

Chapter 6 Meetings of Management Committee

An MC shall meet at least once in every period of 3 months.

Para 7 of Sch. 2

Convening an MC meeting

- An MC meeting may be convened at any time by the MC chairman or the MC vice-chairman (if any) in the absence of the MC chairman.
- An MC meeting shall be convened by the MC secretary, at the request of any 2 MC members, within 14 days of receiving such request, and held within 21 days of receiving such request.

Para 8(1) of Sch. 2

What is the difference between convening and holding a meeting?

For this purpose, convening a meeting means giving notice of meeting, while holding a meeting means causing it to actually take place.

Notice of meeting

- The MC secretary shall, at least 7 days before the date of the MC meeting –
 - ◆ give notice of the meeting to each MC member and (if the treasurer is not a member of the MC) the MC treasurer; **and**
 - ◆ display the notice of meeting in a prominent place in the building.
- The notice of meeting may be –
 - ◆ delivered personally to the addressee;

Para 8(2) of Sch. 2

Para 8(2A) of Sch. 2

- ◆ sent by post to the addressee at his last known address; or
 - ◆ left at the flat of the addressee or deposited in the letter box for that flat.
- The notice of meeting shall specify –
 - ◆ the date, time and place of the meeting; **and**
 - ◆ the resolutions that are to be proposed at the meeting.

Para 8(2AA) of Sch. 2

Quorum

- 50% of the members of the MC (rounded up to the nearest whole number) or 3 such members, whichever is the greater.

Para 9 of Sch. 2

Presiding over a meeting

- An MC meeting shall be presided over by –
 - ◆ the MC chairman; or
 - ◆ in the absence of the MC chairman, the MC vice-chairman (if any);
 - ◆ in the absence of the MC chairman and vice-chairman (if any), a member appointed as chairman for that MC meeting by the MC.

Para 10(1) of Sch. 2

Voting at a meeting

- All matters raised in an MC meeting may be decided by a resolution passed by a majority of the votes of the MC members present at the meeting.

Para 10(2) of Sch. 2

In determining whether a resolution is passed by a majority of the votes of the MC members, the following shall be disregarded –

- ✗ MC members who are not present at the meeting;
- ✗ MC members who are present at the meeting but do not vote;
- ✗ blank or invalid votes;
- ✗ abstentions.

Section 2B

- Each MC member shall have one vote on each resolution.
- If there is an equality of votes, the person presiding over the meeting shall have, in addition to a deliberative vote, a casting vote.

Para 10(3) of Sch. 2

Meeting procedure

Subject to the BMO, the procedure at MC meetings shall be determined by the MC.

Para 10(5) of Sch. 2

Minutes of meeting

- The minutes of the proceedings at every MC meeting shall be certified by the person presiding over the meeting as containing a true record of the proceedings of the meeting.
- The MC secretary shall display the certified minutes in a prominent place in the building within 28 days from the date of the MC meeting for 7 consecutive days.
- The MC shall keep the certified minutes for such period, being not less than 6 years, as the OC may determine.
- Any of the following persons may request in writing the OC to supply him with copies of any certified minutes –
 - ◆ an owner;
 - ◆ a registered mortgagee;
 - ◆ the tenants' representative; or
 - ◆ any person authorized in writing by an owner or a registered mortgagee.

The MC secretary shall supply such copies to the person concerned upon payment of a reasonable copying charge.

The copying charge shall be determined by the MC. To enhance transparency in its operation, the MC is advised to set the copying charge at a low level.

Para 10(4A) of Sch. 2

Para 10(4B) of Sch. 2

Para 10A(1) of Sch. 2

Para 10A(2) of Sch. 2