

Rules of Procedure
The Council of The Student Union of The Chinese University of Hong Kong
(Made on 9 March, 2019)

Made by The Council of The Student Union of The Chinese University of Hong Kong in pursuance of *The Constitution of The Student Union of The Chinese University of Hong Kong* and *The Council Ordinance*.

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Part A: Representatives and Personnel of the Council**1. Precedence of Representatives**

- (1) The precedence of Representatives in the Council is determined by their duration of service; Representatives who have served longer are given higher precedence.
- (2) In cases of 2 or more Representatives in the Council with equal duration of service, precedence is given in accordance with the student ID number of the Representatives, the one with an earlier number is given higher precedence.

2. Chairperson, Deputy Chairperson and Acting Chairperson of the Council

- (1) There shall be a Chairperson of the Council, who is responsible for —
 - (a) presiding over the routine administrative matters of the Council;
 - (b) convening meetings of the Council;
 - (c) managing the change of seats of Representatives;
 - (d) approving lawful leave matters of Representatives;
 - (e) explaining these Rules of Procedure (Except for Motions of No Confidence in Chairperson and Motions Against Judgment by the Chairperson);
 - (f) implementing these Rules of Procedure and maintaining the order of meetings;
 - (g) arbitrating problems of order and procedures;
 - (h) other powers and functions as prescribed in the Constitution, the enactment, and these Rules of Procedure of the Council.
- (2) The Chairperson of the Council must consult opinions of the Chair's Committee timely when exercising the powers and functions as the Chairperson. If the Chairperson does not accept a majority opinion of the Chair's Committee, he or she must put the specific reasons on record and report them in the upcoming meeting of the Council.
- (3) There shall be a Deputy Chairperson of the Council, who is responsible for assisting to manage all the powers and functions of the Chairperson, and under the authorization of the Chairperson of The Council, may perform part of or all of the powers and functions of the Chairperson; the Deputy Chairperson succeeds to the office of the Chairperson upon vacancy of that office.
- (4) The office of Acting Chairperson of the Council shall be assumed by the persons in the following order of precedence —
 - (a) Deputy Chairperson of the Council;
 - (b) Secretary General of the Council;
 - (c) General Officer of the Council, in accordance with the precedence of Representatives of the term, the one with higher precedence;
 - (d) in accordance with the precedence of Representatives of the term, the one with higher precedence.
- (5) The term of the Chairperson and the Deputy Chairperson of the Council lasts until the dissolution of the council in the term.

3. Presiding Over the Council and Committee of the Whole Council

- (1) If the Chairperson of the Council attends the Council or a committee of the whole Council, and considers himself or herself able to execute the duties of the Chairperson, he or she must preside over the Council or serve as the Chairperson of the committee of the whole Council.
- (2) If the Chairperson of The Council is absent from the Council or the committee of the whole Council, or considers himself or herself unable to execute the duties of the Chairperson, the meetings shall be presided over by the persons in the following order of precedence —
 - (a) Acting Chairperson of the Council;
 - (b) Deputy Chairperson of the Council;
 - (c) Secretary General of the Council;
 - (d) General Officer of the Council, in accordance with the precedence of Representatives of the term, the one with higher precedence;
 - (e) a Representative appointed by the Chairperson of The Council;
 - (f) a Representative elected by and from among, the Representatives present.
- (3) In respect of the Councils he presides over or committees of the whole Council or parts of meetings in which he chairs, or in the Councils he is appointed to preside over by the Chairperson of the Council or committees of the whole Council or parts of meetings he is appointed to chair by the Chairperson of the Council, the Acting Chairperson of the Council or any other Representatives presiding over the meetings shall have all the exercisable powers conferred by these Rules of Procedure on the Chairperson of the Council or the Chairperson of the committee of the whole Council.

4. Secretary General and General Officer of the Council

- (1) There shall be a Secretary General of the Council, who is responsible for (on the instruction of the Chairperson of the Council) —
 - (a) drafting the list of Representatives who are suspended of all the duties of the Council;
 - (b) drafting the Council Agenda Register, listing all future business of which notice has been given;
 - (c) drafting for each meeting an agenda of the Council, listing all matters to be dealt with in the meeting;
 - (d) keeping the minutes of the proceedings of the Council and of committees of the whole Council. The minutes of proceedings must record the Representatives attending, all decisions taken, and details of every division held; and
 - (e) (except during the progress of Council meetings) confirming the transfer of power of the Chairperson of the Council
- (2) If the Secretary General of the Council attends the Council or a committee of the whole Council, and considers himself or herself able to execute the duties of the secretary, he shall be the secretary for the Council meeting or for the committee of the whole Council;

if the Secretary General of the Council is absent from the Council or a committee of the whole Council, or considers himself or herself unable to execute the duties of the secretary, a Representative appointed by the Secretary General of the Council shall take over the duties in respect of the meeting.

- (3) There shall be General Officer(s) of the Council, with the number of officers between 1 and 3, who shall concurrently also serve as the Secretary of The Council, responsible for assisting the Chairperson and the Secretary General of the Council to be in charge of the routine administrative matters of the Council.
- (4) The term of the Secretary General of the Council lasts until the completion of the election of the next term of Council; the term of the General Officer of the Council lasts until the end of the term of the Council.

5. Secretariat of the Council

- (1) There shall be a Secretariat of the Council, formed by the secretaries of the Council, the following persons must be secretaries of the Council —
 - (a) Secretary General of the Council, who is the ex-officio chairperson;
 - (b) General Officer of the Council
 - (c) Committee Secretaries of any committees under the Council;
 - (d) Legislation Editors;
 - (e) Full Members appointed as secretaries of the Council by the Council from time to time.
- (2) Secretariat of the Council is responsible for —
 - (a) assisting Secretary General of the Council to exercise his or her duties;
 - (b) on the instructions of the Chairperson of the Council and the Chair's Committee of the Council, exercising all administrative matters of the Council;
 - (c) writing to invite relevant persons to attend Council meetings and any meetings of the committees under the Council in a bid to assist in the conduction of the meetings;
 - (d) collecting, storing, collating and disseminating documents of the Council and of any committees under the Council, including voting results, records, bills, and other documents submitted to the Council or to any committees under The Council;
 - (e) on the rationales of the Chairperson of the Council or of any chairpersons of any committees under The Council, collecting and collating relevant information of relevant matters dealt with in the meetings;
 - (f) on the instructions of the Chairperson of the Council and the chairperson of any committees under the Council, exercising the decisions of the Council or any committees under the Council, and informing relevant units about the decisions; and
 - (g) publishing the "*Student Press*".
- (3) Secretariat of the Council may employ full-time or part-time staff from time to time, to

assist with the routine work, and to record the proceedings of the Council or committee of the whole Council or any committees under the Council.

6. Arrangement for Vacancy of Deputy Chairperson, Secretary General or General Officer of the Council

- (1) Except for the Chairperson of the Council, in case of vacancies of the Deputy Chairperson, the Secretary General and the General Officer of the Council, the Chairperson of the Council shall, in pursuance of Appendix 1 below, in the earliest meeting to be held, when dealing with the agenda of motions on appointments, preside in the House Committee to elect relevant persons by, and from among themselves; the agenda must be given a 3 days' advance notice.
- (2) Notwithstanding that the Deputy Chairperson, Secretary General and General Officer of the Council cannot concurrently act as one and another, if there are Representatives who already have the position of Deputy Chairperson, Secretary General or General Officer of the Council, the position cannot be considered to reject the Representatives, the right to stand for election as stated in paragraph (1) of this Article.
- (3) For Representatives elected to be Deputy Chairperson, Secretary General or General Officer of the Council in pursuance of paragraph (2) of this Article, his or her original position will immediately be vacant.

7. Presence of Chief Judicial Committee Member and Standing Judicial General in Meetings

- (1) For the work of Judicial Committee, Chief Judicial Committee Member and Standing Judicial General may attend Council meetings, at their discretion, with the following purposes —
 - (a) whenever appropriate on one's rationale, to speak to the Council;
 - (b) to submit the performance report, financial budget, financial report to the Council; and
 - (c) to put forward motions for the convenience of debates in the Council or relevant committees.
- (2) If necessary, Standing Judicial General may request the President of Finance Committee of the Council to move the appropriation motion on behalf of him; if the President of Finance Committee is absent, or consider himself or herself unable to move, the motion shall be put forward by the following persons in the order of precedence —
 - (a) Vice-President of Finance Committee; and
 - (b) Secretary of Finance Committee.

8. Attendance of Public Officers in Meetings

- (1) President or officers of the Executive Committee, Student Press Chief Editor or committee members, Campus Radio Director or committee members, Elected Student Senators or student members of the Boards of Faculties, representatives from the Hong Kong Federation of Students may attend Council meetings or meetings of any

- committees under the Council, at their discretion, with the following purposes —
- (a) whenever appropriate on one's rationale, to speak to the Council;
 - (b) to submit the work plan, performance report, financial budget, financial report to the Council;
 - (c) to answer questions by Representatives regarding their work; and
 - (b) to move any policies, measures, bills, resolutions, motions, or issues, for the convenience of debates from and in the Council or relevant committees.
- (2) President of the Executive Committee, Student Press Chief Editor, Campus Radio Director or their representative must attend all meetings of the Council, committee of the whole Council, Finance Committee and Monitory and Redress Committee, to assist the conduction of the meetings.
- (3) The Chairperson of The Council or chairperson of any committees under the Council may, as required, invite public officers of the Council, including Standing Executive Committee Members, elected committee members of the Student Press, elected committee members of the Campus Radio, Elected Student Senators or student members of the Boards of Faculties, representatives from Hong Kong Federation of Students and representatives from university committees, to attend the meetings.

Part B: Term, Meetings and Adjournments of the Council

9. Term and Session

- (1) The term of every term of the Council is 1 year, the term and session shall be the same, which commences on 1st April of each year and terminates on 31st March the following year.
- (2) The handling of any bills or other business of the Council is to lapse at the end of a term of office or on a dissolution of the Council.

10. Language

Any persons may address the Council in either Cantonese or English.

11. Meetings of The Council, Committee of the Whole Council and the Permanent Committee Must Be Held in Public

- (1) Unless relevant meeting contents are classified as confidential content, or otherwise provided in these Rules of Procedure —
 - (a) Meetings of the Council, committee of the whole Council and the Permanent Committee must be held in public.
 - (b) The Chairperson of the Council or chairperson of committee of the whole Council or chairperson of any committees under the Council, have no right to reject Council members (regardless of their membership) from attending any meetings of the Council, unless the behaviour of the member is grossly disorderly.
- (2) The Chairperson of the Council or chairperson of committee of the whole Council or

- chairperson of any committees under the Council may allow, at their discretion, Council members in attendance (regardless of their membership) to speak in the meeting.
- (3) The Chairperson of the Council or chairperson of committee of the whole Council or chairperson of any committees under the Council may allow, at their discretion, the public to attend meetings of the Council or committee of the whole Council or any committees under the Council.
 - (4) The Chair's Committee may arrange live-broadcasting and recording of Council meetings and invite Campus Radio Editorial Board to be in charge of the live-broadcasting and recording.

12. First Meeting of Term

- (1) Secretary General of the Council must convene the first meeting of term on or before 21st April of each year, provided that —
 - (a) all legislature heads of the student unions of constituent colleges of The Chinese University of Hong Kong have assumed their offices as Ex-officio Representatives;
 - (b) two-thirds or more student unions of constituent colleges of The Chinese University of Hong Kong have completed their elections for the executive committees of the year; and
 - (c) two-thirds or more student unions of constituent colleges of The Chinese University of Hong Kong have completed the annual elections for their elected representatives.
- (2) If, after 21st April of each year, the provisions of paragraph (1) in this article are still unfulfilled, Secretary General of the Council must, in pursuance of the lists of representatives submitted by the student unions of constituent colleges who have submitted their lists of representatives, and in light of the actual situation, confirm the Presidents or the Legislature Heads at the time to be the representatives for constituent college student unions of the term with the constituent college student unions who have not submitted their lists of representatives; on or before 30th April of each year, convene the first meeting of the term. Ex-officio Representatives produced in pursuance of this Article may notify the Chair's Committee in written form about matters regarding the replacement of Ex-officio Representatives after the completion of the relevant election, which must be enclosed with relevant supporting documents.
- (3) The previous Chairperson from the preceding session of the Council must be responsible for presiding over the meeting. If the previous Chairperson from the preceding session of the Council is absent, or unable to exercise his or her duties as the Chairperson, persons holding the offices of Acting Chairperson or Deputy Chairperson before the end of the preceding session of the Council, must, in the order of precedence, preside over the meeting; If the persons holding the 3 positions stated in this Article are all absent or unable to exercise their duties, the Representative with higher precedence, according to the precedence of Representatives of the term, is

responsible for convening and presiding over the meeting.

- (4) Secretary General of the Council must issue an advance notice 3 days prior to convening the meeting.
- (5) In the first meeting of term, the Council must, in pursuance of the provisions of Appendix 1, elect the Chairperson, Deputy Chairperson, Secretary General and General Officer of the Council of the term by, and from among, themselves.
- (6) After electing the Chairperson, Deputy Chairperson and Secretary General of the Council, and completing the election of General Officer of the Council, the president of the meeting may announce the adjournment of the meeting.
- (7) After all members of the Chair's Committee are elected, the meeting shall be adjourned.

13. Meeting held for Election of Chairperson of the Council

- (1) When the new Chairperson of The Council must be elected by, and from among, themselves, Deputy Chairperson of The Council must arrange a meeting of the Council as soon as possible, and, in pursuance of the provision of Appendix 1, elect the new Chairperson of The Council by, and from among, themselves.
- (2) Notwithstanding that the Deputy Chairperson, Secretary General and General Officer of the Council cannot concurrently act as one and another, if there are Representatives who already hold the position of Deputy Chairperson, Secretary General or General Officer of the Council, the position cannot be considered to reject the Representatives the right to stand for election as stated in paragraph (1) of this Article.
- (3) For the Representative elected to be the Chairperson of the Council in pursuance of paragraph (2) of this Article, his or her original position will immediately be vacant.
- (4) After a new Chairperson of the Council is chosen, the meeting shall be adjourned.

14. Days and Hours of Meetings (General Meetings)

- (1) Meetings of the Council during each session must be held on such days and shall begin at such hour as the Chairperson shall determine; a period of 6 weeks must not elapse between the date of one meeting and the date appointed for the next meeting in the same session.
- (2) Other than the first meeting of a new session, written notice of every meeting of the Council must be given by the Chairperson to Representatives at least 7 clear days before the day of the meeting, and published for all members; however, for meetings held in pursuance of Article 15 (Meetings for Urgent Business), the Chairperson may dispense with such advance notice, but shall inform Representatives at least 2 clear days before the day of the meeting and publish it to all members, accompanied by the agenda.
- (3) The Chairperson may, at any time after he has determined the day and hour upon which a meeting is to begin, postpone the day or hour of the meeting.

15. Meetings for Urgent Business (Extraordinary Council Meeting)

The Chairperson must convene an Extraordinary Council Meeting ——

- (1) at the request of joint signatures by more than 10 Representatives;
- (2) at the request of the Executive Committee;
- (3) at the request of any 2 people among President of the Executive Committee, Student Press Chief Editor or Campus Radio Director; or
- (4) when any or some urgent business are considered as inappropriate to be dealt with until the next general meeting.

16. Quorum

For meetings of the Council (including committees of the whole Council) ——

- (1) The quorum shall be not less than two-thirds of all Representatives after deducting the number of lawful leave applications.
- (2) The quorum of adjourned meetings is the same as that of the original meetings.
- (3) The quorum shall, under no circumstances, be less than one half of all its Representatives.

17. Lawful leave and unauthorized absence

- (1) Representatives may apply for lawful leave to the Chairperson of the Council on account of the following circumstances, and after approval of applications by the Chairperson of the Council, suspend their duties as Representatives ——
 - (a) outside Hong Kong during meeting time;
 - (b) suffering from illness during meeting time;
 - (c) attending classes during meeting time;
 - (d) having tests or exams that requires preparation during meeting time or on the following day
 - (e) his identity of elected seat is still not confirmed 3 days prior to the meeting
 - (f) other very special circumstances that must be dealt with at discretion.
- (2) For the above reasons to apply for lawful leave, if Representatives cannot prove the impossibility of circumvention, under the circumstances of a known meeting time, the Chairperson of the Council should not accept the application.
- (3) If Representatives expect their belatedness of more than 30 minutes for council meetings, they must submit an application in written form together with relevant proof to the Chairperson of the Council in advance, the Chairperson of the Council determines the approval of application; otherwise, if the Representatives do not attend the meeting 45 minutes after the hour of convening the meeting, such cases may be regarded as unauthorized absence.
- (4) If Representatives expect an early leave in the first 2 hours of the meeting, they must submit an application in written form together with relevant proof to Chairperson of the Council in advance, the Chairperson of the Council determines the approval of application; otherwise, if the Representatives leave early in the first 2 hours of the meeting, such cases may be regarded as unauthorized absence.

- (5) Unless for special circumstances, suffering from serious illness, or other uncontrollable factors causing a prior notice unable to be presented before the council meetings, Chairperson of the Council should not accept any applications of lawful belatedness or lawful leave after the start of the Council meeting.
- (6) Unless for special circumstances, suffering from serious illness, or other uncontrollable factors, if a Representative has had 4 or more approved lawful leaves, Chairperson of The Council should not accept any applications from the Representative.
- (7) Representatives whose application has been approved may attend the Council meeting at any time to revoke their lawful leave, Chairperson of the Council must then recalculate the quorum.

18. Motions for the Adjournment of the Council

- (1) When for any sufficient reasons it is not desired to formulate a motion in specific terms, for the purpose of debating an issue or issues, Representatives may, without advance notice, move a motion on meeting tactics that "*the Council do now adjourn*" for the purpose of such a debate, either between two matters, or after all matters on the agenda have been dealt with at the Council meeting; if such a motion is passed, the Council must immediately be adjourned.
- (2) If at the expiration of 90 minutes, or such longer period as the Chairperson of the Council may at any meetings determine, from the moving of the motion under paragraph (1) in this Article, such motion still has not been passed yet, the Chairperson of the Council shall immediately announce the adjournment of the Council, without questions put.

19. Absence of a quorum

- (1) If a quorum is not present, and the attention of the Chairperson of the Council or the chairperson of a committee of the whole Council is drawn to the fact —
 - (a) the Chairperson of the Council must immediately direct the Representatives to be summoned. If, after 10 minutes have expired, a quorum is not then present, the Chairperson of the Council shall immediately announce the adjournment of the Council, without questions put.
 - (b) The Chairperson of a committee of the whole Council must immediately direct the Representatives to be summoned. If, after 10 minutes have expired, a quorum is not then present, the Council must be resumed and the Chairperson of the Council must count the Council. If a quorum is then present, the Council shall again resolve itself into committee, but if a quorum is not present, the Chairperson of the Council shall immediately announce the adjournment of the Council, without questions put.
- (2) If, from the number of Representatives present, including those who abstained from voting, it appears that a quorum is not present, the division shall be invalid, and the meeting must be conducted in pursuance of paragraph (1) in this Article.

20. Suspension of a Meeting or Adjournment of the Council

- (1) The Chairperson of the Council may at any time suspend a meeting or adjourn the Council.
- (2) The themes discussed during the adjournment of the Council shall stand over until the next meeting.
- (3) When, in the opinion of the Chairperson of the Council, it is necessary to continue any unfinished business, for the proper completion of the business on the agenda at a meeting of the Council, the Chairperson may order that the meeting shall continue at any hour or on any day for that purpose. Where the Chairperson so orders at a meeting of the Council, the meeting shall stand suspended and shall resume for the continuation of relevant business at such hour or on such day. Notice from the Chairperson shall be given to Representatives 12 hours before the resumption of the meeting.

Part C: Arrangement of Business**21. Agenda of the Council**

- (1) Agendas of the Council shall be decided by the Chairperson and must have Chinese and English versions. The business of each meeting must be listed on the Council Agenda Register and the agenda of the meeting in accordance with Article 22 (Order of Business at a Meeting).
- (2) Secretary General of the Council must make an announcement of the final version of the agenda 3 days prior to a meeting.

22. Order of Business at a Meeting

The business of each meeting shall be transacted in the following order —

- (1) singing the Union song;
- (2) reading by the Chairperson of messages and announcements by the Chairperson;
- (3) urgent and major business;
- (4) ceremonial speeches, personal explanations or statements;
- (5) laying on the table of papers, reports, subsidiary legislation and other instruments;
- (6) asking of questions put to the Executive Committee, Student Press Publication Committee, Campus Radio Editorial Board, Elected Student Senators or student members of the Boards of Faculties, representatives from the Hong Kong Federation of Students, and representatives of the university committees, and answering of the questions by them or their representatives;
- (7) motions on appointments;
- (8) passing or ratifying motions on external statements and actions;
- (9) motions on appropriations;
- (10) bills other than those on the Affiliated Clubs and Societies Ordinance;
- (11) motions other than those stated in Rules (7), (8), (9), (12) and (14) under this Article;

- (12) motions in accordance with subsidiary legislation and other instruments made under an Ordinance presented by Judicial Committee, committees under the Council, Executive Committee, Student Press Publication Committee and Campus Radio Editorial Board;
- (13) bills on Affiliated Clubs and Societies Ordinance;
- (14) motions for the adjournment of the Council, with the exception of the first meeting of the term and the meeting for the election of Chairperson of the Council.

23. Motion of Agenda Amendment

- (1) Representatives may move a motion on meeting tactics of "*Motion of Agenda Amendment*" between two items of business, to add, delete or re-arrange any one of the items; if such a motion is passed, the Council may amend the agenda of that meeting, notwithstanding the provision of Rule 22 (Order of Business), while the regulation regarding the notice of motions must still be complied with.
- (2) If a motion of agenda amendment is not passed, no further motion of agenda amendment shall be moved in relation to the same matter during the same meeting (other than at an adjourned meeting).
- (3) The added items of business shall thereupon be listed on the Council Agenda Register, and the deleted items shall retain on the Council Agenda Register.

24. House Committee

The Chairperson may direct that the Council to resolve itself into the House Committee, for

- (1) discussing internal affairs of the Council and items of business usually decided by the Chairperson; or
- (2) electing Representatives by, and from among, themselves.

25. Submission of Papers

- (1) The Executive Committee, Student Press Publication Committee, Campus Radio Editorial Board, Elected Student Senators or student members of the Boards of Faculties and representatives from the Hong Kong Federation of Students shall submit their work reports 5 days prior to each General Council Meeting to report their monthly work; the Executive Committee shall submit reports 5 days prior to each General Council Meeting on the work of all student representatives from university committees.
- (2) The Chairperson of any committees under the Council, the Executive Committee, Student Press Publication Committee and the Campus Radio Editorial Board shall submit minutes of meeting 5 days prior to each General Council Meeting.
- (3) Where papers are laid on the Table of the Council, the person submitting the papers, may, with the permission of the Chairperson, address the Council on the papers; no debate might arise upon the address, but the Chairperson may at his or her discretion

allow short questions to be put to the person submitting the papers, for the purpose of elucidating any matters raised by the person submitting the papers, in the course of his or her address.

- (4) The papers shall be accepted if no objections arise from the representatives, and the Secretariat shall publish the papers to Full Members as soon as possible.

26. Submission of Subsidiary Legislation

- (1) Any subsidiary legislation and other instrument, including resolutions of the committees under the Council, must be published on press releases of the Student Union and then laid on the Table of the Council at the next General Meeting of the Council; when papers are laid on the Table of the Council, the person submitting the papers, may, with the permission of the Chairperson, address the Council on the papers; no debate might arise upon the address, but the Chairperson may at his or her discretion allow short questions to be put to the person submitting the papers, for the purpose of elucidating any matters raised by the person submitting the papers, in the course of his or her address.
- (2) For subsidiary legislation and other instrument which may be amended by the Council (normally, resolutions of the Judicial Committee, the Executive Committee, Student Press Publication Committee and Campus Radio Editorial Board are not to be amended by the Council), Representatives may, in accordance with the relevant provisions stipulated by the aforementioned subsidiary legislation or instrument (amended by the Council), or at any Council meetings before the end of the period amended under the *Legislation (Enactment, Publication and Interpretation) Ordinance* (normally 45 days) when agendas of subsidiary legislation bills are being dealt with
—
 - (a) move to amend or repeal any subsidiary legislation or instrument;
 - (b) move to extend the period for amendment of the subsidiary legislation and other instrument; or
 - (c) move to establish a Select Committee to examine amending the subsidiary legislation or instrument.
- (3) If a Select Committee is established, the period for amendment of the subsidiary legislation and other instrument will automatically be extended for 45 days. The Select Committee must complete a report within 20 days, which shall be laid on the Table of the Council. The Council shall consider the subsidiary legislation or instrument while processing agendas of subsidiary legislation bills at the General Council Meeting.

27. Statements

- (1) The public officers of the Council, or the Heads of executive or legislation or representatives of the constituent College Student Unions of The Chinese University of Hong Kong, should inform the Chairperson of the Council of their wish to make a statement on any questions concerning the interests of the Council, before the start of the meeting at which they wish to make the statement.

- (2) No debate may arise on such a statement, but the Chairperson may allow short and succinct questions to be put to the Representative making the statement, if in the opinion of the Chairperson, the questions are relevant to the statement.
- (3) The statements shall be recorded by the Secretary of the Council.

28. Personal Statements

- (1) At the Council or a committee of the whole Council, if a Representative wishes to make an explanation of personal matters or to clearly express a personal view on certain matter and requests to be put on record, the Representative shall seek permission from the Chairperson of the Council or Chairperson in a committee of the whole Council in advance, to ensure that the explanation will not provoke debates and that the contents are appropriate.
- (2) If the personal statement or explanation is approved to be put on record by the Chairperson of the Council or the Chairperson in a committee of the whole Council, the Representative may make a statement and explain, but the explanation may not depart from the agreed contents; no debate may arise on a personal statement or explanation, but the Chairperson may exercise his or her discretion and allow short questions to be put to the Representative making the explanation, for the purpose of elucidation.
- (3) The record of personal statements serves only for the expression of opinion, no further actions shall be requested.
- (4) The statement must be recorded by the Secretary of the Council.

Part D: Questions

29. Nature of Questions

- (1) Any representatives may ask questions on the work of the Executive Committee, Student Press Publication Committee, Campus Radio Editorial Board, Elected Student Senators or student members of the Boards of Faculties, representatives from the Hong Kong Federation of Students and representatives from university committees, at any General Meetings (except the first meeting of a term and the meetings for electing Chairperson of the Council) and demand their provision of relevant information on such matters or demand official action to be taken with regard to the matters.
- (2) Representatives may ask questions and request summons for relevant personnel to give oral replies at the General Council Meetings 3 days before every General Council Meeting; Representatives may use subtle wordings to mention the questions; Representatives may not give speeches to the Council regarding the questions, and may not use questions as the excuses for debates.
- (3) Representatives may also ask questions and request for written replies 3 days before each General Meeting, to enable detailed replies from relevant personnel. The replies must be given 1 day before the General Meeting. The Secretary General of the Council

must list the questions in written form and the replies on the agenda and minutes of the Council meeting.

- (4) The questions may be withdrawn by the representatives at any time.

30. Question Time (For Oral Replies)

- (1) The Chairperson of the Council must call, according to each agenda of the Council that needs to be questioned, in the following order —

- (a) chairperson of Monitory and Redress Committee;
- (b) Representatives who have given notice to ask questions;
- (c) other representatives,

To ask questions; The representative who asks a question has priority to ask the first supplementary, followed by other representatives to ask not more than 2 supplementary questions.

- (2) If chairperson of Monitory and Redress Committee is not present, or deemed unable to ask questions, questions should be asked by the following persons in the following order —

- (a) Deputy Chairperson of Monitory and Redress Committee; and
- (b) secretary of the Monitory and Redress Committee.

- (3) In the event that the relevant Standing Executive Committee Members, elected committee members of the Student Press, elected committee members of the Campus Radio, Elected Student Senators or student members of the Boards of Faculties, representatives from Hong Kong Federation of Students or representatives from university committees are late to answer a question, Chairperson of the Council may exercise his or her discretion to defer the question to the end of the question time.

31. Contents of Questions

A question shall conform to the following rules —

- (1) A question shall not include statements which are not clear and strictly necessary to make the question intelligible;
- (2) A question shall not contain statements which the Representative who asks the question is not prepared to substantiate;
- (3) A question shall not contain arguments, inferences, opinions, imputations or epithets, or tendentious, ironical or offensive expressions;
- (4) A question shall not contain independent questions or be so complex that it cannot reasonably be answered as a single question;
- (5) A question shall not seek information about a matter which is of its nature secret;
- (6) A question shall not reflect on the decision of the Judicial Committee or be so drafted as to be likely to prejudice a case pending in the Judicial Committee;
- (7) A question shall not be asked for the purpose of obtaining an expression of opinion, the solution of an abstract legal question, or the answer to a hypothetical proposition;

- (8) A question shall not be asked to anyone for matters which are irrelevant to the person's public office or to the public affairs the person has participated in;
- (9) A question shall not be asked seeking information which can be found in accessible documents or ordinary works of reference;
- (10) A question which has been fully answered shall not be asked again during the same session.

Part E: Motions

32. Dealing With a Motion or Amendment One-at-a-time

- (1) Under any circumstances, the Council or a committee of the whole Council may only deal with a motion one at a time.
- (2) In one motion, the Council or a committee of the whole Council may only deal with an amendment one at a time.

33. Notice of Motions or Amendments

- (1) For any person who wants to move a motion at the Council meeting, —
 - (a) motions with the effect of personnel appointment;
 - (b) motions with the effect of appropriation;
 - (c) motions which approve work plans of the Executive Committee, Student Press Publication Committee and the Campus Radio Editorial Board; and
 - (d) motions with legislative effect, such as bills and motions on the making of subsidiary legislation,Must be given a notice 5 days in advance, otherwise, the aforementioned motions will not be dealt with; provided that the Chairperson of the Council may at his or her discretion dispense with such notice.
- (2) Any motions regarding meeting tactics shall not require notice prior to its introduction.
- (3) Any amendments shall not require notice prior to its introduction.
- (4) Apart from the above regulations, to further facilitate members' understanding of the operation of the Council and their timely feedback, Representatives should give advance notice on the business to be discussed.

34. Restriction on Motions and Amendments

- (1) Any motions or amendments which has legislative effect, except motions or relevant amendments on subsidiary legislation and other instrument made under an Ordinance, shall be proposed only by Representatives.
- (2) Any motions or amendments, with the purpose or effect which may use any part of the revenue or reserves of the Council, shall be only proposed by —
 - (a) Secretary General of the Council;
 - (b) chairperson(s) of any committees under The Council; and
 - (c) appointed Standing Executive Committee Members, elected committee

members of the Student Press, elected committee members of the Campus Radio, Elected Student Senators or student members of the Boards of Faculties and representatives from Hong Kong Federation of Students.

- (3) Any motions on meeting tactics shall only be proposed by Representatives; it shall not be in order to move an amendment to amend motions on meeting tactics.

35. Manner for Moving a Motion or Amendment

- (1) The following persons, may move relevant motions or amendments at the time when the Council is dealing with relevant business ——
 - (a) Representatives;
 - (b) the Chairperson or his/her substitute of the Executive Committee;
 - (c) the Chief Editor or his/her substitute of the Student Press;
 - (d) the Director or his/her substitute of the Campus Radio;
 - (e) Elected Student Senators or student members of the Boards of Faculties, or their substitutes; and
 - (f) representatives of the Hong Kong Federation of Students or their substitutes.
- (2) Subject to these Rules of Procedures, persons wishing to move a motion may submit a notice in written form to the Secretary of the Council, Secretary of the Council must present it to Chairperson of the Council or Chairperson in a committee of the whole Council; the persons wishing to move a motive shall be called upon by the Chairperson of the Council or Chairperson in a committee of the whole Council and shall rise in their place and move the motions, who may make remarks as they may wish when moving the motions or amendments.

36. Manner of Debating Motions

- (1) When a motion has been moved, the Chairperson of the Council or Chairperson in a committee of the whole Council must propose the question thereon to the Council or the committee of the whole Council; Representatives may thereupon debate on that question.
- (2) After the question has been proposed on the motion by the Chairperson of the Council or Chairperson in committee of the whole Council, Representatives may move amendments to the motion at any time. After all amendments have been disposed of, the Chairperson of the Council or Chairperson in a committee of the whole Council shall again propose the question on the motion, or shall propose the question on the motion as amended, as the case may require, and a further debate may thereupon take place among Representatives.
- (3) Chairperson of the Council or Chairperson in a committee of the whole Council shall call upon the appointed Standing Executive Committee Members, elected committee members of the Student Press, elected committee members of the Campus Radio, Elected Student Senators or student members of the Boards of Faculties and representatives from Hong Kong Federation of Students present to speak ——

- (a) before any representatives who indicates their intention to speak is called upon to speak; and
 - (b) when no more representatives indicates their intention to speak.
- (4) Chairperson of the Council or Chairperson in a committee of the whole Council shall call upon the mover to speak in reply when no more attendees indicates their intention to speak on the motion.

37. Manner of Debating Amendments to Motions

- (1) Amendments to a motion shall take one of the following forms —
- (a) to leave out one or more words of the motion;
 - (b) to insert or add one or more words in the motion or at the end of the motion;
 - (c) to leave out one or more words of the motion and to insert or add one or more words instead.
- (2) When an amendment has been moved, Chairperson of the Council or Chairperson in a committee of the whole Council shall thereupon propose the question that the amendment be made and call upon the mover of the original motion to speak in reply after the mover of the amendment has moved and spoken; and a debate may then take place on that question.
- (3) The Chairperson of the Council or chairperson in a committee of the whole Council shall call upon the appointed Standing Executive Committee Members, elected committee members of the Student Press, elected committee members of the Campus Radio, Elected Student Senators or student members of the Boards of Faculties and representatives from Hong Kong Federation of Students attending the debate to speak, when no more representatives indicates their intention to speak on the motion.
- (4) After the appointed Standing Executive Committee Members, elected committee members of the Student Press, elected committee members of the Campus Radio, Elected Student Senators or student members of the Boards of Faculties and representatives from Hong Kong Federation of Students have spoken, Chairperson of the Council or Chairperson in a committee of the whole Council must thereupon propose the question on the motion and decide upon the question. No representative may speak on the question after the question has been put to the Council or a committee of the whole Council for decision by the Chairperson of the Council or Chairperson in a committee of the whole Council.

38. Immediate Voting on Motions or Amendments

Representatives may move a motion on meeting tactics of “*Motion for Immediate Voting on a Motion*” without notice on any motions or amendments which are under debate, and no debate may arise on such motion; the debate shall come to a close when the motion is passed, Chairperson of the Council or Chairperson in a committee of the whole Council shall forthwith put the question on the motion, or on the motion as amended, to the Council for its decision; if the motion is not passed, it shall not be proposed again with respect to the same question

within 45 minutes.

39. Referring Motions to a Committee

- (1) Representatives may move a motion on meeting tactics of "*Motion to Refer to a Committee*" without notice on any motions or amendments which are under debate, and no debate may arise on such motion; the debate shall thereupon come to a close when the motion is passed, no one may speak on such motion or question any longer, the Chairperson of the Council shall submit the motion or question to the designated committee for consideration; if the motion is not passed, it shall not be proposed again with respect to the same motion or question.
- (2) The representative who is to move shall specify the committee to refer to, when moving to refer to a committee; to set up a select committee for the motion, the name of the select committee, its members and the representative who is to be the chairperson of the committee shall be specified in the motion; Representatives may propose amendments with respect to the committee.
- (3) After the consideration of the select committee and submitting reports to the Council, the original mover may submit the same or the amended original motion at the current session.

40. Withdrawal of Motions and Amendments

A motion or an amendment may be withdrawn at the request of the mover by leave of the Council or committee of the whole Council before the question is put thereon, if there is no dissenting voice. A motion or amendment which has been so withdrawn may be proposed again at the Council or the committee of the whole Council, but it shall not be at the same meeting.

41. Motions on Previous Decisions of The Council

Where the Council has taken a decision on a specific question, no further motion shall be moved in relation to that question during the current session. But if Representatives move a motion of "Reconsideration on Motion(s)" on meeting tactics and the motion is made with the endorsement of two-thirds of all Representatives of the Council, the decision may be rescinded.

42. Approval of External Statements and Actions

- (1) Advance notice regarding external statements and actions of the Executive Committee, Student Press Publication Committee and the Campus Radio Editorial Board shall be given to the Chairperson of the Council in written form. The Deputy Chairperson of the Council shall be notified If they fail to notice the Chairperson of the Council; if a ratification is still not confirmed 6 clear weeks after making the external statement or taking the external actions, it shall be considered as failed to be ratified.
- (2) Any motions or amendments which agree to the external statements or actions made

by the Executive Committee, Student Press Publication Committee and the Campus Radio Editorial Board on behalf of the Council or on behalf of all undergraduates of The Chinese University of Hong Kong must be proposed by the following persons only

- (a) the Chairperson or his/her substitute of the Executive Committee;
 - (b) the Chief Editor or his/ her substitute of the Student Press; or
 - (c) the Director or his/ her substitute of the Campus Radio;
- the Council shall consider whether to ratify the external statement or action.
- (3) If the Executive Committee, Student Press Publication Committee and the Campus Radio Editorial Board seek the approval of the Council before making the relevant external statement and taking the relevant external action, the Council shall not ratify the external statement or action in addition.
- (4) For any external statements or actions mentioned in this article which has not been ratified, the Council should instruct the central organization who made the external statement or took the external action —
- (a) to withdraw the statement or the action through announcements, methods designated by the Council, or the same method by which the announcement was made or which the action was taken; or
 - (b) to amend the statement or action through announcements, methods designated by the Council, or the same method by which the announcement was made or which the action was taken, but the Council must not specify the content to be amended. The amended statements and actions shall be resubmitted to the Council for passage.

Part F: Procedure on Bills

43. Presentation of General Bills

- (1) Representatives may at any time submit a bill, but it shall be accompanied by a copy of the bill, a summary (stating the contents of the bill in non-technical terms), and a certificate signed by a Legislation Editor: if the Legislation Editor is satisfied that the bill fulfils the regulations stipulated in the *Legislation (Enactment, Publication and Interpretation) Ordinance*, the Legislation Editor must thereupon sign the certificate as proof.
- (2) The bill shall be given a short title, which corresponds to the title by which it is to be cited if it is passed and becomes a law, in the format of —
“(Year) (Ordinance Content) Bill”
and that short title must remain unchanged throughout the passage of the bill.
- (3) A bill which, in the opinion of the Chairperson of the Council, contains substantially the same provisions as another bill on which the Council has already taken a decision at second reading shall not be further proceeded with in the same session and shall be

withdrawn; if a bill which has been read for the second time is subsequently withdrawn, another bill with substantially the same provisions may be presented in the same session.

- (4) Throughout the subsequent proceedings on the bill, the representative presenting the bill or a representative designated by Representatives who jointly presented a bill shall be known as “representative in charge of the bill”.
- (5) After receipt of a bill for presentation to the Council, Secretary General of the Council must arrange the publication of the full text of the bill and its summary in the *Press Releases of the Student Union*.

44. Presentation of Bills Concerning Constitutions of Affiliated Clubs and Societies

- (1) Committees of affiliated clubs and societies may at any time resolve to present bills concerning the constitutions of the affiliated clubs and societies.
- (2) The bills concerning the constitutions of the affiliated clubs and societies shall be given a title which corresponds to the title by which it is to be cited if the constitution bill is passed and becomes an Ordinance for the affiliated clubs or societies, in the format of —

“Constitution Bill of (Name of the affiliated club or society) of The Student Union of The Chinese University of Hong Kong”

and this title shall remain unchanged throughout the passage of the bill.
- (3) After receipt of a bill for presentation to the Council, Secretary General of the Council must arrange the publication of the full text of the bill and its summary in the *Press Releases of the Student Union*.
- (4) Throughout the subsequent proceedings on the constitution bill, the Chairperson of the Affiliated Clubs and Societies Committee will be the representative in charge of the bill; in this paragraph, “the Chairperson of the Affiliated Clubs and Societies Committee” in the following circumstances refers to “the Deputy Chairperson of the Affiliated Clubs and Societies Committee” : the Chairperson of the Affiliated Clubs and Societies Committee is unable to execute the regulations in this Article due to being away from Hong Kong or other reasons.

45. First Reading of Bills

- (1) After publishing in the *Press Releases of the Student Union*, the short title of the bill shall be listed on the agenda of the Council meeting for its first reading.
- (2) No debate shall take place during the first reading of a bill; the bill is deemed to have been read the first time after the short title is read by the Secretary of the Council.
- (3) When the first reading of a bill is completed, a second reading of the bill is deemed to have been ordered by the Council, and this order shall be so recorded in the minutes of proceedings of the Council meeting; and notice of the second reading shall not be required to be given by the representative in charge of the bill.

46. Second Reading of Bills

- (1) Once the motion of “Bills Given Second Readings” is moved, the Council shall proceed to the procedure on the second reading of the bill; and a debate may arise covering the general merits and principles of the bill; no amendments shall be made to the motion of “Bills Given Second Readings”.
- (2) When the representative in charge of the bill has spoken on the motion of second readings, the debate shall be adjourned, and the bill shall be referred to the Legislation Committee to deal with; unless —
 - (a) the Chairperson of the Legislation Committee reports to the Council that the bill has already been under discussion and consideration;
 - (b) the bill belongs to the constitution bills of affiliated clubs and societies requested by the Affiliated Clubs and Societies Committee;
 - (c) the representative moves a motion of “*Immediate Resumption of Debates on the Second Reading of Bill*” on meeting tactics without notice, and the debate on the Second Reading of the bill is immediately resumed; or
 - (d) the representative moves a motion of “*Referring Bills to a Bills Committee*” on meeting tactics without notice, and set up a designated Bills Committee to thoroughly consider the bill and decide the number of committee members.
- (3) The Legislation Committee and the Bills Committee may propose amendment to the bill and may directly make amendments to the bill under the agreement of the representative in charge of the bill.
- (4) If a debate is adjourned, the Legislation Committee or the Bills Committee shall propose, at the meeting preparing for the resumption of the debate of the bill, the resumption of the debate on the Second Reading of the bill at the upcoming meeting of the Council, the representative in charge of the bill may give notice to Secretariat of the Council no less than 5 days before the day the debate on the second reading of the bill is to be resumed; provided that the Chairperson of the Council may at his or her discretion dispense with such notice.
- (5) At the resumption of the debate on the second reading of the bill, the Chairperson of the Legislation Committee or the Chairperson of the Bills Committee, with the permission of the Chairperson of the Council, may be the first to speak.
- (6) When a motion for the Second Reading of a bill has been denied, no further proceedings shall be taken on that bill.
- (7) In this Article, “the Chairperson of the Legislation Committee” in the following circumstance refers to “the Deputy Chairperson of the Legislation Committee”: the Chairperson of the Legislation Committee is unable to execute the regulations in this Article due to being away from Hong Kong or other reasons.

47. Committal of Bills

- (1) When a motion for the second reading of a bill has been agreed to, the bill shall stand committed to a committee of the whole Council.

- (2) The committee of the whole Council to which a bill is committed shall not discuss the principles of the bill but only its details.

48. Amendments to Bills

- (1) Committee of the whole Council shall have power to make such amendments therein as they shall think fit, provided that the amendments, including new clauses and new schedules, are relevant to the subject matter of the bill.
- (2) An amendment must not be inconsistent with any clause already agreed to or with any previous decision of the committee upon the bill.
- (3) An amendment must not be such as to make the clause which it proposes to amend unintelligible or ungrammatical.
- (4) If an amendment refers to, or is not intelligible without, a subsequent amendment or schedule, notice of the subsequent amendment or schedule must be given before the first amendment is moved so as to make the series of amendments intelligible as a whole.

49. Committee of the Whole Council

- (1) The Chairperson in committee of the whole Council shall propose "That the following clauses stand part of the bill", and shall call the numbers of the clauses.
- (2) In the event of a clause being amended the number of the clause, as amended, shall be called again by the Chairperson in a committee of the whole Council, and the question that the clause as amended stand part of the bill shall be deemed to have been proposed.
- (3) A clause may be postponed, unless a decision has already been taken upon an amendment thereto. Postponed clauses shall be considered after the remaining clauses of the bill have been considered and before new clauses are brought up.
- (4) Any proposed new clauses shall be considered after the clauses of the bill have been disposed of and before consideration of any schedule of the bill, provided that a new clause proposed in substitution for a clause which has been disagreed to may be considered immediately after such disagreement.
- (5) Schedules shall be disposed of in the same way as clauses and any proposed new schedule shall be considered after the schedules of the bill have been disposed of and shall be treated in the same manner as a new clause.
- (6) When every clause and schedule and proposed new clause or schedule has been dealt with, the preamble, if there is one, shall be considered and the question put "That this be the preamble to the bill".
- (7) Where there is a series of interdependent amendments, the Chairperson in committee of the whole Council may, in order to save time and avoid repetition of arguments, allow a single discussion in relation to those amendments and, if necessary, change the order of consideration as provided in this Article.
- (8) When all the proceedings upon the bill have been concluded in committee, the Council

shall resume.

50. Third Reading of Bills

- (1) The Council shall proceed to the third reading of a bill on a motion that “the bill be read the third time and do pass”. Debate on that motion shall be confined to the contents of the bill and no amendment may be moved to the motion.
- (2) Amendments for the correction of errors or oversights may, with the Chairperson’s permission, be made to the bill before the question for the third reading of the bill is put by the Chairperson of the Council, but no amendments of a material character shall be proposed.
- (3) When a motion for the third reading of a bill has been agreed to, Secretary of the Council shall read the short title of the bill and write at the end of the authentic copy of the bill the words ——
“Passed by the Council of the Chinese university of Hong Kong”,
giving the date and submit it to the Chairperson of the Council for signature.
- (4) When a motion for the third reading of a bill has been negatived, no further proceedings shall be taken on that bill.

51. Withdrawal or Postponement of Bills

The representative in charge of a bill may, at the beginning of proceedings for its second or third reading, announce the withdrawal or postponement on dealing with the bill.

Part G: Rules during Meeting and Speaking

52. Manner of Speaking

- (1) Besides Chairperson of the Council or chairperson in a committee of the whole Council, all persons shall speak standing and address their observations to the Chairperson of the Council or the chairperson of a committee of the whole Council.
- (2) When Chairperson of the Council or chairperson of a committee of the whole Council rises, during proceedings in Council or in committee of the whole Council, all persons shall be silent.
- (3) If two or more persons indicate their intention to speak at the same time, Chairperson of the Council or chairperson in committee of the whole Council shall thereupon call upon them to speak according to the following principles ——
 - (a) Representatives take higher precedence over members of the Council in attendance;
 - (b) persons who have not spoken yet takes precedence over persons who have already spoken.
 - (c) persons who have spoken less takes precedence over persons who have spoken more.
- (4) Any person shall be seated after he speaks, then Chairperson of the Council or

chairperson of a committee of the whole Council must immediately call other persons who indicate or have already indicated their intention to speak.

- (5) Chairperson of the Council or chairperson of a committee of the whole Council may, without objection from the Representatives, invite members of the public to speak at his or her discretion.
- (6) This Article is valid for any speech made at the meetings of the Council or committee of the whole Council.

53. Views of Representatives Absent from Debates

A Representative who wishes to take part in a debate but cannot attend the meeting at which the debate is held may request another Representative speaking in the debate to kindly pass on his or her views in a speech. A Representative who has undertaken to express views of an absent Representative in the debate should express his or her own views first in a speech and then say that these views are shared by the absent Representative. The Representative speaking should not read out a speech prepared by the absent Representative, nor should the Representative speaking express views of the absent Representative at length and then simply say at the end that he agrees with such views.

54. Speaking Time for Representatives

- (1) A Representative shall not make a speech lasting more than 5 minutes each time, without permission by Chairperson of the Council or Chairperson of a committee of the whole Council, which are only given under exceptional circumstances.
- (2) A Representative is not allowed to speak for more than 4 times for each question, except for the following situations as exceptional circumstances —
 - (a) at meetings of a committee of the whole Council;
 - (b) the speaker is the mover of the motion;
 - (c) speaking to explain some parts of the speech which have been misunderstood (but when speaking, new matter shall not be introduced and one shall only speak on the part which has been misunderstood);
 - (d) with permission by Chairperson of the Council or Chairperson of a committee of the whole Council; or
 - (e) with a motion on meeting tactics —

“Motion to Extend Discussion: Increasing the Number of Times Representatives May Speak to __ times”

agreed to by the Council or Committee of Whole Council; debate is not allowed for the Motion to Extend Discussion, if it is not agreed to, it is not allowed to be proposed again within 45 minutes regarding the same question.

55. Speaking Time for Members of the Council in Attendance

- (1) Members of the Council in attendance shall not make a speech lasting more than 3

minutes each time without permission by Chairperson of the Council or Chairperson of a committee of the whole Council, which are only given under exceptional circumstances.

- (2) Persons in attendance are not allowed to speak for more than 2 times for each question, except for the following situations as exceptional circumstances —
 - (a) With permission by Chairperson of the Council or Chairperson of a committee of the whole Council; or
 - (b) With a motion on meeting tactics —

“Motion to Extend Discussion: Increasing the Number of Times Persons in Attendance May Speak to __ times”

agreed to by the Council or a committee of whole Council; debate shall not take place for the Motion to Extend Discussion, if the motion is not agreed to, it is not allowed to be proposed again within 45 minutes regarding the same question.

56. Restriction of Discussion

- (1) Representatives may move a motion “*Motion to Restrict Discussion*” on meeting tactics without notice, debate shall not take place for the motion. If the motion has been agreed to, for that particular question —
 - (a) the number of times a Representative may speak is reduced to 2 times maximum;
 - (b) the number of times a person in attendance may speak is reduced to 1 time maximum;
 - (c) the time limit for a single speech by any person is reduced to not more than 3 minutes maximum; and
 - (d) a motion to extend discussion shall not be moved for the same question;

If the motion is not agreed to, it shall not be proposed again within 45 minutes regarding the same question.
- (2) Chairperson of the Council or chairperson of a committee of the whole Council may at any time limit the time of speaking and number of times one may speak, for any person, and the overall discussion time of the Council or a committee of Whole Council.
- (3) Appointed Standing Executive Committee Members, elected committee members of the Student Press, elected committee members of the Campus Radio, Elected Student Senators or student members of the Boards of Faculties and representatives from Hong Kong Federation of Students, or any other person summoned for defence, is not restricted by this Article when answering questions from Representatives.

57. Interruptions

Any person shall not interrupt another person who is speaking —

- (1) Except when Representatives rise and demand the person to speak regarding

procedural matters, under such circumstances, the person speaking shall be seated and the Representative interrupting shall direct attention to the matter which he wishes to bring to notice and submit the matter to the Chairperson of the Council or Chairperson of a committee of the whole Council for decision; or

- (2) Except to seek elucidation of a matter raised by the person speaking, and if the person speaking is willing to give way and be seated, and when the person wishing to interrupt is called upon by the Chairperson of the Council or Chairperson of a committee of the whole Council.

58. Adjournment of Debate or of Proceedings of a Committee of the Whole Council

- (1) A Representative who has risen to speak on a question at the Council meeting may move a motion on meeting tactics that "*the debate be now adjourned*" without notice. Chairperson of the Council shall thereupon propose the question on that motion. If such a motion has been agreed to, the debate on the current question shall be adjourned and the Council shall proceed to the next item of business; If such a motion has been negatived, the debate on the question shall be continued at the Council and no further motion that the debate be now adjourned shall be moved during the continuation of the debate.
- (2) At a meeting of a committee of the whole Council, a Representative may without notice move a motion on meeting tactics that "*the committee be now adjourned*". The chairperson of a committee of the whole Council shall thereupon propose the question on that motion. If the motion is agreed to, the Council shall resume; but if the motion has been negatived, the committee shall thereupon continue its proceedings.
- (3) A debate adjourned may be resumed at a subsequent Council meeting provided that the mover of the original motion shall give notice in writing to Secretary General of the Council of the intention to resume the debate no less than 1 clear day before the day on which the debate is to be resumed; Chairperson of the Council may at his or her discretion dispense with such notice.
- (4) Proceedings of a committee of the whole Council adjourned may be resumed at a subsequent meeting of the committee provided that if the proceedings of the adjourned meeting which have not been dealt with are related to bills, then the representative in charge of the bill shall give notice in writing to Secretary General of the Council of the intention to resume the proceedings not less than 1 clear day before the day on which the proceedings are to be resumed: provided that the President may at his or her discretion dispense with such notice.

59. Contents of Speeches

- (1) Any person shall restrict his or her observations to the subject under discussion and shall not introduce matters irrelevant to that subject.
- (2) Reference shall not be made to a case pending in a court of Judicial Committee in

such a way as, in the opinion of the Chairperson of the Council or Chairperson of a committee of the whole Council, might prejudice the case.

- (3) It shall be out of order to use offensive and insulting language about Representatives.
- (4) Any person shall not impute improper motives to Representatives in their speeches.
- (5) The name of the government, university staff or Judicial Committee members shall not be used to influence the Council.

60. Order in Council and Committee Meetings

- (1) Chairperson of the Council, chairperson in a committee of the whole Council or the president(s) of any committees under the Council shall be responsible for the observance of the rules of order in the Council and committees respectively. Their decision on a point of order shall be final.
- (2) Chairperson of the Council, chairperson in a committee of the whole Council or the president(s) of any committees under the Council, after having called the attention of the Council or the committee to the conduct of a person who persists in irrelevance or tedious repetition of his or her own or other persons' arguments in the debate, may direct the person to discontinue his or her speech.
- (3) Chairperson of The Council, Chairperson in a committee of the whole Council or the president of any committees under the Council shall order a person whose conduct is grossly disorderly to withdraw immediately from the Council or the committee for the remainder of that meeting; and the secretary of the meeting shall act according to orders received from the Chairperson of the meeting to ensure compliance with this order.

Part H: Voting

61. Passing Threshold

- (1) Except the following motions —
 - (a) Motion with effect to revise *The Constitution of The Student Union of The Chinese University of Hong Kong* (passage of the motion requires the endorsement of at least two-thirds of all Representatives);
 - (b) Motion with effect to revise *The Meeting Regulation of The Student Union of The Chinese University of Hong Kong* (passage of the motion requires the endorsement of at least two-thirds of all Representatives);
 - (c) Motion of resignation of Representatives, Standing Executive Committee Members, elected committee members of the Student Press or elected committee members of the Campus Radio (passage of the motion requires the endorsement of at least two-thirds of all Representatives);
 - (d) Motion to review (passage of the motion requires the endorsement of at least two-thirds of all Representatives);
 - (e) Motion to amend these Rules of Procedure (passage of the motion requires the

endorsement of at least two-thirds of the Representatives present)

(f) The motion of Judicial Committee recommendation group's nomination of recommended candidate list (passage of the motion requires the endorsement of at least two-thirds of the Representatives present); and

(g) Motions regulated under other enactment of the Council,

For all motions submitted to the Council or a committee of the whole Council for voting, a majority vote, when the Representatives voting in favour of a question exceed half of the number of Representatives present at the time of voting, is required for the passage of a motion.

(2) Any motion not passed shall be deemed to be decided in the negative.

(3) There is a majority vote when the Representatives voting in favour of a question exceed half of the number of Representatives present at the time of voting.

62. Show of hands

Except where Article 63 (Division) applies, when Chairperson of the Council or Chairperson in a committee of the whole Council puts a question to the Council or to a committee of the whole Council for voting —

(1) Chairperson of the Council or Chairperson in a committee of the whole Council shall first call upon those Representatives who are in favour of the question to raise their hands, and shall then call upon those who are against the question to raise their hands;

(2) Chairperson of the Council or chairperson in a committee of the whole Council shall then, according to his or her judgment, state whether or not it is deemed that there is a required majority vote with the number of Representatives present in favour of the question.

63. Division

(1) For any one of the circumstances below, Chairperson of the Council or Chairperson in a committee of the whole Council shall order a division from the Council or a committee of the whole Council —

(a) Chairperson of the Council or Chairperson in a committee of the whole Council thinks it is necessary to have a division;

(b) If a Representative rises and claims for a division, when Chairperson of the Council or Chairperson in a committee of the whole Council announces to vote;
or

(c) If a Representative questions the judgment of the Chairperson of the Council or Chairperson in a committee of the whole Council towards the show of hands.

(2) When a division is ordered, Chairperson of the Council or Chairperson in a committee of the whole Council shall read the Representatives' name according to their order of precedence. The Representatives shall reply 'in favour' to show that they are in favour of the motion, or 'against' to show that they are against of the motion, names of the persons in favour of or against the motion shall be recorded by Secretary of the Council.

- (3) Representatives cannot change their intentions after replying the Chairperson of the Council or Chairperson in a committee of the whole Council regarding their relevant decision.
- (4) If Representatives are present but declined to reply regarding their decision, Secretary of the Council shall record the Representatives as 'abstain from voting'.
- (5) After all Representatives present have replied the Chairperson of the Council or Chairperson in a committee of the whole Council regarding their decision, the Chairperson of the Council or Chairperson in a committee of the whole Council shall review the voting result to the Council or a committee of the whole Council, and then publish the voting result and numbers.

64. Circular Voting in Written Form

- (1) Chairperson of the Council or Chairperson in a committee of the whole Council shall host a circular voting in written form in the following circumstances —
 - (a) When the motion requires two-thirds or more of all Representatives voting in favour of a motion for passage, but the number of Representatives present is not up to two-thirds of all Representatives at the Council meeting, and the Representatives present think it is an urgent motion;
 - (b) When the motion requires two-thirds or more of all Representatives voting in favour of a motion for passage, but the Chair's Committee thinks the relevant affair is urgent and that the Council meeting cannot be held in time as well, the Chair's Committee may propose the motion of circular voting in written form; or
 - (c) When it is a motion regarding appointment of Judicial Committee members and the Chair's Committee thinks that the Council meeting cannot be held in time, the Chair's Committee may propose the motion of circular voting in written form.
- (2) Circular votes in written form shall include the relevant motion, related attachments and related subpoenas, which shall be handed in altogether to all Representatives of the Council.
- (3) Voting period for circular voting in written form shall not be less than 3 days.
- (4) Circular voting in written form should be carried out in the manner as the Article 63 (Division) applies.
- (5) Secretary General of the Council must finish counting the votes within 24 hours after the voting period ends, and then submit the voting result together with the record of voting intentions to all Representatives.
- (6) If Representatives have any complaint regarding the circular voting in written form, they shall inform the Chairperson of the Council in written form within 24 hours after receiving notice of the result, while enclosing the letter of complaint to other Representatives.
- (7) Motions passed through circular voting in written form shall be laid on the Table of the Council at the Council meeting.

Part I: Committees**65. Finance Committee**

- (1) There shall be a standing committee, to be called the *Finance Committee*. The functions of the Finance Committee shall be such as are conferred upon the committee by the *Financial Ordinance, CUSU*, any other enactment of the Council and these Rules of Procedure, and such as may from time to time be referred to the committee by the Council.
- (2) The committee shall be formed by 1 chairperson, 1 deputy chairperson, 1 secretary, and at least 5 committee members including these three persons. They shall all be Representatives appointed by the Chairperson of the Council in pursuance of the appointment procedure stipulated in Appendix 2. The preceding chairperson of Finance Committee may attend the meeting by invitation to offer comments on the committee's practices and procedural matters.
- (3) The chairperson, deputy chairperson and secretary of the committee shall be elected by, and from among, its committee members at the first meeting of their session, and shall hold office until the end of their session; In the event of the temporary absence of the chairperson, deputy chairperson and secretary, the committee may, during such absence, elect another committee member to act as the provisional chairperson.
- (4) Provisional Chairperson appointed by Chairperson of the Council shall preside over the first meeting of each session, whose duties only include basic liaison work and presiding over the committee election.
- (5) The Finance Committee may appoint subcommittees for the purpose of assisting the committee in the performance of such functions of the committee as the Finance Committee may determine.
- (6) Meetings of the committee during each session shall be held on such days and shall begin at such hour as the chairperson shall determine but a period of 6 weeks shall not elapse between the date of one meeting and the date appointed for the next meeting in the same session; If there is a request from 4 committee members or one-third of all members, whichever is higher, the chairperson must hold a meeting within 7 days.
- (7) Unless the contents related to the meeting are regarded as confidential by the Chairperson of the Council —
 - (a) Committee meetings must be held in public. The secretary of the committee shall publish the time, place and agenda of the meeting through the Council website or other ways before the meeting within a reasonable time period, as instructed by the chairperson;
 - (b) Secretary of the committee shall notify the Student Press Publication Committee and Campus Radio Editorial Board of the time, place and agenda of the meeting before the meeting within a reasonable time period;
 - (c) The committee has no right to refuse members of the Council (disregarding their membership) from attending the committee meeting, unless the member

misbehaves in a grossly disorderly manner.

- (8) The chairperson and 4 other members shall form a quorum of the committee.
- (9) All matters before the committee shall be decided by a majority of the members voting. Any member presiding over the committee shall not vote, unless the votes of the other members are equally divided, in which case the member shall give a casting vote.
- (10) Where the chairperson so orders, any matters for the decision of the committee may be considered by circulation of papers to the members of the committee and each member may signify one's approval in writing submitted to the chairperson. If a majority of the members so signify before the expiry of the period specified by the chairperson for the purpose, and if upon expiry of that period no member has (in writing submitted to the chairperson) signified disapproval of the matter or requested that the matter be referred for decision at a meeting of the committee, it shall be deemed to be approved by the committee.
- (11) The Finance Committee may invite the following persons to provide information which the committee may require in the performance of its duties, or to attend the meetings or to give any explanation, or to produce any records or documents —
 - (a) Standing Judicial General;
 - (b) Financial secretary of the Executive Committee;
 - (c) Treasurer of the Student Press Publication Committee;
 - (d) Treasurer of the Campus Radio Editorial Board;
 - (e) Any person who had applied or is applying for an appropriation; and
 - (f) Any relevant person or employee under the Estimates or appropriations.
- (12) The Finance Committee may invite 1 registered staff from our university to act as the honorary financial adviser of the committee to provide professional comments regarding finance and to help monitor the finance of the committee, who shall be appointed as the honorary financial adviser.
- (13) Except as otherwise provided in these Rules of Procedure, the practices and procedure of the committee and its subcommittees shall be determined by the committee.
- (14) The Council may overturn all decisions made by the Finance Committee by resolution.

66. Monitory and Redress Committee

- (1) There shall be a standing committee, to be called the *Monitory and Redress Committee*. The functions of the Monitory and Redress Committee shall be such as are conferred upon the committee by the *Scrutiny Ordinance, CUSU*, any other enactment of the Council and these Rules of Procedure, and such as may from time to time be referred to the committee by the Council.
- (2) The committee shall be formed by 1 chairperson, 1 deputy chairperson, 1 secretary, and at least 5 committee members including these three persons. They shall all be Representatives appointed by the Chairperson of the Council in pursuance of the appointment procedure stipulated in Appendix 2.
- (3) The chairperson, deputy chairperson and secretary of the committee shall be elected by,

- and from among, its committee members at the first meeting of their session, and shall hold office until the end of their session; In the event of the temporary absence of the chairperson, deputy chairperson and secretary, the committee may, during such absence, elect another committee member to act as the provisional chairperson.
- (4) Provisional Chairperson appointed by Chairperson of the Council shall preside over the first meeting of each session, whose duties only include basic liaison work and presiding over the committee election.
 - (5) The Monitory and Redress Committee may appoint subcommittees for the purpose of assisting the committee in the performance of such functions of the committee as the Monitory and Redress Committee may determine.
 - (6) Meetings of the committee during each session shall be held on such days and shall begin at such hour as the chairperson shall determine but a period of 6 weeks shall not elapse between the date of one meeting and the date appointed for the next meeting in the same session; If there is a request from 4 committee members or one-third of all members, whichever is higher, the chairperson must hold a meeting within 7 days.
 - (7) Unless the contents related to the meeting are regarded as confidential by the Chairperson of the Council —
 - (a) Committee meetings must be held in public. The secretary of the committee shall publish the time, place and agenda of the meeting through the Council website or other ways before the meeting within a reasonable time period, as instructed by the chairperson;
 - (b) Secretary of the committee shall notify the Student Press Publication Committee and Campus Radio Editorial Board of the time, place and agenda of the meeting before the meeting within a reasonable time period;
 - (c) The committee has no right to refuse members of the Council (disregarding their membership) from attending the committee meeting, unless the member misbehaves in a grossly disorderly manner.
 - (8) The chairperson and 4 other members shall form a quorum of the committee.
 - (9) All matters before the committee shall be decided by a majority of the members voting. Any member presiding over the committee shall not vote, unless the votes of the other members are equally divided, in which case the member shall give a casting vote.
 - (10) Where the chairperson so orders, any matters for the decision of the committee, may be considered by circulation of papers to all members of the committee, and all members may signify their approval in writing to the chairperson. If a majority of the members so signify before the expiry of the period specified by the chairperson for the purpose, and if upon expiry of that period no member has signified disapproval of the matter in writing to the chairperson or requested that the matter be referred to the committee for decision at a meeting, it shall be deemed to be approved by the committee.
 - (11) The Monitory and Redress Committee may invite the following persons to provide information which the committee may require in the performance of its duties, or to attend the meetings or to give any explanation, or to produce any records or documents

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- (a) Vice President and External Vice President of the Executive Committee;
 - (b) Deputy Editor of the Student Press;
 - (c) Deputy Director and External Deputy Director of the Campus Radio;
 - (d) Elected Student Senators or student members of the Boards of Faculties;
 - (e) representatives from the Hong Kong Federation of Students;
 - (f) student representatives from the university committees;
 - (g) other public officers or employees appointed by the Executive Committee, Student Press Publication Committee and Campus Radio Editorial Board.
- (12) Except as otherwise provided in these Rules of Procedure, the practices and procedure of the committee and its subcommittees shall be determined by the committee.
- (13) The Council may overturn all decisions made by the Monitory and Redress Committee by resolution.

67. Legislation Committee

- (1) There shall be a standing committee, to be called the *Legislation Committee*, responsible for reviewing all the regulations of the Union and Rules of Procedure of the Council; for giving suggestions on making amendments or changes to the Council; to examine the bills during the examination at the second reading of bills; and for assisting the Secretary of the Council to implement the *Legislation (Enactment, Publication and Interpretation) Ordinance*.
- (2) The committee shall be formed by 1 chairperson, 1 deputy chairperson, 1 secretary, and at least 2 other committee members and 1 Standing Executive Committee member appointed by the President of the Executive Committee or the President of the Executive Committee himself or herself. They shall all be Representatives appointed by the Chairperson of the Council in pursuance of the appointment procedure stipulated in Appendix 2, except for the Standing Executive Committee member from the Executive Committee.
- (3) The chairperson, deputy chairperson and secretary of the committee shall be Representatives of the Council, shall be elected by, and from among, its committee members at the first meeting of their session, and shall hold office until the end of their session; In the event of the temporary absence of the chairperson, deputy chairperson and secretary, the committee may, during such absence, elect another committee member to act as the provisional chairperson.
- (4) Provisional Chairperson appointed by Chairperson of the Council shall preside over the first meeting of each session, whose duties only include basic liaison work and presiding over the committee election.
- (5) The Legislation Committee may appoint subcommittees for the purpose of assisting the committee in the performance of such functions of the committee as the Legislation Committee may determine.
- (6) Meetings of the committee during each session shall be held on such days and shall

begin at such hour as the chairperson shall determine but a period of 6 weeks shall not elapse between the date of one meeting and the date appointed for the next meeting in the same session; If there is a request from 4 committee members or one-third of all members, whichever is higher, the chairperson must hold a meeting within 7 days.

- (7) Unless the contents related to the meeting are regarded as confidential by the Chairperson of the Council —
- (a) Committee meetings must be held in public. The secretary of the committee shall publish the time, place and agenda of the meeting through the Council website or other ways before the meeting within a reasonable time period, as instructed by the chairperson;
 - (b) Secretary of the committee shall notify the Student Press Publication Committee and Campus Radio Editorial Board of the time, place and agenda of the meeting before the meeting within a reasonable time period;
 - (c) The committee has no right to refuse members of the Council (disregarding their membership) from attending the committee meeting, unless the member misbehaves in a grossly disorderly manner.
- (8) The chairperson and 4 other members shall form a quorum of the committee.
- (9) All matters before the committee shall be decided by a majority of the members voting. Any member presiding over the committee shall not vote, unless the votes of the other members are equally divided, in which case the member shall give a casting vote.
- (10) Where the chairperson so orders, any matter for the decision of the committee may be considered by circulation of papers to the members of the committee and all members may signify their approval in writing to the chairperson. If a majority of the members so signify before the expiry of the period specified by the chairperson for the purpose, and if upon expiry of that period no member has signified disapproval of the matter in writing to the chairperson or requested that the matter be referred to the committee for decision at a meeting, it shall be deemed to be approved by the committee.
- (11) Except as otherwise provided in these Rules of Procedure, the practices and procedure of the committee and its subcommittees shall be determined by the committee.
- (12) The Council may overturn all decisions made by the Legislation Committee by resolution.

68. Affiliated Clubs and Societies Committee

- (1) There shall be a standing committee, to be called the *Affiliated Clubs and Societies Committee*. The functions of the Affiliated Clubs and Societies Committee shall be such as are conferred upon the committee by the *Affiliated Clubs and Societies Ordinance*, *CUSU* and the *Affiliated Clubs and Societies Room Allocation Bylaws*, any other enactment of the Council and these Rules of Procedure, and such as may from time to time be referred to the committee by the Council.
- (2) The committee shall be formed by 1 chairperson, 1 deputy chairperson, 1 secretary, and at least 8 committee members including these three persons. The preceding

- chairperson of the Affiliated Clubs and Societies Committee (formerly known as Affiliated Clubs and Societies Resource Allocation Committee) may attend the meeting by invitation to offer comments on the committee's practices and procedural matters.
- (3) Members of Affiliated Clubs and Societies Committee shall include —
- (a) At least 7 Representatives appointed by the Chairperson of the Council in pursuance of the appointment procedure stipulated in Appendix 2. Representatives may apply in written form to the Chairperson of Representative Council in order to join the committee, including the chairperson and deputy chairperson of the committee;
 - (b) At least 1 Standing Executive Committee Member appointed by the President of the Executive Committee according to the resolution of the Executive Committee, including the secretary of the committee; and
 - (c) 0 to 3 Full Members appointed by Chairperson of the Council, according to the resolution of the Annual Joint Conference of Affiliated Clubs and Societies presided over by the preceding Affiliated Clubs and Societies Committee. The Full Member(s) shall be elected by the person(s)-in-charge of affiliated clubs and societies who attended the Annual Joint Conference of Affiliated Clubs and Societies.
- (4) The chairperson and deputy chairperson of the committee shall be Representatives of the Council, shall be elected by, and from among, its committee members at the first meeting of their session, and shall hold office until the end of their session; the Executive Committee shall appoint one person to be the secretary of the committee among its Standing Executive Committee members. In the event of the temporary absence of the chairperson, deputy chairperson and secretary, the committee may, during such absence, elect another committee member to act as the provisional chairperson.
- (5) Provisional Chairperson appointed by Chairperson of the Council shall preside over the first meeting of each session, whose duties only include basic liaison work and presiding over the committee election.
- (6) The Affiliated Clubs and Societies Committee may appoint subcommittees for the purpose of assisting the committee in the performance of such functions of the committee as the Affiliated Clubs and Societies Committee may determine.
- (7) Meetings of the committee during each session shall be held on such days and shall begin at such hour as the chairperson shall determine but a period of 6 weeks shall not elapse between the date of one meeting and the date appointed for the next meeting in the same session; If there is a request from 4 committee members or one-third of all members, whichever is higher, the chairperson must hold a meeting within 7 days.
- (8) Unless the contents related to the meeting are regarded as confidential by the Chairperson of the Council —
- (a) Committee meetings must be held in public. The secretary of the committee shall publish the time, place and agenda of the meeting through the Council

- website or other ways before the meeting within a reasonable time period, as instructed by the chairperson;
- (b) Secretary of the committee shall notify the Student Press Publication Committee and Campus Radio Editorial Board of the time, place and agenda of the meeting before the meeting within a reasonable time period;
 - (c) The committee has no right to refuse members of the Council (disregarding their membership) from attending the committee meeting, unless the member misbehaves in a grossly disorderly manner.
- (9) The chairperson and 7 other members shall form a quorum of the committee.
 - (10) All matters before the committee shall be decided by a majority of the members voting. Any member presiding over the committee shall not vote, unless the votes of the other members are equally divided, in which case the member shall give a casting vote.
 - (11) Where the chairperson so orders, any matter for the decision of the committee may be considered by circulation of papers to the members of the committee and all members may signify their approval in writing to the chairperson. If a majority of the members so signify before the expiry of the period specified by the chairperson for the purpose, and if upon expiry of that period no member has signified disapproval of the matter in writing to the chairperson or requested that the matter be referred to the committee for decision at a meeting, it shall be deemed to be approved by the committee.
 - (12) The Affiliated Clubs and Societies Committee may invite the person(s)-in-charge of affiliated clubs and societies to provide information which the committee may require in the performance of its duties, or to give any explanation, or to produce any records or documents.
 - (13) Except as otherwise provided in these Rules of Procedure, the practices and procedure of the committee and its subcommittees shall be determined by the committee.
 - (14) The Council may overturn all decisions made by the Affiliated Clubs and Societies Committee by resolution.

69. Election Committee

- (1) There shall be a standing committee, to be called the *Election Committee*. The functions of the Election Committee shall be such as are conferred upon the committee by the *Election Ordinance, CUSU*, any other enactment of the Council and these Rules of Procedure, and such as may from time to time be referred to the committee by the Council.
- (2) The committee shall be formed by 1 chairperson, 1 deputy chairperson, 1 secretary, and at least 8 committee members including these three persons. Elected Student Senators or student members of the Boards of Faculties may attend the meeting by invitation to offer comments on the committee's practices and procedural matters. All persons mentioned in this paragraph must ensure the fairness and justice of elections.
- (3) Members of the Election Committee shall include —
 - (a) At least 6 Representatives appointed by the Chairperson of the Council in

- pursuance of the appointment procedure stipulated in Appendix 2.
Representatives may apply in written form to the Chairperson of Representative Council in order to join the committee, including the chairperson and deputy chairperson of the committee;
- (b) 2 Standing Executive Committee Members appointed by President of the Executive Committee according to the resolution of the Executive Committee;
 - (c) 2 elected members appointed by Chief Editor of Student Press according to the resolution of the Publication Committee; and
 - (d) 2 elected members appointed by Director of Campus Radio according to the resolution of the Editorial Board.
- (4) The chairperson, deputy chairperson and secretary of the committee shall be Representatives of the Council, shall be elected by, and from among, its committee members at the first meeting of their session, and shall hold office until the end of their session; the Executive Committee shall appoint one person to be the secretary of the committee among its Standing Executive Committee members. In the event of the temporary absence of the chairperson, deputy chairperson and secretary, the committee may, during such absence, elect another committee member to act as the provisional chairperson.
- (5) Provisional Chairperson appointed by Chairperson of the Council shall preside over the first meeting of each session, whose duties only include basic liaison work and presiding over the committee election.
- (6) Meetings of the committee during each session shall be held on such days and shall begin at such hour as the chairperson shall determine; If there is a request from 8 committee members, the chairperson must hold a meeting within 7 days.
- (7) Unless the contents related to the meeting are regarded as confidential by the Chairperson of the Council ———
- (a) Committee meetings must be held in public. The secretary of the committee shall publish the time, place and agenda of the meeting through the Council website or other ways before the meeting within a reasonable time period, as instructed by the chairperson;
 - (b) Secretary of the committee shall notify the Student Press Publication Committee and Campus Radio Editorial Board of the time, place and agenda of the meeting before the meeting within a reasonable time period;
 - (c) The committee has no right to refuse members of the Council (disregarding their membership) from attending the committee meeting, unless the member misbehaves in a grossly disorderly manner.
- (8) The chairperson and 8 other members shall form a quorum of the committee.
- (9) All matters before the committee shall be decided by a majority of the members voting. Any member presiding over the committee shall not vote, unless the votes of the other members are equally divided, in which case the member shall give a casting vote.
- (10) Where the chairperson so orders, any matter for the decision of the committee may be

considered by circulation of papers to the members of the committee and all members may signify their approval in writing to the chairperson. If a majority of the members so signify before the expiry of the period specified by the chairperson for the purpose, and if upon expiry of that period no member has signified disapproval of the matter in writing to the chairperson or requested that the matter be referred to the committee for decision at a meeting, it shall be deemed to be approved by the committee.

- (11) The Election Committee may invite the candidates to provide information which the committee may require in the performance of its duties, or to give any explanation, or to produce any records or documents.
- (12) Except as otherwise provided in these Rules of Procedure, the practices and procedure of the committee and its subcommittees shall be determined by the committee.
- (13) The Council may overturn all decisions made by the Election Committee by resolution.

70. Records Committee

- (1) There shall be a standing committee, to be called the *Records Committee*. The Records Committee is responsible for keeping records which are related to the operation of the Council and which are of historical value, for ensuring that these records are readily and efficiently available for public inspection. Records Committee is to be briefed on the reports from all organisations regarding their work on filing, record-keeping and information freedom from time to time and to give appropriate orders in light of the actual situation. Records Committee also gives suggestions to the Council and exercises other duties and powers conferred upon the committee by the *Records Ordinance, CUSU*.
- (2) The committee shall be formed by 1 chairperson, 1 deputy chairperson, 1 secretary, and at least 8 committee members including these three persons. Standing Judicial General and the Legislation Editor(s) may attend the meeting by invitation to offer comments on the committee's work on keeping and managing records.
- (3) Members of Election Committee shall include —
 - (a) At least 4 Representatives appointed by the Chairperson of the Council in pursuance of the appointment procedure stipulated in Appendix 2. Representatives may apply in written form to the Chairperson of Representative Council in order to join the committee;
 - (b) Secretary General of the Council;
 - (c) 1 Standing Executive Committee member appointed by President of Executive Committee according to the resolution of the Executive Committee;
 - (d) 1 elected member appointed by Chief Editor of Student Press according to the resolution of the Publication Committee; and
 - (e) 1 elected member appointed by Director of Campus Radio according to the resolution of the Editorial Board.
- (4) The chairperson, deputy chairperson and secretary of the committee shall be Representatives of the Council, shall be elected by, and from among, its committee

members at the first meeting of their session, and shall hold office until the end of their session; All committee members are eligible to become the secretary; In the event of the temporary absence of the chairperson, deputy chairperson and secretary, the committee may, during such absence, elect another committee member to act as the provisional chairperson.

- (5) Provisional Chairperson appointed by Chairperson of the Council shall preside over the first meeting of each session, whose duties only include basic liaison work and presiding over the committee election.
- (6) Meetings of the committee during each session shall be held on such days and shall begin at such hour as the chairperson shall determine; If there is a request from 6 committee members, the chairperson must hold a meeting within 7 days.
- (7) Meetings may not be held in public, but the committee shall report its discussion results and make suggestions to the Council from time to time.
- (8) The chairperson and 3 other members shall form a quorum of the committee.
- (9) All matters before the committee shall be decided by a majority of the members voting. Any member presiding over the committee shall not vote, unless the votes of the other members are equally divided, in which case the member shall give a casting vote.
- (10) Where the chairperson so orders, any matter for the decision of the committee may be considered by circulation of papers to the members of the committee and all members may signify their approval in writing submitted to the chairperson. If a majority of the members so signify before the expiry of the period specified by the chairperson for the purpose, and if upon expiry of that period no member has signified disapproval of the matter in writing to the chairperson or requested that the matter be referred to the committee for decision at a meeting, it shall be deemed to be approved by the committee.
- (11) The Records Committee may invite person(s) in charge of clerical work from any organisations to provide information which the committee may require in the performance of its duties, or to give any explanation, or to produce any records or documents.
- (12) Except as otherwise provided in these Rules of Procedure, the practices and procedure of the committee and its subcommittees shall be determined by the committee.
- (13) The Council may overturn all decisions made by the Records Committee by resolution.

71. Chair's Committee

- (1) There shall be a committee to be called the Chair's Committee. The President shall be the Chairperson of the Council, the vice-president shall be the deputy chairperson of the Council, the secretary shall be the Secretary General of the Council, the committee members shall be 1-3 General Officers of the Council.
- (2) The Chair's committee is responsible for advising the Chairperson of the Council on all matters regarding the procedure of the Council; preparing for the Council meetings, examining documents submitted to the Council, contacting other public officers for

matters to be dealt with by the Council, researching any other matters related to the affairs of the Council; stipulating the House Rules which defines the powers of the Chairperson of the Council in detail.

- (3) The Chair's Committee may refer any matters related to the affairs of the Council to any committee under the Council for research, and may request the committee under the Council to submit reports on relevant matters and to brief the Chair's Committee on the reports and then the Chair's Committee may submit a report to the Council.
- (4) Meetings of the committee during each session shall be held on such days and shall begin at such hour as the chairperson shall determine.
- (5) Meetings may not be held in public, but the committee shall report its discussion results and make suggestions to the Council from time to time.
- (6) The chairperson and 3 other members shall form a quorum of the committee.
- (7) All matters before the committee shall be decided by a majority of the members voting. Any member presiding over the committee shall not vote, unless the votes of the other members are equally divided, in which case the member shall give a casting vote.
- (8) Where the chairperson so orders, any matter for the decision of the committee may be considered by circulation of papers to the members of the committee and all members may signify their approval in writing submitted to the chairperson. If a majority of the members so signify before the expiry of the period specified by the chairperson for the purpose, and if upon expiry of that period no member has signified disapproval of the matter in writing to the chairperson or requested that the matter be referred to the committee for decision at a meeting, it shall be deemed to be approved by the committee.
- (9) The Chair's Committee may not record their work and the proceedings of their meetings.
- (10) Except as otherwise provided in these Rules of Procedure, the practices and procedure of the committee and its subcommittees shall be determined by the committee.

72. Panels

- (1) There shall be committees to be called the Panels. The formation and terms of reference of the Panels shall be passed by the Council and listed in Appendix 3 below these Rules of Procedure.
- (2) Panels shall meet at the time and the place determined by the president of the Panels. Written notice of the place, day and time of every meeting shall be given to the members at least 3 days before the day of the meeting but shorter notice may be given in any case where the chairperson so directs. The quorum of meetings of the Panels shall be one third (fraction of the whole number being disregarded) of the members including the chairperson.
- (3) If deemed appropriate, the Panels may appoint sub-committees to study specific matters and report to the Panels. If deemed appropriate, 2 or more Panels may appoint joint sub-committees to study and report to the Panels any matters of common interest

- to the relevant Panels.
- (4) Panels may, if deemed appropriate, hold joint conferences with any other Panels to study any matters of common interest to the Panels. The quorum of a joint conference shall be one third (a fraction of the whole number being disregarded) of all the relevant committee members from the Panels including the chairperson.
 - (5) Meetings shall be held in public unless the president otherwise orders in accordance with any decisions of the committee.
 - (6) All matters for the decision of a Panel, sub-committee or joint sub-committee and all matters for decision by a Panels' joint conference shall be decided by majority of the members voting. The chairperson or any other member presiding over the meeting shall have an original vote but not a casting vote. Such voting shall not be binding on any Representatives, whether in the Council or in a committee of the whole Council.
 - (7) The Panels shall submit a report to the Council at every general meeting of the Council.
 - (8) Except as otherwise provided in these Rules of Procedure, the practices and procedure of the committee and its subcommittees shall be determined by the committee. Except as otherwise provided in these Rules of Procedure, the practices and the procedure of the joint sub-committees appointed by 2 or more Panels, shall be determined by the relevant Panels.
 - (9) The Council may overturn all decisions made by the Panels by resolution.

73. Bill Committees

- (1) There shall be committees to be called the Bill Committees, established by the Council in pursuance of Article 46. Bill Committees shall invite Full Members who have shown their interest in attending the meetings to the Chairperson of the Council to the meetings.
- (2) The chairperson and secretary of every bill committee shall be elected by and from among its committee members. In the event of the temporary absence of the chairperson and secretary, the committee may, during such absence, elect another committee member to act as the provisional chairperson.
- (3) Provisional Chairperson appointed by Chairperson of the Council shall preside over the first meeting of each session, whose duties only include basic liaison work and presiding over the committee elections.
- (4) Each Bill Committee shall consist of not less than 3 members including the chairperson. The quorum of every Bill Committee shall be one third of the members including the chairperson (a fraction of the whole number being disregarded) or 3 members including the chairperson, whichever is greater.
- (5) Meetings of the committee during each session shall be held on such days and shall begin at such hour as the chairperson shall determine. Written notice of the date, time and place of every meeting shall be given to the members at least 3 days before the day of the meeting, but shorter notice may be given in any case where the chairperson so directs.

- (6) Meetings shall be held in public unless the chairperson otherwise orders in accordance with any decisions of the committee.
- (7) The committee shall consider the general merits and principles of the bill concerned as well as its detailed provisions and may consider any amendments relevant to the bill.
- (8) All matters for the decision of Bill Committees or its sub-committees shall be decided by majority of the members voting. The chairperson or any other members presiding over the meetings shall have an original vote but not a casting vote.
- (9) Bill Committees shall submit the report to the Council as soon as they finished considering the bills assigned to them.
- (10) The discussion results of the Bill Committees shall not be binding on any Representatives, whether in the Council or in a committee of the whole Council.
- (11) Except as otherwise provided in these Rules of Procedure, the practices and procedure of the committee and its subcommittees shall be determined by the committee.
- (12) All Bill Committees under the Council shall be dismissed upon the end of each term of the Council.

74. Select Committees

- (1) The Council may appoint 1 or more Select Committees to consider the matters assigned by the Council and to determine the formation of its committee members and the appointment of the chairperson. The secretary of every Select Committee shall be elected by, and from among, its members. In the event of the temporary absence of the chairperson and secretary, the committee may, during such absence, elect another committee member to act as the provisional chairperson.
- (2) Select Committees are limited only discussing the matters assigned by the Council. Select Committees established in pursuance of subsidiary legislation are limited to only discussing the subsidiary legislation and related amendments assigned by the Council.
- (3) The quorum of the committee meeting shall be one third (a fraction of the whole number being disregarded) of the members (excluding the chairperson).
- (4) The chairperson or any other member presiding over the meetings shall not vote, unless the votes of the other members are equally divided, in which case the chairperson or the member shall give a casting vote.
- (5) Meetings of the Select Committees during each session shall be held on such days and shall begin at such hour as the chairperson shall determine. Meetings shall be held in public unless the chairperson otherwise orders in accordance with any decisions of the committee.
- (6) Select Committees shall submit a report to the Council immediately after they have finished considering the matters assigned to them and the committees shall thereupon be dissolved. If a Select Committee is of the opinion that its consideration regarding relevant matters or bills may not be completed before the end of a term, it shall so report to the Council.
- (7) The chairperson of every Select Committee shall submit reports or special reports,

together with minutes of the committee meetings, if evidence was once obtained, together with the record of obtaining the evidence, to the Council, which are to be laid on the Table of the Council.

- (8) Select Committees under the Council shall be dissolved upon the end of every term of the Council.

75. Other Committees under the Council

- (1) The Council may establish committees under the Council by virtue of statute law to implement relevant legislation. The formation and practices of the committees shall be stipulated by the relevant legislation.

76. Representatives To Join At Least 1 Standing Committee

Each Representative must participate in one or more standing committees.

77. Mandatory Withdrawal from Committees

Representatives who have been absent for six times for a standing committee shall be mandatorily withdrawn from the committee.

78. Attendance of Witness

- (1) Any standing committee may summon, as required when exercising its powers and functions, persons concerned to testify or give evidence.
- (2) Bill Committees, Panels, Select Committees and any other committees, where so authorized by the Council, may summon, as required when exercising the committee's powers and functions, persons concerned to testify or give evidence.

Part J: Other matters

79. Motions of No Confidence

- (1) If there is any dereliction of duty, or disorderly conduct, or abuse of power on the part of a Representative, Representatives may, in regard with such matters, move a motion of no confidence towards the Representative. The motion shall be introduced in the format of —

“The Council has no confidence in Representative (name of Representative) in exercising the duties of (position)”.

- (2) The motion requires at least two-thirds of all Representatives in favour of the motion to be passed. If the motion is passed, the Representative shall resign from the job and duties in which people showed no confidence. If the motion is not passed, a motion of no confidence shall not be introduced again towards the same person regarding the same job and duties.

80. Employment of Members in Professional Capacity

No Representative shall appear before the Council or any committee or subcommittee or perform any duties of any committees in a professional capacity for or on behalf of a party or in a capacity for which the Representative is to receive a fee or award.

81. Motions Against the Chairperson's Decision

Representatives may move a motion of "Against the Chairperson's Decision" on meeting tactics without advance notice. If the motion is passed, the decision or decisions made by the Chairperson of the Council is invalid and of no effect and the Chairperson must reconsider his or her decision. If the motion is not passed, a motion against the Chairperson's decision shall not be introduced again regarding the same decision within 45 minutes.

82. Suspension of Rules of Procedure

(1) Representatives may move a motion on meeting tactics, which has the effect of suspending a rule of procedure, without advance notice, the motion shall be in the format of —

"Motion to Set Aside Some Rules for the Meeting: Set Aside Article ____ in Rules of Procedure at the Current Meeting".

(2) The motion requires at least two-thirds of Representatives present in favour of the motion to be passed. If the motion is passed, the article is not binding upon the Council on that meeting. If the motion is not passed, a motion to set aside some rules for the meeting shall not be introduced again regarding the same rule within 45 minutes.

(3) The motion to set aside some rules for the meeting shall not diminish the power of the Chairperson of the Council or the chairperson of a committee of the whole Council.

83. Amendment of Rules of Procedure

Representatives may move a motion to amend Rules of Procedure. The motion shall require at least two-thirds of the Representatives present in favour of the motion in order to be passed.

84. Amendment of Appendices

The Council or the Chair's Committee may amend Appendix 1 and Appendix 2 by resolution.

85. Procedure if Rules of Procedure do not Provide

In any matter not provided for in these Rules of Procedure, the practice and procedure to be followed in the Council shall be such as may be decided by the Chairperson who may, if he thinks fit, be guided by the practice and procedure of other legislatures.

Note: The English Translation is for reference only.

Appendix 1: Procedure for Election of the Chair's Committee**[Articles 6, 12, 13 and 84]****1. Chairperson**

- (1) The previous chairperson of the Council last term is the chairperson presiding over the first meeting of each term. If the previous Chairperson of the Council last term is absent or unable to perform duties as the chairperson, the previous Acting Chairperson of the Council before the end of previous term or the Deputy Chairperson of the Council last term would be the chairperson presiding over the first meeting in such order of precedence.
- (2) If no one is able to become the chairperson at the first meeting of each term according to paragraph 1 above, Secretary General of the Council shall, after the time of convening the meeting, arrange the Representative who has the higher precedence in the Council to be the chairperson of the meeting, according to the ranking of Representatives that term, until someone becomes the chairperson of the meeting.
- (3) The Acting Chairperson of the Council is responsible for presiding over meetings for electing the Chairperson of the Council. If the Acting Chairperson is absent or cannot perform the duties as the chairperson, the Representative who has the higher precedence in the Council shall be the chairperson of the meeting, according to the ranking of Representatives that term, until someone becomes the chairperson of the meeting.
- (4) The Chairperson of the Council or the Acting Chairperson of the Council is responsible for presiding over meetings for electing the Deputy Chairperson of the Council, Secretary General of the Council and General Officer of the Council.

2. Secretary General of the Council

- (1) Secretary General of the Council shall be present at the election of Chairperson of the Council and must provide administrative support and services for the election for the Chairperson of the Council.
- (2) As far as the first meeting of each term is concerned, Secretary General of the Council has completed his or her duties upon the end of the first meeting of each term, though the Secretary General of the Council in the new term may already be elected.

3. Election Notice

The secretary shall invite the representative to apply running for the post shown in clause 4 or necessary post before 3 days of election.

4. Election of Representatives

The Council shall conduct election in the following order, elections for positions with lower precedence must not be held until after the completion of electing the positions with higher

precedence —

- (1) Chairperson of the Council (1 person);
- (2) Deputy Chairperson of the Council (1 person);
- (3) Secretary General of the Council (1 person);
- (4) General Officer of the Council (1-3 people).

5. Nomination Period

- (1) Secretary General of the Council shall invite Representatives present to apply for running for the posts shown in Article 2, or nominate other Representatives to run for the election, before every election mentioned in Article 3.
- (2) Once representatives —
 - (a) show interest in running for the election during the nomination period to the Secretary General of the Council; or
 - (b) are nominated by 1 representative who rises and agree to run for election, the Representatives become the candidates of the election.
- (3) The chairperson of the meeting shall accept the request of withdrawal from any candidates before the end of the nomination period, and shall remove the name of the withdrawn candidate from the list of candidates.
- (4) The nomination period begins with the Secretary General's announcement mentioned in Article 3 or when the chairperson of the meeting announces a restart. The nomination period ends 10 minutes after the Secretary General's announcement mentioned in section (1) of this Article. If no Representatives become the candidates, the chairperson of the meeting must announce an extension of the nomination period of the election, by 10 minutes every time, until at least some Representatives become candidates.
- (5) The chairperson of the meeting shall announce the end of the nomination period after the confirming that there is no other request of application, nomination or withdrawal. The chairperson shall then assign the numbers for the candidates according to their student ID and announce the list of candidates.

6. Consultation Forum

- (1) The chairperson of the meeting shall preside over the consultation forum of election after the end of the nomination period. Every consultation forum of election are held public. In general, consultation forums shall not last for more than 2 hours.
- (2) The chairperson of the meeting shall invite each candidate to present their manifestos. Where there are more than one candidate, the order of speaking shall be in accordance with the order as in the list of candidates announced by Secretary General of the Council. The chairperson shall limit the total time of speaking of each candidate. The time limit shall be 60 minutes divided by the number of candidates.
- (3) After all candidates have spoken, the chairperson of the meeting shall invite the Representatives present who wish to put questions to the candidates to signify their wish. Full Members have the right to put questions to the candidates. Full Members

- shall signify their wish to the chairperson of the meeting before asking questions. The chairperson would then call upon the Full Members to ask questions.
- (4) The order of asking questions shall be decided by the chairperson of the meeting. The chairperson shall decide the order of asking questions based on following principles if there are more than one member who wish to ask questions —
 - (a) Representatives have higher precedence than other Full Members;
 - (b) Those who have not spoken have higher precedence than those who have spoken;
 - (c) Those who have spoken less have higher precedence than those who have spoken more.
 - (5) Representatives or Full Members may, after being called by the chairperson of the meeting, raise a question and demand one or more candidates to answer.
 - (6) The contents of speeches made and questions asked at the forum are subject to the following regulations —
 - (a) It shall be out of order to use offensive and insulting language about Representatives;
 - (b) The contents shall not impute improper motives to another Representative;
 - (c) Questions put to a candidate shall be concise and to the point; and
 - (d) Only one question shall be asked at a time by any person.
 - (7) The chairperson of the meeting has the right to adjudicate whether the speeches made and questions asked in the forum are in line with the provisions and to order the immediate end of a speech.
 - (8) After confirming that there are no more requests for asking questions, the chairperson of the meeting shall call upon the candidates one by one to deliver conclusive remarks. If there is more than one candidate, the order of speaking shall be decided by the descending order of the candidate numbers.

7. Voting Procedure

- (1) The chairperson of the meeting shall preside over the voting procedure after the end of conclusive remarks delivered by the candidate(s).
- (2) Election shall be conducted in secret ballot. Representatives shall fill in the ballot paper according to the instructions on the ballot paper, then fold the ballot paper inward in half once before putting it into the ballot box designated by the chairperson of the meeting. The chairperson may declare the ballot paper invalid if it is not filled in in accordance with the instructions on the ballot paper.
- (3) The chairperson of the meeting shall count the ballot paper on the spot after judging that no more Representative present has not voted. The result shall be announced after counting.
- (4) Except for the election for the General Officer of the Council, Representatives shall, in the boxes specified on the ballot paper —
 - (a) Fill in the candidate number in Arabic numerals and choose the corresponding

candidate by voting.

- (b) Write down "X" to abstain from voting for any candidates.

If the overall number of votes of a candidate exceeds half of the valid votes received, the candidate automatically wins in the election and the chairperson of the Council shall announce the end of the election.

**The XXth Session of The Council of The Student Union of The Chinese University of Hong Kong
Election for Chair's Committee Members**

第 XX 屆香港中文大學學生會代表會職員選舉

Election for the Chairperson/ Deputy Chairperson/ Secretary General (Secretary General shall delete whichever does not apply)

代表會主席／副主席／秘書長選舉（由秘書長刪去不適用）

List of Candidates (announced by the Secretary General)

候選人的名單（由秘書長公布）

1. Candidate A (college/major/year) (corresponding College Student Union) Ex-officio/Elected/Appointed Representative
候選人 A（院系級）（所屬書院學生會）當然／民選／委任代表
2. Candidate B (college/major/year) (corresponding College Student Union) Ex-officio/Elected/Appointed Representative
候選人 B（院系級）（所屬書院學生會）當然／民選／委任代表
3. Candidate C (college/major/year) (corresponding College Student Union) Ex-officio/Elected/Appointed Representative
候選人 C（院系級）（所屬書院學生會）當然／民選／委任代表

Fill in the candidate number in Arabic numerals/ Write down "X"

以阿拉伯數字填寫候選人的編號／寫上「X」號

8. Election for General Officer of the Council

- (1) As far as the election for General Officer of the Council is concerned —
 - (a) If there are more than 3 candidates, not more than 3 candidates may be voted for. In the 3 separate boxes, write down 3 candidate numbers to vote for the corresponding candidate(s) and write down “X” in the boxes which indicate the choice of not choosing any of the candidates.
 - (b) If there are not more than 3 candidates, not more than the same number of candidates may be voted for. In the boxes indicated by the chairperson of the meeting, write down the candidate number to vote for the corresponding candidate, and write down “X” in the boxes which indicate the choice of not choosing any of the candidates; nothing shall be written down or drawn in the boxes which the chairperson of the meeting did not indicate to write down a candidate number.
- (2) As far as the election of General Officer of the Council is concerned, the candidates meeting the following requirements shall become the General Officer of the Council —
 - (a) If the overall number of votes for the candidate exceeds half of the valid votes received; and
 - (b) the candidate is the one with most valid votes among the three candidates,
if no less than one candidate are elected, the chairperson of the meeting may announce the end of the election for General Officer of the Council as far as that meeting is concerned. If there is still a vacancy for the post of General Officer of the Council upon the end of the meeting, the Council shall re-open the nomination period at the next meeting and elect the General Officer of the Council in accordance with Articles 5, 6, 8 until three General Officers are elected.

**The XXth Session of The Council of The Student Union of The Chinese University of Hong Kong
 Election for General Officers of the Council
 第 XX 屆香港中文大學學生會代表會總務選舉**

**List of Candidates (announced by the Secretary General)
 候選人的名單 (由秘書長公布)**

1. Candidate A (college/major/year) (corresponding College Student Union) Ex-officio/Elected/Appointed Representative
 候選人 A (院系級) (所屬書院學生會) 當然 / 民選 / 委任代表
2. Candidate B (college/major/year) (corresponding College Student Union) Ex-officio/Elected/Appointed Representative
 候選人 B (院系級) (所屬書院學生會) 當然 / 民選 / 委任代表
3. Candidate C (college/major/year) (corresponding College Student Union) Ex-officio/Elected/Appointed Representative
 候選人 C (院系級) (所屬書院學生會) 當然 / 民選 / 委任代表
4. Candidate D (college/major/year) (corresponding College Student Union) Ex-officio/Elected/Appointed Representative
 候選人 D (院系級) (所屬書院學生會) 當然 / 民選 / 委任代表
5. Candidate E (college/major/year) (corresponding College Student Union) Ex-officio/Elected/Appointed Representative
 候選人 E (院系級) (所屬書院學生會) 當然 / 民選 / 委任代表
6. Candidate F (college/major/year) (corresponding College Student Union) Ex-officio/Elected/Appointed Representative
 候選人 F (院系級) (所屬書院學生會) 當然 / 民選 / 委任代表

Fill in the candidate number in Arabic numerals/ Write down "X"
 以阿拉伯數字填寫候選人的編號 / 寫上「X」號

(The Secretary General shall delete the corresponding box(es) if there are less than 3 candidates)
 (如果少於 3 人參選, 則秘書長須刪去相應的方格)

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9. Election Complaints

If Representatives consider the election unfair, they may, before the chairperson of the meeting announces the end of the election —

- (1) request re-count of votes, where the chairperson must recount the votes;
- (2) if there is one fourth of the Representatives present making complaints regarding the election, after the chairperson's approval, the chairperson shall re-open the nomination period and re-start the election procedure according to Articles 4, 5, 6 and 7 or 8.

10. Procedure for Unfinished Elections

- (1) Except for the election of General Officers of the Council, if the election cannot be completed, the chairperson shall reopen the nomination period and re-start the election procedure according to Articles 5, 6 and 7.
- (2) If the election procedure still cannot be completed even after the restart in paragraph (1), the chairperson shall —
 - (a) announce the adjournment of meeting for at least 15 minutes; and
 - (b) restart the election procedure according to paragraph (1) again after the resumption of the meeting.

Note: The English Translation is for reference only.

Appendix 2: Appointment Procedure of Standing Committees**[Articles 66, 67, 68, 69, 70 and 71]****1. Applying to Join the Committees**

(1) The Chairperson of the Council shall, after the first meeting of each term, stipulate a period for Representatives (except the Chairperson himself or herself) to apply for standing committee(s) they wish to join as soon as possible —

- (1) Finance Committee
- (2) Monitory and Redress Committee
- (3) Legislation Committee
- (4) Affiliated Clubs and Societies Committee
- (5) Election Committee
- (6) Records Committee

2. Application period

Application period begins with the announcement by the Chairperson of the Council mentioned in Article 1 and ends at the time designated by the Chairperson of the Council.

3. Withdrawal

After the end of the application period, the Chairperson of the Council shall approve any requests of withdrawal by the Representatives before the list of appointment is passed by the Council and shall delete the name of the withdrawn Representative from the list of appointment or the list of candidates.

4. Committees with No Maximum Number of Members

Within the application period, all Representatives applying for committees without a maximum number of people may be listed in the appointment lists of those committees.

5. Committees with Applications Less Than the Maximum Number of Members

As far as the committees with a maximum number of people are concerned, within the designated time period, if the number of Representatives applying has not reached the upper limit of the number of people of the committees, then all Representatives applying for those committees may be listed in the appointment list of those committees.

6. Committees with Applications Exceeding the Maximum Number of Members

As far as the committees with a maximum number of members are concerned, within the designated time period, if the number of Representatives applying has exceeded the upper limit of the number of members of the committees, then all Representatives applying for those committees may be listed in the waiting list of those committees.

7. Release of Appointment Lists and Waiting Lists

- (1) The Chairperson of the Council shall sort out the list of appointment and the waiting list of each committee within 2 days after the end of the application period, and notify all Representatives as soon as possible.
- (2) Regarding the committees with applications exceeding the upper limit of members, the Chairperson of the Council shall hold an extraordinary meeting for such circumstance, to elect committee members by, and from among, themselves, if no request to withdraw from the waiting list has been received 1 day after receiving the waiting list.
- (3) If there are requests of withdrawal by Representatives within one day after receiving the waiting list, which leads to applications less than the upper limit of number of members, then all Representatives who has applied to join the committee may be listed in the appointment list of the committee and the Chairperson of the Council does not need to hold an extraordinary meeting for electing members by, and from among, themselves,

8. Extraordinary Council Meeting for Election of Committee Members

- (1) In that extraordinary meeting, the Chairperson of the Council shall determine the order of election according to the extent of competition, committees having fiercer competition shall be given higher precedence.
- (2) Chairperson of the Council shall invite every candidate to speak for up to 3 minutes to present their manifestos; the order for speaking shall be determined according to the ranking of the Representatives.
- (3) After all candidates have spoken, the chairperson of the meeting shall invite the Representatives present who wish to put questions to the candidates to signify their wish. Full Members have the right to put questions to the candidates. Full Members shall signify their wish to the chairperson of the meeting before asking questions. The chairperson would then call upon the Full Members to ask questions.
- (4) Representatives or Full Members, after being called upon by the Chairperson of the Council, may ask one question and ask 1 or more candidates to answer.
- (5) Chairperson of the Council has the right to adjudicate whether the speeches made and question asked in the forum are in line with the provisions and to order an immediate end of speeches.
- (6) After confirming that there is no more request for asking questions, the Chairperson of the Council shall call the candidates one by one to deliver the conclusive remarks for up to 1 minute each and the order for speaking is determined by the ranking of Representatives.

9. Voting procedure

- (1) The Chairperson of the Council shall preside over the voting procedure after the candidate(s) finish delivering their conclusive remarks.
- (2) The election shall be conducted in secret ballot. The representative shall fill in the ballot paper according to the instructions on the ballot paper. Then fold the ballot paper

inward in half once before putting it into the ballot box designated by the chairperson of the meeting. The chairperson may declare the ballot paper invalid if it is not filled in in accordance with the instruction of the ballot paper.

- (3) The chairperson of the meeting shall count the ballot paper on the spot after judging that no more Representative present has not voted. The result shall be announced after counting.
- (4) Representatives shall write "X" into the designated boxes to vote for the corresponding candidate. But it shall not be more than the limit on the number of members of that committee.
- (5) **Representatives with the most votes shall be elected.** If the number of shortlisted representatives exceeds the limit of the number of committee members, Chairperson of the Council shall draw lots for candidates with the same number of votes to elect the corresponding number of Representatives for that committee.
- (6) All the final shortlisted Representatives may be listed in the appointment list of the committee.

10. Representatives Not in Any Committees

If there is any Representative who has not applied for joining any committees after rounds of election. This representative must choose to join at least one committee with no limit on the number of members or any committees with applications below the limit on the number of members at that time. The Chairperson of the Council shall list that Representative into the appointment list of that committee.

11. Committees with Insufficient Participants

If there is any committees with participants less than the lower limit, the Chairperson of the Council shall be the Representative with the least duties of that committee and elect Representatives by drawing lots until the minimum number of members is met. Chairperson of the Council shall put the Representatives drawn to the appointment list of that committee.

12. Appointment Procedure

Chairperson of the Council shall present the pending question of the appointment list to the Council, for the Council to approve it.

The XXth Session of The Council of The Student Union of The Chinese University of Hong Kong
Council Committee Election

第 XX 屆香港中文大學學生會代表會委員會互選

_____ Committee

_____ 委員會

List of Candidates (announced by the Secretary General) 候選人的名單(由秘書長公布)	Write down the symbol "X" 寫上「X」號
1. XXX	
2. XXX	
3. XXX	
4. XXX	
5. XXX	
6. XXX	
7. XXX	
8. XXX	
9. XXX	
10. XXX	
11. XXX	
12. XXX	
13. XXX	
14. XXX	
15. XXX	
16. XXX	
17. XXX	
18. XXX	

Note: The English Translation is for reference only.

Appendix 3: List of Panels of the Council**[Article 73]****1. Current Affairs Committee**

The Council shall set up the Current Affairs Committee, constituted by at most 3 Representatives from the Council, External Vice-president, External Secretary, President of the Executive Committee or 1 appointed Standing Executive Committee member, all Presidents of all constituent College Student Unions or 1 executive committee member appointed by each of these Presidents and at maximum 8 Full Members appointed by the Council. The chairperson and secretary of the committee are elected by, and from among, the committee members. They are responsible for encouraging and promoting Full Members' concern towards and participation in the current affairs of Hong Kong and the world. They are also responsible for holding forums, talks or symposiums to reflect on and discuss current affairs, for producing work that promotes current affairs, for contacting constituent College Student Unions regarding actions upon current affairs and for issuing statements in response to social events on behalf of Current Affairs Committee.

2. University Affairs Committee

The Council shall set up the University Affairs Committee, constituted by at most 3 Representatives from the Council, President of the Executive Committee, 2 Standing Executive Committee Members appointed by the President of the Executive Committee, all Presidents of constituent College Student Unions or 1 executive committee member appointed by the Presidents, Student Senators and at maximum 8 Full Members appointed by the Council. The chairperson and secretary of the committee shall be 1 Representative elected by, and from among, the committee members respectively. The committee shall invite the representatives from university committees to attend the meetings from time to time. Their main duty is to ponder upon university policies.

Note: The English Translation is for reference only.