UPDATE ON THE EXTENSION OF THE COVID-19 (TEMPORARY MEASURES) (ALTERNATIVE ARRANGEMENTS FOR MEETINGS FOR TRADE UNIONS) ORDER 2020

We refer to our earlier guidance dated 28 Apr on the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Trade Unions) Order 2020 prescribing alternative arrangements to personal attendance for meetings of trade unions. Under the Order, a meeting of a trade union or its branch (including general meeting and delegates conference), or a meeting of its Executive Committee (Exco) could be held by electronic means. The Order also provides for alternative means for attendance, voting, and sending of notice and documents of meeting to be done electronically. For meetings which have due dates that fall between 27 March 2020 and 30 September 2020, they may be deferred, if necessary, notwithstanding their due dates to a date no later than 30 September 2020. The Order initially applied for the period starting on 27 March 2020 and ending on 30 September 2020.

2 The Order has since been extended to 30 June 2021. To give a further grace period to unions who need more time to overcome practical difficulties in organising meetings, the deferral provision is also extended, but only to permit deferrals to a date no later than 31 December 2020.

3 There are other refinements to the alternative meeting arrangements provided under the Order which expressly clarify the options for trade unions to carry out the following:

- Where a member or delegate may be required by a trade union, before the meeting, to send to the chairman of the meeting, by post or electronic mail, the matters which the member or delegate wishes to raise at the meeting, the trade union may also provide for such matters to be sent by other additional electronic means as the trade union considers appropriate. To clarify further, the trade union may also provide for any matter to be raised by a member or delegate at a meeting and for the matter to be responded to, through real-time electronic communication such as video conferencing, tele-conferencing or live chat. The additional means to be provided are not to be in place of post and electronic mail.

4 The refinements have been incorporated into the revised summary of the alternative arrangements provided under the Order for the conduct of Trade Union General Meetings and Exco Meetings (see Annex A).

REGISTRY OF TRADE UNIONS
MINISTRY OF MANPOWER
### SUMMARY OF ALTERNATIVE ARRANGEMENTS FOR MEETINGS FOR TRADE UNIONS

<table>
<thead>
<tr>
<th>S/N</th>
<th>PROVISIONS</th>
<th>TRADE UNION GENERAL MEETINGS</th>
<th>TRADE UNION EXECUTIVE COMMITTEE MEETINGS</th>
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</table>
| 1.  | Provision for meeting to be held or deferred | • Meeting may be held by electronic means (and should be held in accordance with schedule stated in the union rules as far as possible)  
• Meeting may be deferred to a date no later than 30 Dec 2020, if necessary |  |
| 2.  | Provision for attendance | • 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 | • Electronic Means |
| 3.  | Provision for right to speak and be heard | Trade union may require:  
• 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, teleconferencing 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 | • No change to existing quorum requirements  
• Quorum may be formed by members personally or electronically present |  |

Determining electronic presence:
A person is electronically present, for purposes of determining quorum, if:
1. Person is attending electronically through audio or audio-visual broadcast access
2. So verified by General Secretary (or appointed person) as virtually attending  
3. Acknowledged by chairman as present at meeting through electronic means  

<table>
<thead>
<tr>
<th>Deeming presence:</th>
<th>Person is deemed present, for purposes of determining quorum, if person appoints chairman as proxy to attend, speak and vote</th>
</tr>
</thead>
</table>

5. **Voting (Non-secret)**
   - By electronic means; or  
   - Trade union may require person to appoint Chairman as proxy to vote at the meeting  
   - By electronic means  

6. **Secret ballot**
   - Postal ballot  

7. **Laying and producing documents**
   - Sent or published with notice of meeting; or  
   - Published online, at a website address which will be provided in the notice, or on the website of the Trade Union  
   - Sent with notice of meeting  

8. **Notice of Meeting**
   - Notice by -  
     - Email to each member who has notified the Trade union of email address; and  
     - Published on Trade union’s website  
   - Notice by email to all members  

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