

2 March 2023

**43<sup>rd</sup> Annual General Meeting  
19 April 2023**

**NOMINATIONS FOR ELECTIONS TO THE EXECUTIVE COMMITTEE**

At the coming SACEOS 43<sup>rd</sup> Annual General Meeting, 5 positions on the Executive Committee are open for election. With the amended constitution passed at the EOGM on 21 February 2023, eligible candidates will be elected by members into the Executive Committee, and the President will assign the appropriate roles to the EXCO Members.

Nominees/Nominators may refer to Annex B for an extract of the SACEOS Constitution that incorporates the latest amendments pertaining to Election and Nomination that was approved at the Extra-Ordinary General Meeting held on 21<sup>st</sup> February 2023.

Please ensure that all items on the checklist (as below) are duly provided to facilitate review by the Nominations Committee.

- Completed Nomination Form – **please refer to Annex A**
- A recent copy of CV/Resume (*applies to all vacant positions open for election*)
- Letter of Endorsement from Employer (*applies to those who are employees of a member company*)
- Letter of Self-Recommendation (*only applies to those who are self-employed*)

**Submission of nomination documents must reach the Secretariat at [ED@saceos.org.sg](mailto:ED@saceos.org.sg) by 1700hrs on 15 March 2023, Wednesday. Late submissions will not be considered for nomination.**

**43<sup>rd</sup> ANNUAL GENERAL MEETING  
 19<sup>th</sup> April 2023**

**NOMINATION FORM  
 FOR ELECTION TO THE 44<sup>th</sup> EXECUTIVE COMMITTEE**

Please indicate in the (tick) box the position you are nominating for:

<b>Position</b>			
Executive Committee (1 of 5 positions)			
<b>Particulars of Candidate</b>			
<b>Name</b>			
<b>Designation</b>			
<b>Organisation</b>			
<b>Email</b>			
<b>Telephone (DID)</b>		<b>Mobile</b>	
<b>Membership Status in other Associations/Societies/Clubs (Please disclose only current office bearer positions)</b>			
	<b>Name of Association/Society/Club</b>	<b>Position Held</b>	<b>Period from</b>
1.			
2.			

\_\_\_\_\_  
 Signature of Candidate

\_\_\_\_\_  
 Company Stamp

\_\_\_\_\_  
 Date

*Note: This form will be void if it is without the company stamp and signature.*

**PLEASE RETURN THIS REPLY SLIP TO SACEOS SECRETARIAT AT  
[ED@SACEOS.ORG.SG](mailto:ED@SACEOS.ORG.SG) BY 15<sup>th</sup> MARCH 2023, 5 P.M.**

## **ANNEX B**

### **IMPORTANT NOTES PERTAINING TO NOMINATIONS:**

1. Nominations close at 5 pm sharp on 15 March 2023.
2. Notification of the nomination outcome will be made by 28<sup>th</sup> March 2023.

### **EXTRACTS OF SACEOS CONSTITUTION 2023 (as at 21<sup>st</sup> February 2023)**

For more information on the SACEOS constitution: [www.saceos.org.sg](http://www.saceos.org.sg)

#### **Article IV – The Executive Committee**

2. The President shall, at his or her discretion but always in consultation with the Executive Committee, appoint responsibility for any designated roles to be determined at the commencement of each term, which may include any of the following or any other relevant development thrusts at the applicable time :-

- 2.1 Honorary Secretary;
- 2.2 Honorary Treasurer;
- 2.3 VP for Advocacy and Communications;
- 2.4 VP for Community;
- 2.5 VP for Digital and Innovation;
- 2.6 VP for Industry and Enterprise; and
- 2.7 VP for Professional Development.

4. No representative from an Ordinary Member shall be eligible for election to the Executive Committee unless :-

- 4.1 the member has been an Ordinary Member for at least two (2) years preceding the date of the election; or
- 4.2 the member has been an Ordinary Member for less than two (2) years but has been in the Industry for no less than five (5) years preceding the date of the election;

or as otherwise provided for herein. Notwithstanding the foregoing, the President, in consultation with the Executive Committee, may waive any of the above requirements, should any Ordinary Member representative be found to possess qualities befitting a candidate suitable for election.

#### **Article VII – Nominations and Elections**

1. At least forty-five (45) days before the Annual General Meeting or Extra-Ordinary General Meeting (as the case may be), the Secretariat shall receive nominations for the positions of ExCo Members up for election. The Secretariat shall review all nominations in accordance with the criteria stated at Clauses 2 and 3 below and prepare a slate of suitable candidates for each position for presentation to the Members no later than fifteen (15) days before the Annual General Meeting or Extra-Ordinary General Meeting as the case may be. The decision of the Secretariat shall be made in consultation with the Executive Committee. Thereafter, the decision of the Executive Committee shall be final.
2. A person nominated as President or President Elect must fulfil the following criteria :-
  - 2.1 Must be employed by an organisation that has been an Ordinary Member for at least two (2) years preceding the nomination;
  - 2.2 Must have held a significant management position (such as a team leader, head of department or similar position) for a minimum period of three (3) years;

- 2.1. Must have personally served on the Executive Committee for a minimum of one (1) term; and
  - 2.2. Must have worked in or dealt with a national body or bodies and/or global or regional association specific to the industry.
3. Save for the positions of President and President Elect, every person nominated as ExCo Member must fulfil the following criteria :-
- 3.1. Must be employed by an organization that has been an Ordinary Member for at least two (2) years preceding the nomination; and
  - 3.2. Must hold a significant management position (such as head of department or similar position) for a minimum period of two (2) years.
- Notwithstanding the foregoing, the President, in consultation with the Executive Committee, may waive any of the above requirements, should any Ordinary Member representative be found to possess qualities befitting a candidate suitable for election.
4. The position of President Elect shall be open for nomination in accordance with the procedures stated at Clause 1 above when the President :-
- 4.1. completes the second year of his/her first term, and if the Executive Committee by a majority vote decides that he/she should not serve a second term; or
  - 4.2. completes the second year of his/her first term and declines to serve a second term; or
  - 4.3. completes the second year of his/her second term.
5. The positions open for nomination and election each year will be decided by the Executive Committee, based on the number of ExCo Members completing their term of office and any vacated positions as the case may be. As a result, not all ExCo Members shall be elected in the same year.
6. In the event that no nominees run for any position open for nomination and election, the Executive Committee shall be entitled to appoint a candidate who shall fulfil the necessary criteria and be reviewed by the Nominations Committee as provided herein.
7. In the event that any position is contested by more than one (1) nominee, the election of that position shall be by secret ballot or via electronic voting system.
8. Each Ordinary Member (Corporate) shall be limited to one (1) vote and each Ordinary Member (Individual) shall be limited to one-quarter (0.25) vote for each post contested in an election.