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

COVID-19 (TEMPORARY MEASURES)
(ALTERNATIVE ARRANGEMENTS FOR MEETINGS OF
SINGAPORE LABOUR FOUNDATION) ORDER 2021

ARRANGEMENT OF PARAGRAPHS

Paragraph

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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 of Singapore Labour Foundation) Order 2021 and comes into operation on 21 May 2021.

Definitions

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

“Board” means the Board of Directors constituted under section 7(1) of the Singapore Labour Foundation Act (Cap. 302);

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

“Foundation” means the Singapore Labour Foundation established under section 3 of the Singapore Labour Foundation Act;

“meeting” means —

- (a) a meeting of the Foundation; or
- (b) a meeting of the Board;

“member” means —

- (a) in the case of a meeting of the Foundation — a member of the Foundation; or
- (b) in the case of a meeting of the Board — a member of the Board.

Application

3. This Order sets out the alternative arrangements to personal attendance in respect of the meetings of the Foundation and the meetings of the Board.

Alternative arrangements for meetings of Foundation and meetings of Board

4. The alternative arrangements for the convening, holding or conducting of a meeting of the Foundation or a meeting of the Board set out in the second column of the Schedule apply in respect of the provisions of the written law relating to such a meeting set out in the first column of that Schedule.

THE SCHEDULE

Paragraph 4

ALTERNATIVE ARRANGEMENTS FOR MEETINGS OF FOUNDATION AND MEETINGS OF BOARD

*First column**Second column**Provision of written law**Alternative arrangement*

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| 1. Provision for convening, holding or conducting of a meeting | <p>A meeting may be convened, held or conducted, whether wholly or partly, by electronic means if the following are satisfied:</p> <p>(a) all members who wish to participate at a meeting have access to the technology needed to participate in the meeting;</p> <p>(b) a quorum of members can simultaneously communicate with each other throughout the meeting.</p> |
| 2. Provision for attendance at a meeting | A member may attend a meeting by electronic means. |
| 3. Provision for quorum at a meeting | <p>A quorum may be formed by members personally or electronically present and satisfying the relevant quorum requirements.</p> <p>A member is electronically present at a meeting if the member attends the meeting in the manner provided in item 2.</p> |
| 4. Provision for a member of the Foundation to vote at a meeting of the Foundation | <p>A member of the Foundation —</p> <p>(a) may be required to appoint the chairman of the meeting as the member's proxy to vote at a meeting of the Foundation by depositing with the Foundation an instrument of appointment by any electronic means as the Foundation considers appropriate; and</p> |

 THE SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Provision of written law</i>	<i>Alternative arrangement</i>
	(b) where paragraph (a) applies, a member may not vote at the meeting otherwise than by way of appointing the chairman of the meeting as the member's proxy.
5. Provision for a member of the Board to vote at a meeting of the Board	A member of the Board may vote at a meeting of the Board by electronic means.
6. Provision for laying and production of documents at a meeting	A document required to be laid or produced before a meeting may be so laid or produced by being sent with the notice of the meeting.
7. Provision for giving of notice of a meeting of the Foundation	<p>A notice of a meeting of the Foundation may be sent by electronic means and —</p> <p>(a) must describe the means by which the meeting can be electronically accessed (including the online location, if the meeting is held at an online location);</p> <p>(b) must set out how the chairman of the meeting may be appointed by a member entitled to vote at the meeting as the member's proxy to vote at the meeting; and</p> <p>(c) may be accompanied by any other documents relevant to the meeting.</p> <p>For the purposes of this item, a notice is sent by electronic means only if the notice is sent by electronic mail to all members at their last known electronic mail addresses.</p>

Made on 21 May 2021.

LAI WEI LIN
*Permanent Secretary,
Ministry of Law,
Singapore.*

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