
ST. JOHN AMBULANCE MALAYSIA
(INCORPORATIONS) ACT, 1971

ST. JOHN AMBULANCE RULES, 1973

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**ST. JOHN AMBULANCE MALAYSIA (INCORPORATIONS)
ACT, 1971**

ST. JOHN AMBULANCE RULES, 1973

Act 74.

IN exercise of the powers conferred by section 9 of the St. John Ambulance Malaysia (Incorporations) Act, 1971, the St. John Council of West Malaysia hereby makes the following rules:

PART I

PRELIMINARY

Short title and commencement.

1. These rules may be cited as the **St. John Ambulance Rules, 1973**, and shall come into force on the 1st day of August, 1973.

Definition.

2. The term "Regional Council" includes a "State Council" and means a Council set up under Part IV and the term "Regional Commander" shall be construed accordingly.

PART II

COMPOSITION OF ST. JOHN AMBULANCE COUNCIL

Constitution and composition of Council.

3. (1) There shall be constituted a St. John Council of Malaysia which shall consist of the following—

- (i) a President who is the Prime Minister of Malaysia;
- (ii) a Deputy President who is the Minister of Health;
- (iii) a Chairman who shall also be the Commander-in-Chief;
- (iv) a Deputy Chairman who shall also be the Deputy Commander-in-Chief;
- (v) two Vice-Chairmen, one of them shall be the Chief of Staff (Training) and the other shall be the Chief of Staff (Operations);
- (vi) an Honorary Secretary-General;
- (vii) an Honorary Treasurer;
- (viii) Regional Commanders or their representatives nominated by each Regional Council;
- (ix) ten members nominated from each of the following—
 - (a) Ministry of Defence;
 - (b) Royal Malaysian Police;
 - (c) Ministry of Health;
 - (d) Ministry of Education;
 - (e) Ministry of Information;
 - (f) Ministry of Welfare Services;
 - (g) Ministry of Culture, Youth and Sports;
 - (h) Ministry of Communications;
 - (i) Malaysian Medical Association; and
 - (j) Malaysian Nursing Council; and
- (x) five other members nominated under paragraph (2) (iii).

(2) (i) The members as in paragraphs (1) (iii), (1) (iv) and (1) (v) shall be appointed by the President.

(ii) The members as in paragraphs (1) (vi) and (1) (vii) shall be nominated from among the Council members.

(iii) Ten members as in paragraph (1) (ix) shall be nominated by the Heads of their respective Ministries or Organisations. Other members in paragraph (1) (x) shall be nominated by the Chairman after consultation with the Council.

(3) (i) The members as in paragraphs (1) (iii), (1) (iv), (1) (v), (1) (vi), (1) (vii) and members nominatad by the Chairman as in paragraph (2) (iii) above shall hold office for a period of 3 years and shall be eligible for reappointment.

(ii) The President shall have the power to remove any member other than the Deputy President after consultation with the Council without giving any reason.

(iii) A member may resign from his office by giving written notice to the President.

4. (1) The Regional Commander shall be appointed by the President in consultation with the Commander-in-Chief who shall take into account the view of the Regional Council.

Regional
Commander.

(2) The Regional Commander shall hold office for a period of 3 years and shall be eligible for reappointment.

(3) The President shall have the power to remove any Regional Commander after consultation with the Commander-in-Chief and the Regional Council without giving any reason.

5. The Council may from time to time co-opt such person or persons to assist the Council in any of its deliberations but such co-opted members shall have no right to vote.

Power to
co-opt
members.

6. Notwithstanding anything contained in rule 3 (2) the Chairman shall have the power to appoint any person to fill any vacancies until such time when a Council meeting can be called for and the appointment confirmed or substituted.

Vacancies.

PART III

EXECUTIVE COMMITTEE

7. (1) The St. John Council shall appoint an Executive Committee which shall be responsible for the day to day administration of the St. John Ambulance.

Executive
Committee.

(2) The Executive Committee shall consist of the following—

(a) the Chairman of the Council;

(b) the Deputy Chairman of the Council;

(c) the two Vice-Chairmen of the Council;

(d) the Honorary Secretary-General of the Council;

(e) the Honorary Treasurer of the Council; and

(f) five members elected by the Council from among the Regional representatives, two of whom shall be from East Malaysia.

8. The functions of the Executive Committee shall be confined to the carrying out of the Executive work of the Council and it shall meet as often as may be necessary.

Functions of
Executive
Committee.

Powers to
appoint sub-
committees.

9. The Executive Committee shall have powers to appoint such sub-committee to deal with any matter as it shall think fit and proper and shall also appoint the Chairman for such sub-committee and fix the quorum thereof. All sub-committees shall be responsible to the Executive Committee.

PART IV

REGIONAL COUNCIL

Regional/
State
Branches.

10. (1) The St. John Ambulance of Malaysia shall be divided into Regional or State Branches and the affairs of the Regional or State Branch shall be run by a Regional Council in accordance with the provisions of these Rules.

(2) The Regional Council shall consist of the following—

- (i) a Regional President;
- (ii) a Chairman who shall be the Regional Commander or the State Commander, as the case may be;
- (iii) a Deputy Chairman who shall be the Deputy Regional Commander or the Deputy State Commander, as the case may be;
- (iv) an Honorary Secretary;
- (v) an Honorary Treasurer;
- (vi) the Chief Police Officer of the State or his representative;
- (vii) the State Director of Medical and Health Services or his representative;
- (viii) the State Director of Education or his representative;
- (ix) the State Social Welfare Officer or his representative;
- (x) one Area Commander from each area or his representative; and
- (xi) not more than six other members.

(3) The members as in paragraphs (2) (i), (2) (ii) and (2) (iii) shall be appointed by the President of the Council who shall also have the power to remove the same from office.

(4) The members as in paragraphs (2) (iv), (2) (v) and (2) (xi) shall, if the other members so demand, be elected at the General Meeting or if there is no such demand shall be appointed by the Regional Commander in consultation with the Regional Council.

(5) Members of the Regional Council shall hold office for three years and they shall be eligible for reappointment.

(6) Members elected under paragraph (4) may resign from their office by giving written notice to the Regional Council.

Regional
Executive
Committee.

11. (1) The Regional Council shall appoint an Executive Committee to carry out its executive functions.

(2) The Regional Executive Committee shall consist of—

- (i) the Chairman of the Regional Council;
- (ii) the Deputy Chairman of the Regional Council;
- (iii) the Honorary Secretary of the Regional Council;
- (iv) the Honorary Treasurer of the Regional Council; and
- (v) three other members elected by the Regional Council from among themselves.

Annual
General
Meeting.

12. Annual General Meeting of the Regional Council shall be held not later than the 30th day of April in each year.

PART V
AREA COUNCIL

13. (1) The Regional Branch of the St. John Ambulance shall be divided into Area Branches and the affairs of the Area Branch shall be run by an Area Council in accordance with the provisions of these Rules. Area Branches.

(2) The Regional Branch may define any area to be an Area Branch within the Regional Branch.

(3) The Area Council shall consist of the following—

- (i) a Chairman who shall also be the Area Commander;
- (ii) a Deputy Chairman who shall also be the Deputy Area Commander;
- (iii) an Honorary Secretary;
- (iv) an Honorary Treasurer;
- (v) the Officer-in-Charge of the Police District or his representative;
- (vi) the District Medical Officer of Health or his representative;
- (vii) a representative of the Education Department;
- (viii) the District Social Welfare Officer or his representative; and
- (ix) not more than three other members.

(4) The Chairman and the Deputy Chairman shall be appointed by the Regional Commander.

(5) The members as in paragraphs (3) (iii), (3) (iv) and (3) (ix) shall, if the other members so demand, be elected at the General Meeting or if there is no such demand, shall be appointed by the Area Commander in consultation with the Area Council.

(6) Members of the Area Council shall hold office for three years and they shall be eligible for reappointment.

(7) The Regional Commander shall have power to remove members appointed under paragraphs (3) (i) and (3) (ii) after consultation with the Regional Council.

(8) Members elected under paragraph (5) may resign from their office by giving written notice to the Area Council.

14. (1) The Area Council shall appoint an Executive Committee to carry out its executive functions. Area Executive Committee.

(2) The Area Executive Committee shall consist of—

- (i) the Chairman of the Area Council;
- (ii) the Deputy Chairman of the Area Council;
- (iii) the Honorary Secretary of the Area Council;
- (iv) the Honorary Treasurer of the Area Council; and
- (v) one other member elected by the Area Council from among themselves.

15. The Annual General Meeting of the Area Council shall be held not later than the 31st day of March in each year. Area Annual General Meeting.

PART VI
MEETINGS

16. The Chairman or the Deputy Chairman shall preside at any meeting of the Council, and in their absence, the members of the Council present shall elect one of their number to preside at the meeting; provided that whenever the President or the Deputy President is present either shall be entitled to preside. The Chairman to preside at meetings.

Meetings.

17. The Council shall meet at least once a year not later than the 30th day of June provided that the first Council which is the St. John Council of West Malaysia shall meet not later than the 31st day of August, 1973. For calling such meetings, a written notice shall be sent to every member of the Council at least 21 days before the meeting and the notice shall specify the purpose or purposes for which the meeting is being called provided that a shorter notice may be given by the Chairman in case of an emergency.

Special meetings.

18. (1) The Chairman may at any time call a special meeting to consider any urgent or necessary business of the Council.

(2) (i) The Chairman shall call a special meeting on the written requisition of at least five members of the Council provided that 21 days written notice of the requisition stating the business to be considered at the meeting shall be given to the Honorary Secretary General of the Council.

(ii) The Chairman may allow shorter notice if in his opinion the shortening of such notice is expedient and is in the interest of the Council.

Chairman shall have final decision on procedures.

19. (1) At all meetings of the Council, the decision of the Chairman of the meeting on all questions of procedure and rules of debate shall be final.

(2) All such decisions in the Sub-Committees shall be reported to the respective Executive Committees.

Minutes of meeting.

20. The minutes of any meeting of the Council shall be recorded in writing by the Honorary Secretary General.

Voting.

21. (1) Except as provided under rule 23 all office-bearers (except paid officials) and members of the Council present at a meeting shall each have one vote and in case of equality of votes the Chairman shall have a second or casting vote. All questions shall be decided by a simple majority vote.

(2) Any member having any pecuniary interest of any kind in a matter under discussion shall disclose such fact to the Chairman at the meeting and he shall be precluded from voting thereon and shall withdraw from the meeting while such matter is under discussion.

Quorum.

22. (1) At all General Meetings of the Council 15 members present who are entitled to attend and vote shall form a quorum.

(2) At all meetings of the Executive Committee of the Council 6 persons present who are entitled to attend and vote shall form a quorum.

(3) At all meetings of the Regional Council 7 members present who are entitled to attend and vote shall form a quorum.

(4) At all meetings of the Executive Committee of the Regional Council 4 persons present who are entitled to attend and vote shall form a quorum.

(5) At all meetings of the Area Council 6 members present who are entitled to attend and vote shall form a quorum.

(6) At all meetings of the Executive Committee of the Area Council 3 persons present who are entitled to attend and vote shall form a quorum.

23. The provisions of this Part, where they are not expressly stated, shall apply to meetings of the Regional Council, Area Council, the Executive Committees and Sub-Committees of the respective Councils and the words "Chairman", "Deputy Chairman", "President", "Deputy President" and "Honorary Secretary General" shall be construed accordingly.

Application of this Part to meetings of the Regional Council, etc.

PART VII

POWERS AND DUTIES OF OFFICERS

24. The Chairman of the Council shall during his term of office—

- (1) preside at all meetings of the Council and the Executive Committee subject to rule 16 and shall be responsible for the proper conduct of such meetings. He shall have a casting vote and shall sign the minutes of such meeting at the time they are approved;
- (2) sign all cheques on behalf of the Council in conjunction with the Honorary Secretary General and the Honorary Treasurer;
- (3) have power to fill any vacancy temporarily; and
- (4) have power to delegate any or all of the above functions to the Deputy Chairman.

Chairman.

25. (1) The Honorary Secretary General shall attend all meetings of the Council, the Executive Committee and Sub-Committees and see that proceedings of such meetings are properly recorded.

The Honorary Secretary General.

(2) It shall be the duty of the Honorary Secretary General to—

- (a) conduct all correspondence on behalf of the Council as directed by the Chairman or the Executive Committee;
- (b) maintain and keep in safe custody the minute book and all other records of the Council; and
- (c) deal with such other matters as the Council may from time to time decide.

26. The Honorary Treasurer shall—

(1) keep a correct record of all monies expended on behalf the Council and issue receipts for all monies received. He shall deposit all collections in a bank or banks approved by the Council. He shall not keep more than \$50.00 in cash in hand at any time to be used as petty cash. All withdrawals from the bank shall be made under the joint signatures of the Chairman, the Honorary Secretary General and the Honorary Treasurer;

The Honorary Treasurer.

(2) alone issue all receipts of the Council; and

(3) cause proper accounts to be kept showing a record of—

- (a) the assets and liabilities of the Council; and
- (b) all sums of money received and expended by the Council and the matters in respect of which such receipts and expenditure take place.

PART VIII

APPOINTMENTS AND CONDUCT OF OFFICERS

27. The appointment and conduct of an officer of the St. John Ambulance throughout Malaysia shall be governed by the General Regulations of the St. John Ambulance Brigade (Overseas Edition)

Appointment and conduct.