



8 September 2023

**ANNUAL GENERAL MEETING 2023 BY ELECTRONIC MEANS
FIRST NOTICE**

Notice is hereby given that the Annual General Meeting (AGM) of the Singapore Ice Skating Association (SISA) will be held by way of **electronic means** on:

Date: **Friday, 29 September 2023**

Time: **6.30pm**

Venue: **Virtual/Electronic online meeting (details to be furnished with second notice)**

In accordance with the SISA Constitution, Article 14.8 – General Meetings (i.e., AGM and EGM) may be conducted, wholly or partly, by electronic means. Members must at least be allowed to contemporaneously observe the proceedings of such meetings by audio and video means (e.g., “live” webcast) and to cast their vote electronically where required. Details on the arrangements for meetings to be conducted by electronic means shall be provided to members in the notice of the meeting.

- (a) Full Members who wish to table a resolution for the General Meeting’s approval must notify the Secretary General in writing at least fourteen (14) days before the date of the AGM using the forms provided (SISA-AGM@sisa.org.sg) by **15 September 2023, 6.30pm**.
- (b) The agenda for the AGM, the Board’s annual report and the audited financial statements for the preceding financial year, shall be forwarded to the members at least seven (7) days before the date of the AGM as ‘Second Notice’ (**by 22 September 2023, 6.30pm**).
- (c) No business other than that stated in the notice and agenda for the AGM shall be transacted at the General Meeting.
- (d) All Affiliate members of SISA’s shall be eligible to attend General Meetings. Each Full Member is entitled to have one (1) authorised delegate to attend a General Meeting and to speak and vote on its behalf at such meetings. Each Associate Member is entitled to have one (1) authorised representative to attend a General Meeting.
- (e) The names of the authorised delegates of Full Members and the authorised representatives of Associate Members who will be attending the General Meeting shall be notified to the Secretary General at least three (3) days before the date specified for the General Meeting using the forms provided (SISA-AGM@sisa.org.sg) by **26 September 2023, 6.30pm**.
- (f) Voting by proxy is not allowed at all General Meetings.

Thank you.

Alison Chan
President
Singapore Ice Skating Association

Attached

1. First Notice
2. Special Resolution Form
3. Attendance Form

AGM (Electronic) Procedures

The AGM will start promptly on Friday, 29 September 2023 at 6.30pm

1. Using the Zoom Meeting Details provided, please login at the latest 15 minutes before the official meeting start time. (be early if you need to familiarise yourself with Zoom controls)
2. Logging Into Zoom Meeting – Full Name Club Name
Members are to indicate their full name and name of their Club: admission shall be based on the submitted attendance form.
3. Kindly note that when the AGM starts, all but the speaker's microphones will be muted. During this time we suggest you go to Speaker View, This is a button at the top right-hand side of the Zoom screen.
4. Meeting will be recorded.

Thank you for your attention. We look forward to seeing you at the AGM.
