

# **CONVOCATION OF THE CITY UNIVERSITY OF HONG KONG RULES OF MEETING**

## **GENERAL MEETINGS**

1. These Rules shall apply to all general meetings of the Convocation, unless otherwise stated. Capitalized terms which are not otherwise defined in these Rules shall follow the meanings assigned to them respectively in the Constitution of the Convocation.
2. An Annual General Meeting of the Convocation shall be convened by the Standing Committee once in every calendar year on such date and at such time and place as the Standing Committee shall determine. The Standing Committee may, as and when necessary, also convene Special General Meetings.
3. Notice of an Annual or a Special General Meeting shall be issued by the Secretary at least four weeks (i.e. 28 days) before the date of meeting via electronic communication and/or other means considered appropriate by the Standing Committee.
4. In addition to the notice referred to in Section 3, four weeks' notice (i.e. 28 days) at the least of an Annual or a Special General Meeting shall be served on each member of the Convocation entitled to vote, either by post or via electronic means. Members desiring to bring forth any business for discussion at an Annual or a Special General Meeting shall forward the motions in writing with regard to the said business to the Secretary at least 12 Working Days before the date of meeting. "Working Days" means Mondays to Fridays, excluding all public holidays in Hong Kong. The accidental omission to give notice of a general meeting to, or the non-receipt of notice of a general meeting by, any member shall not invalidate the proceedings at any general meeting.
5. The Secretary shall send by post or electronic mail the agenda, papers and attachments to all members one week before the date of meeting. Members who have not received the agenda papers before the meeting may collect the said documents at the meeting venue.

## **PROCEEDINGS AT GENERAL MEETINGS**

6. Each member of the Convocation attending a general meeting shall be required to sign on the attendance record provided at the entrance of the meeting venue, which shall be sent to the Secretary for verification of their membership status.
7. Only those Convocation members whose status have been verified and who have entered the meeting venue within half an hour after the scheduled time of the meeting shall be entitled to vote at the meeting.
8. Convocation members who have not registered their attendance within half an hour after the scheduled time of the meeting shall be allowed to attend the meeting as observers, but shall not be entitled to vote.
9. The Chairman shall preside at all general meetings of the Convocation. In the absence of the Chairman, one of the Vice-Chairmen shall be appointed by the Chairman or the Standing Committee to act on his/her behalf.

10. The quorum for a general meeting shall be thirty members of the Convocation. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
11. If a quorum is not present within half an hour from the time scheduled for a general meeting, the chairman of the meeting shall at his/her own discretion dissolve or postpone the meeting until further notice or to a specified date and time. The same applies when attendance is below a quorum during the course of the meeting. It shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at an adjourned meeting.
12. If a quorum is not present at an adjourned meeting within half an hour from the time scheduled for the meeting, members present shall be a quorum.
13. An Annual General Meeting shall normally be conducted in the following order:-
  - 13.1. Confirmation of the minutes of the last meeting;
  - 13.2. Statements of the Chairman;
  - 13.3. Receipt of reports of:-
    - 13.3.1. any sub-committee appointed by the Standing Committee;
    - 13.3.2. the financial affairs (if any);
  - 13.4. Matters referred to the Convocation by the Council for discussion;
  - 13.5. Items for discussion and decision; and
  - 13.6. Election, if necessary.
14. In the course of discussion, the order of speaking shall be decided by the chairman of the meeting. When necessary, the chairman of the meeting may set the speaking time limit for each member. When the chairman of the meeting speaks, all members shall cease speaking.
15. The final resolution of item for discussion and decision shall be announced by the chairman of the meeting.

## **VOTES**

16. Votes shall be given personally except for the election item(s) which has/have been listed on the agenda in which case votes may be given personally or by proxy.
17. Any member who is unable to be present at a meeting may appoint in writing one proxy, who must also be a member of the Convocation, to vote at the meeting on his/her behalf only in relation to election item(s) which has/have been listed on the agenda.
18. The written appointment of proxy, signed by the appointor, shall be deemed valid provided that it reaches the Secretary 48 hours before the scheduled time for holding the meeting.
19. Each proxy shall not represent more than 50 appointors at the same meeting.

20. Subject to Section 52 of the Constitution, a decision shall be passed by a simple majority vote which may be conducted in one of the following manners:-
- 20.1. oral consent or negation;
  - 20.2. show of hands; or
  - 20.3. secret ballot (may be conducted by electronic voting).
21. Apart from having the basic vote as other members of the Convocation, in case of an equality of votes, the chairman of the meeting shall have a second or casting vote.

### **RULES OF ELECTION ELECTION OF OFFICES**

22. All elections at an Annual or Special General Meeting shall be conducted in accordance with the Constitution and these Rules.
23. Election of all elected offices of the Convocation shall take place by secret ballot and, which may be conducted by electronic voting.
24. All newly elected Chairman, Vice-Chairmen and other members of the Standing Committee, in filling the vacancy arises from expiry of term of office of the retiring predecessor shall take up his/her office on the 1<sup>st</sup> of January.

### **RETURNING OFFICER**

25. The Secretary shall serve as the Returning Officer overseeing any election.

### **NOMINATION OF CANDIDATES**

26. All candidates for election as the Chairman, Vice-Chairmen and other members of the Standing Committee shall be nominated in writing by at least ten members of the Convocation who are entitled to vote.
27. Eligibility of candidacy for different positions in the Standing Committee is as prescribed by the Constitution.
28. Unless otherwise determined by the Standing Committee, notice of the general meeting which includes election items for which open nominations are invited shall be sent at least six weeks (i.e. 42 days) before the meeting date. Deadline for receiving nominations shall be three weeks (i.e. 21 days) before the meeting date.
29. All nominations shall be sent to the Secretary three weeks (i.e. 21 days) before the meeting date. The nomination shall be accompanied by a statement signed by the candidate that he/she is willing to stand.
30. For the same election, a member of the Convocation shall only nominate one candidate for the Chairman's office, one candidate for each Vice-Chairman's office, and any other such number of candidates not exceeding the total number of other vacant offices of the Standing Committee.

31. The agenda for an Annual or Special General Meeting at which an election is to be held shall include the lists of all eligible candidates for different offices, and nominators of each candidate.
32. The lists of candidates shall be validated by the Returning Officer. Should there be any dispute to the eligibility of any candidate, it shall be resolved by the Standing Committee in the absence of the candidate(s) in question.

### **VOTE FOR ELECTION**

33. At a general meeting where elections of more than one category of offices are to be held, the elections of different offices shall be conducted separately in accordance with the following order:-
  - 33.1. election of the Chairman;
  - 33.2. election of Vice-Chairmen; and
  - 33.3. election of other members of the Standing Committee.
34. Each member who is entitled to vote or being a proxy, and who intends to take part in the voting, shall be given a list of the names of the candidates for each elected office.
35. Where the number of eligible candidates duly nominated is equal to or less than the number of vacancies, no voting shall be necessary. The candidates so nominated shall then be deemed to be elected automatically.
36. If no nomination is received to take up the offices of the retiring Chairman, Vice-Chairmen and other members of the Standing Committee, each retiring officer, if so consented, shall continue in his/her respective office for a further term.
37. The Returning Officer shall fix the time for the close of ballot. After the close of ballot, the Returning Officer shall examine the votes cast by members and his/her decision on whether a vote has been validly cast shall be final.
38. The Returning Officer shall have the right to appoint staff members to assist in counting the votes.
39. After the counting of the votes, the following results shall be recorded in a pre-printed form which shall be confirmed in signature by the Returning Officer:-
  - 39.1. total number of votes;
  - 39.2. total number of valid votes; and
  - 39.3. number of votes for each candidate.
40. At the conclusion of the counting, only the Returning Officer is entitled to decide whether a recounting shall be necessary. The Returning Officer shall conduct a recounting upon receiving a request with good reason from not less than twenty members of the Convocation who are entitled to vote present in person or by proxy.
41. Unless a recounting is demanded, the declaration of the result of election by the Returning Officer shall be final. In case of a recounting, the second count shall be final and conclusive.

42. In an election, the eligible candidate who receives the highest number of votes shall be elected to the office. If two or more candidates receive the same number of votes in respect of an office and only one of them can be elected, the Chairman shall have a second or casting vote.
43. After the declaration of the result of election by the Returning Officer, all ballots shall be placed in the custody of the Secretary until the next general meeting and shall then be destroyed.

#### **INTERPRETATION OF THE RULES**

44. The interpretation of the Rules shall rest with the Standing Committee. In case of any dispute, the matter shall be put forward to the Council and the interpretation adopted by the Council shall prevail.

#### **AMENDMENTS OF RULES OF CONVOCATION**

45. The Convocation in an Annual or a Special General Meeting may by resolution of not less than two-thirds of the members present in person or by proxy rescind, amend or add to these Rules but such rescission, amendment or addition shall only take effect upon the approval of the Council.