

**PEOPLE'S ASSOCIATION ACT
(CHAPTER 227, SECTIONS 9(2)(a) AND (b))**

**PEOPLE'S ASSOCIATION
(COMMUNITY DEVELOPMENT COUNCILS) RULES**

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[29th March 1997]

Citation

1. These Rules may be cited as the People's Association (Community Development Councils) Rules.

Definitions

2. In these Rules, unless the context otherwise requires —

“Association” means the People's Association constituted under section 2 of the Act;

“auditor”, in relation to a Council, means the Auditor-General or any auditor appointed under rule 23 for the Council;

“Board” means the Board of Management of the Association;

“Chairman”, in relation to a Council, means the Chairman of the Council and includes an acting Chairman of the Council;

“Chief Executive Director” means the Chief Executive Director of the Association;

“constituency” means an electoral division under the Parliamentary Elections Act (Cap. 218) and includes a group representation constituency;

“Council”, in relation to a District, means a Community Development Council appointed for the District under rule 3(b);

“District” means an area designated to be a District under rule 3(a) and specified in the First Schedule;

“group representation constituency” means any electoral division declared to be a group representation constituency under the Parliamentary Elections Act;

“member”, in relation to a Council, means a member of the Council;

“Secretary-Treasurer”, in relation to a Council, means the Secretary-Treasurer of the Council;

“Vice-Chairman”, in relation to a Council, means the Vice-Chairman of the Council.

Community Development Councils

3. For the purposes of carrying out the objects of the Association set out in section 9(1)(c) of the Act and the activities advantageous towards, or necessary or convenient for, the furtherance of such objects, the Board may from time to time —

- (a) designate any area in Singapore to be a District; and
- (b) appoint for that District a committee to be known as Community Development Council.

Districts

4. A District designated under rule 3(a) shall —

- (a) comprise one or more constituencies as set out in the first column of the First Schedule; and
- (b) be known by the name set out opposite thereto in the second column thereof.

Constitution of a Council

5.—(1) A Council shall consist of —

- (a) a Chairman; and
- (b) such other members, not being less than 12 or more than 80, as the Board may determine.

(2) The Chairman and other members of a Council shall be appointed by the Board on such terms and conditions and be paid such salaries or allowances as the Board may determine.

(3) Subject to paragraphs (4) and (5), the Board shall ordinarily appoint persons who are citizens of Singapore to be members of a Council.

(4) The Board may, in special circumstances, appoint any person who is not a citizen of Singapore but who is a permanent resident of Singapore to be a member of a Council if the Board is of the opinion that that he is able to contribute significantly to the Council.

(5) The number of permanent residents appointed as members of a Council shall not exceed 5 or 15% of the total maximum number of

members for that Council as determined by the Board under paragraph (1)(b), whichever is the lower.

Mayor

6.—(1) The Board may designate the Chairman of the Council for a District to be the Mayor of that District where —

(a) [*Deleted by S 576/2001*]

(b) the number of residents in the District is not less than 150,000.

(2) Any person designated by the Board as a Mayor of a District under paragraph (1) shall, notwithstanding the vacation of his seat in Parliament by reason of a dissolution of Parliament or otherwise, continue to hold office as Mayor until —

(a) the expiration of his term of office; or

(b) he is directed to vacate his office by the Board.

Appointment and duties of Vice-Chairmen and other officials

7.—(1) The Board may appoint from amongst the members not more than 3 Vice-Chairmen of the Council.

(2) If for any reason the Chairman is unable to act or the office of Chairman is vacant, a Vice-Chairman of the Council nominated by the Chairman, or in the absence of such a nomination, by the Council, may exercise all or any of the powers conferred, or the duties imposed, on the Chairman under these Rules or any other written law.

(3) The Board shall appoint one member of a Council to be the General Manager of the Council; and the General Manager shall also be the Secretary-Treasurer of the Council.

(4) The Secretary-Treasurer of a Council shall —

(a) receive all moneys given to the Council;

(b) maintain proper books of accounts;

(c) take charge of all records;

(d) arrange for banking facilities;

(e) present statements of accounts at meetings of the Council;

- (f) conduct all correspondence;
- (g) keep minutes of meetings;
- (h) prepare the annual report; and
- (i) generally perform all duties pertaining to his office.

(8) The Board may appoint any person to be adviser or consultant to a Council on such terms and conditions and be paid such salaries or allowances as the Board may determine.

(9) Any adviser or consultant appointed under paragraph (8) may serve as a resource person and advise the Council on matters advantageous to the performance of the functions of the Council.

Temporary members

8. The Board may appoint any person to be a temporary member of a Council during the temporary incapacity from illness or otherwise, or during the temporary absence from Singapore, of any member of the Council.

Revocation of appointment

9. The Board may, at any time, revoke the appointment of the Chairman or any Vice-Chairman or any member of a Council without assigning any reason.

Resignation

10. A member of a Council may resign his office at any time by giving not less than one month's notice to the Board.

Vacation of office

11. The office of a member of a Council shall become vacant —
- (a) on the death of the member;
 - (b) if the member, without sufficient cause (the sufficiency thereof to be decided by the Board) fails to attend 3 consecutive meetings of the Council;
 - (c) if the member becomes in any manner disqualified for membership of the Council;

- (d) if the member is adjudicated a bankrupt;
- (e) if the member resigns his office; or
- (f) if the appointment of the member is revoked.

Filling of vacancies

12. If a vacancy occurs in the membership of a Council, the Board may appoint any person to fill the vacancy and the person so appointed shall hold office for so long as the member in whose place he is appointed would have held office.

Disqualification from membership

13. No person shall be appointed or shall continue to hold office as a member of a Council if he —

- (a) is neither a citizen of Singapore nor a permanent resident of Singapore;
- (b) is below 21 years of age;
- (c) is an undischarged bankrupt or has made any arrangement with his creditors;
- (d) has been sentenced to imprisonment for a term exceeding 6 months and has not received a free pardon; or
- (e) is incapacitated by physical or mental illness.

Functions and powers of a Council

14.—(1) The functions of a Council are —

- (a) to carry out the objects of the Association set out in section 9(1)(c) of the Act, that is to say, the fostering of community bonding and strengthening of social cohesion amongst the people of Singapore, and the activities advantageous towards, or necessary or convenient for, the furtherance of such objects;
- (b) to carry out any function or duty imposed on it by any other written law;

- (c) to advise the Board —
 - (i) on matters affecting the well-being of the residents in the District;
 - (ii) on the provision and use of public facilities and services within the District; and
 - (iii) on the use of public funds allocated to the District for community activities; and
 - (d) to carry out such other functions, duties and activities as may be assigned by the Board.
- (2) A Council may —
- (a) plan, fund, develop and administer new community and infrastructure projects for the District;
 - (b) administer Government-assistance schemes for deserving residents in the District;
 - (c) manage the funds and facilities of the Council;
 - (d) accept gifts, donations, contributions and Government grants whether of property or otherwise and whether subject to any special trust or not;
 - (e) work with social workers, voluntary groups and more able persons to help handicapped or less able persons to cope with their difficulties; and
 - (f) generally do all such other acts as may be necessary and approved by the Board for the performance of the functions of the Council.

Member's interest to be made known

15.—(1) A member of a Council who is in any way, directly or indirectly, interested in a transaction or project of the Council shall disclose the nature of his interest at the first meeting of the Council at which he is present after the relevant facts have come to his knowledge.

(2) A disclosure under paragraph (1) shall be recorded in the minutes of the meeting of the Council and, after the disclosure, that member —

- (a) shall not take part in any deliberation or decision of the Council with respect to that transaction or project; and
 - (b) shall be disregarded for the purpose of constituting a quorum of the Council for such deliberation or decision.
- (3) No act or proceedings of the Council shall be questioned on the ground that a member has contravened this rule.

Quorum

16.—(1) At every meeting of a Council, one-third of the number of members of the Council shall constitute a quorum and no business shall be transacted unless a quorum is present.

(2) The Chairman, or in his absence any Vice-Chairman, shall preside at meetings of a Council, and if both the Chairman and Vice-Chairman are absent from any meeting or part thereof, such member as the members present shall elect shall preside at that meeting or part thereof.

(3) A decision at a meeting of a Council shall be adopted by a simple majority of the members present and voting except that, in the case of an equality of votes, the chairman of the meeting shall have a casting vote in addition to his original vote.

(4) The Chief Executive Director or his authorised representative shall be in attendance at all meetings and shall participate in the deliberations of a Council.

Vacancies

17. A Council may act notwithstanding any vacancy in its membership.

Procedure at meetings

18.—(1) The Chairman of a Council or any other officer authorised by him shall summon all meetings of the Council for the despatch of business.

(2) A Council may make standing orders to regulate its own procedure generally and, in particular, regarding the holding of meetings, the notice to be given of such meetings, the proceedings

thereat, the keeping of minutes and the custody, production and inspection of such minutes.

(3) A copy of the minutes of every meeting of a Council shall be sent to the Chief Executive Director not later than 14 days after the date of the meeting.

(4) Minutes of meetings may be kept in any of the 4 official languages.

Appointment of sub-committees and delegation of duties, etc.

19.—(1) A Council may appoint from among its own members and other persons such number of sub-committees as the Council thinks fit for purposes which, in the opinion of the Council, would be better regulated and managed by means of such sub-committees.

(2) A Council may, subject to such conditions or restrictions as it thinks fit, delegate to any such sub-committee or the Chairman or any member all or any of the powers, functions and duties vested in the Council by these Rules or any other written law.

(3) A Council may continue to perform a function or duty under these Rules or any other written law, notwithstanding the delegation of the power, function or duty under this rule.

Financial provisions

20.—(1) A Council shall comply with the financial rules set out in the Second Schedule and the People's Association Staff Manual issued by the Association.

(1A) In the event of any inconsistency between any provision of the People's Association Staff Manual and a provision of the Second Schedule, the provision of the Second Schedule shall prevail.

(2) A Council may undertake fund-raising projects in accordance with the People's Association Rules and Procedures Governing Fund-Raising Projects.

(3) The Chairman or, in his absence, any Vice-Chairman of a Council may execute any agreement relating to the management of the Council for and on behalf of the Association.

Special funds

21.—(1) A Council may, by resolution, establish special funds for specific projects or purposes and all moneys in such funds shall be governed by rules to be drawn up by the Council.

(2) The establishment of any such fund and the governing rules shall be subject to the approval of the Chairman of the Board or Deputy Chairman of the Board.

Financial year

22. The financial year of a Council shall begin on 1st April of each year and end on 31st March of the succeeding year, except that the first financial year of a Council shall begin on the date of appointment of the Council and end on 31st March of the succeeding year.

Accounts and audit

23.—(1) The accounts of a Council shall be audited by the Auditor-General or by an auditor appointed annually by the Board in consultation with the Auditor-General.

(2) As soon as the accounts of a Council have been audited under paragraph (1), a copy of the accounts signed jointly by the Chairman and Secretary-Treasurer of the Council and certified by the auditor shall be submitted to the Deputy Chairman of the Board.

(3) The auditor may also perform an interim audit of the accounts and financial position of a Council at any time the Association considers necessary.

Dissolution of a Council

24. A Council may be dissolved —

- (a) by the direction of the Chairman of the Board or Deputy Chairman of the Board; or
- (b) by the unanimous vote of all members of the Council taken at a meeting specially convened for this purpose.

Transfer of assets upon dissolution of a Council

25. Upon the dissolution of a Council under rule 24, all assets of the Council, including balance of funds after settlement of all debts and liabilities, shall be handed to the Association for disposition as determined by the Chairman of the Board or Deputy Chairman of the Board.

FIRST SCHEDULE

Rules 2 and 4

DISTRICTS

<i>First column</i>	<i>Second column</i>
<i>Constituencies</i>	<i>Name of District</i>
1. Constituencies of Hong Kah North Pioneer, Yuhua, Chua Chu Kang, Jurong and West Coast	South West
2. Constituencies of Holland-Bukit Timah, Bukit Panjang, Sembawang and Nee Soon	North West
3. Constituencies of Ang Mo Kio, Bishan-Toa Payoh, Moulmein-Kallang, Radin Mas, Sengkan West, Whampoa and Tanjong Pagar	Central Singapore
4. Constituencies of Aljunied, Pasir Ris-Punggol, Tampines, Punggol East and Hougang	North East
5. Constituencies of East Coast, Marine Parade, Joo Chiat, Mountbatten and Potong Pasir	South East.

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SECOND SCHEDULE

Rule 20(1) and (1A)

FINANCIAL RULES

PART I

RECEIPTS

Responsibility for custody and disposal of moneys and receipts

1. Officers authorised by a Council to receive and collect moneys on behalf of the Council are responsible for the safe keeping and proper disposal of the moneys and the safe custody and proper use of all receipts and other documents for which payments are received.

Register and custody of stocks of receipt books

2.—(1) The Secretary-Treasurer or any person appointed by him shall ensure that particulars of stocks of un-issued manuscript receipt books, serially numbered paper receipts and similar documents of value (referred to in this Schedule as receipt books) are recorded in a stock register, and that the stocks are kept in safe custody.

(2) Any loss of any receipt book must be reported immediately to the Council, which shall then cause an investigation to be made and take steps to prevent their unauthorised use.

Defective receipt book

3. Where any receipt book is found defective —

- (a) a notice to that effect shall immediately be recorded in the stock register referred to in rule 2(1) by the Secretary-Treasurer or person appointed by him under that rule; and
- (b) the receipt book may, if the defect is not a serious one in the opinion of the Secretary-Treasurer or person appointed by him, be used thereafter subject to such further conditions as may be noted in the register.

Destruction of obsolete receipt books

4.—(1) The approval of the Chairman shall be obtained before any stock of obsolete receipt books is destroyed.

(2) The Secretary-Treasurer shall maintain a list of all obsolete receipt books in stock, giving such particulars of the receipt books as are sufficient to enable those books to be identified and stating the reasons why they are obsolete.

SECOND SCHEDULE — *continued*

Petty cash float

5. The Secretary-Treasurer may retain an amount not exceeding \$2,000 as petty cash for which a Petty Cash Account shall be properly maintained and updated for the inspection of the Council.

Surplus funds

6.—(1) A Council may invest its moneys not required for immediate use in accordance with the standard investment power of statutory bodies as defined in section 33A of the Interpretation Act (Cap. 1), and may request the Association to carry out such investment on its behalf.

(2) The signatories for the investments shall be any 2 of the following persons:

- (a) the Chairman;
- (b) a Vice-Chairman;
- (c) the Secretary-Treasurer; or
- (d) any officer authorised by the Council.

PART II

FUNDS, EXPENDITURE AND PAYMENT

Sources of funds

7.—(1) The activities of a Council shall be financed by —

- (a) grants from the Association;
- (b) proceeds from fund-raising projects approved by the Association;
- (c) public donations;
- (d) revenues from its projects and services; and
- (e) other sources approved by the Association.

(2) A Council shall not borrow any moneys, whether by way of overdraft or otherwise, nor pledge or charge any of its assets.

Authority for expenditure

8. A Council shall have the authority to incur expenditure for the following:

- (a) promotion of activities of the Council and its sub-committees;

SECOND SCHEDULE — *continued*

- (b) projects and activities jointly organised with other Community Development Councils, the grassroots organisations of the Association or other groups approved by the Association;
- (c) contributions to projects and activities organised by other Community Development Councils, the grassroots organisations of the Association or other groups approved by the Association;
- (d) gifts or souvenirs as the gesture of the Council to any individual or organisation which has contributed in one way or another to the Council;
- (e) general improvements, renovations and repairs of the facilities of the Council; and
- (f) purchase of furniture, equipment and other assets for the Council.

Approval of Association for other expenditure

9. Any expenditure for purposes other than those stated in rule 8 shall only be incurred by a Council with the prior approval in writing from the Association.

Approving authorities

10. (1) Subject to rules 8 and 9 and the availability of a Council's funds, the approving authorities for expenditures of the Council shall be as follows:

<i>Approving Authority</i>	<i>Expenditure per item</i>
(a) Chairman, People's Association	Above \$10 million
(b) Deputy Chairman, People's Association	Up to \$10 million
(c) Council	Up to \$1 million
(d) Chairman of Council	Up to \$500,000
(e) Vice-Chairman of Council	Up to \$100,000
(f) Secretary-Treasurer of Council	Up to \$30,000.

(2) All items of expenditure approved under paragraph (1)(d), (e) and (f) shall be brought to the attention of the Council at its next meeting.

(3) Where necessary for the efficient operation of a Council's functions, delegation of authority by the Council may be effected and notified in writing to the Association.

SECOND SCHEDULE — *continued*

(4) A list of delegated officers, the scope of their authorities and their specimen signatures shall be maintained by the Council.

Estimates of revenue and expenditure

11. The Secretary-Treasurer shall collate the requirements of the Council and its sub-committees and present, for approval at the meeting of the Council at least 2 months before the end of each financial year, the estimates of revenue and expenditure for the next financial year together with the supporting notes.

Signing of cheques

12. Cheques drawn on a Council's bank account shall be signed by any 2 of the following persons:

- (a) the Chairman;
- (b) a Vice-Chairman;
- (c) the Secretary-Treasurer; or
- (d) any officer authorised by the Council.

Cash balance discrepancy

13. (1) Any cash balance shortfall discovered shall be reported to the Secretary-Treasurer who shall carry out an investigation to ascertain the cause of the shortfall and forward a report of such investigation to the Council, with a copy forwarded to the Association.

(2) The officer or officers found to be responsible for the shortfall may be required to make good the loss.

Authority to write-off irrecoverable revenue, debt and overpayment

14. (1) Any arrears of revenue of a Council, debt due to a Council, or overpayment by a Council reported as irrecoverable, where no negligence or fraud is involved, may be written off by the following person:

- (a) if it does not exceed \$5,000 — the Chairman;
- (b) if it exceeds \$5,000 — the Council.

(2) At the end of each financial year, the details of the amounts so written off during the preceding 12 months shall be reported to the Council by the Secretary-Treasurer, with a copy of the report forwarded to the Association at the same time.

SECOND SCHEDULE — *continued*

Liquidated damages and administrative charges

15.—(1) Any liquidated damages or administrative charge imposed under a contract and payable to a Council may be waived or reduced by the following person:

- (a) if it does not exceed \$5,000 for any one case — the Chairman;
- (b) if it exceeds \$5,000 for any one case — the Council.

(2) Any administrative charge imposed other than under a contract and payable to the Council may be waived or reduced by the following person:

- (a) if it does not exceed \$3,000 for any one case — the Chairman;
- (b) if it exceeds \$3,000 for any one case — the Council.

(3) At the end of each financial year, the details of every case where any liquidated damages or administrative charge is waived or reduced shall be reported to the Council by the Secretary-Treasurer, with a copy of the report forwarded to the Association at the same time.

PART III

STATEMENTS OF ACCOUNTS

Certified statements of accounts

16.—(1) The Secretary-Treasurer shall, at every meeting of the Council, present certified statements of accounts for the preceding months.

(2) The certified statement shall include, if any, the accounts of the sub-committees of the Council.

Statement of income and expenditure

17.—(1) The Secretary-Treasurer shall also present a statement of income and expenditure of a specific project at the meeting of the Council immediately upon the completion of that project.

(2) If the Secretary-Treasurer is unable to complete this statement in time, the Council may, at its meeting immediately following the completion of the project, defer presentation of the statement to its next meeting but to no other meeting.

Filing of statements of income and expenditure

18.—(1) All statements of income and expenditure and accounting records of a Council shall be properly filed and maintained by the Secretary-Treasurer.

(2) The Secretary-Treasurer shall also maintain a cash book for the Council.

SECOND SCHEDULE — *continued*

(3) The Secretary-Treasurer shall submit these statements, accounting records and cash book for inspection by the Association as and when required.

PART IV

INVENTORY AND ASSETS

Authority to delete assets from inventories

19.—(1) Subject to rules 20, 21 and 22, the authority of a Council is required for the deletion of items of stock from inventories of plant, machinery, fixtures and other assets in the event of their ceasing to be in stock.

(2) Where such items were disposed of by sale duly authorised by the Council, they may be deleted without obtaining such authority.

Write-off of asset

20.—(1) The authority of a Council to write-off any asset that is unserviceable, obsolete, uneconomical to repair or redundant, is as follows:

- (a) if its value does not exceed \$1,000 — the Secretary-Treasurer;
- (b) if its value does not exceed \$3,000 — the Chairman;
- (c) if its value exceeds \$3,000 — the Council.

(2) Paragraph (1) is inapplicable if negligence or fraud is involved.

Loss of assets

21. As soon as any loss of money, inventory items or other assets is discovered, a Council shall make a police report and submit a report to the Association which shall cause an inquiry to be conducted if necessary.

Treatment of loss of assets

22.—(1) Where no negligence or fraud is involved in the loss referred to in rule 21, the amount lost may be written off with the approval of the following person:

- (a) if the amount does not exceed \$1,000 — the Secretary-Treasurer;
- (b) if the amount does not exceed \$3,000 — the Chairman;
- (c) if the amount exceeds \$3,000 — the Council.

(2) If an asset other than money is lost, the asset shall be deleted from the inventory after the appropriate approval under paragraph (1) has been obtained.

SECOND SCHEDULE — *continued*

PART V

MISCELLANEOUS

Power of auditor to require person to furnish information

23. The auditor of a Council may require any person to furnish him with such information in the possession of that person or to which that person has access as the auditor considers necessary for the purpose of his functions as such auditor, and that person shall comply with such requirement.

Access to Secretary-Treasurer and Chairman by auditor

24. In the discharge of his official duties, the auditor shall be given direct access to the Secretary-Treasurer and the Chairman of a Council.

Documents for audit

25. Every officer appointed by a Council to collect revenue shall be responsible for ensuring that all books, accounts and vouchers relating to the financial transaction of his office are afforded safe custody at all times and are produced to the auditor whenever required.

Sub-committee

- 26.—(1) A sub-committee of a Council shall not maintain its own bank account.
- (2) All income and expenditure of a sub-committee of a Council shall be credited to or debited against the bank accounts of the Council.

LEGISLATIVE HISTORY
PEOPLE'S ASSOCIATION
(COMMUNITY DEVELOPMENT COUNCILS) RULES
(CHAPTER 227, R 2)

This Legislative History is provided for the convenience of users of the People's Association (Community Development Councils) Rules. It is not part of these Rules.

1. G. N. No. S 162/1997 — People's Association (Community Development Councils) Rules 1997

Date of commencement : 29 March 1997

2. G. N. No. S 503/1997 — People's Association (Community Development Councils) (Amendment) Rules 1997

Date of commencement : 22 November 1997

3. G. N. No. S 526/1997 — People's Association (Community Development Councils) (Amendment No. 2) Rules 1997

Date of commencement : 13 December 1997

4. G. N. No. S 527/1997 — People's Association (Community Development Councils) (Amendment No. 3) Rules 1997

Date of commencement : 13 December 1997

5. 1998 Revised Edition — People's Association (Community Development Councils) Rules

Date of operation : 15 June 1998

6. G. N. No. S 321/2000 — People's Association (Community Development Councils) (Amendment) Rules 2000

Date of commencement : 1 July 2000

7. G. N. No. S 474/2000 — People's Association (Community Development Councils) (Amendment No. 2) Rules 2000

Date of commencement : 10 October 2000

8. G. N. No. S 515/2000 — People's Association (Community Development Councils) (Amendment No. 3) Rules 2000

Date of commencement : 9 November 2000

9. G. N. No. S 576/2001 — People's Association (Community Development Councils) (Amendment) Rules 2001

Date of commencement : 24 November 2001

10. G. N. No. S 58/2002 — People’s Association (Community Development Councils) (Amendment) Rules 2002

Date of commencement : 29 January 2002

11. G. N. No. S 286/2006 — People’s Association (Community Development Councils) (Amendment) Rules 2006

Date of commencement : 31 May 2006

12. G.N. No. S 317/2011 — People’s Association(Community Development Councils)(Amendment) Rules 2011

Date of commencement : 27 May 2011