香港大學學生會學社聯會
Independent Clubs Association, HKUSU

學社聯會屬會 會員大會指引

Guidelines for General Meetings of Independent Clubs

免責聲明：本指引為方便學社聯會屬會參考而製作，會員大會的進行應以學社聯會憲章、學社聯會評議會附例及屬會的憲章為第一依據。若屬會的憲章與學社聯會憲章、學社聯會評議會附例或其他官方文件有任何不一致的地方，請預先向學社聯會評議會主席查詢。

Disclaimer: This document is written for the convenience of Independent Clubs. The General Meetings of Independent Clubs shall be held in conformity with the Constitution of ICA, the By-law of the ICA Council, and Independent Clubs' respective Constitutions. If any inconsistencies are found between the Constitution of the Independent Club and the Constitution of ICA, the By-law of the ICA Council and any other official documents, please contact the ICA Council Chairperson in advance.

會員大會的事前工作

周年會員大會的屆期

根據學社聯會憲章，周年會員大會的屆期與當時學社聯會的屆期相同。意思即是，周年會員大會的屆期應與即將結束的屬會屆期相同，而不是尚未開始的下屆屆期。例如，於 2010 年 1 月至 2 月所舉行的周年會員大會為該屬會 2009-2010 年度的周年會員大會。

Preparatory steps before a General Meeting

The session of an Annual General Meeting

According to the Constitution of ICA, the session of an AGM should be equal with the session of ICA at that time. In other words, the session of an AGM should denote the session which is going to terminate, but not the session which has not commenced. For example, an AGM held between January and February of 2010 should be the AGM of the Independent Club, Session 2009-2010.

會員大會的書面通知

屬會必須在周年會員大會開始前至少 168 小時（7 天）以書面形式向所有基本會員、學社聯會幹事會及學社聯會評議會主席公佈該周年會員大會的日期、時間、地點及議程。而非常會員大會的相關時限為 72 小時（3 天）。

屬會不一定要使用大量電子郵件服務通知基本會員，而可以選擇電郵至會員的私人電郵地址，不過須謹記採用密件副本或其他方式保密會員的個人資料。

Written notice of a General Meeting

An Independent Club must send a written notice of an AGM including the date, time, venue and the agenda at least 168 hours (7 days) before the commencement of the AGM to all its Full Members, ICA Ex-co and the ICA Council Chairperson. The corresponding time limit for an EGM is 72 hours (3 days).

An Independent Club is not obliged to use mass email service to send written notices to its Full Members. It can opt to send the notices to the private email addresses of its Full Members. Nevertheless it should be remembered that BCC or other methods need to be used to prevent leaking of personal data of the Full Members.

會員大會的會議議程

周年會員大會的議程一定要包含以下項目：
I. To receive and adopt the agenda
II. To receive and adopt the minutes of the Annual General Meeting of the previous session and Extraordinary General Meeting(s) of the current session (if any)
III. To receive and adopt the Annual Functional Report and Annual Financial Report
IV. To elect the Executive Committee members of the following session
V. To receive and adopt the Year Plan and Financial Budget
VI. To appoint any of the chairperson or vice-chairperson(s) (or equivalent) to be the Representative of the Independent Club in the Independent Clubs Association Council, HKUSU
VII. To authorize the newly elected Chairperson (or equivalent) and Financial Secretary (or equivalent) to be in charge of the official bank account of the Independent Club jointly
VIII. Any Other Business

Agenda of a General Meeting

The following business must be included in the agenda of an AGM:

選舉提名通知

屬會幹事選舉的提名期必須在舉辦該選舉的會員大會開始前至少 168 小時（7 天）開始，並該準時於該會員大會開始前 72 小時（3 天）結束。

提名必須開放予屬會的所有基本會員。

屬會須以書面形式向所有基本會員、學社聯會幹事會及學社聯會評議會主席公佈該提名期的細節，包括
i. 開放予提名的職位及其席位
ii. 提名期開始及結束的時間
iii. 領取提名表格的方法
iv. 查詢方法
v. 註明提名期以外接收到的提名以及不使用官方提名表格的提名並不會被接受。

提名表格可於學社聯會網站 (www.icahkusu.hkusu.hku.hk)下載。

Notice of nomination for election

The period of nomination for election of Executive Committee members of an Independent Club must commence at least 168 hours (7 days) and closed exactly 72 hours (3 days) before the General Meeting where the relevant election is to be held.

The nomination must be open to all Full Members of the Independent Club.

An Independent Club must inform all its Full Members, ICA Ex-co and the ICA Council Chairperson of the details of the nomination period, including
i. positions open for nomination and their numbers of seats;
ii. when the period commences and ends;
iii. how to acquire an official Nomination Form;
iv. how to enquire about the nomination and the election;
v. to specify that nominations received outside the nomination period and nominations not entailed in an official Nomination Form will not be accepted.

The Nomination Form can be downloaded from the official website of ICA (www.icahkusu.hkusu.hku.hk).

選舉提名名單

屬會須於提名期結束後 24 小時內將所獲得的提名名單公佈予所有基本會員、學社聯會幹事會及學社聯會評議會主席。

Nomination results

An Independent Club must announce the list of nominees to all its Full Members, ICA Ex-co and the ICA Council Chairperson within 24 hours after termination of the nomination period.

法定監察員

若沒有法定監察員在場，是次會員大會即屬無效。

屬會可自行尋找，或透過學社聯會幹事代為尋找會員大會的法定監察員，並於確定安排後盡快通知學社聯會評議會主席作出委任。

法定監察員
i.   必須是學社聯會評議會 或 香港大學學生會評議會的評議員
ii. 不可以是該屬會的會員
iii. 不可於該會員大會上投票。
iv. 熟讀該屬會的憲章、學社聯會憲章及守則、學生會憲章及守則以及學生會評議會議事規則

由一個沒有經學社聯會評議會主席委任的法定監察員所監察的會員大會是無效的。

Returning Officer

A General Meeting without the presence of a Returning Officer is considered invalid.

An Independent Club can find on its own, or find with the assistance of ICA Ex-co members, a Returning Officer for a General Meeting and should inform the ICA Council Chairperson of the arrangement as soon as possible so as to make an appointment.

A Returning Officer
i.   must be a Councilor of either ICA Council or HKUSU Council;
ii. cannot be a member of the Independent Club;
iii. cannot vote in the General Meeting.
iv. familiar with the Constitution of the Independent Club, ICA Constitution and Regulations, Union Constitution and Regulations and Union Council Standing Order

A General Meeting, monitored by a Returning Officer NOT appointed by the ICA Council Chairperson, is considered invalid.

會員大會所需物資

會議木槌可於學生會辦事處借用。

法定人數表格、法定監察員表格、提案紙可於學社聯會網站(www.icahkusu.hkusu.hku.hk)下載。

在周年會員大會及非常會員大會上，應提供或展示會議議程以供會眾於整個會員大會中參閱 。

在周年會員大會上，屬會須於會場派發上一屆周年會員大會及本屆舉行過的非常會員大會（如有）的會議紀錄、本年度的年度活動報告、本年度的年度財政報告、下年度的年度計劃及下年度的財政預算。

Materials needed for a General Meeting

The wooden gavel can be borrowed from the Union Office.

Quorum Sheet, Returning Officer Form and Motion Paper can be downloaded at the official website of ICA (www.icahkusu.hkusu.hku.hk).

In both AGM and EGM, the agenda of the Meeting shall be distributed or displayed throughout the Meeting for Members' reference.

In an AGM, an Independent Club needs to distribute the agenda of the current meeting, the minutes of the AGM of the previous session and EGM(s) of the current session (if any), current session's Annual Functional Report, current session's Annual Financial Report, next session's Year Plan and next session's Financial Budget.

會員大會期間

屬會會員的福利

根據學社聯會憲章，基本會員必定擁有會員大會上的發言權。其他類別的會員是否擁有該權利則視乎屬會憲章的說明。

根據學社聯會憲章，會員大會上的提名權、被提名權、投票權、動議權及和議權為專屬於基本會員的福利。

會員大會期間，大會主席可根據情況將發言權授予屬會的非會員。

1. 授予某特定人士

> 「對授予發言權給＿＿同學，有無任何異議？」（停下留意會眾）
> 「主席睇唔到，授予發言權。」(說完後敲會議木槌)

2. 授予全部會眾

> 「對授予發言權給所有會眾，有無任何異議？」（停下留意會眾）
> 「主席睇唔到，授予發言權。」(說完後敲會議木槌)

法定人數

只有屬會的基本會員才被計算在法定人數之內。（如果會員大會主席及榮譽秘書為基本會員，亦應被計算在內。）其餘種類的會員及法定監察員不應被計算在內。

屬會的會員大會的法定人數為其屬會基本會員總人數的百分之七或二十人，取其較大者。

會員大會主席必須確保在會議中的任何時間，會議人數等同或比法定人數高，否則須立即暫停會議，並等待會議人數足夠才繼續會議。

所有出席會議的屬會基本會員須於法定人數表格上填寫姓名和學生編號及簽名。

During a General Meeting

Privileges of Members of Independent Clubs

According to the Constitution of ICA, the right to speak in General Meetings must be available to Full Members of an Independent Club. Whether members of other types have the right to speak depends on the stipulation of the Constitution of the Independent Club.

According to the Constitution of ICA, the right to nominate and be nominated for an election for positions in the Executive Committee, right to vote and right to propose and second motions in General Meetings are rights exclusive to Full Members of an Independent Club.

During a General Meeting, a Council Chairperson can grant the speaking right to non-members.

1. To a specific person

> "Any comments on granting speaking right to Mr./Ms. _____?" (Observe the members afterwards)
> "No amendment or opposition is seen. Speaking right is granted." (Strike the wooden gavel afterwards)

2. To the floor

> "Any comments on granting speaking right to the floor?" (Observe the members afterwards)
> "No amendment or opposition is seen. Speaking right is granted." (Strike the wooden gavel afterwards)

Quorum

Only Full Members of an Independent Club shall be counted in the quorum of a General Meeting. (If the Chairperson or the Honorary Secretary of the General Meeting is a Full Member, he/she shall be counted.) Members of other types and the Returning Officer shall not be counted in the quorum.

For any General Meeting of an Independent Club, seven percent of or 20 Full Members of the Independent Club, whichever is more, shall form a quorum.

The Chairperson of a General Meeting shall ensure that the quorum is present at any time throughout the meeting. Otherwise he shall adjourn the meeting until the quorum is present.

All attending Full Members of an Independent Club shall write their names and UIDs and sign on the Quorum Sheet.

議事規則

除屬會憲章另有規定外，全部屬會都必須跟從香港大學學生會評議會議事規則進行會議。違反議事規則下所作出的任何決議均可能被視作無效。如屬會憲章與議事規則有任何相抵觸之處，應以屬會憲章為準。

議事規則(一) – 大會主席及榮譽秘書

除屬會憲章另有規定外，當會員大會開始時，會員大會主席及榮譽秘書應分別由屬會主席（或等同）及常務秘書（或等同）擔任。

如屬會的常務秘書（或等同）出缺，須通過相關議案委任會員大會榮譽秘書：

"To appoint YYY (UID: 2015234567) as the Honorary Secretary of the Annual General Meeting / n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2014-2015."

如於會員大會會議期間須轉換大會主席或榮譽秘書，須通過相關議案：

"To vacate XXX (the Meeting Chairperson) and elect YYY (UID: 2015234567) as the Chairperson of the Annual General Meeting / n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2015-2016."

"To vacate XXX (the Meeting Chairperson) and appoint YYY (UID: 2015234567) as the Honorary Secretary of the Annual General Meeting / n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2015-2016."

請參考議事規則(九)及(十)以閱讀如何以簡單多數票通過該議案的程序。

如須同時轉換大會主席及榮譽秘書，須分別通過兩個議案。

通過上述議案後，剛接任的大會主席應坐下並說：

> 「本人毛倩盈於下午 3 時 00 分接任主席一職。」(說完後敲會議木槌)

Standing Orders

Unless otherwise specified in the Constitution of the Independent Club, all Independent Clubs should conduct their General Meetings under the guidance of Union Council Standing Orders. Any infringement of the Standing Orders in General Meetings of Independent Clubs may render the resolutions carried under the infringements invalid. If there is any contradiction between the Constitution of the Independent Club and Union Council Standing Orders, the Constitution of the Independent Club should prevail.

Standing Orders (1) – Chairperson and Honorary Secretary

Unless otherwise specified in the Constitution of the Independent Club, when the Meeting commences, the Chairperson and Honorary Secretary of a General Meeting of an Independent Club shall be the Chairperson (or equivalent) and the General Secretary (or equivalent) of the Independent Club respectively.

If the General Secretary (or equivalent) of the Independent Club is vacant, the related motion shall be carried to appoint Honorary Secretary of a General Meeting:

"To appoint YYY (UID: 2015234567) as the Honorary Secretary of the Annual General Meeting / n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2014-2015."

If during a General Meeting, there is a need to change the Chairperson or Honorary Secretary of a General Meeting, the related motion shall be carried:

"To vacate XXX (the Meeting Chairperson) and elect YYY (UID: 2015234567) as the Chairperson of the Annual General Meeting / n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2015-2016."

"To vacate XXX (the Meeting Chairperson) and appoint YYY (UID: 2015234567) as the Honorary Secretary of the Annual General Meeting / n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2015-2016."

Please refer to the parts of Standing Orders (9) and (10) to look for procedures of resolving the motion by election with simple majority.

If there is a need to change both the Chairperson and Honorary Secretary, two separate motions shall be carried.

After the above motion is carried, the Chairperson who just assumed the position should sit down and say,

> "I, Mo Sin Ying, assume the position of Chairperson of the Meeting at 3 pm." (Strike the wooden gavel afterwards)

議事規則(二) – 會議開始

大會主席應在宣佈會議開始前，確定會議人數是否等同或超過法定人數。若於會議議程所設定的會議開始時間會議人數仍然不足，大會主席應宣佈大會延遲開始：

> 「由於法定人數不足，主席宣佈會議開始時間延遲十分鐘，即下午二時十分。」

若於超過會議議程所設定的會議開始時間三十分鐘，會議人數仍然不足的話，大會主席應宣佈大會流會。

> 「現在時間為下午二時三十分，法定時間已到。由於法定人數不足，主席宣佈2014-2015年度，香港大學學生會 XYZ 學會周年會員大會流會。」

大會主席應宣佈會議開始：

> （宣佈前敲會議木槌）「現時時間為下午二時正，主席宣佈 2014-2015 年度，香港大學學生會 XYZ 學會周年會員大會正式開始。」

議事規則(三) - 討論

所有會眾於首次發言時須自我介紹，形式不限。主要形式有二，一為「學院、學系、年級、名字」，例如「經濟及工商管理學院會計及財務系二年級黃良瀹」，二為「職位／往職、名字」，例如「2014-2015 年度香港大學學生會學社聯會會長蔡畢安」。

會眾於發言前應先舉手向大會主席示意。在大會主席叫名後，他／她才可發言。他／她應在發言開始時以「多謝主席」回應大會主席。

大會主席通常會邀請會眾作不同類別的發言，主要為新問題、續問及評論。續問必須與原議題相關，否則應被視作新問題。

Standing Orders (2) – Commencement of a General Meeting

The Chairperson shall ensure that the quorum is present before the Meeting commences. If at the time stipulated by the agenda of the Meeting the quorum is yet present, the Chairperson shall declare that the Meeting will be delayed,

> "Since the quorum is not present, the Chairperson declares that the commencing time of the meeting is postponed to 10 minutes later, which means 2:10 pm."

If the quorum is not present within 30 minutes at the commencing time of the meeting stipulated by the agenda of the meeting, the Chairperson shall declare the adjournment of a General Meeting without question put,

> "The time now is 2:30 pm. Since the quorum is not present within 30 minutes at the commencing time of the meeting, the Chairperson declares that the Annual General Meeting of XYZ Club, HKUSU, Session 2014-2015 is adjourned."

The Chairperson shall declare the commencement of a General Meeting,

> (Strike the wooden gavel beforehand) "The time now is 2 pm. The Chairperson declares that the Annual General Meeting of XYZ Club, HKUSU, Session 2014-2015 commences."

Standing Orders (3) - Discussions

Members shall introduce themselves when making their first speeches in a General Meeting. There are no restrictions to the format. There are two prevalent formats: the first one is "faculty, curriculum, year, name", such as "Faculty of Business and Economics, Business Administration in Accounting and Finance, year 2, Leung Wong Sir"; the second one is "position / past position, name", such as "President of ICA, HKUSU, Session 2014-2015, Tsoi Bug On".

A member shall signify his/her wish to speak by raising his/her hand. He/she shall speak only after the Chairperson calls his/her name. At the beginning of his/her speech, he/she shall start by the phrase "Thank you Chairperson" to address the Chairperson.

The Chairperson usually conducts the meeting by inviting the members to deliver speeches of different kinds, mainly new questions, follow-up questions and comments. A follow-up question should be relevant to the original new question, or else should be treated as a new question.

具體情況可參照以下的情景：

To be more concrete, the followings can be referred:

主席：新問題。

A (被叫名後發言)：多謝主席，我想問 B 同學…… *(問題)*

B (被叫名後發言)：多謝主席，…… *(答案)*

Chairperson: New question.

A (speak after being called): Thank you Chairperson, I would like to ask Mr B…… (*Question*)

B (speak after being called): Thank you Chairperson, …… (*Answer*)

主席：續問。

C (被叫名後發言)：多謝主席，我想再問 B 同學……*(問題)*

B (被叫名後發言)：多謝主席，……*(答案)*

主席：仲有冇其他續問？

（如台下沒有會眾舉手示意續問，大會主席可邀請會眾作出評論。）

Chairperson: Follow-up question.

C (speak after being called): Thank you Chairperson, I would like to ask Mr B…… (*Question*)

B (speak after being called): Thank you Chairperson, …… (*Answer*)

Chairperson: Any other follow-up questions?

(If no member raises their hands, the Chairperson shall proceed to the section of comments.)

主席：評論。

A (被叫名後發言)：多謝主席，…… *(評論)*

主席：仲有冇其他評論？

（如台下沒有會眾舉手示意評論，大會主席可邀請會眾問新問題。）

Chairperson: Comment.

A (speaks after being called): Thank you Chairperson, …… (*Comment*)

Chairperson: Any other comments?

(If no member raises their hands, the Chairperson shall proceed to a new question.)

有屬會會以「一個新問題、兩個續問、三個評論」的形式進行討論，限制一個原問題的續問和評論數量，但大會主席仍可酌情允許額外的續問及評論。

> 「是次會議將會以香港大學學生會評議會議事規則進行，討論形式為一個新問題、兩個續問、三個評論。」

Some Independent Clubs use a format of "One question, Two follow-up questions, Three comments" to conduct the discussion, so as to limit the numbers of follow-up questions and comments of one original question. However, the Chairperson can still grant extra follow-up questions and comments:

> "This meeting will be conducted in compliance with the Union Council Standing Orders. The format of the discussion should be 'one new question, two follow-up questions and three comments.'"

議事規則(四) – 諮詢大會

一個諮詢大會是一個供屬會的會員及非會員對屬會的現任幹事及/或候任內閣作出諮詢的大會。它與一個正式會員大會相似的地方在於，一個諮詢大會同樣在一位大會主席的協助下，根據議事規則進行討論。

然而，一個諮詢大會並無任何法律地位。因此，它無需法定監察員在場，亦不能進行任何議案表決及選舉。

屬會通常會在開始會員大會後，暫停該會員大會而開始諮詢大會，然後在完成所有對現任幹事及/或候任內閣的諮詢後，再繼續進行原本的會員大會，討論餘下的議程。

<u>由會員大會轉為諮詢大會</u>必須通過議案：

"To suspend the Annual/ n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2014-2015 and to restore it at ____ am/pm on _____."

<u>由諮詢大會轉為會員大會</u>不需通過任何議案。大會主席只需於早前暫停會員大會的議案所指定的時間宣佈續會。

但是如同會員大會開始時，大會主席在宣佈續會前必須確定有足夠會議人數。如會議人數足夠及法定監察員在場，大會主席應宣佈：

> （宣佈前敲會議木槌）「現在時間為 2015 年 2 月 1 日下午 10 時 30 分，主席宣佈會議繼續。」

如會議人數不足法定人數，請參考議事規則(二)閱讀如何延遲續會時間。

Standing Orders (4) - Campaign

A campaign is a meeting for members and non-members of an Independent Club to enquire of the Executive Committee and/or a proposed cabinet of an Independent Club. It is similar to a General Meeting since it conducts discussions under the Standing Orders, with the assistance of a Chairperson.

Nevertheless, a campaign has no legal status at all. As a result, it need not be monitored by a Returning Officer, cannot resolve any motions, and cannot hold any election.

After commencing the Annual General Meeting, an Independent Club usually suspends the General Meeting and commences a campaign. After the members finish enquiring of the Executive Committee and/or the proposed cabinet, the General Meeting will be resumed and remaining agenda will be discussed.

<u>To change a General Meeting to a Campaign</u>, a motion shall be carried:

<u>To change a Campaign to a General Meeting</u>, a motion is not needed. The Chairperson shall simply resume the General Meeting at the time designated in the motion, which was carried to suspend the General Meeting.

As before a General Meeting commences, before a General Meeting resumes, the Chairperson shall ensure that a quorum is present. If a quorum and a Returning Officer are present, the Chairperson shall declare:

> (Strike the wooden gavel beforehand) "The time now is 1/2/2015 10:30pm. The Chairperson declares that the meeting resumes."

If a quorum is not present, please refer to Standing Orders (2) for guidelines on how to delay the resuming time.

議事規則(五) – 提上議案

任何基本會員都可以動議及和議議案，一旦大會主席收到並開始讀出議案時，該議案就已正式被提上。

議案被提上後，直至議案被決議前，會眾（包括不被計算在法定人數之內的人士）不得進出會議場地。

大會主席收到議案後，應宣讀議案：

> 「主席於上／下午＿＿＿時＿＿＿分收到以下議案 "To …（*讀出整個議案*）"，動議人(Proposer)陳同學，和議人(Seconder)黃同學，動議人(Proposer)、和議人(Seconder)有無發言？」（停下留意動議人(Proposer)及和議人(Seconder)）「會眾對以上議案有無任何諮詢、討論、修改、反對？」（停下留意會眾）

當一條議案被提上，大會不能討論除該條議案以外的事項，直至該議案被表決或撤回。

議事規則(六) - 決議議案

議案的表決方法有兩種，一種是「沒有反對」方式，另一種是投票。

投票可以被細分為需要簡單多數票和需要三分之二多數票通過。而投票可以有兩種不同方式，一為明票，一為暗票。 在大部份情況下投票都是採用明票，有會眾要求或屬會憲章有規定時，才會採用暗票。

通常以「沒有反對」方式決議的議案為爭議性較少或用於處理程序的議案。

而以投票方式決議的議案，通常在憲章中亦會被指明必須由投票方式通過，如選舉。除了一些特別的議案需要以三分之二多數票通過外，其他議案均可以由簡單多數票通過。

Standing Orders (5) - Motion on table

Any Full Members can propose and second a motion. Once the Chairperson receives and reads a motion, the motion becomes a motion on table.

After a motion is proposed, until the motion is resolved, members, including those who are not counted in the quorum, are not allowed to get in or out of the meeting venue.

The Chairperson shall read the motion after receiving it:

> "The Chairperson receives the following motion at __:__ am/pm. The motion reads that "to … (*the whole motion*)". Proposer Mr. Chan, seconder Mr. Wong. Any speeches from the proposer and seconder?" (Take a look at the proposer and seconder afterwards) "Any enquiries, discussion, amendments or opposition to the motion from the members?" (Take a look at the members afterwards)

When a motion is on table, the Meeting must not discuss anything other than the motion until the motion is resolved or withdrawn.

Standing Orders (6) – Resolutions

A motion can be resolved by two methods. One is "no objection" while the other is voting.

Voting is further divided into simple majority and two-thirds majority, indicating the threshold of carrying the motion. There are two methods to carry out a voting, namely a show of hands or a secret ballot. At most times a show of hands is employed and a secret ballot is only employed if requested by any members or specified by the Constitution of the Independent Club .

Motions resolved by "no objection" are usually motions which are less controversial or more procedural.

Motions resolved by voting are usually motions which, by the stipulation of the Constitution(s), must be resolved by voting. With the exception of some special motions which need two-thirds majority to resolve, all other motions can be resolved by a simple majority.

以下議案必須以三分之二多數票通過：

- 撤回或推翻在以往會員大會上被通過的議案
- 修改在以往會員大會上被通過的文件，例如年度計劃及財政預算
- 擱置或修改學會憲章
- 通過信任或不信任動議
- 接受經選舉上任的幹事成員之辭職

請參閱附錄確認一些普遍議案的寫法和表決方式。

Motions which must be resolved by a two-thirds majority:

- To revoke or override resolutions carried in previous General Meetings
- To amend official documents which were received and adopted by a motion in any previous General Meeting e.g. Year Plan and Financial Budget
- To waive or amend the Constitution of the Independent Club
- To carry a vote of confidence or a vote of no-confidence
- To accept resignation of positions elected in elections

Please refer to the Appendix table to confirm the wordings and methods of resolutions of some common motions.

議事規則(七) - 以「不反對」形式決議議案

若沒有會員提出反對或修訂，大會主席應宣佈議案通過：

> 「主席睇唔到，議案獲得通過。」（說完後敲會議木槌）

相反，若有會眾提出反對，會眾可發言要求以投票方式進行表決，或大會主席可自行決定因有會眾提出反對所以進行投票表決。

> 「由於有會眾提出反對，而家會進行簡單多數／三分之二多數投票黎表決呢條議案。」

請參考議事規則(八)、(九)及(十)以閱讀投票的程序。

Standing Orders (7) - Resolutions by "no objection"

If no amendment or opposition is raised by a member, the Chairperson shall declare the motion carried:

> "No amendment or opposition is seen. Motion carried." (Strike the wooden gavel afterwards)

On the other hand, if any opposition is raised, any members can request for a resolution by voting, or the Chairperson can decide that, since opposition is raised, the motion should be resolved by voting.

> "Since opposition is raised, a simple majority / two-thirds majority voting will now be conducted to resolve the motion on table."

Please refer to Standing Orders (8), (9) and (10) for guidelines on resolutions by voting.

議事規則(八) - 以投票形式決議議案
－簡單多數及三分之二多數

當大會主席讀完一條議案後，他／她根據憲章或慣例而認為該議案需要投票表決，則可自行決定進行投票。

請參考議事規則(九)及(十)部份以閱讀關於明票或暗票的程序。

一條議案如要以**簡單多數票**通過，票數必須符合以下條件：
1. 「贊成票」票數多於「反對票」票數
2. 「贊成票」票數與「反對票」票數的總和多於「棄權票」票數

例子一：
總票數: 20;　贊成票: 6;　反對票: 11;
棄權票:3 → 議案被否決（不符合條件1）

例子二：
總票數: 20;　贊成票: 6;　反對票: 2;
棄權票: 12 → 議案被否決（不符合條件 2）

例子三：
總票數: 20;　贊成票: 6;　反對票: 6;
棄權票:8 → 議案被否決（不符合條件1）

例子四：
總票數: 20;　贊成票: 6;　反對票: 4;
棄權票: 10 → 議案被否決（不符合條件 2）

一條議案如要以**三分之二多數票**通過，票數必須符合以下條件：
1. 「贊成票」票數佔總票數至少三分之二。

例子一：
總票數: 20;　贊成票: 13;　反對票: 0;
棄權票:7 → 議案被否決

例子二：
總票數: 20;　贊成票: 14;　反對票: 6;
棄權票:0 → 議案被通過

Standing Orders (8) - Resolutions by voting
－ Simple majority and two-thirds majority

When the Chairperson, after reading a motion, considers that according to the Constitution(s) or past practice, the motion needs to be resolved by voting, he/she can declare that it is to be resolved by voting.

Please refer to the parts of Standing Orders (9) and (10) to look for procedures of a show of hands or a secret ballot.

A motion shall only be declared carried with **simple majority** if the following two criteria are fulfilled:
1. The number of votes cast FOR a motion exceeds the number of votes cast AGAINST the said motion.
2. The AGGREGATE number of the votes FOR and AGAINST the said motion exceeds the number of ABSTAIN votes.

Example 1:
total vote: 20;　for: 6;　against: 11;
abstain: 3 → Motion defeated (Criterion 1 not fulfilled)

Example 2:
total vote: 20;　for: 6;　against: 2;
abstain: 12 → Motion defeated (Criterion 2 not fulfilled)

Example 3:
total vote: 20;　for: 6;　against: 6;
abstain: 8 → Motion defeated (Criterion 1 not fulfilled)

Example 4:
total vote: 20;　for: 6;　against: 4;
abstain: 10 → Motion defeated (Criterion 2 not fulfilled)

A motion shall only be declared carried with **two-thirds majority** if the following criterion is fulfilled:
1. The number of votes cast FOR a motion is at least two-thirds of the total number of votes.

Example 1:
total vote: 20;　for: 13;　against: 0;
abstain: 7 → Motion defeated

Example 2:
total vote: 20;　for: 14;　against: 6;
abstain: 0 → Motion carried

議事規則(九) - 以投票形式決議議案
– 明票

1. 大會主席應說：

> 「根據主席理解，議案需要以簡單多數／三分之二多數投明票形式通過，請有票的會眾舉手。」

2. 大會主席可以自行點算總票數，或請會眾以報數的方式得出總票數：

> 「總票數___票。」

3. 當得出總票數後，大會主席應說：

> 「贊成嘅會眾舉手。」

4. 得出贊成票數後，大會主席應公佈其數目：

> 「贊成票___票。」

5. 大會主席應重覆步驟 3 及 4 以計算反對票及棄權票的數量。

6. 大會主席應宣佈總票數是否與贊成、反對及棄權票的總數一致。

> 「總票數___票，贊成票___票，反對票___票，棄權票___票。」

如票數吻合，大會主席應宣佈：

> 「票數吻合，議案獲得通過／不獲通過。」（說完後敲會議木槌）

如票數不吻合，大會主席應宣佈：

> 「票數不吻合，而家重新進行投票。」

然後重新進行整個以明票形式決議的投票程序，直至票數吻合。

Standing Orders (9) - Resolutions by voting - A show of hands

1. The Chairperson shall say:

> "As the Chairperson understands, the motion needs to be resolved by simple/ two-thirds majority voting method by a show of hands. Any members with voting rights please raise your hands."

2. The Chairperson can count the number of hands, or ask members to work out the total number of votes by counting numbers:

> "The total number of votes is ___."

3. After declaring the total number of votes, the Chairperson shall say:

> For those who vote FOR the motion, please raise your hands."

4. After counting the number of votes cast FOR the motion, the Chairperson shall declare the number:

> "The number of votes cast FOR the motion is ___."

5. Processes 3 and 4 shall be repeated for votes cast AGAINST the motion and ABSTAIN votes.

6. The Chairperson shall declare whether the total number of votes is equivalent with the sum of FOR, AGAINST and ABSTAIN votes.

> "The total number of votes is ___. The number of votes cast FOR the motion is ___. The number of votes cast AGAINST the motion is ___. The number of ABSTAIN votes to the motion is ___."

If the number of votes does match, he/she shall declare:

> "The number of votes is matched. Motion carried / defeated." (Strike the wooden gavel afterwards.)

If the number of votes does not match, he/she shall declare:

> "The number of votes is not matched. Voting needs to be carried out again."

and then repeat the whole voting process by a show of hand until the number of votes matches.

議事規則(十) – 以投票形式決議議案 –暗票

1. 大會主席應說：

> 「根據主席理解，議案需要以簡單多數／三分之二多數投暗票形式通過，請有票嘅會眾舉手。」

2. 大會主席可以自行點算總票數，或請會眾以報數的方式得出總票數：

> 「總票數___票。」

3. 然後大會主席應派發蓋上屬會印章的選票予有票的會眾，向會眾說明填寫選票的方法，例如：「✔表示贊成，✖表示反對，留白表示棄權，填寫其他符號會被作廢」，並允許時間讓他們填寫選票。

4. 大會主席應收集所有選票，然後逐一唱票－「贊成/反對/棄權/廢票」。唱票時，大會主席應向會眾展示選票，讓會員確認選票內容。

5. 唱完所有票後，大會主席應宣佈每一種票的票數：

> 「贊成票／反對票／棄權票／廢票_票」

6. 大會主席應宣佈總票數是否與贊成、反對、棄權及廢票的總數量一致。

> 「總票數___票，贊成票___票，反對票___票，棄權票___票，廢票___票。」

如票數吻合，大會主席應宣佈：

> 「票數吻合，議案獲得通過／不獲通過。」（說完後敲會議木槌）

如票數不吻合，大會主席應宣佈：

> 「票數不吻合，而家重新進行投票。」

然後重新進行整個以暗票形式決議的投票程序，直至票數吻合。

Standing Orders (10) - Resolutions by voting – A secret ballot

1. The Chairperson shall say:

> "As the Chairperson understands, the motion needs to be resolved by simple/ two-thirds majority voting method by a secret ballot. Any members with voting rights please raise your hands."

2. The Chairperson can count the number of hands, or ask members to work out the total number of votes by counting numbers:

> "The total number of votes is ___."

3. The Chairperson shall distribute ballot papers with the official chop of the Independent Club to members with voting rights. He/she shall instruct such members with voting rights how to fill in the ballot papers, such as, " ✔ means FOR; ✖ means AGAINST; leaving it blank means ABSTAIN; filling in other symbols will be regarded as invalid". He/she then shall allow them with time to fill in the ballot papers.

4. The Chairperson shall collect all filled ballot papers and read out the papers one by one -"FOR/AGAINST/ABSTAIN/ INVALID". When reading a ballot paper, the Chairperson shall show the Meeting the ballot paper so that the members can confirm the vote.

5. After reading out every ballot sheet, the Chairperson shall declare the numbers of each type of votes:

> "The number of [votes cast FOR the motion] / [votes cast AGAINST the motion] / [ABSTAIN votes to the motion] / [INVALID votes] is ___."

6. The Chairperson shall declare whether the total number of votes is equivalent with the sum of FOR, AGAINST, ABSTAIN and INVALID votes.

> "The total number of votes is ___. The number of votes cast FOR the motion is ___. The number of votes cast AGAINST the motion is ___. The number of ABSTAIN votes to the motion is ___. The number of INVALID votes is ___."

If the number of votes does match, he/she shall declare:

> "The number of votes is matched. Motion carried / defeated." (Strike the wooden gavel afterwards.)

If the number of votes does not match, he/she shall declare:

> "The number of votes is not matched. Voting needs to be carried out again."

and then repeat the whole voting process by a secret ballot until the number of votes matches.

議事規則(十一) – 幹事選舉

屬會收到的選舉提名表格必須帶到會場。

選舉前必須再次確保會議有足夠的法定人數。

屬會應根據屬會憲章決定投明票或暗票。如屬會憲章沒有規定，大會可自行決定。

每一個議案只可選單一幹事席位。如同一候選幹事兼任兩個或以上職位，每一幹事職位必須獨立表決。

大會主席及榮譽秘書均不能投票。

請參考附錄閱讀投選幹事成員的議案的寫法。請參考議事規則(八)、(九)和(十)以閱讀投票的程序。

若候選幹事的數目少於或等於幹事會職位的空缺數目，在場有票會眾該對每名候選幹事投下贊成、反對或棄權票。若選舉議案獲簡單多數票通過，該名候選幹事即屬當選。

若候選幹事的數目多於幹事會職位的空缺數目，則在場的有票會眾該對每名候選幹事投下贊成、反對或棄權票，惟每名有票會眾所投下的贊成票數目不可超過職位的空缺數目。按每名候選幹事所得的贊成票數目的降冪排序，由第一名起，符合以下條件者將依次當選，直至所有空缺被填補或已無符合條件之候選人：
i. 該候選幹事所得的贊成票數目多於反對票數目；且
ii. 該候選幹事所得的贊成和反對票總數多於棄權票數目。

若出現同票情況而未得出選舉結果，該等候選幹事須進入下一輪選舉競逐剩餘空缺。在這輪選舉中，每名有票會眾須於選票上列出對每名候選幹事的意願排序。按每名候選幹事所得的第一意願數目之降冪排序，排名最後之候選幹事即被淘汰，其得票將按選票上的第二意願分配予其餘候選幹事，如此類推，直至填滿所有空缺。

Standing Orders (11) – Election of the Executive Committee

Nomination forms received by the Independent Club must be brought to the General Meeting.

Quorum must be ensured to be present before the election.

An Independent Club shall confirm whether its Constitution dictates the use of a show of hands or a secret ballot. If there is no such provision, the Meeting shall decide on this matter.

Each seat of Executive Committee shall be elected by separate motions. Even if the same Executive Committee member is nominated for more than one position, each position of Executive Committee shall be elected separately.

The Chairperson and the Honorary Secretary of the General Meeting cannot vote.

Please refer to the Appendix table for guidelines on how to write motions to elect positions in the Executive Committee. Please refer to Standing Orders (8), (9) and (10) for guidelines on resolutions by voting.

When the number of candidate is less than or equal to the number of vacancy of a post of the executive committee, the present voting members shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes is cast for the candidate.

When the number of candidates is more than the number of available seats of a post, the present voting members shall vote for or against every candidate, or abstain from voting that candidate. The number of candidates for whom a present voting member votes must not exceed the number of available seats of that position. The candidates shall be arranged in descending order according to the number of affirmative votes they have secured. From the top of the list, a number of candidates equal to or less than the number of vacancies shall be declared elected provided that:
i. the candidate has secured a number of votes for him/her greater than the number of votes against him/her; and
ii. the candidate has secured the aggregate number of the votes for and against exceeding the number of abstain votes.

In case any candidates have secured the same number of affirmative votes such that the election result is inconclusive, an election shall be held for such candidates to compete for the remaining vacancy/vacancies. In such an election, each present voting member of shall indicate on a ballot sheet his/her order of preferences for all candidates. The candidates shall be arranged in descending order according to the first preference. The candidate in the bottom of the list shall be declared lost, and his/her votes shall be distributed among the remainders according to the second preference indicated on the ballot sheets. This process shall be continued until one candidate has a clear majority and he/she is declared elected.

議事規則(十二) – 休會或會議結束

大會主席宣佈休會：

> 「主席宣佈休會 5 分鐘，請會眾於下午 8 時 20 分返回會議場地。」

休會後大會主席宣佈會議繼續：

> （宣佈前敲會議木槌）「現在時間為 2015 年 2 月 1 日下午 10 時 30 分，主席宣佈會議繼續。」

大會主席宣佈會議結束：

> 「主席宣佈，香港大學學生會 XYZ 學會 2014 至 2015 年度周年／非常會員大會正式結束。」（說完後敲會議木槌）

Standing Orders (12) - Adjournment or Termination of a General Meeting

To adjourn the General Meeting, the Chairperson shall declare:

> "The Chairperson declares that the meeting will be adjourned for 5 minutes. All members of the meeting please return to this meeting venue at 8:20pm."

To resume the General Meeting after adjournment, the Chairperson shall declare:

> (Strike the wooden gavel beforehand) "The time now is 1/2/2015 10:30pm. The Chairperson declares that the meeting resumes."

To terminate the General Meeting, the Chairperson shall declare:

> "The Chairperson declares that the Annual/ n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2014-2015 officially terminates now." (Strike the wooden gavel afterwards.)

議事規則(十三) – Order

在以下任何一種情況下會眾均可使用 "Order"：
– 講者說話內容偏離議案的討論範圍
– 講者使用不符合議會慣例的語言
– 講者違反法規或議事規則

當有會眾叫 Order，大會主席應問：

> 「__同學因何事 "Order"？」

如果大會主席欲指出以上任何一種情況出現，他／她可直接指出，而不用叫 "Order"。

除了投票時， "Order"能在整個會議期間使用。

當有會眾使用 "Order"時，直至大會主席訟裁完畢，會眾方可發言或進行討論。

Standing Orders (13) – Order

Members can shout "Order" under any one of the following situations:
- The speaker is travelling outside the scope of the motion under discussion;
- The speaker is using unparliamentary language;
- The speaker is infringing a statutory rule or a Standing Order.

When a member shouts "Order", the Chairperson shall ask:

> "Mr. ___, please state your point of order."

If the Chairperson has a point of order, he/she can state the point of order without shouting "Order".

A point of Order may be heard at all times, except during the act of voting.

No speech or debate is permitted on a point of Order and no other members shall speak until the Chairperson has given his ruling.

議事規則(十四) – 特別情況

如有會眾（包括不被計算在法定人數之內的人士）於議案被提上後嘗試進出會議場地：

> 「主席提醒議案被提上後，直至議案被決議前，會眾（包括不被計算在法定人數之內的人士）不得進出會議場地。」

如有會眾被大會主席叫名前擅自發言：

> 「主席提醒會眾喺主席叫名後方可發言。」

如有會眾於發言前沒有尊稱大會主席：

> 「主席提醒會眾於發言前尊稱大會主席。」

如果現場太嘈吵：

> （敲會議木槌三次）「主席提醒其他會眾保持肅靜。」

如果未收到將要通過的議案：

> 「主席希望收到相關議案。」

Standing Orders(14) – Special Conditions

If any members, including those that are not counted in the quorum, attempt to get in or out of the Meeting venue when a motion is on table:

> "The Chairperson reminds that once a motion is proposed, any members, including those that are not counted in the quorum, are not allowed to get in and out of the meeting venue until the resolution of the motion is reached."

If any members speak before being called by the Chairperson of the Meeting:

> "The Chairperson reminds that members can only speak after being called by the Chairperson."

If members do not address the Chairperson of the meeting before speaking:

> "The Chairperson reminds that members must address the Chairperson of the meeting before speaking."

If the Meeting venue is too noisy:

> (Strike the wooden gavel thrice) "The Chairperson reminds that members other than those who speak should keep silent."

If the motion to be resolved has not been received:

> "The Chairperson hopes to receive the related motion."

會員大會後的工作

周年會員大會後

屬會須於周年會員大會結束後 168 小時（7 天）內向所有基本會員、學社聯會幹事會及學社聯會評議會主席公佈選舉或出缺結果。呈交學社聯會幹事會及學社聯會評議會主席的選舉結果須包括新任幹事之姓名、大學編號（UID）、聯絡電話號碼及電郵地址。

屬會須於會議結束後 336 小時（14 天）內將相關文件交予學社聯會評議會榮譽秘書。請於後頁確認需要遞交的文件的清單。

屬會應盡快將轉莊紙交予學生會辦事處、CEDARS 辦事處，以及各文娛中心。

屬會須於下一次學社聯會評議會會議前以書面形式把該屬會於學社聯會評議會新任代表的任命通知學社聯會評議會。

非常會員大會後

屬會須於非常會員大會結束後 168 小時（7 天）向所有基本會員、學社聯會幹事會及學社聯會評議會主席公佈任何補選、請辭或空缺結果。呈交學社聯會幹事會及學社聯會評議會主席的選舉結果須包括新任或已離職幹事之姓名、大學編號（UID）、聯絡電話號碼及電郵地址。

屬會須於會議結束後 336 小時（14 天）內將相關文件交予學社聯會評議會榮譽秘書。請於後頁確認需要遞交的文件的清單。

屬會須於下一次學社聯會評議會會議前以書面形式把該屬會於學社聯會評議會新任代表的任命通知學社聯會評議會。

Work after a General Meeting

After an Annual General Meeting

An Independent Club must inform all its Full Members, ICA Ex-co and the ICA Council Chairperson of the election results and any vacancy within 168 hours (7 days) after an AGM. The results submitted to the ICA Ex-co and ICA Council Chairperson shall include the name, university number (UID), corresponding telephone number and email address of each elected executive committee member.

An Independent Club shall submit relevant documents to the ICA Council Honorary Secretary within 336 hours (14 days) after the termination of an AGM. Please refer to subsequent pages for the list of required documents.

An Independent Club shall submit the Registration Form for Sub-Organizations to the Union Office, the CEDARS Office and all Amenities Centres as soon as possible.

The ICA Council shall be informed before the commencement of the subsequent Council Meeting of any change of the representative of the Independent Club in ICA Council by a written notice.

After an Extraordinary General Meeting

An Independent Club must inform all its Full Members, ICA Ex-co and the ICA Council Chairperson of results of any by-election, resignation or vacancy within 168 hours (7 days) after an EGM. The results submitted to the ICA Ex-co and ICA Council Chairperson shall include the name, university number (UID), corresponding telephone number and email address of each elected executive committee member.

An Independent Club shall submit relevant documents to the ICA Council Honorary Secretary within 336 hours (14 days) after the termination of an EGM. Please refer to subsequent pages for the list of required documents.

The ICA Council shall be informed before the commencement of the subsequent Council Meeting of any change of the representative of the Independent Club in ICA Council by a written notice.

需要交予評議會榮譽秘書的文件
Documents which need to be submitted to the ICA Council Honorary Secretary

- 屬會須將要遞交的文件的**軟本**獨立成檔，不可將兩個或以上的文件合併，並以 PDF 格式提交（除非另有說明）。
  The **softcopies** of the following documents should be handed in SEPARATELY in PDF format (unless otherwise specified) without combining any two or more of them into one file.
- 屬會須將要遞交的文件的**硬本**獨立釘裝，不可將兩個或以上的文件釘裝在一起。
  The **hardcopies** of the following documents should be handed in SEPARATELY without stapling any two or more of them together.
- 除以 * 號註明者外，屬會須於會員大會結束後的 336 小時（14 天）內將所有文件交予評議會榮譽秘書。
  Unless marked with an asterisk (*), all documents shall be submitted to the ICA Council Honorary Secretary within 336 hours (14 days) after the end of the General Meeting.
- 以 * 號註明者，屬會須於學社聯會評議會來屆第一次評議會會議開始前將該文件及其附件（如有）交予評議會榮譽秘書。
  For documents marked with an asterisk (*), the document and its attachment(s) (if any) shall be submitted to the ICA Council Honorary Secretary before the commencement of the First ICA Council Meeting of the following session.

周年／非常會員大會
Annual / Extraordinary General Meeting

	硬本 Hardcopy	軟本 Softcopy
會議議程 （已通過） Agenda (Adopted)		✓
會議紀錄 Minutes		✓
已修改的憲章 （已通過） （DOC 及 PDF 格式） （如有在會員大會上修改） Amended Constitution (Adopted) (DOC and PDF formats) (If amended in the General Meeting)		✓

周年會員大會
Annual General Meeting

	硬本 Hardcopy	軟本 Softcopy
上屆周年會員大會以及本屆曾舉辦過的非常會員大會（如有）的會議紀錄 （已通過） Minutes of the previous AGM and EGM(s) of this session (if any) (Adopted)		✓
年度活動報告 （已通過）* Annual Functional Report (Adopted)*	✓	✓
年度財政報告 （已通過） （XLS 格式）* （須附上以下文件：贊助列表、設備列表、儲備列表和現金及銀行存款證明） Annual Financial Report (Adopted) (XLS format)* (The followings must be attached: Sponsorship list, Equipment List, Stock list and Cash & Bank Balance)	✓	✓

	硬本 Hardcopy	軟本 Softcopy
年度計劃（已通過）* Year Plan (Adopted) *	✓	✓
財政預算（已通過）（XLS 格式）* Financial Budget (Adopted) (XLS format) *	✓	✓
銀行戶口結單（上年二月一日至今年一月三十一日）* Bank Statements (February 1 of the previous year to January 31 of the current year) *	✓	✓
屬會收到的選舉提名紙 Nomination Forms received	✓	✓
新任屬會幹事的聯絡資料（XLS 及 PDF 格式） （須包括以下資料：幹事職位、中文姓名、英文姓名、就讀課程、年級、電郵地址、聯絡電話和學生編號） Contact List of Newly Elected Ex-co (DOC and PDF formats) (The followings must be included: Position, Chinese name, English name, Curriculum, Year, Email address and University number)		✓
轉莊紙副本 Copy of Registration Form for Sub-Organizations	✓	✓
會員名單 Membership List		✓
會員表格（已填寫） Membership Forms (Completed)	✓	

非常會員大會
Extraordinary General Meeting

	硬本 Hardcopy	軟本 Softcopy
修改過的年度計劃（已通過）（如有） Amended Year Plan (Adopted) (If any)	✓	✓
修改過的財政預算（已通過）（如有） Amended Financial Budget (Adopted) (If any)	✓	✓

周年會員大會的程序摘要
Summary of the schedule of an Annual General Meeting

周年會員大會前 Before AGM	聯絡學社聯會評議會主席以委任法定監察員 Contact the ICA Council Chairperson for the appointment of a Returning Officer
周年會員大會開始前至少 168 小時（7 天） At least 168 hours (7 days) before the AGM	寄出周年會員大會的書面通知* Send a written notice of the AGM*
	寄出選舉提名期的書面通知* Send a written notice of the nomination period* <table><tr><td>選舉提名期的開始 Commencement of the period of nomination for election</td><td>周年會員大會開始前至少 168 小時（7 天） At least 168 hours (7 days) before the AGM</td></tr><tr><td>選舉提名期的結束 Termination of the period of nomination for election</td><td>周年會員大會開始前 72 小時（3 天） Exactly 72 hours (3 days) before the AGM</td></tr></table>
選舉提名期結束後的 24 小時內 Within 24 hours after the termination of the nomination period	寄出選舉提名名單* Send a list of nominees*
周年會員大會後 After the AGM	168 小時（7 天）內寄出選舉結果的書面通知* Send a written notice of election results within 168 hours (7 days)*
	於下一次學社聯會評議會會議前把該屬會於學社聯會評議會新任代表的任命通知學社聯會評議會榮譽秘書 Inform the ICA Council Honorary Secretary of any change of the representative of the Independent Club in ICA Council before the subsequent ICA Council Meeting
	盡快將轉莊紙交予學生會辦事處、CEDARS 辦事處，以及各文娛中心 Submit the Registration Form for Sub-Organizations to the Union Office, the CEDARS Office and all Amenities Centres as soon as possible
周年會員大會結束後的 336 小時（14 天）內或學社聯會評議會來屆第一次評議會會議開始前 Within 336 hours (14 days) after the termination of the AGM or before the commencement of the First ICA Council Meeting of the following session	將相關文件交予學社聯會評議會榮譽秘書 Submit relevant documents to the ICA Council Honorary Secretary

* 受眾包括屬會的基本會員、學社聯會幹事會以及學社聯會評議會主席。

* The recipients shall include Full Members of the Independent Club, ICA Ex-co and ICA Council Chairperson.

附錄
Appendix

"To elect Lam Chun Fai (UID: 2014123456) as the Chairperson of the Annual / n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2014-2015."	Simple majority
"To appoint Hong Wai Shan (UID: 2014123456) as the Honorary Secretary of the Annual/ n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2014-2015."	No objection
"To receive and adopt the agenda of the Annual / n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2015- 2016."	No objection
"To receive and adopt the minutes of the Annual/ n-th Extraordinary General Meeting of XYZ Club, HKUSU, Session 2014-2015."	No objection
"To receive and adopt the Annual Functional Report / Annual Financial Report of XYZ Club, HKUSU, Session 2014-2015."	No objection
"To elect Chow Yu Yeung (UID: 2014123456) to be the Chairperson (or any Post Titles) of XYZ Club, HKUSU, Session 2014-2015."	Simple majority
To receive and adopt the Year Plan / Financial Budget of XYZ Club, HKUSU, Session 2015-2016.	No objection
"To authorize Ng Hoi Yiu (UID: 2015123456) (HKID: Y123456(7)) and Law Lai Ping Theresa (UID: 2015987654) (HKID: X987654(3)) to replace Tsoi Bug On (UID: 2014123456) (HKID: X123456(7)) and Wong Leung Sir (UID: 2014987654) (HKID: Y987654(3)) to be in charge of the official bank account (001-234567890-001) of XYZ Club, HKUSU jointly with effect from 01/03/2015."	No objection
"To appoint Lau Yiu Chung (UID: 2014123456) to be the Acting Publications and Publicity Secretary (or any Post Titles) of XYZ Club, HKUSU, Session 2014-2015."	No objection
"To appoint Lam Hei Yeung (UID: 2014123456) to be the Representative of XYZ Club, HKUSU in the Independent Clubs Association Council, HKUSU.	No objection
"To cast a vote of thanks to Yeung Yat Yee Melody (UID: 2014123456) for his outstanding performance as the Chairperson of XYZ Club, HKUSU, Session 2014-2015."	No objection
"To regret Chan Tai Man (UID: 2014123456) for his irresponsibility as the Chairperson of XYZ Club, HKUSU, Session 2014-2015."	No objection
"To cast a vote of confidence to Leong Chun Wing Martin (UID: 2014123456) for holding office until the end of Session 2015-2016 of XYZ Club, HKUSU."	Two-thirds majority
"To cast a vote of no-confidence against Chan Tai Man (UID: 2014123456) for infringement of the Constitution / negligence of duties / unbecoming conduct and terminate his/her office as the ICA Council Honorary Secretary."	Two-thirds majority
"To receive and adopt the amended Year Plan / Financial Budget of XYZ Club, HKUSU, Session 2015-2016."	Two-thirds majority
"To receive and adopt the amended Constitution of XYZ Club, HKUSU."	Two-thirds majority