

**Institute of Certified Public Accountants of Singapore (Proceedings of Council)  
Rules**

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**Legislative History**

**ACCOUNTANTS ACT  
(CHAPTER 2, SECTION 62)**

**INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF SINGAPORE  
(PROCEEDINGS OF COUNCIL) RULES**

**R 4**

**G.N. No. S 472/1989**

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## **Citation**

1. These Rules may be cited as the Institute of Certified Public Accountants of Singapore (Proceedings of Council) Rules.

## **Meetings**

2.—(1) A meeting of the Council, whether ordinary or emergency, may be called by the President of the Institute.

(2) In the absence of the President of the Institute from Singapore or incapacity through illness or his office being vacant, any such meeting may be called by the Vice-President.

(3) At the request in writing addressed to the Executive Director of the Institute (referred to in these Rules as the Executive Director) by 6 members of the Council, an emergency meeting shall be called.

## **Notice of meetings**

3.—(1) The Executive Director shall cause a notice of every ordinary meeting and every emergency meeting to be sent to all members of the Council.

(2) Such notice shall specify the date, time and place for the holding of such meeting.

(3) At least 6 clear days notice of every ordinary meeting and at least 2 clear days notice of every emergency meeting shall be given to members of the Council.

(4) Such notice shall be deemed to have been received if posted by ordinary mail or despatched by messenger to the address of the member as stated in the records of the Institute.

## **Voting**

4.—(1) The person presiding at a meeting of the Council shall have the right to vote on any question coming before or arising at any meeting of the Council.

(2) Where there is an equality of the votes from the members present and voting thereon, the person presiding at the meeting shall have a second or casting vote.

## **Common seal**

5.—(1) The common seal of the Institute shall be affixed to such documents as may be authorised by the Council.