



**APPENDIX 4B
NOMINATION FOR OFFICE BEARERS AND COMMITTEE MEMBERS
FOR THE YEAR 2020 - 2021**

8 June 2020

Dear Member,

STEP (Singapore Branch) will accept nominations for members to be elected to the STEP Committee for the year of 2020 – 2021.

The relevant Articles of the Society's Constitution are set out below for your attention:

- "8.3 The Secretary shall, no later than twenty-one (21) days before the day appointed for the Annual General Meeting, invite members in writing, to nominate candidates for the posts of office-bearers and members of the Committee, and make available a nomination form, for such purposes. The nomination form shall be as agreed by the Committee and posted on the web-site.
- 8.4 Nominations shall be made on the nomination form referred to in Clause 8.3 hereof. Each nomination form shall be delivered to the Secretary no later than seven (7) days before the day appointed for the Annual General Meeting.
- 8.5 Each nomination shall be signed by two (2) voting members who shall propose and second, and the nomination form shall bear the written consent of the member so nominated.
- 8.6 Nominations made from the floor at the Annual General Meeting shall not be accepted unless they are nomination for a post for which no valid nomination has been received in accordance with the provisions herein.
- 8.7 Every Candidate and his respective proposer and seconder, and each of them shall not be in arrears of his or their respective subscriptions as at the date of nomination.
- 8.8 Every nomination form shall be delivered to the Secretary.
- 8.9 Any nomination that is not made in accordance with the provisions herein shall be invalid.
- 8.10 The Secretary, after verifying the eligibility of each nominee to be a candidate for election, shall cause to be posted on the Society's website, not later than four (4) days before the date appointed for the Annual General Meeting, the list of candidates validly nominated for election for the posts of office bearers and members of the Committee, listed in alphabetical order."

The nomination form is enclosed. The duly completed nomination form **must be received by the Secretary no later than 5.00pm on 23 June 2020**. Please submit the nomination form by email to secretariat@step.org.sg.

The names of all the Candidates shall be posted on the Society's website, at least 4 days before the Annual General Meeting to be held on 30 June 2020.

Yours faithfully,

Ms Chan Ee Lin

Secretary

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**NOMINATION FORM FOR OFFICE BEARERS AND MEMBERS
OF STEP(SINGAPORE) COMMITTEE 2020-2021**

Name of Nominee	Signature	Position <i>(*please delete as applicable)</i>
	I consent to the nomination:- Date:	*Chairman / Vice –Chairman/ Secretary/ Treasurer/ Ordinary Member

Name of Proposer	Signature	Date
Name of Seconder	Signature	Date

Please Note:

- 1) Please use one completed form for each nomination. Signing in counterparts will not be accepted.
- 2) Please send the Nomination Forms to reach the Secretary by no later than 5.00pm on Tuesday, 23 June 2020.
- 3) Please submit signed Nomination Forms by email to secretariat@step.org.sg