



## 會員大會 法定監察員指南

### 會員大會前

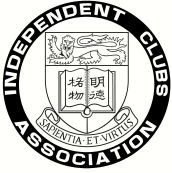
- 確定自己於該會員大會舉行期間仍然為香港大學學生會評議會或學社聯會評議會的評議員
- 確定自己不是舉辦周年會員大會的屬會之會員
- 熟讀該屬會的憲章、學社聯會憲章以及香港大學學生會評議會議事規則

### 會員大會期間

- 出席整個會員大會；一個沒有法定監察員在場的會員大會是無效的
- 若法定監察員要中途離開，他／她必須要向大會主席提出暫停會議，待法定監察員返回會場後大會主席才可恢復會議；如沒有法定監察員在場而繼續會議，則屬違憲
- 作為公正無私及獨立的監察員，不得參與會議期間的討論或投票
- 確保會議於足夠法定人數的情況下進行，特別是在會議開始、完結，以及提上需要投票通過的議案的時候
- 確保會議按照學生會評議會議事規則進行，並向學社聯會評議會主席匯報有關懷疑違反相關憲章、守則及學生會評議會議事規則的情況
- 解答有關憲章、守則及學生會評議會議事規則的查詢，以確保會議能順利進行
- 收集所有於會員大會派發的文件（例如議程、年度活動報告、年度財政報告、年度計畫及財政預算）
- 填妥法定監察員表格及收集已確認的法定人數表格

### 會員大會後

- 於會員大會結束後 336 小時（14 日）內將下列文件交予學社聯會評議會榮譽秘書
  - ✓ 法定監察員表格
  - ✓ 法定人數表格
  - ✓ 所有於會議期間收集到的文件（例如議程、年度活動報告、年度財政報告、年度計畫及財政預算）



**Hong Kong University Students' Union**  
**Independent Clubs Association Council**  
香港大學學生會 學社聯會評議會

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## **Guidelines for Returning Officers (“RO”) of General Meetings (“GM”)**

### **Before a General Meeting**

- To make sure that, at the time of the GM, he/she is a Councilor of ICA Council or Union Council
- To make sure that he or she is not a member of the Independent Club holding the GM
- To read and familiarize oneself with the Constitution of the Independent Club, ICA Constitution and Union Council Standing Orders

### **During a General Meeting**

- To attend the whole GM; a GM without the presence of a RO is considered invalid.
- If a RO needs to leave the Meeting, he/she shall inform the Chairperson of the Meeting in advance so that the Meeting will be adjourned. Only after the RO returns to the Meeting venue can the Meeting be resumed. It is invalid to resume the Meeting before the RO returns.
- To be a disinterested, impartial and independent observer of the GM and not to take part in discussion and voting
- To ensure that a quorum is present throughout the meeting, especially at the commencement and termination of the Meeting and during voting of motions
- To observe whether Constitutions, regulations and Union Council Standing Orders are followed in the GM and report any alleged infringement to the ICA Council Chairperson
- To be consulted about questions concerning Constitutions, regulations and Union Council Standing Orders so as to ensure smooth running of the GM
- To collect all the documents distributed in the GM such as agenda, Annual Functional Report, Annual Financial Report, Year Plan and Financial Budget
- To fill in the Form for Returning Officer and collect the checked Quorum Sheet

### **After a General Meeting**

- Submit the following documents to the ICA Council Honorary Secretary within 336 hours (14 days) upon completion of the GM:
  - ✓ Form for Returning Officer
  - ✓ Quorum Sheet
  - ✓ All documents distributed in the GM such as agenda, Annual Functional Report, Annual Financial Report, Year Plan and Financial Budget