

# **THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY**

## **RULES OF THE CONVOCATION**

### **GENERAL MEETINGS**

1. These Rules shall apply to all general meetings of the Convocation, unless otherwise stated. Capitalized terms which are not otherwise defined in these Rules shall follow the meanings assigned to them in the Constitution.
2. An Annual General Meeting of the Convocation shall be convened by the Standing Committee every calendar year between January 1<sup>st</sup> and March 31<sup>st</sup>. All other general meetings of the Convocation shall be called extraordinary general meetings.

### **NOTICE**

3. Notice of an Annual or an Extraordinary General Meeting shall be issued by the Secretary at least 4 weeks (i.e. 28 days) before the date of meeting. The notice specifying the place, the day and the hour of meeting and the business (including special business) to be conducted at the meeting shall be stated.
4. Unless otherwise determined by the Standing Committee, a notice of general meeting of Convocation shall also be posted on the webpage of the Convocation and/or by other means considered appropriate by the Standing Committee.

### **PROCEEDINGS AT GENERAL MEETINGS**

5. Each member of the Convocation attending a general meeting shall be required to sign on the attendance record provided at the entrance of the meeting venue, which shall be sent to the Secretary for verification of their membership status.

6. Only those Convocation members whose status has been verified and who have entered the meeting venue within half an hour after the scheduled time of the meeting shall be entitled to vote at the meeting. The determination of the Secretary of eligibility to vote shall be final and conclusive.
7. Convocation members who have not registered their attendance within half an hour after the scheduled time of the meeting shall be allowed to attend the meeting as observers, but shall not be entitled to vote.
8. The Chairman, or in his absence the Vice-Chairman, shall preside at all general meetings of the Convocation. When both the Chairman and Vice-Chairman are absent, the Standing Committee shall elect from among its members a person to preside at the general meeting of the Convocation.
9. The quorum for a general meeting shall be 30 members of the Convocation with voting rights present in person at the time the meeting proceeds to business. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
10. If a quorum is not present within half an hour from the time scheduled for a general meeting, the chairman of the meeting shall postpone the meeting until further notice or to a specified date and time specified by the chairman. It shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at an adjourned meeting but only business left unfinished from the originally adjourned meeting may be transacted at the reconvened meeting.
11. If a quorum is not present at an adjourned meeting within half an hour from the time scheduled for the meeting, the members with voting rights present at such reconvened meeting shall constitute a quorum.
12. An Annual General Meeting shall normally be conducted in the following order:
  - a) Confirmation of the minutes of the last meeting;
  - b) Statements and report by the Chairman;
  - c) Delivery of the report of the Standing Committee and reports (if any) of any sub-committees;
  - d) Questions on the reports of the Chairman and the Standing Committee and its sub-committees (if any);
  - e) Matters referred to the Convocation by the Council for discussion;
  - f) Any special business of which due notice has been given; and

- g) Any business which the Chairman considers urgent and directs to be transacted without notice thereof being given.
  - h) Elections, if necessary
13. The chairman of the meeting shall determine the order of speaking and questions by members and may set limits on speaking time or other criteria for speaking which shall be complied with by members present.
14. The final resolution of items for discussion and decision shall be announced by the chairman of the meeting.

### **VOTES**

15. All votes other than electronic votes (if allowed) shall be made in person.
16. Subject to Section 39 of the Constitution, a decision of Convocation made at a general meeting shall be passed by a simple majority vote in favour. Voting on matters other than election of members of the Standing Committee (which shall be by secret ballot including electronic voting if applicable) may be conducted in one of the following manners as determined by the Chairman:-
- a) Oral consent or negation at the general meeting at which the vote is taken;
  - b) Show of hands at the general meeting at which the vote is taken;
  - c) Secret ballot at the general meeting at which the vote is taken; or
  - d) electronic voting prior to the general meeting, together with one of a) to c) above for members present and voting at the general meeting.
17. In addition to his/her basic vote as a member of the Convocation, in case of an equality of votes, other than in relation to the election of members of the Standing Committee, the chairman of the meeting shall have a second and casting vote.

### **ELECTION BY CONVOCATION**

18. All elections shall be conducted in accordance with these Rules.

19. Where the number of eligible candidates duly nominated for election to membership of the Standing Committee is equal to or less than the number of vacancies to be contested at the election, no voting shall be necessary. The candidates so nominated shall then be deemed to be elected automatically.
20. Election of members of the Standing Committee (including the election of the Chairman and Vice Chairman by the members of the Standing Committee) shall be conducted by secret ballot and, if so decided by the Standing Committee, by electronic voting.
21. It is the member's responsibility to check the validity of his/her voting account.
22. All newly elected members of the Standing Committee, who fill a vacancy arising from expiry of the term of office of his/her retiring predecessor shall take up his/her office on the 1<sup>st</sup> of April next following the general meeting at which that member was elected. All newly elected members of the Standing Committee who are elected at a by-election to fill a vacancy arising otherwise than through expiry of a term of office shall take up his/her office on the day immediately following such by-election.

#### **RETURNING OFFICER**

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

#### **NOMINATION OF CANDIDATES**

24. All candidates for election as elected members of the Standing Committee shall be nominated in writing by at least ten members of the Convocation who are entitled to vote.
25. Eligibility of candidacy for elected members in the Standing Committee is as prescribed by the Constitution.
26. Unless otherwise determined by the Standing Committee, notice of any general meeting which includes election for vacant positions for which open nominations are invited shall be posted on the webpage of the Convocation at least six weeks (i.e. 42 days) before the

meeting date. The deadline for receiving nominations shall be three weeks (21 days) before the meeting date.

27. All nominations shall be sent to the Secretary. The nomination shall be accompanied by a signed statement by the candidate that he/she is willing to stand.
28. At each election, a member of the Convocation may only nominate such number of persons as shall be less than or equal to the number of positions on the Standing Committee the subject of the election, otherwise all nominations by that member shall be invalid.
29. The lists of all eligible candidates for election to the Standing Committee, and nominators of each candidate, shall be posted on the webpage of the Convocation when the deadline for receiving nominations has passed.
30. The lists of candidates shall be validated by the Returning Officer. Should there be any dispute to the eligibility of any candidate, it shall be resolved by the Standing Committee in the absence of the candidate(s) in question.

### **VOTE FOR ELECTION**

31. The Standing Committee may allow voting by eligible members by way of electronic voting prior to any general meeting which includes election for vacant positions in addition to voting in person at the general meeting. If so, such option shall be notified to members contemporaneously with the issue of the notice for such meeting together with the date which is the deadline for electronic votes to be received in order to be valid. All electronic votes received after such date shall be automatically invalid.
32. A member who has voted electronically shall not be entitled to vote again in person at the election meeting and is not entitled to a ballot paper.
33. Each member entitled and eligible to vote (and who has not voted electronically within the deadline for electronic votes to be received) who is present at the election personally and wishes to vote shall be given one ballot paper containing a list of the names of the candidates. Each member shall place a tick against the name or names of the candidate or candidates for whom he wishes to vote, the number of such ticks in the case of a multi-seat

election not to exceed the number of vacant seats otherwise such ballot paper shall be considered spoilt and no votes counted.

34. The Returning Officer shall fix the time for the close of ballot. After the close of ballot, the Returning Officer shall examine the votes cast by members electronically and at the meeting.
35. The Returning Officer shall have the right to appoint staff members to assist in counting the votes.
36. After the counting of votes, the following results shall be recorded in a pre-printed form which shall be confirmed in signature by the Returning Officer:-
  - a) total number of votes;
  - b) total number of valid votes; and
  - c) number of votes for each candidate.
37. At the conclusion of the counting, only the Returning Officer is entitled to decide whether a recount is necessary. However, the Returning Officer shall be required to conduct a recount upon receiving a request with good reason from not less than twenty members of the Convocation who are entitled to vote present in person.
38. Unless a recount is demanded, the declaration of the result of election by the Returning Officer shall be final. In case of a recount, the second count shall be final and conclusive.
39. In an election, the eligible candidate who receives the highest number of votes shall be elected. If two or more candidates receive the same number of votes in respect of a membership in the Standing Committee and only one of them can be elected, the elected candidate shall be decided by the drawing lots by the Chairman. If there is no Chairman, the elected candidate shall be decided by the drawing of lots by the Secretary.
40. After the declaration of the result of election by the Returning Officer, all ballots shall be placed in the custody of the Secretary until the next election and shall then be destroyed.

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

41. The Convocation in an Annual or an Extraordinary General Meeting may by resolution make proposal of amendments on the Rules for Council's consideration.

## **INTERPRETATION OF THE RULES**

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