

# **Election Procedure of The IEE Hong Kong**

## **1. Introduction**

- 1.1 With the revision of the Constitution of The IEE Hong Kong (“the Constitution”) in June 2004, the IEE Hong Kong Election Procedure (January 2002) is revised to suit the Constitution. This procedure covers the election arrangement for the Branch Committee (“the BC”), the Younger Members Section Committee (“the YMSC”) and each Section Committee.
- 1.2 As endorsed in the BC meeting held on 22 Nov., 2004, this Procedure shall be effective for the election of Officers, Ordinary Members, Ordinary Members (Section Committee) where applicable, and Co-opted Members for the BC, the YMSC and each Section Committee for Session 2005/2006 and the subsequent sessions.

## **2. Qualifications for Committee Members**

- 2.1 The membership of The IEE Hong Kong (“The Branch”) is defined in Clauses 4, 5 and 6 of the Constitution.
- 2.2 The composition of the BC, the YMSC and each Section Committee shall be in accordance with the requirements of the Constitution and those given in Annex A. All members of the BC, the YMSC and each Section Committee shall be members of The Branch.
- 2.3 Branch Committee
  - 2.3.1 The Chairman, the Vice-Chairman, the Honorary Secretary, the Honorary Treasurer, Ordinary Members and Ordinary Members (Section Committee) of the BC shall be an Honorary Fellow, a Fellow or a Member of The Branch.
  - 2.3.2 The Chairman for the next session, except for continuation of chairmanship as defined in Paragraph 7.1, shall be elected from among the Officers and Ordinary Members, excluding Ordinary Members (Section Committee), of the BC for the current session who have continuously served the BC for over one year from the first day of service up to the date of nomination.
  - 2.3.3 The Vice-Chairman for the next session shall be elected from among the Officers (except the Chairman) and Ordinary Members, excluding Ordinary Members (Section Committee), of the BC for the current session who have continuously served the BC for over one year from the first day of service up to the date of nomination.
  - 2.3.4 The Honorary Secretary and the Honorary Treasurer for the next session shall be elected from among the Honorary Secretary, Honorary Treasurer and Ordinary Members, excluding Ordinary Members (Section Committee), of the BC for the current session.
  - 2.3.5 Those who were elected to fill the casual vacancies of the BC for the current session are not eligible for election to Officers of the BC for the next session.

- 2.3.6 Ordinary Members shall be elected from all members of the Branch (except members retiring from the BC but excluding those who were elected to fill casual vacancies of the BC) other than Affiliates and Students.
- 2.3.7 Ordinary Members (Section Committee) for the next session shall be elected from the current Officers and Ordinary Members of the YMSC or the corresponding Section Committee.
- 2.3.8 No Officer shall be eligible to hold office of the Branch Committee, the Younger Members Section Committee or any Section Committee simultaneously in any other capacity..
- 2.4 Younger Members Section Committee
- 2.4.1 The Chairman, the Vice-Chairman, the Secretary and Ordinary Members of the YMSC shall be a younger member of The Branch.
- 2.4.2 The Chairman for the next session, except for continuation of chairmanship as defined in Paragraph 7.2, shall be elected from among the Officers and Ordinary Members of the YMSC for the current session who have continuously served the YMSC for over one year from the first day of service up to the date of nomination.
- 2.4.3 The Vice-Chairman for the next session shall be elected from among the Vice-Chairman, Secretary and Ordinary Members of the YMSC for the current session who have continuously served the YMSC for over one year from the first day of service up to the date of nomination.
- 2.4.4 The Secretary for the next session shall be elected from among the Secretary and Ordinary Members of the YMSC for the current session.
- 2.4.5 Those who were elected to fill the casual vacancies of the YMSC for the current session are not eligible for election to Officers of the YMSC or Ordinary Members (Section Committee) of the BC for the next session.
- 2.4.6 Ordinary Members shall be elected from all younger members of the Branch (except members retiring from the YMSC but excluding those who were elected to fill casual vacancies of the YMSC).
- 2.5 Section Committees
- 2.5.1 The Chairman, the Vice-Chairman, the Secretary and Ordinary Members of a Section Committee shall be an Honorary Fellow, a Fellow or a Member of The Branch.
- 2.5.2 The Chairman for the next session, except for continuation of chairmanship as defined in Paragraph 7.3, shall be elected from among the Officers and Ordinary Members of the Section Committee for the current session who have continuously served the Section Committee for over one year from the first day of service up to the date of nomination.

- 2.5.3 The Vice-Chairman for the next session shall be elected from among the Vice-Chairman, Secretary and Ordinary Members of the Section Committee for the current session who have continuously served the Section Committee for over one year from the first day of service up to the date of nomination.
- 2.5.4 The Secretary for the next session shall be elected from among the Secretary and Ordinary Members of the Section Committee for the current session.
- 2.5.5 Those who were elected to fill the casual vacancies of the Section Committee for the current session are not eligible for election to Officers of the Section Committee or Ordinary Members (Section Committee) of the BC for the next session.
- 2.5.6 Ordinary Members shall be elected from all members of The Branch (except members retiring from the Section Committee but excluding those who were elected to fill casual vacancies of the Section Committee) other than Affiliates and Students.

### **3. Terms of Office**

- 3.1 The term of office of each Officer is one year.
- 3.2 Branch Committee
  - 3.2.1 Subject to the arrangement in Paragraphs 7 and 8, the Chairman may continue in office for the second year. The Chairman shall not hold office in that capacity for more than two consecutive years.
  - 3.2.2 The Vice-Chairman, the Honorary Secretary and the Honorary Treasurer shall be eligible for immediate re-election to their respective office. The Vice-Chairman shall not hold office in that capacity for more than three consecutive years. The Honorary Secretary and the Honorary Treasurer shall not serve in their respective office for more than six consecutive years.
  - 3.2.3 The term of office of an Ordinary Member shall not exceed three consecutive years. Upon election to Officer, the term of office of the Ordinary Member shall elapse at the end of the current session.
  - 3.2.4 The term of office of an Ordinary Member (Section Committee) of the BC shall not exceed two consecutive years. To ensure continuity of representation in the BC, The YMSC or the Section Committee shall arrange for the terms of office of the two Ordinary Members (Section Committee) in such a way that a vacancy of such post is elected in each year.
  - 3.2.5 Upon retirement or completion of the term of office for the BC, all Officers, Ordinary Members and Ordinary Members (Section Committee) shall not be eligible for immediate election to Ordinary Members or Ordinary Members (Section Committee) of the BC in the following session. In view of the fact that the Chairman shall serve for the BC in the following sessions as Immediate Past Chairman and Past Chairman (Ex-officio Member), the Chairman for the current session shall retire from the BC upon completion of the term of office as the Past Chairman.

### 3.3 Younger Members Section Committee

- 3.3.1 Any member of the YMSC who is aged at 31 or over on the 1 January shall retire from the YMSC by the end of the current session.
- 3.3.2 Subject to the arrangement in Paragraphs 7 and 8, the Chairman may continue in office for the second year. The Chairman shall not hold office in that capacity for more than two consecutive years.
- 3.3.3 The Vice-Chairman and the Secretary shall be eligible for immediate re-election to their respective office. The Vice-Chairman and the Secretary shall not hold office in that capacity for more than two consecutive years.
- 3.3.4 The term of office of each Ordinary Member shall not exceed three consecutive years. Upon election to Officer, the term of office of the Ordinary Member shall elapse at the end of the current session.
- 3.3.5 Upon retirement or completion of the term of office for the YMSC, all Officers and Ordinary Members shall not be eligible for immediate election to Ordinary Members of the YMSC in the following session. In view of the fact that the Chairman shall serve for the YMSC in the following sessions as Immediate Past Chairman and Past Chairman (Ex-officio Member), the Chairman for the current session shall retire from the YMSC upon completion of the term of office as the Past Chairman.

### 3.4 Section Committees

- 3.4.1 Subject to the arrangement in Paragraphs 7 and 8, the Chairman may continue in office for the second year. The Chairman shall not hold office in that capacity for more than two consecutive years.
- 3.4.2 The Vice-Chairman and the Secretary shall be eligible for immediate re-election to their respective office. The Vice-Chairman and the Secretary shall not hold office in that capacity for more than two consecutive years.
- 3.4.3 The term of office of each Ordinary Member shall not exceed three consecutive years. Upon election to Officer, the term of office of the Ordinary Member shall elapse at the end of the current session.
- 3.4.4 Upon retirement or completion of the term of office for the Section Committee, all Officers and Ordinary Members shall not be eligible for immediate election to Ordinary Members of the Section Committee in the following session. In view of the fact that the Chairman shall serve for the Section Committee in the following sessions as Immediate Past Chairman and Past Chairman (Ex-officio Member), the current Chairman shall retire from the Section Committee upon completion of the term of office as the Past Chairman.

#### **4. Appointment of Returning Officers and Scrutineers**

- 4.1 Four months before the AGM, the BC shall appoint a Returning Officer, who is neither an eligible voter as defined in Paragraph 6 nor a candidate for election to Ordinary Member of the BC, the YMSC or any Section Committee, to handle all matters related to the election of Officers for the BC, the YMSC and all Section Committees in accordance with this Procedure.
- 4.2 If election of Officers by ballot paper is required, the BC shall appoint two Scrutineers (Officers Election) to supervise the election process and count the ballot papers.
- 4.3 If election of Ordinary Members by ballot paper is required, the BC shall appoint two Scrutineers (Ordinary Members Election) to supervise the election process and count the ballot papers.

#### **5. Schedule of Election Process**

- 5.1 Prior to the commencement of the election process, the BC shall determine a schedule with reference to the schedule shown in Annex B1.
- 5.2 Prior to the commencement of the election process, the YMSC shall determine a schedule together with the BC with reference to the schedule shown in Annex B2.
- 5.3 Prior to the commencement of the election process, a Section Committee shall determine a schedule together with the BC with reference to the schedule shown in Annex B3.

#### **6. Voters for Election of Officers and Ordinary Members (Section Committee)**

- 6.1 All members of the BC for the current session except co-opted members shall be eligible voters for election of Officers of the BC for the next session.
- 6.2 All members of the YMSC for the current session except co-opted members shall be eligible voters for election of Officers of the YMSC and Ordinary Members (Section Committee) of the BC for the next session.
- 6.3 All members of each Section Committee for the current session except co-opted members shall be eligible voters for election of Officers of the Section Committee and Ordinary Members (Section Committee) of the BC for the next session.
- 6.4 The Chairman of the BC, the YMSC or a Section Committee shall not have any casting vote in the election of Officers and Ordinary Members (Section Committee).

- 7. Nomination for Election to Officers and Ordinary Members (Section Committee)**
- 7.1 Branch Committee
- 7.1.1 If the Chairman decides to continue his/her chairmanship for the second year, he/she shall initiate the process by expressing his/her wish to members of the BC at the BC Meeting held three months before the AGM. In this circumstance, all eligible voters (except the Chairman) as defined in Paragraph 6.1 shall cast their vote by secret ballot to the Returning Officer. The Chairman shall continue in office for a second year if at least two-thirds of all eligible voters (except the Chairman) as defined in Paragraph 6.1 support his/her wish.
- 7.1.2 After the BC Meeting as mentioned in Paragraph 7.1.1, and the resolution of the issue of continuation of chairmanship where necessary, the Honorary Secretary shall circulate to all eligible voters as defined in Paragraph 6.1 a notice of nomination indicating the vacancies of Officer posts and a list of eligible candidates for the posts.
- 7.2 Younger Members Section Committee
- 7.2.1 If the Chairman decides to continue his/her chairmanship for the second year, he/she shall initiate the process by expressing his/her wish to members of the YMSC at the YMSC Meeting held three months before the AGM. In this circumstance, all eligible voters (except the Chairman) as defined in Paragraph 6.2 shall cast their vote by secret ballot to the Returning Officer. The Chairman shall continue in office for a second year if at least two-thirds of all eligible voters (except the Chairman) as defined in Paragraph 6.2 support his/her wish.
- 7.2.2 After the YMSC Meeting as mentioned in Paragraph 7.2.1, and the resolution of the issue of continuation of chairmanship where necessary, the Secretary shall circulate to all eligible voters as defined in Paragraph 6.2 a notice of nomination indicating the vacancies of Officer posts of the YMSC and Ordinary Member (Section Committee) of the BC, and a list of eligible candidates for these posts.
- 7.3 Section Committees
- 7.3.1 If the Chairman decides to continue his/her chairmanship for the second year, he/she shall initiate the process by expressing his/her wish to members of a Section Committee at the Section Committee Meeting held three months before the AGM. In this circumstance, all eligible voters (except the Chairman) as defined in Paragraph 6.3 shall cast their vote by secret ballot to the Returning Officer. The Chairman shall continue in office for a second year if at least two-thirds of all eligible voters (except the Chairman) as defined in Paragraph 6.3 support his/her wish.
- 7.3.2 After the Section Committee Meeting as mentioned in Paragraph 7.3.1, and the resolution of the issue of continuation of chairmanship where necessary, the Secretary shall circulate to all eligible voters as defined in Paragraph 6.3 a notice of nomination indicating the vacancies of Officer posts of the Section Committee and Ordinary Member (Section Committee) of the BC, and a list of eligible candidates for these posts.

- 7.4 Nomination for the posts of Officer and Ordinary Members (Section Committee) shall be submitted to the Returning Officer before the closing date. A valid nomination shall be one submitted by a Proposer and a Secunder together with the Candidate's acceptance of nomination on a prescribed Nomination Form for Officer Posts (Annex C1, C2 or C3) with signatures.
- 7.5 Each candidate shall be nominated to stand for election to a post of either one of the Officers or an Ordinary Member (Section Committee).

## **8. Election of Officers and Ordinary Members (Section Committee)**

- 8.1 After the closing date for submission of nomination, the Returning Officer shall validate the nominations and announce to all eligible voters of the BC, the YMSC or a Section Committee where applicable, the candidate(s) for each vacancy.
- 8.2 When only one valid nomination is received for a vacancy, the corresponding nominated candidate shall be deemed to be elected to that post. Otherwise, the Returning Officer shall ensure that a secret ballot is conducted by using either (a) ballot papers which will be issued to all eligible voters at least seven days before the next meeting of the BC/YMSC/Section Committee or (b) ballot papers which will be distributed to all eligible voters present at the next meeting of the BC/YMSC/Section Committee. All eligible voters are allowed to vote by only one of the two methods.
- 8.3 The election shall be supervised by two Scrutineers (Officers Election). The Branch Officer of The Branch or other persons as designated by the Returning Officer shall be responsible for counting of votes.
- 8.4 Branch Committee
- 8.4.1 A preferential voting system shall be used. For example, if there are three candidates, each voter shall mark on the ballot paper their order of preference (1, 2 & 3) for the three candidates. The candidate who received the least number of first preference shall be eliminated and the votes he/she received shall be distributed to the other two candidates according to the second preference indicated in the ballot paper. The candidate who received the most votes shall be elected.
- 8.4.2 In the situation that two candidates received the same number of votes in any round, a separate ballot shall be conducted for the two candidates by all eligible voters present at the BC Meeting for elimination of one candidate only. Each eligible voter shall have one "elimination vote" and the candidate who received less votes shall be eliminated in that round and the original votes (not elimination votes) he/she received shall be distributed to the other candidate(s) according to the next preference indicated in the original ballot paper.
- 8.5 Younger Members Section Committee and Section Committees
- 8.5.1 A simple majority voting system shall be used. The candidate who received the most votes shall be elected.
- 8.5.2 In case two or more candidates received the same number of votes for a vacancy, a separate ballot shall be conducted and eligible voters shall be restricted to only those present at the meeting of the YMSC/Section Committee. Each eligible voter shall have one vote. The secret ballot shall be repeated until a candidate received the most votes is elected.
- 8.6 The Ordinary Members (Section Committee) of the BC for the next session elected by the YMSC or a Section Committee shall be subject to the agreement of the current BC.

## **9. Voters for Election of Ordinary Members**

- 9.1 The BC shall compile a final register of voters and a final register of younger member voters with reference to the membership information supplied by The IEE Headquarters (“The IEE HQ”) as at two months before the AGM.
- 9.2 All members of the Branch, except Affiliates and Students, whose names are shown in the final register of voters shall be eligible voters for election of Ordinary Members of the BC and the Section Committees for the next session.
- 9.3 All younger members of the Branch whose names are shown in the final register of younger member voters shall be eligible voters for election of Ordinary Members of the YMSC for the next session.

## **10. Nomination for Election to Ordinary Members**

### **10.1 Branch Committee**

- 10.1.1 At about two months before the AGM, all Ordinary Members (except those who will complete their term of office at the end of the session) shall express their wish to either continuing in office or retiring from office at the end of the session. The number of vacancies of Ordinary Members available for election to the BC of the next session shall be determined by subtraction of the number of Ordinary Members retiring from office [a] and the number of Ordinary Members elected to Officers of the next session [b] from the total number of Ordinary Members [c] as agreed by the BC and in accordance with the requirements stated in Annex A,

i.e. number of vacancies =  $[c] - [a] - [b]$  where  $6 \leq [c] \leq 12$ .

### **10.2 Younger Members Section Committee**

- 1.1.1 At about two months before the AGM, all Ordinary Members (except those who will complete their term of office at the end of the session and those who will retire in accordance with paragraph 3.3.1) shall express their wish to either continuing in office or retiring from office at the end of the session. The number of vacancies of Ordinary Members available for election to the YMSC of the next session shall be determined by subtraction of the number of Ordinary Members completing their term of office or retiring from office [a] and the number of Ordinary Members elected to Officers of the next session [b] from the total number of Ordinary Members [c] as agreed by the YMSC and in accordance with the requirements stated in Annex A,

i.e. number of vacancies =  $[c] - [a] - [b]$  where  $6 \leq [c] \leq 12$ .

### 10.3 Section Committees

1.1.1 At about two months before the AGM, all Ordinary Members (except those who will complete their term of office at the end of the session) shall express their wish to either continuing in office or retiring from office at the end of the session. The number of vacancies of Ordinary Members available for election to a Section Committee of the next session shall be determined by subtraction of the number of Ordinary Members retiring from office [a] and the number of Ordinary Members elected to Officers of the next session [b] from the total number of Ordinary Members [c] as agreed by the Section Committee and in accordance with the requirements stated in Annex A,

i.e. number of vacancies =  $[c] - [a] - [b]$  where  $[c] \leq 9$ .

10.4 Notice shall be given to all members of the Branch, showing the names and membership categories of the members of the BC/YMSC/Section Committee for the current session who are continuing in office and those who are retiring from office by the end of the session; and the number of vacancies of Ordinary Members available for election to the BC, the YMSC or the Section Committee of the next session.

10.5 All eligible voters as defined in Clause 9.2 shall be eligible for nomination to Ordinary Members of the BC or a Section Committee at the time when nomination is called.

10.6 All eligible voters as defined in Clause 9.3 shall be eligible for nomination to Ordinary Members of the YMSC at the time when nomination is called.

10.7 Nomination for Ordinary Member posts shall be submitted to the Returning Officer before the closing date. A valid nomination shall be one submitted by a Proposer and a Secunder together with the Candidate's acceptance of nomination on a prescribed Nomination Form for Ordinary Member Posts (Annex C4) with signatures.

10.8 All Proposers and Seconders shall be eligible voters as defined in Paragraph 9.

## **11. Election of Ordinary Members**

11.1 After the closing date for submission of nominations, the Returning Officer shall validate the nominations.

11.2 At the time when the notice of the Annual General Meeting (AGM) is distributed, all eligible voters as defined in Paragraph 9.2 shall be advised of the candidates for election as Ordinary Members of the BC or a Section Committee for the next session. If the number of valid nominations does not exceed the number of vacancies, all nominated candidates shall be deemed to be elected. Otherwise, all eligible voters shall be given the opportunity of casting their vote either by post to the Returning Officer or in person at the venue of the AGM.

- 11.3 At the time when the notice of the Annual General Meeting (AGM) is distributed, all eligible voters as defined in Paragraph 9.3 shall be advised of the candidates for election as Ordinary Members of the YMSC for the next session. If the number of valid nominations does not exceed the number of vacancies, all nominated candidates shall be deemed to be elected. Otherwise, all eligible voters shall be given the opportunity of casting their vote either by post to the Returning Officer or in person at the venue of the AGM.
- 11.4 Voting shall be conducted by secret ballot. A postal ballot paper shall be sent to an eligible voter as defined in Paragraph 9.2 and/or 9.3 by post to the correspondence address as shown in the final register of electors. The number of candidates that can be selected by each eligible voter shall not exceed the number of vacancies. Otherwise, the ballot paper shall be void. When casting by post, the ballot paper shall reach the Returning Officer at least three days before the AGM.
- 11.5 The voting at the AGM shall be supervised by two Scrutineers (Ordinary Members Election). The votes cast by eligible voters in person or by post in favour of each of the persons nominated for election shall be counted by staff members of The Branch and/or other persons designated by the Returning Officer.
- 11.6 Those candidates who received the most votes shall be elected.
- 11.7 In the situation that two or more candidates received the same number of votes for the last vacancy [hereinafter known as the “tie situation”], a separate ballot shall be conducted at the same AGM for those candidates who received the same number of votes for the last vacancy. Eligible voters shall then be restricted to those present at the AGM when the “tie situation” is announced. The number of candidates that can be selected by each eligible voter shall not exceed the number of remaining vacancy under the “tie situation”. The candidate who received the most votes shall be elected.

## **12. Notification of Composition of the new Committee**

- 12.1 The Honorary Secretary of the BC shall advise The IEE HQ of the composition of the BC, the YMSC and each Section Committee in time for announcement by The IEE before commencement of the session on 1 October.

## **13. Casual Vacancies**

- 13.1 Subject to the requirements of Paragraphs 2 and 3, the BC may appoint member of the Branch to fill any casual vacancy which may arise in its membership between one AGM and the next. These appointed members shall retire at the end of the current session and shall have the same voting right as other Officers/Ordinary Members. If the appointed member has not served for the BC in the capacity of Ordinary Member for three consecutive years, he/she is eligible for immediate election to Ordinary Member in the following session.
- 13.2 Any casual vacancy in Ordinary Member (Section Committee) of the BC shall be filled by a member of the YMSC or the corresponding Section Committee and the appointed member shall retire at the end of the current session.

- 13.3 Subject to the requirements of Paragraphs 2 and 3, the YMSC may appoint younger member of the Branch to fill any casual vacancy which may arise in its membership between one AGM and the next. These appointed members shall retire at the end of the current session and shall have the same voting right as other Officers/Ordinary Members. However, they shall not be eligible for election to Officer posts in the next session. If the appointed member has not served for the YMSC in the capacity of Ordinary Member for three consecutive years, he/she is eligible for immediate election to Ordinary Member in the following session.
- 13.4 Subject to the requirements of Paragraphs 2 and 3, a Section Committee may appoint member of the Branch to fill any casual vacancy which may arise in its membership between one AGM and the next. These appointed members shall retire at the end of the current session and shall have the same voting right as other Officers/Ordinary Members. However, they shall not be eligible for election to Officer posts in the next session. If the appointed member has not served for the Section Committee in the capacity of Ordinary Member for three consecutive years, he/she is eligible for immediate election to Ordinary Member in the following session.
- 14. Others**
- 14.1 A Committee comprising of at least three Past Chairmen of The IEE Hong Kong shall be set up to consider circumstances which are not specified in the above paragraphs during the nomination and election period.
- 14.2 This Procedure shall be reviewed by the BC together with the YMSC and each Section Committee as it deemed necessary from time to time.
- 14.3 If there are any discrepancies between this Election Procedure and the Constitution of The IEE Hong Kong, the descriptions in the Constitution of The IEE Hong Kong shall prevail over this Election Procedure.

(Version 9/2004)

*Reference:*

- a. *Constitution of The IEE Hong Kong (June 2004)*
- b. *IEE Operating Guidelines for Branches (January 2004)*
- c. *IEE Hong Kong Election Procedure (January 2002)*
- d. *Procedure for Annual General Meeting and Election Arrangement of Specialised Sections of IEE Hong Kong (5/2001)*

## **Annex A    Composition of The IEE Hong Kong**

### **A1.    Organisation of the Branch**

- A1.1 The business of The Branch shall be managed by a Branch Committee (執行委員會).
- A1.2 A Younger Members Section Committee [YMSC] (青年會員部) is established to serve all younger members of The Branch. The YMSC may form Students Section Committees [SSC] (學生會員組) to meet the needs of Students of The Branch.
- A1.3 Commencing from October 2004, the following Section Committees will be established to meet the diversified interests of the members of The Branch :
- (a) Electronics and Communications Section Committee [ECSC] (電子及通信專業部);
  - (b) Informatics and Control Technologies Section Committee [ICTSC] (資訊及控制科技專業部);
  - (c) Management Section Committee [MSC] (管理專業部);
  - (d) Manufacturing and Industrial Engineering Section Committee [MIESC] (製造及工業工程專業部);
  - (e) Power and Energy Section Committee [PESC] (電力及能源專業部); and
  - (f) Railway Section Committee [RSC] (鐵路專業部).

### **A2.    Branch Committee**

- A1.1 The Branch Committee shall consist of :-
- (a) Officers [執行委員] :
    - (i) the Chairman (會長);
    - (ii) the Vice-Chairman (副會長);
    - (iii) the Honorary Secretary (秘書長); and
    - (iv) the Honorary Treasurer (司庫).
  - (b) Ex-officio Members [當然委員] :
    - (i) not more than two Past Chairmen (前會長), being the most recent available;
    - (ii) the International Membership Advisor (國際會員事務顧問); and
    - (iii) one representative of the Student Counsellors (學生會員輔導主任).
  - (c) Ordinary Members [委員] :  
six to twelve Honorary Fellows (榮譽資深會員), Fellows (資深會員) or Members (會員) of The Branch.
  - (d) Ordinary Members (Section Committee) [委員(專業部)] :
    - (i) two members from the Younger Members Section Committee; and

- (ii) two members from each Section Committee.
- (e) Co-opted Members [增補委員] :  
not more than two members of The Branch, who may be Affiliate (會友) or Students (學生會員).

A2.2 Each member of the BC has one vote and the Chairman also has a casting vote for business other than election. Co-opted members are not eligible to vote.

A2.3 The BC shall not include in its membership in any capacity such a number of persons employed by or otherwise engaged with any one company, firm, or other organisations, as to constitute a majority of the voting members of the BC.

### **A3. Younger Members Section Committee**

A3.1 The Younger Members Section Committee shall consist of :-

- (a) Officers [青年會員部執行委員] :
  - (i) the Chairman (青年會員部主席);
  - (ii) the Vice-Chairman (青年會員部副主席); and
  - (iii) the Secretary (青年會員部秘書).
- (b) Ex-officio Members [青年會員部當然委員] :
  - (i) not more than two Past Chairmen (青年會員部前主席), being the most recent available;
  - (ii) one representative from each Students Section; and
  - (iii) one representative from the Branch Committee.
- (c) Ordinary Members [青年會員部委員] :  
six to twelve younger members of The Branch.
- (d) Co-opted Members [青年會員部增補委員] :  
not more than two younger members of The Branch.

A3.2 All members of the YMSC shall be younger members of The Branch.

A3.3 Each member of the YMSC has one vote and the Chairman also has a casting vote for business other than election. Co-opted members are not eligible to vote.

A3.4 The YMSC shall not include in its membership in any capacity such a number of persons employed by or otherwise engaged with any one company, firm, or other organisations, as to constitute a majority of the voting members of the YMSC.

A3.5 Those Officers and/or Ordinary Members of the YMSC who cease to be a younger member as of 1 January of the current year can continue to services the YMSC until the end of their office. However, they are not eligible for re-election.

#### **A4. Section Committees**

A4.1 Each Section Committee shall consist of :-

- (a) Officers [專業部執行委員] :
  - (i) the Chairman (專業部主席);
  - (ii) the Vice-Chairman (專業部副主席); and
  - (iii) the Secretary (專業部秘書).
  
- (b) Ex-officio Members [專業部當然委員] :
  - (i) not more than two Past Chairmen (專業部前主席), being the most recent available; or for Sessions 2004/2005 and 2005/2006, not more than two Past Chairmen, being the most recent available, of the corresponding previous Specialised Section Committee; and
  - (ii) one representative from the Branch Committee.
  
- (c) Ordinary Members [專業部委員] :  
not more than nine Honorary Fellows, Fellows and Members of The Branch.
  
- (d) Co-opted Members [專業部增補委員] :  
not more than two members of The Branch who may be Affiliate or Students.

A4.2 There shall be at least a younger member of The Branch in each Section Committee.

A4.3 Each member of a Section Committee has one vote and the Chairman also has a casting vote. Co-opted members are not eligible to vote.

A4.4 A Section Committee shall not include in its membership in any capacity such a number of persons employed by or otherwise engaged with any one company, firm, or other organisations, as to constitute a majority of the voting members of the Section Committee.

## Annex B1 Typical Schedule of Election Arrangement for the BC

Item	Date/Milestone	Activity	Action
1.	May BC Meeting	Appoint RO.	BC
2.	June BC Meeting	(a) Express wish for continuation of chairmanship where applicable;	Chairman
		(b) Discuss the issue of continuation of chairmanship where applicable.	Members of the BC except Chairman
3.	Not later than seven days after June BC Meeting	(a) Determine the continuation of chairmanship;	Members of the BC except Chairman
		(b) Determine vacancies for Officer posts in the next session.	Hon. Secretary
4.	The day after the activity in item 3	Call for nomination of Officers within the BC.	Hon. Secretary
5.	Ten days before July BC Meeting	Closing date for nomination of Officers.	---
6.	The day after the activity in item 5; at least seven days before July BC Meeting	(a) Validate nominations for Officer posts;	RO
		(b) Announce candidates for Officer posts;	RO
		(c) Issue postal ballot papers if election is required.	BO
7.	Before July BC Meeting	(a) Appoint S(OE) if election is required;	BC
		(b) Confirm with Ordinary Members their intention of continuing in office in the next session;	BO
		(c) Elect Officers by postal ballot papers.	Members of the BC
8.	July BC Meeting	(a) Elect Officers by ballot papers during the meeting;	Members of the BC
		(b) Count votes for Officer posts;	S(OE)/BO
		(c) Finalise list of BC Members retiring and those continuing in office in the next session;	BC
		(d) Determine vacancies for Ordinary Members in the next session.	Hon. Secretary
9.	Deadline for July Newsletter	Prepare and send notice of nomination of Ordinary Members to Newsletter Editor.	BO
10.	Mid-July	Acquire membership information from The IEE HQ for compilation of final register of voters.	Hon. Secretary
11.	Publication of August Newsletter	Call for nomination of Ordinary Members.	---
12.	Seven days before August BC Meeting	Closing date for nomination of Ordinary Members.	---

Item	Date/Milestone	Activity	Action
13.	The day after closing of nomination of Ordinary Members	(a) Validate nominations for Ordinary Members;	RO
		(b) Prepare and send ballot papers for Ordinary Members Election if election is required.	BO
14.	After August BC Meeting	Appoint S(OME) if election is required	BC
15.	Deadline for September Newsletter	Prepare and send announcement of candidates for Ordinary Members & AGM to Newsletter Editor	BO
16.	Three days before AGM	(a) Closing date for return of postal ballot papers;	---
		(b) Record particulars of members who returned postal ballot papers in the final register of voters.	BO
17.	Date of AGM	(a) Elect Ordinary Members at AGM venue if election is required;	All eligible voters
		(b) Count votes for Ordinary Members;	S(OME)/BO
		(c) Arrange for voting of candidates who received the same number of votes for the last vacancy of Ordinary Member if necessary	All eligible voters present at the AGM
18.	After AGM	Advise The IEE HQ of the members of the BC, the YMSC and each SC for announcement by The IEE	Hon. Secretary

***Remark:***

*The above schedule is for reference only. The actual timetable should be determined by the BC prior to the commencement of the election process.*

***Abbreviations:***

*BO – Branch Officer of The IEE Hong Kong;*

*BC – The IEE Hong Kong Branch Committee;*

*RO – Returning Officer;*

*S(OE) – Scrutineers (Officers Election);*

*S(OME) – Scrutineers (Ordinary Members Election).*

## Annex B2 Typical Schedule of Election Arrangement for the YMSC

Item	Date/Milestone	Activity	Action
1.	May BC Meeting	Appoint RO.	BC
2.	June YMSC Meeting	(a) Express wish for continuation of chairmanship where applicable;	Chairman
		(b) Discuss the issue of continuation of chairmanship where applicable.	Members of the YMSC except Chairman
3.	Not later than seven days after June YMSC Meeting	(a) Determine the continuation of chairmanship;	Members of the YMSC except Chairman
		(b) Determine vacancies for Officer posts in the next session.	Secretary
4.	The day after the activity in item 3	Call for nomination of Officers within the YMSC.	Secretary
5.	Ten days before July YMSC Meeting	Closing date for nomination of Officers.	---
6.	The day after the activity in item 5; at least seven days before July YMSC Meeting	(a) Validate nominations for Officer posts;	RO
		(b) Announce candidates for Officer posts;	RO
		(c) Issue postal ballot papers if election is required.	BO
7.	Before July YMSC Meeting	(a) Appoint S(OE) if election is required;	SC
		(b) Confirm with Ordinary Members their intention of continuing in office in the next session;	BO
		(c) Elect Officers by postal ballot papers.	Members of the YMSC
8.	July YMSC Meeting	(a) Elect Officers by ballot papers during the meeting;	Members of the YMSC
		(b) Count votes for Officer posts;	S(OE)/BO
		(c) Finalise list of YMSC Members retiring and those continuing in office in the next session;	YMSC
		(d) Determine vacancies for Ordinary Members in the next session.	Secretary
9.	Deadline for July Newsletter	Prepare and send notice of nomination of Ordinary Members to Newsletter Editor.	BO
10.	Mid-July	Acquire membership information from The IEE HQ for compilation of final register of voters.	Hon. Secretary of the BC
11.	Publication of August Newsletter	Call for nomination of Ordinary Members.	---
12.	Seven days before August YMSC Meeting	Closing date for nomination of Ordinary Members.	---

Item	Date/Milestone	Activity	Action
13.	The day after closing of nomination of Ordinary Members	(a) Validate nominations for Ordinary Members;	RO
		(b) Prepare and send ballot papers for Ordinary Members Election if election is required.	BO
14.	After August YMSC Meeting	Appoint S(OME) if election is required	YMSC
15.	Deadline for September Newsletter	Prepare and send announcement of candidates for Ordinary Members & AGM to Newsletter Editor	BO
16.	Three days before AGM	(a) Closing date for return of postal ballot papers;	---
		(b) Record particulars of members who returned postal ballot papers in the final register of voters.	BO
17.	Date of AGM	(a) Elect Ordinary Members at AGM venue if election is required;	All eligible voters
		(b) Count votes for Ordinary Members;	S(OME)/BO
		(c) Arrange for voting of candidates who received the same number of votes for the last vacancy of Ordinary Member if necessary	All eligible voters present at the AGM
18.	After AGM	Advise The IEE HQ of the members of the BC, the YMSC and each SC for announcement by The IEE	Hon. Secretary of the BC

***Remark:***

*The above schedule is for reference only. The actual timetable should be determined by the BC prior to the commencement of the election process.*

***Abbreviations:***

*BO – Branch Officer of The IEE Hong Kong;*

*BC – The IEE Hong Kong Branch Committee;*

*YMSC – Younger Members Section Committee;*

*RO – Returning Officer;*

*S(OE) – Scrutineers (Officers Election);*

*S(OME) – Scrutineers (Ordinary Members Election).*

### Annex B3 Typical Schedule of Election Arrangement for a SC

Item	Date/Milestone	Activity	Action
1.	May BC Meeting	Appoint RO.	BC
2.	June SC Meeting	(a) Express wish for continuation of chairmanship where applicable;	Chairman
		(b) Discuss the issue of continuation of chairmanship where applicable.	Members of the SC except Chairman
3.	Not later than seven days after June SC Meeting	(a) Determine the continuation of chairmanship;	Members of the SC except Chairman
		(b) Determine vacancies for Officer posts in the next session.	Secretary
4.	The day after the activity in item 3	Call for nomination of Officers within the SC.	Secretary
5.	Ten days before July SC Meeting	Closing date for nomination of Officers.	---
6.	The day after the activity in item 5; at least seven days before July SC Meeting	(a) Validate nominations for Officer posts;	RO
		(b) Announce candidates for Officer posts;	RO
		(c) Issue postal ballot papers if election is required.	BO
7.	Before July SC Meeting	(a) Appoint S(OE) if election is required;	SC
		(b) Confirm with Ordinary Members their intention of continuing in office in the next session;	BO
		(c) Elect Officers by postal ballot papers.	Members of the SC
8.	July SC Meeting	(a) Elect Officers by ballot papers during the meeting;	Members of the SC
		(b) Count votes for Officer posts;	S(OE)/BO
		(c) Finalise list of SC Members retiring and those continuing in office in the next session;	SC
		(d) Determine vacancies for Ordinary Members in the next session.	Secretary
9.	Deadline for July Newsletter	Prepare and send notice of nomination of Ordinary Members to Newsletter Editor.	BO
10.	Mid-July	Acquire membership information from The IEE HQ for compilation of final register of voters.	Hon. Secretary of the BC
11.	Publication of August Newsletter	Call for nomination of Ordinary Members.	---
12.	Seven days before August SC Meeting	Closing date for nomination of Ordinary Members.	---

Item	Date/Milestone	Activity	Action
13.	The day after closing of nomination of Ordinary Members	(a) Validate nominations for Ordinary Members;	RO
		(b) Prepare and send ballot papers for Ordinary Members Election if election is required.	BO
14.	After August SC Meeting	Appoint S(OME) if election is required	SC
15.	Deadline for September Newsletter	Prepare and send announcement of candidates for Ordinary Members & AGM to Newsletter Editor	BO
16.	Three days before AGM	(a) Closing date for return of postal ballot papers;	---
		(b) Record particulars of members who returned postal ballot papers in the final register of voters.	BO
17.	Date of AGM	(a) Elect Ordinary Members at AGM venue if election is required;	All eligible voters
		(b) Count votes for Ordinary Members;	S(OME)/BO
		(c) Arrange for voting of candidates who received the same number of votes for the last vacancy of Ordinary Member if necessary	All eligible voters present at the AGM
18.	After AGM	Advise The IEE HQ of the members of the BC, the YMSC and each SC for announcement by The IEE	Hon. Secretary of the BC

***Remark:***

*The above schedule is for reference only. The actual timetable should be determined by the BC prior to the commencement of the election process.*

***Abbreviations:***

*BO – Branch Officer of The IEE Hong Kong;*

*BC – The IEE Hong Kong Branch Committee;*

*SC – Section Committee;*

*RO – Returning Officer;*

*S(OE) – Scrutineers (Officers Election);*

*S(OME) – Scrutineers (Ordinary Members Election).*

**Annex C1 Nomination Form for the Post of Officer**

**Nomination Form  
for the Election of Officer for  
The IEE Hong Kong Branch Committee**

We wish to nominate the following member of The IEE Hong Kong Branch Committee to stand for election as Chairman/Vice-Chairman/Honorary Secretary/Honorary Treasurer\* of The IEE Hong Kong Branch Committee for Session \_\_\_\_/\_\_\_\_.

Proposer: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seconder: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_ Position/Post: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I agree to serve as Chairman/Vice-Chairman/Honorary Secretary/Honorary Treasurer\* of The IEE Hong Kong Branch Committee for Session \_\_\_\_/\_\_\_\_ if elected by members of The IEE Hong Kong Branch Committee.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* Please delete as appropriate*

**Annex C2 Nomination Form for the Post of Officer**

**Nomination Form  
for the Election of Officer for  
\_\_\_\_\_ Section Committee**

We wish to nominate the following member of \_\_\_\_\_  
Section Committee to stand for election as Chairman/Vice-Chairman/Secretary\* of  
\_\_\_\_\_ Section Committee\* for Session \_\_\_\_/\_\_\_\_.

Proposer: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seconder: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_ Position/Post: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I agree to serve as Chairman/Vice-Chairman/Secretary\* of  
\_\_\_\_\_ Section Committee for Session \_\_\_\_/\_\_\_\_ if elected by  
members of \_\_\_\_\_ Section Committee.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* Please delete as appropriate*

**Annex C3 Nomination Form for the Post of  
Ordinary Member (Section Committee)**

**Nomination Form  
for the Election of Ordinary Member (Section Committee) for  
The IEE Hong Kong Branch Committee**

We wish to nominate the following member of \_\_\_\_\_ Section  
Committee to stand for election as Ordinary Member (Section Committee) of The IEE Hong  
Kong Branch Committee for Session \_\_\_\_/\_\_\_\_.

Proposer: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seconder: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_ Position/Post: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I agree to serve as Ordinary Member (Section Committee) of The IEE Hong Kong Branch  
Committee for Session \_\_\_\_/\_\_\_\_ if elected by members of  
\_\_\_\_\_ Section Committee.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Annex C4 Nomination Form for the Post of Ordinary Member**

**Nomination Form  
for the Election of Ordinary Member for  
The IEE Hong Kong Branch Committee/  
\_\_\_\_\_ Section Committee\***

We wish to nominate the following member of The IEE Hong Kong to stand for election as Ordinary Member of the IEE Hong Kong Branch Committee/ \_\_\_\_\_ Section Committee\* for Session \_\_\_\_/\_\_\_\_.

Proposer: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seconder: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Membership Category: \_\_\_\_\_ No.: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_ Position/Post: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I agree to serve as Ordinary Member of the IEE Hong Kong Branch Committee/ \_\_\_\_\_ Section Committee for Session \_\_\_\_/\_\_\_\_ if elected by members of The IEE Hong Kong.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_