

Special General Meeting Rules for Housing Society

1. Calling the meeting

- The Managing Committee may call an SGM by resolution whenever needed.
- Members may requisition one by a signed written request (commonly one-fifth to one-tenth of members) stating the exact purpose.
- The committee must hold the meeting within the bye-law period (usually 15 to 30 days of receiving a requisition). If it fails, the requisitionists or the Registrar may call it.

2. Notice

- Written notice must go to every member (hand delivery with acknowledgement, registered post, or email where permitted) and be displayed on the notice board.
- Minimum notice is usually 7 to 15 clear days.
- The notice must state date, time, venue, the precise agenda, and who is calling the meeting.
- Only agenda items can be decided. "Any other business" cannot be used for major resolutions.

3. Quorum

- A minimum number or fraction of members (often one-fifth or a fixed number) must be present.
- If quorum is absent, the meeting is adjourned (typically 30 minutes or a week) and may then proceed with those present, if the notice says so.
- A requisitioned meeting generally lapses if the requisitionists do not attend.

4. Conduct

- The Chairperson presides; if absent, members elect a chair from those present.
- Attendance must be recorded in a signed register.
- Items are taken in agenda order, with fair speaking time for members.
- The chair can maintain order and remove disruptive persons.

5. Voting

- Ordinary resolutions need a simple majority of members present and voting.
- Special resolutions (bye-law changes, redevelopment, sale of property) usually need two-thirds or three-fourths.

- One member, one vote. Joint owners vote through one nominee.
- Proxies are allowed only if bye-laws permit, with written authorisation.
- Members in arrears are often barred from voting.

6. Minutes

- Record attendance, quorum, each item, resolutions, and vote counts.
- Chairperson and Secretary sign them.
- Circulate or display draft minutes within 7 to 15 days and confirm them at the next meeting.
- Keep notices and attendance sheets on permanent file.

7. After the meeting

- The committee must implement resolutions.
- Bye-law amendments and certain statutory matters need filing with or approval from the Registrar within the prescribed time.