the Law Society of Singapore shall give written notice by circular of any general meeting to be convened to every member of the Society present in Singapore at least 14 days prior to the date of the meeting.

(2) Such written notice shall specify the time, date and place of the meeting and the business to be transacted thereat.

(3) In the case of an annual general meeting, the notice shall be accompanied by the report and accounts referred to in section 67(3) of the Act, and such notice, report and accounts may be given using electronic communications to the current address designated or notified by the member for this purpose.

(4) Notwithstanding paragraph (3), a member may before 30th September of each year request in writing to the Society to send him the hard copies of the notice, report and accounts for the annual general meeting.

(5) For the purposes of paragraph (3), the report and accounts (referred to as the documents) shall also be treated as given or sent by electronic communications to a member where —

- (a) the documents are published on the website of the Society and remain accessible to that member from the website throughout the period beginning at least 14 days before the date of the meeting and ending with the conclusion of the meeting; and
- (b) the member is notified at least 14 days before the date of the meeting,

of —

- (i) the publication of the documents on the website of the Society;
- (ii) the address of that website; and
- (iii) the place on the website where the documents may be accessed, and how they may be accessed.

(6) Nothing in paragraph (5)(a) shall invalidate the proceedings of an annual general meeting if —

- (a) the documents are published and remain accessible for a part, but not all, of the period mentioned in that paragraph; and
- (b) the failure to publish and make accessible those documents throughout that period is wholly attributable to circumstances where it would not be reasonable to have expected the Society to prevent or avoid.

### **Quorum**

3.—(1) At a general meeting, other than an annual general meeting, 50 practitioner members personally present shall form a quorum. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same day of the following week at the same time and place or to such other time and place as the President of the Society shall determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall form a quorum.

(2) No alterations to the agenda shall be made during the period of postponement.

(3) Notice of the adjourned meeting shall be given to all members at least 5 days prior to the meeting.

### **Chairman**

4.—(1) The President of the Society shall be the chairman of any general meeting.

(2) In the absence of the President, the Vice-President shall be the chairman of such meeting.

(3) In the absence of both the President and the Vice-President, the meeting shall elect a chairman from among the members present.

### **Notice of motions**

5. Except where the general meeting otherwise decides, notice of all motions to be