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

COVID-19 (TEMPORARY MEASURES)
(ALTERNATIVE ARRANGEMENTS FOR MEETINGS FOR
NATIONAL COUNCIL OF SOCIAL SERVICE)
ORDER 2020

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 for National Council of Social Service) Order 2020 and is deemed to have come into operation on 27 March 2020.

Definitions

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

“associate Council member” means an associate Council member mentioned in section 15(1)(b) of the National Council of Social Service Act (Cap. 195A);

“Board member” means any person appointed or elected to the Board of the Council under section 5(1) of the National Council of Social Service Act;

“Council” means the National Council of Social Service established under section 3 of the National Council of Social Service Act;

“Council member” means any organisation or person granted membership of the Council under section 15 of the National Council of Social Service Act, and includes an official representative appointed under section 17(1) of that Act to act on the member’s behalf in the Council;

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

“full Council member” means a full Council member mentioned in section 15(1)(a) of the National Council of Social Service Act;

“honorary Council member” means an honorary Council member mentioned in section 15(1)(c) of the National Council of Social Service Act;

“Honorary General Secretary” means the Honorary General Secretary mentioned in section 5(1)(c) of the National Council of Social Service Act, and includes a person appointed under regulation 7(9) of the National Council of Social Service (Meetings) Regulations (Cap. 195A, Rg 1) to carry out the duties of the Honorary General Secretary under those Regulations;

“meeting” means a meeting of the Council.

Control measures

3. This Order is made in respect of the following control measures:

(a) the COVID-19 (Temporary Measures) (Control Order) Regulations 2020 (G.N. No. S 254/2020);

(b) the Infectious Diseases (Measures to Prevent Spread of COVID-19) Regulations 2020 (G.N. No. S 185/2020).

Application

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

Alternative arrangements for meetings of Council

5.—(1) The alternative arrangements for the convening, holding, conducting or deferral of a meeting of the Council 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.

(2) The alternative arrangements apply for the period starting on 27 March 2020 and ending on 30 September 2020.

THE SCHEDULE

Paragraph 5(1)

ALTERNATIVE ARRANGEMENTS FOR MEETINGS OF COUNCIL

<i>First column</i>	<i>Second column</i>
<i>Provision of National Council of Social Service Act or Public Sector (Governance) Act 2018 (Act 5 of 2018)</i>	<i>Alternative arrangement</i>
<p>1. Provision for convening, holding and conducting a meeting of the Council</p>	<p>A meeting of the Council may be convened, held or conducted, whether wholly or partly, by electronic means if the following are satisfied:</p> <p>(a) all Board members and Council 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 full Council members can simultaneously communicate with each other throughout the meeting.</p>

THE SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Provision of National Council of Social Service Act or Public Sector (Governance) Act 2018 (Act 5 of 2018)</i>	<i>Alternative arrangement</i>
2. Provision for attendance at a meeting of the Council	<p>A Board member or a full Council member may attend a meeting by electronic means.</p> <p>Despite item 1, the Council may provide that an associate Council member or an honorary Council member may only attend a meeting 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>
3. Provision for right or entitlement to be heard or to require representations to be read out at a meeting of the Council	<p>Despite item 1, the Council may provide that an associate Council member or an honorary Council 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 meeting of the Council	<p>Despite item 1, an associate Council member or an honorary Council member may be required to send, before the meeting, to the Honorary General Secretary, 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>

THE SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Provision of National Council of Social Service Act or Public Sector (Governance) Act 2018 (Act 5 of 2018)</i>	<i>Alternative arrangement</i>
5. Provision for quorum at a meeting of the Council	<p>A quorum may be formed by full Council members personally or electronically present and satisfying the relevant quorum requirements.</p> <p>A full Council member is electronically present at a meeting if the member —</p> <ul style="list-style-type: none"> (a) attends the meeting in the manner provided in item 2; (b) is verified by the Honorary General Secretary or a person appointed by the Council to verify the quorum as attending the meeting in the manner provided in item 2; and (c) is acknowledged by electronic means by the person presiding at the meeting as present at the meeting.
6. Provision for a Board member or a Council member to vote at a meeting of the Council	<p>Each of the following members may vote at the meeting by electronic means:</p> <ul style="list-style-type: none"> (a) a Board member; (b) a full Council member; (c) an associate Council member.
7. Provision for laying and production of documents at a meeting of the Council	<p>A document required to be laid or produced before a meeting may be so laid or produced by being —</p> <ul style="list-style-type: none"> (a) sent or published in the manner provided in item 9 with the notice of the meeting; or

 THE SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Provision of National Council of Social Service Act or Public Sector (Governance) Act 2018 (Act 5 of 2018)</i>	<i>Alternative arrangement</i>
8. Provision for sending of notice of nominations before a meeting of the Council	<p>(b) published at an online location, the address of which is provided with the notice of the meeting, or on the website of the Council (if available).</p> <p>A notice of nominations required to be sent to the full Council members and the associate Council members under regulation 7(1)(d) of the National Council of Social Service (Meetings) Regulations may be —</p> <p>(a) sent or published in the manner provided in item 9 with the notice of the meeting; or</p> <p>(b) published at an online location, the address of which is provided with the notice of the meeting, or on the website of the Council (if available).</p>
9. Provision for giving of notice of a meeting of the Council	<p>A notice of a meeting of the Council —</p> <p>(a) must be sent by electronic mail to all Board members and Council members at their last known electronic mail addresses;</p> <p>(b) must be published on the website of the Council (if available);</p> <p>(c) 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>

THE SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Provision of National Council of Social Service Act or Public Sector (Governance) Act 2018 (Act 5 of 2018)</i>	<i>Alternative arrangement</i>
	(d) must set out how a Board member, a full Council member or an associate Council member may vote at the meeting by electronic means;
	(e) must state how a Board member or a Council member may send to the person presiding at the meeting the substantial and relevant matters which the member wishes to raise; and
	(f) may be accompanied by any other documents relevant to the meeting.

Made on 15 June 2020.

LOH KHUM YEAN
*Permanent Secretary,
Ministry of Law,
Singapore.*

[LAW 63/009 COVID Relief-V1; AG/LEGIS/SL/65C/2020/1 Vol. 1]