

# **COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order 2020**

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### **THE SCHEDULE Alternative arrangements for general meetings of registered societies and meetings of governing bodies of registered societies**

**No. S 324**

**COVID-19 (TEMPORARY MEASURES) ACT 2020  
(ACT 14 OF 2020)**

**COVID-19 (TEMPORARY MEASURES)  
(ALTERNATIVE ARRANGEMENTS FOR MEETINGS  
FOR REGISTERED SOCIETIES) ORDER 2020**

In exercise of the powers conferred by section 27 of the COVID-19 (Temporary Measures) Act 2020, the Minister for Law makes the following Order:

## Citation and commencement

1. This Order is the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order 2020 and is deemed to have come into operation on 27 March 2020.

## Definitions

2. In this Order, unless the context otherwise requires —

“electronic means” means electronic communication, video conferencing, tele-conferencing or other electronic means;

“meeting” means a general meeting of a registered society or a meeting of a governing body of a registered society;

“member” means —

(a) in the case of a general meeting of a registered society — a member of the registered society; or

(b) in the case of a meeting of a governing body of a registered society — a member of the governing body;

“registered society” has the meaning given by section 2 of the Societies Act (Cap. 311).

3. *[Deleted by S 826/2020 wef 29/09/2020]*

## Application

4. This Order sets out the alternative arrangements to personal attendance in respect of the following classes of meetings:

(a) general meetings of registered societies;

(b) meetings of governing bodies of registered societies.

## Alternative arrangements for general meetings of registered societies and meetings of governing bodies of registered societies

5.—(1) The alternative arrangements for the convening, holding, conducting or deferral of a meeting to which this Order applies set out in the second column of the Schedule apply in respect of the provisions of the written law or legal instrument relating to such a meeting set out in the first column of that Schedule.

(2) *[Deleted by S 245/2021 wef 06/04/2021]*

## THE SCHEDULE

Paragraph 5(1)

### ALTERNATIVE ARRANGEMENTS FOR GENERAL MEETINGS OF REGISTERED SOCIETIES AND MEETINGS OF GOVERNING BODIES OF REGISTERED SOCIETIES

<i>First column</i> <i>Provision of Societies Act or rules of the registered society</i>	<i>Second column</i> <i>Alternative arrangement</i>
1. Provision for convening, holding, conducting or deferral of a general meeting of a registered society or a meeting of a governing body of a registered society	<p>A general meeting of a registered society or a meeting of a governing body of a registered society may be convened, held or conducted, whether wholly or partly, by electronic means.</p> <p>A general meeting of a registered society or a meeting of a governing body of a registered society may be deferred to a date no later than 31 December 2020.</p>
2. Provision for attendance at a general meeting of a registered society or a meeting of a governing body of a registered society	<p>A registered society may provide that a member may only attend a general meeting of the registered society by observing and listening to the proceedings of the meeting by electronic means, if access to both an audio broadcast and audio-visual broadcast is provided to the member.</p> <p>A member of a governing body may attend a meeting of the governing body of a registered society by electronic means.</p>
3. Provision for right or entitlement to be heard or to require representations to be read out at a general meeting of a registered society	<p>A registered society may provide that a member may only be heard at a meeting by electronic means in the manner provided in item 4.</p> <p>A representation may be read out at a meeting by electronic means.</p>
4. Provision for right or entitlement to speak on a resolution at a general meeting of a registered society	<p>A registered society may require a member, before the meeting, to send to the chairman of the meeting, by post or electronic mail, the matters which the member wishes to raise at the meeting, and each such matter, if substantial and relevant and sent within a reasonable time before the meeting, is to be responded to at or before the meeting by electronic means.</p>

In addition to (but not in place of) post and electronic mail, a registered society may also provide for a member, before the meeting, to send to the chairman of the meeting the matters which the member wishes to raise at the meeting by such other electronic means as the registered society considers appropriate, and each such matter, if substantial and relevant and sent within a reasonable time before the meeting, is to be responded to at or before the meeting by electronic means.

To avoid doubt, in addition to (but not in place of) post and electronic mail, a registered society may provide for any matter to be raised by a member at a meeting and for the matter to be responded to at the meeting through real-time electronic communication such as video conferencing, tele-conferencing or live chat.

5. Provision for quorum at a general meeting of a registered society or a meeting of a governing body of a registered society

A quorum may be formed by members personally or electronically present.

A member is deemed to be present at a general meeting of a registered society if the member has appointed the chairman of the meeting as the member's proxy to attend, speak and vote at the meeting, and the relevant quorum requirements are to be determined by the voting instructions and proxies submitted by the members prior to the commencement of the meeting.

A member is electronically present at a general meeting of a registered society or a meeting of a governing body of a registered society if the member —

- (a) attends the meeting in the manner provided in item 2;
- (b) is verified by the secretary of the registered society, or a person appointed by the governing body of the registered society, as attending the meeting in the manner provided in item 2; and
- (c) is acknowledged by electronic means by the chairman of the meeting as

present at the meeting.

6. Provision for a member to vote at a general meeting of a registered society held or conducted before 1 October 2020

A registered society may require a member to appoint the chairman of the meeting as the member's proxy to vote at a general meeting of a registered society by depositing with the registered society an instrument of appointment by post, or by electronic mail to an electronic mail address stated in the notice of the meeting. In addition to (but not in place of) post and electronic mail, a registered society may provide for a member to appoint the chairman of the meeting as the member's proxy to vote at the meeting by depositing with the registered society an instrument of appointment by such other electronic means as the registered society considers appropriate. A member may not vote at the meeting otherwise than by way of appointing the chairman of the meeting as the member's proxy.

Where a proxy is delivered by a member to the registered society before 27 April 2020 —

- (a) the registered society may treat the instrument of appointment appointing a person other than the chairman of the meeting as the member's proxy to vote at the meeting as an instrument of appointment appointing the chairman as the member's proxy to vote at the meeting, if —
  - (i) the member indicated how the member wished to vote on each resolution; and
  - (ii) the member has been given an opportunity to withdraw the appointment and has not withdrawn the appointment; and
- (b) the registered society may treat the instrument of appointment appointing a person other than the chairman of the meeting as the member's proxy to vote at an adjourned or postponed meeting as an instrument of appointment appointing the chairman as the member's proxy to vote at the