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No. S 468

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

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1. Citation and commencement
 2. Definitions
 3. *[Deleted]*
 4. Application
 5. Alternative arrangements for meetings of Council
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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” means the Board of the Council constituted under section 5(1) of the National Council of Social Service Act;

[S 543/2020 wef 27/03/2020]

“Board member” means any person appointed or elected to the Board;

[S 543/2020 wef 27/03/2020]

“Community Chest” means the Community Chest established under section 13(1) of the National Council of Social Service Act;

[S 543/2020 wef 27/03/2020]

“Community Chest member” means the Chairman, a Vice-Chairman or any other member of the Community Chest appointed under section 13(2) of the National Council of Social Service Act;

[S 543/2020 wef 27/03/2020]

“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 in respect of a meeting of the Council, 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 regulation 7 of those Regulations.

[S 543/2020 wef 27/03/2020]

[Deleted by S 543/2020 wef 27/03/2020]

3. *[Deleted by S 821/2020 wef 29/09/2020]*

Application

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

- (a) meetings of the Council;
- (b) meetings of the Board;
- (c) meetings of the Community Chest.

[S 543/2020 wef 27/03/2020]

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 First 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.

[S 543/2020 wef 27/03/2020]

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

Alternative arrangements for meetings of Board

6.—(1) The alternative arrangements for the convening, holding, conducting or deferral of a meeting of the Board set out in the second column of the Second 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 June 2021.

[S 543/2020 wef 27/03/2020]

[S 821/2020 wef 29/09/2020]

Alternative arrangements for meetings of Community Chest

7.—(1) The alternative arrangements for the convening, holding, conducting or deferral of a meeting of the Community Chest set out in the second column of the Third 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 June 2021.

[S 543/2020 wef 27/03/2020]

[S 821/2020 wef 29/09/2020]

FIRST SCHEDULE

Paragraph 5(1)

ALTERNATIVE ARRANGEMENTS FOR MEETINGS OF COUNCIL

First column

Second column

*Provision of National Council
of Social Service Act or Public
Sector (Governance) Act 2018
(Act 5 of 2018)*

Alternative arrangement

1. Provision for convening, holding and conducting a meeting of the Council

A meeting of the Council may be convened, held or conducted, whether wholly or partly, by electronic means if the following are satisfied:

(a) all Board members and Council members who wish to participate

FIRST SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<p style="text-align: center;"><i>Provision of National Council of Social Service Act or Public Sector (Governance) Act 2018 (Act 5 of 2018)</i></p>	<p style="text-align: center;"><i>Alternative arrangement</i></p>
<p>2. Provision for attendance at a meeting of the Council</p>	<p>at a meeting of the Council 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> <p>A Board member or a full Council member may attend a meeting of the Council 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 of the Council 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>
<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>	<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 of the Council by electronic means in the manner provided in item 4.</p> <p>A representation may be read out at a meeting of the Council by electronic means.</p>
<p>4. Provision for right or entitlement to speak on a</p>	<p>Despite item 1, an associate Council member or an honorary Council member may be required to send,</p>

FIRST 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>
<p>resolution at a meeting of the Council</p>	<p>before a meeting of the Council, 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>
<p>5. Provision for quorum at a meeting of the Council</p>	<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 of the Council 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.
<p>6. Provision for a Board member or a Council member to vote at a meeting of the Council</p>	<p>Each of the following members may vote at a meeting of the Council by electronic means:</p> <ul style="list-style-type: none"> (a) a Board member;

FIRST 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>
	(b) a full Council member;
	(c) an associate Council member.
7. Provision for laying and production of documents at a meeting of the Council	A document required to be laid or produced before a meeting of the Council may be so laid or produced by being —
	(a) sent or published in the manner provided in item 9 with the notice of the meeting; or
	(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).
8. Provision for sending of notice of nominations before a meeting of the Council	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 —
	(a) sent or published in the manner provided in item 9 with the notice of the meeting; or
	(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).
9. Provision for giving of notice of a meeting of the Council	A notice of a meeting of the Council —
	(a) must be sent by electronic mail to all Board members and Council

FIRST SCHEDULE — *continued**First column*

*Provision of National Council
of Social Service Act or Public
Sector (Governance) Act 2018
(Act 5 of 2018)*

*Second column**Alternative arrangement*

members at their last known
electronic mail addresses;

- (b) must be published on the website
of the Council (if available);
- (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);
- (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.

[S 543/2020 wef 27/03/2020]

SECOND SCHEDULE

Paragraph 6(1)

ALTERNATIVE ARRANGEMENTS FOR MEETINGS OF BOARD

<i>First column</i>	<i>Second column</i>
<i>Provision of National Council of Social Service Act</i>	<i>Alternative arrangement</i>
1. Provision for convening, holding and conducting a meeting of the Board	<p>A meeting of the Board may be convened, held or conducted, whether wholly or partly, by electronic means.</p> <p>A meeting of the Board may be deferred to a date no later than 30 September 2020.</p>
2. Provision for attendance at a meeting of the Board	<p>A Board member may attend a meeting of the Board by electronic means.</p>
3. Provision for quorum at a meeting of the Board	<p>A quorum may be formed by Board members personally or electronically present and satisfying the relevant quorum requirements.</p> <p>A Board member is electronically present at a meeting if the Board member attends the meeting in the manner provided in item 2.</p>
4. Provision for a Board member to vote at a meeting of the Board	<p>A Board member may vote at a meeting of the Board by electronic means.</p>
5. Provision for laying and production of documents at a meeting of the Board	<p>A document required to be laid or produced before a meeting of the Board may be so laid or produced by being sent with the notice of the meeting.</p>
6. Provision for giving of notice of a meeting of the Board	<p>A notice of a meeting of the Board —</p> <p style="padding-left: 2em;">(a) must be sent by electronic mail to all Board members at their last known electronic mail addresses;</p>

 SECOND SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Provision of National Council of Social Service Act</i>	<i>Alternative arrangement</i>
	(b) 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);
	(c) must set out how a Board member may vote at the meeting by electronic means; and
	(d) may be accompanied by any other documents relevant to the meeting.

[S 543/2020 wef 27/03/2020]

THIRD SCHEDULE

Paragraph 7(1)

 ALTERNATIVE ARRANGEMENTS FOR MEETINGS OF
 COMMUNITY CHEST

<i>First column</i>	<i>Second column</i>
<i>Provision of National Council of Social Service Act</i>	<i>Alternative arrangement</i>
1. Provision for convening, holding and conducting a meeting of the Community Chest	A meeting of the Community Chest may be convened, held or conducted, whether wholly or partly, by electronic means. A meeting of the Community Chest may be deferred to a date no later than 30 September 2020.
2. Provision for attendance at a meeting of the Community Chest	A Community Chest member may attend a meeting of the Community Chest by electronic means.

 THIRD SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Provision of National Council of Social Service Act</i>	<i>Alternative arrangement</i>
3. Provision for quorum at a meeting of the Community Chest	<p>A quorum may be formed by Community Chest members personally or electronically present and satisfying the relevant quorum requirements.</p> <p>A Community Chest member is electronically present at a meeting of the Community Chest if the Community Chest member attends the meeting in the manner provided in item 2.</p>
4. Provision for a Community Chest member to vote at a meeting of the Community Chest	<p>A Community Chest member may vote at a meeting of the Community Chest by electronic means.</p>
5. Provision for laying and production of documents at a meeting of the Community Chest	<p>A document required to be laid or produced before a meeting of the Community Chest may be so laid or produced by being sent with the notice of the meeting.</p>
6. Provision for giving of notice of a meeting of the Community Chest	<p>A notice of a meeting of the Community Chest —</p> <p>(a) must be sent by electronic mail to all Community Chest members at their last known electronic mail addresses;</p> <p>(b) 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>(c) must set out how a Community Chest member may vote at the</p>

THIRD SCHEDULE — *continued**First column*

*Provision of National Council of
Social Service Act*

Second column

Alternative arrangement

meeting by electronic means;
and

(d) may be accompanied by any
other documents relevant to the
meeting.

[S 543/2020 wef 27/03/2020]

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]