

SINGAPORE SWIMMING ASSOCIATION

BY-LAW 1

CONDUCT OF GENERAL MEETINGS

1. General

- (a) Unless otherwise stated, this by-law adopts the definitions and nomenclature in the Constitution.
- (b) This by-law shall apply to all General Meetings held on or after 14 May 2016.
- (c) This by-law does not preclude further standing orders being issued for the conduct of specific General Meetings.

2. General Decorum

- (a) At all General Meetings, the President and in his absence, the Secretary-General and in his absence, a member of the Executive Committee elected by the members of the Executive Committee present shall be the Chairman.
- (b) All proceedings at the General Meeting shall be regulated by the Chairman.
- (c) Once the General Meeting is called to order, all Members' delegates in attendance shall co-operate with the Chairman so that the General Meeting can proceed in an orderly manner.
- (d) If any of a Member's delegates disobeys the provisions of this by-law or behaves in a disorderly manner, the Chairman has the authority to request the delegate and/or all of the offending Member's delegates to leave the General Meeting. If such delegate(s) refuse(s) to comply with the Chairman's request, the offending Member shall be ruled out of the General Meeting.
- (e) If a Member was present at the commencement of the General Meeting but was ruled out of a General Meeting during the General Meeting, the Member shall continue to form part of the quorum.

3. Resolutions - Proposing resolutions

- (a) Any Member desirous of moving any resolution at the General Meeting shall give notice thereof in writing together with the name of the Member seconding the resolution to the Association not less than 7 days before the General Meeting. At least one delegate of the Member moving the resolution and one delegate of the Member seconding the resolution must be present at the General Meeting in order to move the resolution.

4. Resolutions - Voting

- (a) Save as otherwise specified in the Constitution or any applicable law, passing of resolutions at the General Meeting shall be by simple majority in a secret ballot.

5. Questions from Members

- (a) If a Member wishes the Association to address any question or issue in relation to either the Audited Accounts, Financial Statements, report(s) of the Executive Committee or any resolution that appears on the agenda of a General Meeting, the Member shall give written notice setting out the question or issue to be addressed to the Association not less than 7 days before the General Meeting.
- (b) During the General Meeting, Members' delegates will be permitted to speak during allocated sessions (the "**Q&A Sessions**").
- (c) Each Member shall appoint 1 delegate to exercise its right to speak on its behalf at the General Meeting (the "**Speaker**"). Such appointment shall be made on the prescribed form, in accordance with the rules of the Association. The form shall be handed to the Secretary General at least half an hour before the General meeting is due to commence.
- (d) Each Speaker shall be given up to 3 minutes to speak.
- (e) Only the Speaker shall be allowed to speak on behalf of his/her Member. No other delegates shall be allowed to speak at the General Meeting.
- (f) The Speaker shall seek permission to speak by raising his/her hand and not interrupt others who have the floor.

- (g) The Speaker shall state his/her name and the name of the Member he/she represents before speaking.
- (h) The Association may respond to a Member's questions or issues at the General Meeting or by way of a letter before or after the General Meeting.

6. Election of Exco Members – Nominees

- (a) A person nominated for any of the positions in the Executive Committee (the “**Nominee**”) may address the General Meeting before the commencement of the balloting for the position for which the Nominee is standing for election (e.g. only nominees for President to address the General Meeting before the vote for the position of President).
- (b) Each Nominee shall be given up to 3 minutes to speak.
- (c) Nominees who wish to address the General Meeting shall inform the Secretary General at least half an hour before the General meeting is due to commence.
- (d) Members' delegates shall not be allowed to ask questions of the Nominees.
- (e) Written manifesto
 - (i) Nominees may provide a written manifesto for distribution to the Members at the General Meeting.
 - (ii) Copies of the written manifesto shall be produced / reproduced by and at the expense of the Nominee. Absent Nominees may make their own arrangements for the distribution of their written manifesto.

7. Election of Exco Members - Voting

- (a) The secret ballot for each position in the Executive Committee shall be conducted consecutively and in the following sequence:
 - (i) President
 - (ii) Secretary General
 - (iii) VP (Finance)

- (iv) VP (Swimming)
- (v) VP (Water Polo)
- (vi) VP (Diving)
- (vii) VP (Synchronised Swimming)
- (viii) Treasurer
- (ix) Assistant Secretary General (Swimming)
- (x) Assistant Secretary General (Water Polo)

- (b) The results of each ballot for each position in the Executive Committee shall be announced immediately after each ballot is concluded and counted.
- (c) Only after the election of one position in the Executive Committee is complete will the ballot for the next position in the Executive Committee proceed. E.g. the election for the position of Secretary General will only proceed after the results of the ballot for the position of President has been concluded and announced.