

## **74<sup>TH</sup> ANNUAL GENERAL MEETING OF THE SINGAPORE KHALSA ASSOCIATION STANDING ORDERS AND IMPORTANT NOTES**

### **GENERAL NOTE**

1. Documents relating to the 74<sup>th</sup> Annual General Meeting (AGM) of the Singapore Khalsa Association (SKA), including the Notice of the AGM; Annual Report; Minutes of the last AGM; Proxy Form; Proposed Resolutions and/or Proposed Amendments; Nomination Form for the Election of Members for the Management Committee (MC) for 2020 to 2020; and Standing Orders and Important Notes are available at <https://singaporekhalsa.org.sg/agm>.

### **ANNUAL GENERAL MEETING**

#### **Attendance at the AGM**

2. In light of the COVID-19 situation and pursuant to the relevant orders under the COVID-19 (Temporary Measures) Act 2020, which sets out alternative arrangements for registered societies in Singapore to conduct general meetings by electronic means, the following arrangements will be adopted for SKA's AGM:
  - i. Members will not be able to attend the AGM in person. Members may only attend the AGM by observing and listening to the proceedings of the meeting by electronic means.
  - ii. According to the Constitution (Rules and Regulations) of the Association, the President, and in his absence, one of the Vice-Presidents, and in their absence, a member elected by the members present [on-line] shall preside the AGM.
  - iii. Members may submit questions relating to the AGM minutes, general matters or accounts via post (No 2 Tessensohn Road, Singapore 217646) or email ([ska@khalsa.org.sg](mailto:ska@khalsa.org.sg) or [admin2@singaporekhalsa.org.sg](mailto:admin2@singaporekhalsa.org.sg)) no later than 1.00pm on 1 November 2020.
  - iv. All substantial and relevant questions will be addressed by the MC prior to or during the AGM and a single response may be provided to similar and/or overlapping questions. Questions may not be tabled during the webcast of the AGM.
  - v. As members cannot be physically present at the AGM, they may appoint SKA's President, Mr Hernaikh Singh, who will be the Chairperson of the AGM, as their proxy to approve the Agenda and/or Resolutions (except the Resolution on the election of members of the MC for the year 2020 to 2022) for them and on their behalf at the AGM.
  - vi. Members may only vote by appointing the Chairperson of the AGM as the member's proxy to vote at the meeting by depositing with SKA an instrument of appointment (also known as the 'Proxy Form'). The completed original instrument of appointment issued by SKA must be submitted to SKA via post (No 2 Tessensohn Road, Singapore 217646) or email ([ska@khalsa.org.sg](mailto:ska@khalsa.org.sg) or [admin2@singaporekhalsa.org.sg](mailto:admin2@singaporekhalsa.org.sg)) no later than 1.00pm on 1 November 2020.
  - vii. In appointing the Chairperson of the meeting as a proxy, members must give specific instructions with regards to voting, or abstentions from voting, in the form of proxy, failing which the appointment may be treated as invalid.

### **Registration for and Attendance at the AGM**

3. The AGM will take place at 1.00pm on 8 November 2020. Members are requested to log in via <https://singaporekhalsa.org.sg/aggm>. They are to carry out the following actions:
  - i. Click on 'SKA AGM 2020'.
  - ii. Click on the 'Registration' link and complete the form.
  - iii. Upon submission of the form, members will be redirected to the AGM Live Video page. An email acknowledgement will also be sent to members, with the link included.
4. The AGM will be held using a webcast set up on a third-party platform.
5. In pursuant to the relevant orders under the COVID-19 (Temporary Measures) Act 2020, the webcast AGM will be kept to the minimum necessary duration.

### **Conduct of the AGM**

6. The AGM will commence once the quorum, that is, one quarter of the total of 'Life' members resident in Singapore and eligible to vote or 50 'Life' members, whichever is the lesser, is met.
7. The quorum will be determined by those who have submitted the instrument of appointment and those attending the AGM online.
8. If there is no quorum, the AGM shall be adjourned to be held at the same place half an hour later, and if at such adjourned meeting there is no quorum, the members present (via Zoom and through the Proxy), whatever their number, shall form a quorum; except that the AGM shall have no power to deal with the Constitution (Rules and Regulations) of the Association.
9. Once the meeting is called to order, all members are requested to cooperate with the Chairperson of the AGM to help him conduct the proceedings in a professional and orderly manner.
10. There will strictly no unauthorised recording of the AGM proceedings.

## **ELECTION OF MEMBERS OF THE MANAGEMENT COMMITTEE FOR THE YEAR 2020 TO 2022**

### **Nominations**

11. In accordance with SKA Rules & Regulations, all nominations, duly proposed and seconded, must be submitted to the General Secretary, SKA, not less than SEVEN days before the date of the AGM (that is, by 1.00pm, 1 November 2020).

### **Voting in Person**

12. Members are required to register and cast their election ballot papers in person for the election of the MC members for the year 2020 to 2022 on 8 November 2020 from 3.00pm to 7.00pm in SKA function halls. The registration for the election ballot papers will close at 6.45pm.
13. There is no pre-registration for voting. Members can just turn up at SKA from 3.00pm onwards to cast the election ballot paper for the election of office bearers. As long as members register

by 6.45pm to cast their election ballot papers, they shall be allowed to vote as there may be a queue which may prevent members from voting by 7.00pm.

14. Even if members have submitted your Proxy Form, they are required to be present in person to cast their election ballot papers. The appointment of the Chairperson of the AGM as a proxy is only to approve the agenda and resolutions (except for the resolution on the election of office bearers) on their behalf at the AGM and not to cast election ballot papers for the election of office bearers.
15. Members must present their Membership Card or NRIC at the designated registration counters and are requested to cast the election ballot papers immediately after their registration. They are also requested to leave the Association as soon as they have cast their votes.
16. 'Corporate Life' members may authorise a maximum of two (2) persons to act as their representative or representatives at the elections. These 'designated persons' members should produce a Letter of Authorisation to vote on behalf of the organisation. Only one (1) designated person from an organisation shall have the right to only one (1) vote.
17. Priority for the casting of election ballot papers for the election of office bearers will be given to vulnerable persons (for example, pregnant women and those with mobility issues).

#### **Appointment of Election Chairperson**

18. In accordance with the Constitution (Rules and Regulations), the MC shall appoint an Elections Chairperson to conduct the elections. He shall not be a candidate nominated for any post due for election at the meeting.

#### **Election Results and Other Voting Matters**

19. Results of matters voted upon will be put up on SKA's website and posted in the Association within a day of the AGM.

#### **SAFE ENTRY AND SAFE DISTANCING MEASURES**

20. All members, including candidates for the election of office bearers, must be socially responsible as well as adhere strictly to safe management measures when they are at the Association's premises. All members must also follow the instructions from Safe Distancing Ambassadors and SKA's officials.
21. The following highlight the key actions that members are required to comply with, as set out in the COVID-19 (Temporary Measures) (Control Order) Regulations 2020.

#### **Wearing of Face Masks**

- Masks that are designed or made specifically to prevent disease transmission must be worn properly at all times, with exceptions as listed in the Guidance for Use of Mask and Face Shields issued by MOH on 1 Jun 2020, such as when eating and/or drinking.
- If masks are removed when eating and/or drinking, the mask must be worn immediately after consuming the food and/or drink.
- When not wearing a mask, individuals should minimise talking to reduce the risk of droplet spread.

- Masks cannot be removed for the purpose of taking photographs.
- Masks cannot be removed for the sole purpose of talking to others.
- Misplacing or forgetting one's mask is not a reasonable excuse for not wearing a mask at the Club. To avoid this, members are encouraged to carry spare face masks.

#### Queuing

- Members are to adhere to safe distancing measures such as standing in a queue or at a table to register, vote and/or collect documents and/or items.

#### Group Size and Safe Distancing

- Any member and/or group conducting a walkabout must be made up of not more than five (5) persons.
- A safe distance of at least one (1) metre must be maintained between each group (of up to five [5] persons).
- No one is allowed to sit on any fixed seat that is demarcated as not to be occupied.

#### Interactions with Members

- A safe distance of at least one (1) metre must be maintained with members during interactions.
- Any interactions with members should be transient (that is, short duration of no more than three [3] minutes).
- Avoid physical contact with members, that is, refrain from shaking hands or greetings where there is physical contact.
- Advise members interacting with one another to adhere to safe management measures for their safety.
- The distribution of items for election advertising purposes (for example, flyers, pamphlets, etc.,) during campaigning is allowed as long as it complies with SKA's rules and regulations. Any interaction with members, when distributing the items, should be on a transient basis, that is, short duration of no more than three (3) minutes, with no physical contact.
- Members should ensure that there is no crowding and/or clustering of individuals, arising from the distribution of items.

#### SKA's Premises

- When entering any facilities in SKA, members are to comply with the safe management measures in place at the premises, for example, temperature taking, checking in via SafeEntry, maximum capacity limits, etc.

### **OTHER NOTES**

#### **Personal Data Protection Act**

22. By registering for the AGM, members consent to the collection, use and disclosure of their personal data by SKA, agents, staff and/or its service providers, for the purpose of processing, administering and granting access to members to view the live webcast of the proceedings of the AGM and election process, and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM and election process.

### **Parking at SKA**

23. As there are limited parking lots at SKA, members are advised to park their cars at nearby public and private parking lots during the elections. Alternatively, they may wish to use public transport for their visit to SKA to cast their votes.

### **Electronic Communications**

24. SKA is moving toward electronic means to communicate with our members. If members have not done so yet, they are requested to sign up to receive updates via email and SMS. They should send the following details to [ska@khalsa.org.sg](mailto:ska@khalsa.org.sg) or [admin2@singaporekhalsa.org.sg](mailto:admin2@singaporekhalsa.org.sg):

- Full Name
- Membership Number
- Email Address
- Mobile Number you wish to receive information via SMS

25. Members who have changed their email addresses and/or mobile numbers can update us similarly to continue to receive SKA's latest news, promotions and offers.

### **ENQUIRIES**

26. Should there be any queries on the AGM and/or the elections, please feel free to contact the following:

Mr Baldev Singh S/O Avatar Singh  
General Secretary  
Singapore Khalsa Association  
Tel: 98592802  
Email: [picperfectsvcs@gmail.com](mailto:picperfectsvcs@gmail.com)

**By Order of the Management Committee  
Manager/General Secretary**