
	Non-Destructive Testing Society (Singapore)/National Aerospace NDT Board 9, Jurong Town Hall Road, #02-21, Singapore – 609431	
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NDTSS/NANDTB/PM/05 (Issue 0) – METHOD OF OPERATION

The Board shall consider matters of policy at not less than two ordinary meeting per year which shall be convened on the authority of the Chairman by the Secretary with at least 14 days' notice in writing.

Matters to be decided at a meeting should be supported by written documentation issued in advance of the meeting.

The quorum for a meeting shall be a minimum one third of the current voting members. In the event that a vote is necessary, representative members shall have one vote for each member. Eligible co-opt member shall have one vote.

Approval of changes to the constitution, terms of reference and method of operation shall be decided by a majority of not less than three quarter of those present at an ordinary meeting. Other matters shall be decided by simple majority.

Matters (for example industry query, minor policy change, amendments to processes, or co-opting a member), that can be discussed and concluded by e-mail, should be coordinated with all members getting the same information. When the Chairman deemed necessary or when any three voting members of the Board consider a matter significant enough, a special meeting may be requested by notifying the Secretary. Such notification must state clearly the purpose of the proposed meeting, which must be convened to take place within 28 days of receipt of the notification.

Meeting minutes will be written for each meeting. A copy of the minutes will be distributed to each member of the Board, secretary of NDTSS and CAAS.

The Board shall publish an annual report covering its activities.

Signed for the Board



Grace Liang Sook Fun

Chairman of the SNANDTB