



基督教新加坡长老会

THE PRESBYTERIAN CHURCH IN SINGAPORE

UEN No.: S61SS0155A

132 Sophia Road, Singapore 228186

Tel: 63385837 Email: office@presbysing.org.sg

12 May 2020

Dear Senior Ministers and EDC/Session Clerks,

Re: Guidance for the Conduct of General Meeting by Registered Societies in view of the prevailing COVID-19 situation

The Registry of Societies (ROS) has provided the **GUIDANCE FOR REGISTERED SOCIETIES ON THE CONDUCT OF GENERAL MEETINGS AND GOVERNING BODIES' MEETINGS DURING PERIODS OF SAFE DISTANCING MEASURES**. We would like to highlight to you the key points from the attached Annexes (A, B, C and D), as follows:

Annex B

6.1 Notice of Meeting

A notice of a general meeting (AGM/ACM) must be sent by electronic mail to each member email address and publicised on the society's (i.e. the church's) website, if available.

6.2 Documents

Documents relating to the business of the AGM/ACM including proxy form (please refer to 6.5 below), annual report and other reports can be sent to members by email in advance for their reading, together with the notice of meeting or published on the church's website. The chairman may appeal for two EDC/Session members to be the "Proposer" and "Seconder" for each of the documents and reports. Members should specifically indicate in the proxy form how they wish to accept the documents and reports ("For") or reject the documents and reports ("Against"). (Refer to 6.4 below).

6.4 Voting

The Presbyterian constitution does not allow for remote electronic voting. Please advise your members to vote by proxy only. To facilitate this, the Alternative Arrangement as provided under Clause 5 of the COVID-19 (TEMPORARY MEASURES) (ALTERNATIVE ARRANGEMENTS FOR MEETINGS FOR REGISTERED SOCIETIES) ORDER 2020 (refer to Annex A) allows the church to require a member to appoint the chairman of the meeting as the member's proxy to vote at the AGM/ACM, and for this to be the only means of voting. Members should specifically indicate in the proxy form how they wish to vote "For" or vote "Against" (or abstain from voting on) the resolutions. The chairman may appeal for two EDC/Session members to act as the "Proposer" and "Seconder" for each resolution. The votes cannot be counted until after there is a quorum and the meeting is called to order at the AGM/ACM.

(If there are any resolutions put forward by a member, then that member would be the proposer and he would have to find another member to second his proposed resolution.)

会正 : 黎志强牧师
书记 : 陈光辉牧师
财政 : 江春斌长老

Moderator : Rt Rev Keith Lai Chee Kheong
Stated Clerk : Rev Darryl Chan Kong Fai
Treasurer : Eld Kang Choon Pin



基督教新加坡长老会

THE PRESBYTERIAN CHURCH IN SINGAPORE

UEN No.: S61SS0155A

132 Sophia Road, Singapore 228186

Tel: 63385837 Email: office@presbysing.org.sg

6.5 Proxy Forms

See sample template attached.

6.6 Conduct of Meeting

The church must ensure that they give effect to the right of members to speak, to be heard and to vote at the AGM/ACM. Those who have appointed the chairman of the meeting as the members' proxy are not to vote again at the meeting. No double vote is allowed.

6.7 Quorum

The church must ensure that there is no double counting of members who have appointed the chairman as the member's proxy and members who are electronically present.

Annex C

1.2.4 There should be a helpline number for members who need assistance with using the technology before or during the meeting.

Pages 5 & 6 **Sample Proxy Form Template** (by ROS)

Annex D: FAQs

Please pay special attention to the following FAQs :

Q5, Q8, Q9, Q10, Q11, Q16 & Q17

In particular Q5, churches do not need to obtain the agreement of their members to adopt the prescribed alternative arrangements.

Please refer to the Annexes A, B, C & D for more information.

God bless.

Rt Rev Keith Lai
Synod Moderator
45th & 46th Session
Synod Executive Committee

Rev Darryl Chan
Synod Stated Clerk
45th & 46th Session
Synod Executive Committee

会正 : 黎志强牧师
书记 : 陈光辉牧师
财政 : 江春斌长老

Moderator : Rt Rev Keith Lai Chee Kheong
Stated Clerk : Rev Darryl Chan Kong Fai
Treasurer : Eld Kang Choon Pin