

Professional Engineers Board Rules

Table of Contents

Part I PRELIMINARY

1 Citation

2 Definitions

Part II MEETINGS OF BOARD

3 Meetings

4 Notice of meetings

5 Minutes

6 Order of business

7 Voting

8 (Deleted)

9 Bank account and cheques, etc.

10 Presentation of accounts

11 Expenses of Board

Part III ELECTION OF BOARD MEMBERS

12 Returning officer

13 Notice of nomination

14 Nominations

- 15 Vacancies filled by number of nominations**
- 16 Vacancy to be set aside**
- 17 Remaining vacancies**
- 18 Vacancies exceeded by number of nominations**
- 19 No soliciting or canvassing for votes**
- 20 Form and manner of voting**
- 21 Proof of identity**
- 22 Penalty for failure to vote**
- 23 Counting of votes**
- 24 Storage of records**
- 25 Complaints to Board**

Legislative History

PROFESSIONAL ENGINEERS ACT (CHAPTER 253, SECTION 36)

PROFESSIONAL ENGINEERS BOARD RULES

R 2

REVISED EDITION 1991

(25th March 1992)

[30th August 1991]

PART I

PRELIMINARY

Citation

1. These Rules may be cited as the Professional Engineers Board Rules.

Definitions

2. In these Rules, unless the context otherwise requires —

“Chairman” means the person presiding at any meeting of the Board;

“elected member”, in relation to the Board, means a member of the Board referred to in section 4(2)(c) of the Act;

[S 633/2005 wef 01/10/2005]

“financial year” means the financial year of the Board which is —

(a) the period starting on 1 January 2021 and ending on 31 March 2022;
or

(b) from 1 April 2022, any period of 12 months ending on 31 March in any year;

[S 903/2021 wef 30/11/2021]

“licensed professional engineer” means a registered professional engineer who has in force a valid practising certificate;

[S 633/2005 wef 01/10/2005]

“member” means a member of the Board and includes the President thereof.

PART II

MEETINGS OF BOARD

Meetings

3.—(1) Meetings of the Board may be held at such time and place and as often as may be necessary, except that not less than 10 meetings shall be held in a financial year.

(2) The Registrar shall, whenever requested to do so by the President or by not less than 4 members in writing under their hands, convene a meeting of the Board within 14 days of such request.

Notice of meetings

4.—(1) Not less than 5 days' notice in writing shall be given by the Registrar specifying the place, date and time of a meeting of the Board and the business to be conducted at the meeting.

(2) The accidental omission to give notice of a meeting under this rule to one or more members or failure to receive any such notice by any member shall not affect the validity of or prejudice anything done or agreed to at such meeting.

Minutes

5.—(1) The Registrar shall act as secretary of the Board.

(2) Minutes of every meeting of the Board shall be taken and kept by the Registrar and shall be duly entered in a book provided for the purpose.

(3) A draft of the minutes of a meeting of the Board shall be circulated to the members together with the notice of the meeting at which the draft is to be submitted for confirmation.

(4) Minutes of the proceedings of any meeting, if purporting to be signed by the Chairman of the meeting at which the minutes were confirmed, shall be evidence of the facts stated therein; and the meeting to which any such minutes relate shall, unless the contrary is proved, be deemed to have been regularly convened and constituted.

Order of business

6. Unless the Chairman otherwise directs, the following order of business shall be observed at each meeting of the Board:

- (a) confirmation of minutes of the previous meeting of the Board;
- (b) matters arising;
- (c) statement of accounts;
- (d) applications for registration, practising certificates and licences;
- (e) business of which due notice has been given; and
- (f) such other matters as the Board may think fit to consider.

Voting

7. Every question arising at every meeting of the Board shall be decided by voting on a show of hands by a majority of the members present and voting, except that any member may call for a division, in which case the names of the members for and against and those who abstained from voting shall be recorded in writing in the minutes.

8. *[Deleted by S 633/2005 wef 01/10/2005]*

Bank account and cheques, etc.

9.—(1) All payments made by or on behalf of the Board (other than sums not exceeding \$500 or such lesser amounts as the Board may from time to time determine) shall be made by cheque drawn on the bank account of the Board, or by an electronic funds transfer.

[S 187/2021 wef 01/04/2021]

(2) All cheques drawn on the bank account of the Board shall be signed by —

- (a) the President and the Registrar;
- (b) the President and any member of the Board approved through a resolution of the Board for this purpose; or
- (c) the Registrar and any member of the Board approved through a resolution of the Board for this purpose.

[S 766/2005 wef 01/12/2005]

[S 187/2021 wef 01/04/2021]

Presentation of accounts

10. At every meeting of the Board, the Registrar shall present to the Board a statement of accounts showing —

- (a) the receipts and expenditure by the Board for the current financial year as on the day immediately before the meeting; and
- (b) the balance, if any, standing to the credit of the Board.

Expenses of Board

11. There shall be paid to the Registrar and any other officers and employees as the Board may appoint such fees or remuneration as the Board may determine from time to time.

PART III

ELECTION OF BOARD MEMBERS

[S 633/2005 wef 01/10/2005]

Returning officer

12.—(1) The Registrar, or any other person whom the Board may from time to time appoint, shall be the returning officer for the purpose of section 4 (2) (c) (i) of the Act.