

NATIONAL COUNCIL OF SOCIAL SERVICE ACT  
(CHAPTER 195A, SECTION 37)

NATIONAL COUNCIL OF SOCIAL SERVICE (MEETINGS)  
REGULATIONS

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[29th September 2000]

**Citation**

1. These Regulations may be cited as the National Council of Social Service (Meetings) Regulations

PART I

MEETINGS OF COUNCIL

**Annual general meeting of Council**

2.—(1) The Council shall hold an annual general meeting once in every calendar year but in any case not more than 15 months after the holding of the last preceding annual general meeting

(2) An annual general meeting shall be held for the following purposes:

- (a) to elect Board members under section 5 of the Act, if necessary;
- (b) to receive and adopt the audited financial statements of the Council and the report of the auditor thereon prepared for the purposes of section 34 of the Act;
- (c) to receive and adopt the annual report prepared for the purposes of section 35 of the Act; and
- (d) to decide on any resolution that may be submitted to the meeting in the manner provided in paragraph (3).

(3) Any Council member who intends to propose any resolution for consideration at an annual general meeting shall give written notice of the resolution to the Honorary General Secretary not later than 3 days before the meeting.

### **Extraordinary meeting of Council for special purpose**

3. The Council may, at any time and for any special purpose, hold an extraordinary general meeting.

### **Extraordinary meeting of Council on requisition of full Council members**

4.—(1) The Council shall hold an extraordinary general meeting on the receipt of a requisition in writing signed by not less than one-half of the total number of full Council members and specifying the purpose for which the meeting is required and the resolution proposed.

(2) On receipt of a requisition referred to in paragraph (1), the Council shall, within 30 days from the date of the requisition, proceed to hold an extraordinary general meeting.

### **Notice of meetings of Council**

5.—(1) The Honorary General Secretary shall, not less than 7 days before the day appointed for a meeting of the Council, give to every Board member and Council member notice in writing of the meeting of the Council and such notice shall specify the matters to be considered at the meeting.

(2) The notice under paragraph (1) may be given to a Board member or Council member (as the case may be) —

- (a) by delivering it to the member personally;
- (b) by leaving it at the member's last known residential address with an adult apparently resident there, or at the member's last known business address with an adult apparently employed there;
- (c) by sending it by post to the member's last known residential address or last known business address; or

(d) by sending it by email to the member's last known email address.

*[S 635/2015 wef 05/11/2015]*

(3) Service of the notice under paragraph (1) to a Board member or Council member (as the case may be) takes effect —

(a) if the notice is sent by post, at the time the notice would be delivered to the member in the ordinary course of post; or

(b) if the notice is sent by email, at the time the email becomes capable of being retrieved by the member.

*[S 635/2015 wef 05/11/2015]*

### **Procedure at meetings of Council**

6.—(1) The President or, in his absence, one of the Vice-Presidents as determined by the Board shall preside at all meetings of the Council.

(2) Where the President and both the Vice-Presidents are absent at a meeting, the Council members present shall elect one of the Board members to preside at the meeting.

(3) The quorum for —

(a) an annual general meeting under regulation 2; or

(b) an extraordinary general meeting under regulation 3,

shall be one-third of the total number of full Council members.

(4) Despite paragraph (3), where the quorum referred to in that paragraph is not present within half an hour from the time appointed for the meeting, all full Council members present may form the quorum instead.

*[S 635/2015 wef 05/11/2015]*

(5) *[Deleted by S 635/2015 wef 05/11/2015]*

(6) The quorum for an extraordinary general meeting under regulation 4 shall be one-half of the total number of full Council members.

(7) Where the quorum referred to in paragraph (6) is not present at the time appointed for the extraordinary general meeting, the

requisition for that meeting shall be annulled and the same, or substantially the same, resolution shall not be proposed at any other meeting during the same financial year of the Council.

(8) Except for the election of Board members under section 5 of the Act, every question arising at any meeting of the Council shall be decided by a simple majority of the Board members and full Council members present and voting.

(9) Subject to section 7 of the Act, each Board member and each full Council member present at a meeting of the Council shall have one vote, and in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

### **Procedure for election of Board members**

7.—(1) The election of Board members shall be conducted in accordance with the following procedure:

- (a) not less than one month before the day appointed for the annual general meeting in which there is to be an election of Board members under section 5(1)(b)(i), (g) or (h) of the Act, the Honorary General Secretary shall request for nominations from the persons entitled to make such nominations as specified in paragraph (2), (3) or (4), as the case may be;
- (b) for each position specified in paragraph (2), (3) or (4) —
  - (i) only one nomination per Council member may be made;
  - (ii) every nomination must be in the form required by the Council; and
  - (iii) the nomination form must be signed by a proposer who is the first key officer of the Council member, or the second key officer of the Council member if the first key officer is the nominee;

*[S 635/2015 wef 05/11/2015]*

- (c) each nomination shall be delivered to the Honorary General Secretary not less than 14 days before the day appointed for the annual general meeting;

- (d) the notice of nominations shall be sent by post not less than 7 days before the day appointed for the annual general meeting —
- (i) to the full Council members, in the case of nominations for Vice-President under section 5(1)(b)(i) of the Act and nominations for Board members under section 5(1)(g) of the Act; and
  - (ii) to the associate Council members, in the case of nominations for Board members under section 5(1)(h) of the Act; and
- (e) the notice of nominations shall be affixed on the notice board in a conspicuous place at the registered office of the Council not less than 7 days before the day appointed for the annual general meeting.

(1A) If the Honorary General Secretary —

- (a) detects an error or omission in a nominee's nomination form; and
- (b) considers that the error or omission can be corrected by the correction deadline,

the Honorary General Secretary may, before making a decision under paragraph (5A), give the nominee a reasonable opportunity to correct the error or omission by the correction deadline.

*[S 635/2015 wef 05/11/2015]*

(2) A nomination for the position of Vice-President to be elected under section 5 (1)(b)(i) of the Act shall be made by a full Council member and seconded by any other full Council member, and the election shall be by ballot and determined on the basis of the nominee with the highest number of votes obtained from the full Council members present and voting.

(3) A nomination for the position of Board member to be elected under section 5(1)(g) of the Act shall be made by a full Council member and seconded by any other full Council member, and the election shall be by ballot and determined on the basis of the 8

nominees with the highest number of votes obtained from the full Council members present and voting.

(4) A nomination for the position of Board member to be elected under section 5(1)(h) of the Act shall be made by an associate Council member and seconded by any other associate Council member, and the election shall be by ballot and determined on the basis of the 2 nominees with the highest number of votes obtained from the associate Council members present and voting.

(5) A person who has served on the Board for 3 consecutive terms as Vice-President under section 5(1)(b)(i) of the Act or as a Board member under section 5(1)(g) or (h) of the Act shall not immediately upon the expiration of his third term be eligible to be nominated for election to the Board, whether as Vice-President or Board member.

(5A) The Honorary General Secretary may refuse any nomination not made in compliance with paragraph (1)(b) or (c), (2), (3), (4) or (5).

*[S 635/2015 wef 05/11/2015]*

(6) For the purposes of this regulation —

- (a) each full Council member shall have one vote under paragraph (2);
- (b) each full Council member shall have 8 votes under paragraph (3), each vote for a different nominee; and
- (c) each associate Council member shall have 2 votes under paragraph (4), each vote for a different nominee.

(7) In the event of an equality of votes in respect of the election of any person to the Board under this regulation, the person presiding at the annual general meeting shall have a second or casting vote.

(8) The President shall, as far as practicable, ensure that the nominations for the posts of Vice-President under section 5(1)(b)(i) of the Act and the 8 Board members under section 5(1)(g) of the Act represent the various interests groups of the Council specified in the Schedule.

(9) If the Honorary General Secretary is, by illness, leave of absence or other cause, prevented or unable to perform his or her duty under

this regulation, the President may appoint one Board member from among the Board members referred to in section 5(1)(b)(ii), (d), (f), (i) and (j) of the Act to carry out the Honorary General Secretary's duty under this regulation.

*[S 635/2015 wef 05/11/2015]*

(10) In this regulation —

“correction deadline” means the 10th day before the day appointed for the annual general meeting in which there is to be an election of Board members;

“error” means any misnomer, misspelling, misprint, mistake, inaccuracy or any error of any other description that is inadvertent;

“first key officer”, in relation to a Council member, means a chairperson or president of the governing body or board of the Council member, or any other individual holding a position analogous to that of a chairperson or president;

“second key officer”, in relation to a Council member, means —

(a) an individual who is an immediate subordinate to the first key officer, such as but not limited to a vice-chairperson or vice-president; or

(b) where there is no such immediate subordinate, an individual who is responsible for the management of the Council member but is not an employee of the Council member.

*[S 635/2015 wef 05/11/2015]*

### **Minutes of meetings of Council**

**8.** The Honorary General Secretary shall cause proper minutes to be kept of the proceedings at all meetings of the Council, and such minutes shall be confirmed at the next meeting of the Council.

PART II

MEETINGS OF BOARD

**Meetings of Board**

9. The Board shall meet as often as the President may decide but it shall in any case meet at least once every 3 months.

**Notice of meetings of Board**

10.—(1) The Honorary General Secretary shall, not less than 3 days before the day appointed for a meeting of the Board, give to every Board member notice in writing of the meeting and such notice shall specify the matters to be considered at the meeting.

(2) The notice under paragraph (1) may be given to a Board member —

- (a) by delivering it to the member personally;
- (b) by leaving it at the member's last known residential address with an adult apparently resident there, or at the member's last known business address with an adult apparently employed there;
- (c) by sending it by post to the member's last known residential address or last known business address; or
- (d) by sending it by email to the member's last known email address.

*[S 635/2015 wef 05/11/2015]*

(3) Service of the notice under paragraph (1) to a Board member takes effect —

- (a) if the notice is sent by post, at the time the notice would be delivered to the member in the ordinary course of post; or
- (b) if the notice is sent by email, at the time the email becomes capable of being retrieved by the member.

*[S 635/2015 wef 05/11/2015]*

### **Procedure at meetings of Board**

11.—(1) The President or, in his absence, one of the Vice-Presidents as determined by the Board shall preside at all meetings of the Board.

(2) Where the President and both the Vice-Presidents are absent at a meeting, the Board members present shall elect one of their number to preside at the meeting.

(3) At every meeting of the Board, 8 Board members shall form a quorum.

(4) Every question at any meeting of the Board shall be decided by a simple majority of the Board members present and voting.

(5) Subject to section 7 of the Act, each Board member present at a Board meeting shall have one vote, and in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

### **Minutes of meetings of Board**

12. The Honorary General Secretary shall cause proper minutes to be kept of the proceedings at all meetings of the Board, and such minutes shall be confirmed at the next meeting of the Board.

### **Assent to resolution without meeting**

13.—(1) Where the Board is required to pass a resolution urgently but it is not practicable to convene a meeting of the Board for that purpose, the President may circularise to all Board members a copy of the proposed resolution in writing by way of letter, facsimile transmission, telex or electronic means, and the resolution may be assented to by the Board members in such manner as may be provided therein.

(2) A resolution referred to in paragraph (1) which has been assented to by a simple majority of Board members entitled to vote at a meeting of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly called and held.

PART III

MEETINGS OF COMMUNITY CHEST

**Meetings of Community Chest**

**14.** The Community Chest shall meet as often as the Chairman may decide but it shall in any case meet at least once every 3 months.

**Notice of meetings of Community Chest**

**15.—(1)** The Secretary of the Community Chest shall, not less than 3 days before the day appointed for a meeting of the Community Chest, give to every member of the Community Chest a notice in writing of the meeting and such notice shall specify the matters to be considered at the meeting.

(2) The notice under paragraph (1) may be given to a member of the Community Chest —

- (a) by delivering it to the member personally;
- (b) by leaving it at the member's last known residential address with an adult apparently resident there, or at the member's last known business address with an adult apparently employed there;
- (c) by sending it by post to the member's last known residential address or last known business address; or
- (d) by sending it by email to the member's last known email address.

*[S 635/2015 wef 05/11/2015]*

(3) Service of the notice under paragraph (1) to a member of the Community Chest takes effect —

- (a) if the notice is sent by post, at the time the notice would be delivered to the member in the ordinary course of post; or
- (b) if the notice is sent by email, at the time that the email becomes capable of being retrieved by the member.

*[S 635/2015 wef 05/11/2015]*

### **Procedure at meetings of Community Chest**

**16.**—(1) The Chairman of the Community Chest or, in his absence, one of the Vice-Chairmen shall preside at all meetings of the Community Chest.

(2) The quorum at every meeting of the Community Chest shall be one-third of the total number of the members of the Community Chest appointed.

(3) Every question at a meeting of the Community Chest shall be decided by a simple majority of the votes of the members of the Community Chest present and voting.

(4) Each member of the Community Chest present at a meeting shall have one vote, and in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

### **Secretary of Community Chest**

**17.** The Honorary General Secretary of the Board shall be the Secretary of the Community Chest.

### **Minutes of meetings of Community Chest**

**18.** The Secretary shall cause proper minutes to be kept of the proceedings at all meetings of the Community Chest, and such minutes shall be confirmed at the next meeting of the Community Chest.

### **Accounts of Community Chest**

**19.** The Honorary Treasurer of the Board shall keep the accounts of the moneys received by the Community Chest.

## PART IV

### MEETINGS OF OTHER COMMITTEES

#### **Meetings of committees**

**20.** A committee appointed under section 14(1) of the Act shall meet as often, and in such manner, as the chairman of the committee may decide.

### **Procedure at meetings of committees**

**21.** Subject to this Part, a committee appointed under section 14(1) of the Act may regulate its own procedure.

### **Minutes of meetings and records of committees**

**22.—(1)** The chairman of such a committee shall cause proper minutes to be kept of the proceedings at all meetings of the committee, and such minutes shall be confirmed at the next meeting of that committee.

(2) The chairman of such a committee shall submit to the Board the minutes of all meetings of the committee and such other records as the Board may require, and in such manner and as often as the Board may determine.

### **Records maintained by Honorary General Secretary**

**23.** The Honorary General Secretary shall cause proper records to be made of —

- (a) the committees appointed by the Board under section 14(1) of the Act;
- (b) the names of the members of each committee; and
- (c) the minutes of each committee.

## **THE SCHEDULE**

Regulation 7(8)

- (1) Children
- (2) Youth
- (3) Family
- (4) Elderly
- (5) Disabled
- (6) Health
- (7) Community.

[G.N. No. S 382/2000]

LEGISLATIVE HISTORY  
NATIONAL COUNCIL OF SOCIAL SERVICE (MEETINGS)  
REGULATIONS  
(CHAPTER 195A, RG 1)

This Legislative History is provided for the convenience of users of the National Council of Social Service (Meetings) Regulations. It is not part of these Regulations.

**1. 1993 Revised Edition — National Council of Social Service Regulations**

Date of operation : 16 June 1992

**2. G. N. No. S 382/2000 — National Council of Social Service (Meetings) Regulations 2000**

Date of commencement : 29 September 2000

**3. 2002 Revised Edition — National Council of Social Service (Meetings) Regulations**

Date of operation : 31 January 2002

**4. 1993 Revised Edition — National Council of Social Service (Meetings) Regulations 1993**

Date of operation : 31 December 9999

**5. 1990 Revised Edition — National Council of Social Service (Meetings) Regulations 1990**

Date of operation : 31 December 9999

**6. G.N. No. S 635/2015 — National Council of Social Service (Meetings) (Amendment) Regulations 2015**

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