

## Schedule 1

# CONVOCATION OF THE CHINESE UNIVERSITY OF HONG KONG RULES OF MEETING

### Annual and Special Meetings

1. Rules of Meeting of the Convocation of The Chinese University of Hong Kong (hereinafter referred to as “Rules of Meeting”) are made by virtue of the Constitution of the Convocation of The Chinese University of Hong Kong. These Rules shall apply to all Annual and Special Meetings only, unless the context otherwise requires.
2. An Annual Meeting shall be convened by the Standing Committee in each calendar year between May and August, both months inclusive. The Standing Committee may, as and when necessary, also convene Special Meetings.
3. The Standing Committee shall, upon receiving requests in writing from not less than 100 members, convene a Special Meeting within ten weeks provided there shall be no more than two Special Meetings to be convened upon requests from members in the same calendar year.

### Notice of Meeting and Voting Right

4. Notice of Meeting of an Annual or Special Meeting shall be issued in the form of advertisement in at least one local newspaper by the Secretary of the Convocation at least four weeks before the date of meeting.
5. In the event that there is/are election item(s) in the agenda of an Annual or Special Meeting for which open nominations are invited, the Secretary of the Convocation shall issue the Notice of Meeting at least seven weeks before the date of meeting. Deadline for receiving nominations shall be 5 p.m. of the twenty-eighth day before the date of meeting.
6. Members who intend to participate in an Annual or Special Meeting by voting at the election and/or attending the meeting are required to complete a registration form, which shall be sent to the Secretary of the Convocation for verification of their membership status. Deadline for registration shall be 5 p.m. of the eighth day before the date of meeting. Only those Convocation members who have been verified as successfully registered are entitled to vote. Only those Convocation members whose status have been verified by the Secretary of the Convocation may elect (a) not to attend the meeting in person but to vote at the election by any of the means other than in-person voting as determined by the Standing

Committee in accordance with rule 17A(i)(ii) or rule 17B of the Rules of Election, or (b) to vote at the election in person as determined by the Standing Committee in accordance with rule 17A(iii) of the Rules of Election. In addition, those Convocation members who have registered to vote at the election may also register to attend the concerned meeting before the deadline, but still have to enter the meeting venue within half an hour after the scheduled time of the meeting in order to have the right to vote on motions at the meeting.

7. Convocation members who have not registered their attendance to the meeting before 5 p.m. of the eighth day before the date of meeting shall be allowed to attend the meeting as observers, and shall have no voting right.
8. When the Standing Committee sets out arrangements for members of the Convocation to appoint proxy to other members to attend a meeting and vote on their behalf in accordance with rule 17B of the Rules of Election, members who have registered their attendance but are unable to be present at the meeting may appoint proxy to other members of the Convocation in writing in accordance with rule 8 of the Rules of Meeting. A proxy appointee shall be entitled to vote on behalf of his appointor only on the election item(s) which has/have been listed on the agenda. The proxy or any amendment thereto shall be deemed valid provided that it reaches the Secretary of the Convocation before 5 p.m. of the eighth day before the date of meeting. Each proxy appointee shall not represent more than 5 appointors at the same meeting.
- 8A. Appointment of proxy and any amendment thereto shall be made in a form prescribed by the Standing Committee and shall be signed by both proxy appointor and concerned appointee(s).
9. Members desiring to bring forth any business for discussion at an Annual Meeting shall forward the matter in writing to the Secretary of the Convocation at least two weeks before the date of meeting. In light of the actual situation, the Standing Committee may decide, after discussion, how the proposed item to be included in the agenda.
10. The Secretary of the Convocation shall send by post or electronic mail the agenda papers and attachments to all members who have registered their attendance to the meeting 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

11. Each member shall be required to sign on the attendance record before entering the meeting venue.

11A. The Chairman may invite or accept non-members to attend an Annual or Special Meeting as observers.

12. The quorum of the meeting shall be 30 members present with voting rights. If the quorum is not met within half an hour after the scheduled time of the meeting, the Chairman may at his own discretion dissolve or postpone the meeting. The date, time and venue for the postponed meeting may be decided during the meeting or subject to further notice.

12A. Should the number of members present be less than the quorum during the meeting, the Chairman may at his own discretion allow the continuation of the meeting provided that no member present raises any objection. At the time of voting, the quorum of the meeting must be present.

13. Subject to rule 26(j), an Annual Meeting shall normally include the following items:

- (a) Confirmation of the minutes of the last meeting;
- (b) Chairman's announcements;
- (c) Reports of :
  - (i) the Standing Committee
  - (ii) the Committees and Sub-Committees
  - (iii) the representatives to the University Council.
  - (iv) the financial affairs (if any);
- (d) Matters referred to it by the University Council or Senate;
- (e) Motions for discussion;
- (f) Election.

14. Only those businesses or motions listed on the agenda shall be discussed at an Annual or Special Meeting.

14A. The Secretary of the Convocation or his appointed deputy shall be responsible for recording the meeting, and submitting to the Chairman any written motion, amendment and reference made by the members present.

15. A motion put forth at the meeting shall relate to the business being discussed. Each motion has to be moved and seconded before it can be proceeded to discussion.

16. Subject to rule 26(i), all members present shall have the right to speak. The Chairman may decide the order of

speaking, invite observers to speak and set speaking time limit. All the persons present shall ~~cease speaking~~ whenever the Chairman speaks.

16A. The Chairman may request the mover of a motion to elaborate his motion.

17. When a motion is being discussed at the meeting, no other motions shall be dealt with at the same time save for procedural motions under rules 25 and 26.

18. Subject to no objection from the members present, the mover may amend the wording but not the original meaning of his motion which has been included in the agenda.

19. Subject to rules 24 to 26, when an amendment to a motion is being discussed, no other amendments shall be dealt with at the same time save that the Chairman may allow a single discussion to cover a series of related amendments.

20. Subject to rule 26(a), no motion or amendment shall be withdrawn.

20A. The Chairman shall put forward the motion for voting either he considers the motion has been adequately discussed or a procedural motion has been passed under rule 26(e). The motion shall not be discussed further once the Chairman has declared the same for voting.

21. It is the duty of the Chairman to declare the opening and closing of the meeting, guide the discussion, apply the meeting regulations, keep order of the meeting, permit speaking and voting rights, declare results, and rule on questions of procedure. Notwithstanding rules 26(b) and (c), the Chairman may adjourn or close the meeting if he considers it is not proper to continue the meeting.

21A. Should there be any conflict of interests in an agenda or motion or before he put forward a motion, the Chairman shall declare such interests and delegate the chairmanship to the Vice-Chairman or a member of the Standing Committee and may involve in discussion and voting.

21B. The Chairman must accept the request for recounting the votes if a submission for recounting the vote is made by at least 5 members present and made immediately after the declaration for the voting result by the Chairman provided that the number of recount shall be limited to two.

### Voting

22. Subject to section 34 of the Constitution and procedural motions under rules 25 and 26, a motion shall

be passed by a simple majority vote which may be conducted in one of the following manners. Votes are classified into consent votes, negation votes and abstention votes. Any vote does not show consent nor negation shall be regarded as abstention vote.

- (a) oral consent or negation;
- (b) show of hands; or
- (c) secret ballot.

23. Apart from having the basic vote as other members, in the event of a draw, the Chairman shall have a casting vote. But the Chairman shall have discretion to exercise this casting vote.

### **Procedural Motion and Reference**

24. Except during the course of voting on a motion, members present may at any time during the meeting move procedural motion on any point of order. Procedural motion may be moved and seconded orally, and the Chairman shall deal with that motion immediately.

25. Subject to rule 16A, the following procedural motions shall neither be inquired nor discussed and shall only be passed when 2/3 or more of the members present are in support of the motions.

- (a) Motion of non-confidence against the Chairman — this motion shall be dealt with according to rule 21A. Once the motion is passed, the Chairman shall not preside over the rest of the meeting. In the case when, at the same meeting, non-confidence motions were passed against the Chairman, Vice-Chairman, and other Standing Committee members when acting as Chairman, the meeting shall be closed immediately.
- (b) Motion to object the Chairman's ruling — this motion shall be dealt with according to rule 21A.

26. The Chairman shall accept or reject the procedural motion proposed. Subject to rule 16A, all the following procedural motions shall neither be inquired nor discussed and shall only be passed when 2/3 or more of the members present are in support of the motions.

- (a) Motion to withdraw a motion.
- (b) Motion to close the meeting.
- (c) Motion to adjourn the meeting — shall include the date, time and venue of the resumed meeting.

- (d) Motion to adjourn a motion.
- (e) Motion to put forward the voting procedure.
- (f) Motion to restrict or prolong the discussion.
- (g) Motion to defer to obtain further information.
- (h) Motion to refer a motion being discussed to a committee — shall specify the matter to be referred and the responsible committee.
- (i) Motion to limit the number of speakers.
- (j) Motion to revise the current agenda — shall specify the sequence of the remaining agenda without adding or deleting the agreed items.

27. During a meeting, members present may propose the following references, provided that the contents in question shall be in connection with the business being discussed. The reference shall be submitted in writing not exceeding 100 words. If the reference is made orally, it shall be followed in writing to the Secretary immediately.

- (a) General reference — a general reference must be proposed by a member and seconded by another member. After receiving the proposed reference, the Chairman shall let the proposer to explain the contents of the reference before further inquiry or discussion among members. General reference can only be established if there is no objection among members present. Such reference shall become the collective intention of the meeting.
- (b) Joint reference — should there be any objection among members present, the proposer may convert a general reference into a joint reference by requesting other members present to co-sign their support to the reference and the joint reference shall then become the collective intention of the signatories.
- (c) Individual reference — any member present who wishes to show his strong individual opinion may submit an individual reference. An individual reference shall only represent the intention of the proposer which neither relates to nor requires prior consent of any other members present.

### **Interpretation of the Rules**

28. The Chairman shall have exclusive rights to interpret these rules except rule 25.