

Lions Befrienders Service Association (Singapore)
ANNUAL GENERAL MEETING 15TH SEPTEMBER 2018

RULES OF PROCEDURE

1.0 PREAMBLE

- 1.1 The following are the Rules of Procedure applicable to the Annual General Meeting of the Lions Befrienders Service Association (Singapore) [LBSA] scheduled to be held at Mei Ling Street Senior Activity Centre, Block 150 Mei Ling Street, #01-53, Singapore 141150 on 15th September 2018.
- 1.2 Voting to be held at this Annual General Meeting [AGM] shall comply with these Rules of Procedure adopted at the 2018 District Convention where applicable, as well as the provisions of the Constitution & By-Laws of LBSA. In these Rules of Procedure where the context so requires, words in singular include the plural and words referring to the masculine gender include the feminine gender and vice versa.
- 1.3 Except as otherwise provided for in the Constitution and By-Laws of LBSA, the rules of procedure adopted at this AGM shall be determined in accordance with ROBERT'S RULES OF ORDER NEWLY REVISED or as revised from time to time.
- 1.4 The official language of the AGM proceedings shall be English.

2.0 CHAIRPERSON

- 2.1 The Chairman of LBSA shall have full conduct of all affairs or matters at all proceedings of this AGM.

3.0 ORDER OF BUSINESS & QUORUM

- 3.1 The Agenda, a copy of which has been furnished to each Club President, shall be the Order of business of this AGM.
- 3.2 The presence of at least one quarter of the total voting delegates of the LBSA or fifty (50) voting delegates present at this AGM whichever is less, shall form a quorum.

4.0 REGISTRATION & CERTIFICATION

- 4.1 The hours of registration and certification of voting and alternate voting delegates shall be listed in the Notice of AGM. Certification of voting and alternate voting delegates by the Credentials Committee shall close at 1.30pm sharp on Saturday 15th September 2018.

- 4.2 Only duly authorised delegates of Ordinary members shall have the right to vote.
- 4.3 Ordinary members shall be all duly chartered Lions Clubs of Singapore in good standing, operating and registered under the Societies Act of (Cap 311) Singapore.
- 4.4 The Chartered Club, which the voting and alternate voting delegate seeks to represent, must be in good standing. A Club in good standing is defined as:
 - 4.4.1 A Club, which is not listed as Status Quo by Lions Clubs International (“LCI”);
 - 4.4.2 A Club, which operates in accordance with the provisions of the International Constitution and By-laws and International Board Policy;
 - 4.4.3 A Club, which has current International and District (Sub and Multiple) dues, paid in full;
 - 4.4.4 A Club, which does not have an unpaid debit balance of more than US\$50 due to LCI for more than ninety (90) days.
- 4.5 Each chartered Club shall be represented by its authorised delegates at the AGM by one (1) voting delegate and one (1) alternate for each ten (10) members, or major fraction thereof, of said Club as shown by the latest available records of the District 308-A1. The major fraction referred to herein shall be five or more members. For the avoidance of doubt, vote entitlement of Clubs shall be based on the list provided by the District Governor, showing the entitlement of votes by each Club.
- 4.6 Each of the voting delegate and/or alternate voting delegate must have registered and be in good standing.
- 4.7 No voting or alternate voting delegate shall be certified unless and until he/she has completed the registration procedure at this AGM. Only a registered and certified voting delegate, or a registered and certified alternate voting delegate (if a voting delegate, whether certified or not, is absent for any reason whatsoever), may vote on any issue and/or for candidates for offices to be filled or endorsed at this AGM in accordance with these Rules of Procedure.
- 4.8 The procedure for registration/certification of voting delegates and alternate voting delegates shall be on the principle that both voting and alternate voting delegates do represent the will of the members of their clubs and not each other. It is the responsibility of each Club to ensure that its voting and/or alternate voting delegates are duly registered and certified as provided herein.

- 4.9 The Certification procedure for voting and alternate voting delegates shall be as follows: -
- 4.9.1 Voting and/or alternate voting delegates, following their registration, shall report to the Credentials Committee for certification.
 - 4.9.2 Each voting and/or alternate voting delegate shall present his identification document, and his Club's authorization letter to the Credentials Committee.
 - 4.9.3 Identification document may be in the form of passport, driver's license, national identification card or any other positive means of identification acceptable to the Credentials Committee.
 - 4.9.4 The Club's authorization letter shall state the names and identification of the delegates and/or alternate delegates and the same shall be signed by the President. An alternate voting delegate may be upgraded to the status of voting Delegate, by submitting to the Credentials committee an authorisation letter on the original letterhead of his/her club, authorising the upgrading. The said letter shall state the name and identification of the concerned delegate and alternate delegate and shall be signed by the President of the said club.
 - 4.9.5 The Credentials Committee may in its absolute discretion require any such delegate to produce a true copy of the Club's authorization letter before certifying any voting and alternate voting delegate of that club, notwithstanding that the Club concerned may have sent or alleged to have sent in advance the authorization letter to the Credentials Committee to facilitate the Certification process. The decision of the Credentials Committee shall be final and binding.
- 4.10 The authorised format of the "Certified Delegates' List" shall be decided by the Credentials Committee. The Credentials Committee shall certify such Delegates List in duplicate which shall include all voting and alternate delegates from each eligible Lions Club. The Certified Delegates' List shall list out the names of voting and alternate voting delegates by Clubs and its every page initialled by three members of the Credentials Committee.

**BY ORDER OF THE MANAGEMENT COMMITTEE 2018/2019
LIONS BEFRIENDERS SERVICE ASSOCIATION (SINGAPORE)**