

6 APR 2021

UPDATE ON THE COVID-19 (TEMPORARY MEASURES) (ALTERNATIVE ARRANGEMENTS FOR MEETINGS FOR TRADE UNIONS) (AMENDMENT) ORDER 2021

We refer to the press release issued by MinLaw on 6 Apr 2021, announcing the amendments of the Covid-19 (Temporary Measures) (Alternate Arrangements for Meetings) Order to allow entities to continue to hold meetings via electronic means, beyond 30 June 2021, until they are revoked or amended by MinLaw.

2 MinLaw has advised that it would give at least 6 months' advance notice before the Meetings Orders are ceased, so that the respective entities can make the necessary preparations for their meeting arrangements.

3 The trade unions may continue to convene, hold or conduct meetings through electronic means under this Order which will continue to be in force as long as the COVID-19 (Temporary Measures)(Control Order) Regulations 2020 remains in force. The summary of the alternative arrangements provided under the Order for the conduct of Trade Union General Meetings and Exco Meetings will continue to apply (see Annex A).

**REGISTRY OF TRADE UNIONS
MINISTRY OF MANPOWER**

SUMMARY OF ALTERNATIVE ARRANGMENTS FOR MEETINGS FOR TRADE UNIONS

S/N	PROVISIONS	TRADE UNION GENERAL MEETINGS	TRADE UNION EXECUTIVE COMMITTEE MEETINGS
1.	Provision for meeting to be held or deferred	<ul style="list-style-type: none"> Meeting may be held by electronic means <u>(and should be held in accordance with schedule stated in the union rules as far as possible)</u> 	
2.	Provision for attendance	<ul style="list-style-type: none"> Electronic Means Trade Union may require persons to attend only by observing and listening to the proceedings, as long as access to both audio-visual and audio broadcast is provided 	<ul style="list-style-type: none"> Electronic Means
3.	Provision for right to speak and be heard	<p>Trade union may require:</p> <ul style="list-style-type: none"> Trade union may require persons to raise matters by post or email Trade union may also provide for other additional electronic means for matters to be raised (including via real-time electronic communication such as video conferencing, tele-conferencing or live chat) as the Trade union considers as appropriate Representations may be read out by electronic means Substantial and relevant matters must be responded to at or before the meeting, by electronic means 	-
4.	Quorum	<ul style="list-style-type: none"> No change to existing quorum requirements Quorum may be formed by members personally or electronically present <p><i>Determining electronic presence:</i> A person is electronically present, for purposes of determining quorum, if:</p> <ol style="list-style-type: none"> Person is attending electronically through audio or audio-visual broadcast access So verified by General Secretary (or appointed person) as virtually attending 	

		3. Acknowledged by chairman as present at meeting through electronic means	
		<i>Deeming presence:</i> Person is deemed present, for purposes of determining quorum, if person appoints chairman as proxy to attend, speak and vote	-
5.	Voting (Non-secret)	<ul style="list-style-type: none"> • By electronic means; <u>or</u> • Trade union may require person to appoint Chairman as proxy to vote at the meeting 	<ul style="list-style-type: none"> • By electronic means
6.	Secret ballot	<ul style="list-style-type: none"> • Postal ballot 	
7.	Laying and producing documents	<ul style="list-style-type: none"> • Sent or published with notice of meeting; <u>or</u> • Published online, at a website address which will be provided in the notice, or on the website of the Trade Union 	<ul style="list-style-type: none"> • Sent with notice of meeting
8.	Notice of Meeting	Notice by - <ul style="list-style-type: none"> • Email to each member who has notified the Trade union of email address; <u>and</u> • Published on Trade union's website 	<ul style="list-style-type: none"> • Notice by email to all members