

新加坡佛教总会为您呈献

Presented by the Singapore Buddhist Federation

### 会议常规与礼节

1. 董事应尽最大努力出席每场董事会会议
2. 修缮后的监管准则要求所有慈善团体在常年报告里，连名带姓列出每位董事在该年度里出席董事会会议的次数
3. 不迟到-不早退
4. 记得携带会议文件出席会议
5. 会议前仔细阅读会议文件，加以注释以便在会议上提出意见。
6. 穿着得体端庄
7. 言行举止文明尔雅
8. 别人发言时不打岔、不插话，更不要窃窃私语
9. 提问或发言时注意下列：
  - 9.1 先向会议主席请示
  - 9.2 就事论事，不要离题
  - 9.3 不作人身攻击
  - 9.4 不吹毛求疵
  - 9.5 不含沙射影
  - 9.6 不无中生有
  - 9.7 不越俎代庖

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### Standing Order for Meeting

1. Board Members should try their best to attend all Board Meetings.
2. Under the refined Code of Governance, Charities must list down the frequency of attendance at Board Meetings on annual basis by each Board Member in their annual report.
3. Be punctual and refrain from leaving the meeting early.
4. Bring along meeting documents.
5. Read the meeting documents thoroughly in advance and make remarks to facilitate presentation of views during meeting.
6. Observe proper dress code.
7. Observe proper decorum.
8. No interjection, disruption and private-chat when someone is speaking.
9. Observe the following when raising question or presenting your view:
  - 9.1 Seek Chairman's consent before doing so
  - 9.2 Stay focus and do not deviate from the topic being discussed.
  - 9.3 No personal attack.
  - 9.4 No hair-splitting.
  - 9.5 No insinuation.
  - 9.6 No fabrication.
  - 9.7 No interference on other's duties and responsibilities.