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

COVID-19 (TEMPORARY MEASURES) (ALTERNATIVE ARRANGEMENTS FOR MEETINGS FOR TOWN COUNCILS) ORDER 2020

ARRANGEMENT OF PARAGRAPHS

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1. Citation and commencement
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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 Town Councils) Order 2020 and is deemed to have come into operation on 27 March 2020.

Definitions

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

“committee” means a committee of a Town Council appointed under section 31 of the Town Councils Act (Cap. 329A);

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

“meeting” means a meeting of a Town Council or a meeting of a committee;

“member” —

- (a) in relation to a meeting of a Town Council, has the meaning given by section 2(1) of the Town Councils Act; or
- (b) in relation to a meeting of a committee, means a member of a committee;

“secretary” —

- (a) in relation to a meeting of a Town Council, has the meaning given by section 2(1) of the Town Councils Act; or
- (b) in relation to a meeting of a committee, means any person appointed to be a secretary of a committee.

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 Town Councils and the meetings of committees.

Alternative arrangements for meetings of Town Councils and meetings of committees

5.—(1) The alternative arrangements for the convening, holding, conducting or deferral of a meeting of a Town Council or a meeting of a committee 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) 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 TOWN COUNCILS AND MEETINGS OF COMMITTEES

<i>First column</i>	<i>Second column</i>
<i>Provision of Town Councils Act and standing orders of Town Council</i>	<i>Alternative arrangement</i>
1. Provision for convening, holding, conducting or deferral of a meeting of a Town Council or a meeting of a committee	A meeting of a Town Council or a meeting of a committee may be convened, held or conducted, whether wholly or partly, by electronic means. A meeting of a Town Council or a meeting of a committee may be deferred to a date no later than 30 September 2020.
2. Provision for attendance at a meeting of a Town Council or a meeting of a committee	A member may attend a meeting by electronic means.
3. Provision for quorum at a meeting of a Town Council or a meeting of a committee	A quorum may be formed by members personally or electronically present and satisfying the relevant quorum requirements. A member is electronically present at a meeting if the member attends the meeting in the manner provided in item 2.
4. Provision for a member of a Town Council to vote at a meeting of a Town Council or a member of a committee to vote at a meeting of a committee	A member may vote at the meeting by electronic means.
5. Provision for laying and production of documents at a	A document required to be laid or produced before a meeting of a Town Council or a meeting of a committee

 THE SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Provision of Town Councils Act and standing orders of Town Council</i>	<i>Alternative arrangement</i>
meeting of a Town Council or a meeting of a committee	may be so laid or produced by being sent with the notice of the meeting.
6. Provision for giving of notice of a meeting of a Town Council or a meeting of a committee	<p>A notice of a meeting 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 a member may vote at the meeting by electronic means; 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 —</p> <p>(a) in the case of a meeting of a Town Council, the notice is sent by the secretary to the Town Council by electronic mail —</p> <p style="padding-left: 40px;">(i) to all its members; and</p> <p style="padding-left: 40px;">(ii) to the electronic mail address of each member notified by the member to the Town Council; and</p> <p>(b) in the case of a meeting of a committee, the notice is sent by the secretary of the committee by electronic mail —</p> <p style="padding-left: 40px;">(i) to all its members; and</p>

<i>First column</i>	<i>Second column</i>
<i>Provision of Town Councils Act and standing orders of Town Council</i>	<i>Alternative arrangement</i>
	(ii) to the electronic mail address of each member notified by the member to the committee.

Made on 27 April 2020.

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

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