



Asia Pacific  
Hospice Palliative  
Care Network

c/o Division of Supportive & Palliative Care  
National Cancer Centre Singapore  
30 Hospital Boulevard, Level 23  
Singapore 168583

+65 6235 5166  
aphn@aphn.org  
<https://aphn.org/>  
UEN No: T01SS0003A

## FAQ for APHN AGM 2024

### Details of AGM

Date: 15 June 2024, Saturday

Time: 1300hrs to 1400hrs (GMT+9)

### Nomination for 24<sup>th</sup> Council

Q: Who is eligible to be a candidate?

A: The candidate must be an Individual APHN Member and supported by 2 other APHN members.

Q: Who is eligible to nominate a candidate for election to Council?

A: (i) Individual Members, (ii) Ordinary Organisational Members and/or (iii) Affiliated Organisational Members.

Q: Where can I find the **Nomination Form**?

A: The Nomination Form is available at

<https://aphn.org/24th-annual-general-meeting-notice/>

Q: How do I submit the completed **Nomination Form**?

A: Kindly submit the completed form via email to [secretariat@aphn.org](mailto:secretariat@aphn.org)

All **Nomination Forms** must be completed and sent to the secretariat office before 30 April 2024, 1700hrs (GMT+8). Kindly note any incomplete or incorrectly filled forms will be deemed void.



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Q: After the nomination period, what is the voting process for electing the candidates into the 24<sup>th</sup> Council?

A: By 2 May 2024, the **Candidate Voting Form** which consists of the list of candidates will be published. Only **Ordinary Organisational Members** are eligible to vote and they can indicate their preferred candidates.

All **Candidate Voting Forms** must be completed and sent via email to the secretariat office <[secretariat@aphn.org](mailto:secretariat@aphn.org)> before 31 May 2024, 1700hrs (GMT+8). Kindly note any incomplete or incorrectly filled forms will be deemed void.

Q: When will the results of the elections be announced?

A: The results will be announced during the AGM on 15 June 2024.

### **Questions from Members**

Q: I have a question related to the agenda tabled for approval at the AGM. How do I communicate my question?

A: Kindly send your question to [secretariat@aphn.org](mailto:secretariat@aphn.org)

All questions must be raised before 31 May 2024, 1700hrs (GMT+8).

### **Any Other Business**

Q: If I have any other business to raise for the AGM, what do I do?

A: Kindly send your business to the secretariat office at [secretariat@aphn.org](mailto:secretariat@aphn.org)

All business must be raised before 31 May 2024, 1700hrs (GMT+8). This matter will be put to a vote and it will be addressed by the Council. Such business will be addressed via the APHN website or at the AGM on 15 June 2024.



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## **Attendance**

Q: Are members able to attend the AGM in person physically?

A: The APHN AGM is being hosted by a conference in Japan. Information of the Japanese conference is available here: <https://plaza.umin.ac.jp/jspm29jpos37/en/>

Q: Am I required to register for the Japanese conference to attend the AGM?

A: If you are only attending the AGM, it is **not required** to register for the Japanese conference.

However, if you plan to attend the scientific programme of the Japanese conference, you are required to register for it. Information of the registration for the conference is available here: <https://plaza.umin.ac.jp/jspm29jpos37/participants/index.html>

Q: Who is eligible to attend the AGM?

A: Only current paid-up members with an active membership will be admitted into the AGM. In the event of expired membership, kindly renew your membership to be eligible for participation.

**Important Note:** There will be no membership applications and renewals processed on site. Kindly settle all membership applications prior to the event.

Q: Is there an option of attending the AGM virtually?

A: No, the AGM is being conducted in a physical format only as mandated by the constitution.

Q: What if I need assistance in participating the AGM?

A: You may contact the secretariat office via email at [secretariat@aphn.org](mailto:secretariat@aphn.org), call the office at the landline +65 6235 5166 or contact through WhatsApp at +65 6235 5166.



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### **Voting for the Ordinary Businesses**

Q: Who is eligible to vote?

A: Only Ordinary Organisational Members who have paid up their membership dues are eligible to vote. Individual members and Affiliated Organisational Members are not eligible to vote. (Constitution section 7)

**Important Note:** There will be a membership blackout period from 1 May 2024 onwards. New membership applications received and renewed memberships completed from 1 May 2024 onwards are not eligible to vote for AGM 2024.

Q: How do Ordinary Organisational Members vote in the AGM?

A: The Ordinary Organisational Members are to complete the **Representative Form** by 31 May 2024. These representatives will act on behalf of the organisations to pass resolutions of the ordinary businesses in person at the AGM.

Kindly note that should the form be filled incorrectly, it will be deemed void.

Q: Where can I find the **Representative Forms**?

A: The **Representative Form** will be emailed to the eligible Organisational Members directly from the secretariat office.

Q: How do I submit my completed **Representative Form**?

A: Kindly submit your completed form via email to [secretariat@aphn.org](mailto:secretariat@aphn.org).

All **Representative Forms** must be completed and sent via email to the secretariat office <[secretariat@aphn.org](mailto:secretariat@aphn.org)> before 31 May 2024, 1700hrs (GMT+8). Kindly note any incomplete or incorrectly filled forms will be deemed void.

The APHN Constitution is available here:

[https://aphn.org/wp-content/uploads/2021/03/Constitution-2020\\_Version-Jan2021.pdf](https://aphn.org/wp-content/uploads/2021/03/Constitution-2020_Version-Jan2021.pdf)