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First published in the *Government Gazette*, Electronic Edition, on 27 April 2020 at 12.30 pm.

## No. S 320

### 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

##### Paragraph

1. Citation and commencement
  2. Definitions
  3. [Deleted]
  4. Application
  5. Alternative arrangements for meetings of Town Councils and meetings of committees  
The Schedule
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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;

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“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.

3. [*Deleted by S 819/2020 wef 29/09/2020*]

### **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) [*Deleted by S 247/2021 wef 06/04/2021*]

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## 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	<p>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.</p> <p>A meeting of a Town Council or a meeting of a committee may be deferred to a date no later than 30 September 2020.</p>
2. Provision for attendance at a meeting of a Town Council or a meeting of a committee	<p>A member may attend a meeting by electronic means.</p>
3. Provision for quorum at a meeting of a Town Council or a meeting of a committee	<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 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	<p>A member may vote at the meeting by electronic means.</p>
5. Provision for laying and production of documents at a meeting of a Town Council or a meeting of a committee	<p>A document required to be laid or produced before a 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.</p>

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 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>
<p>6. Provision for giving of notice of a meeting of a Town Council or a meeting of a committee</p>	<p>A notice of a meeting may be sent by electronic means and —</p> <ul style="list-style-type: none"> <li>(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);</li> <li>(b) must set out how a member may vote at the meeting by electronic means; and</li> <li>(c) may be accompanied by any other documents relevant to the meeting.</li> </ul> <p>For the purposes of this item, a notice is sent by electronic means only if —</p> <ul style="list-style-type: none"> <li>(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 —           <ul style="list-style-type: none"> <li>(i) to all its members; and</li> <li>(ii) to the electronic mail address of each member notified by the member to the Town Council; and</li> </ul> </li> <li>(b) in the case of a meeting of a committee, the notice is sent by the secretary of the committee by electronic mail —           <ul style="list-style-type: none"> <li>(i) to all its members; and</li> <li>(ii) to the electronic mail address of each member notified by the member to the committee.</li> </ul> </li> </ul>

Made on 27 April 2020.

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

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