

Election Procedure of the Institution of Engineering and Technology Hong Kong

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List of Abbreviations

AGM	Annual General Meeting
BC	Branch Committee
BE	Branch Executive
ECSC	Electronics and Communications Section Committee
ICTSC	Informatics and Control Technologies Section Committee
The IET	The Institution of Engineering and Technology
IET Hong Kong	The Institution of Engineering and Technology Hong Kong
MIESC	Manufacturing and Industrial Engineering Section Committee
MSC	Management Section Committee
OM(SC)	Ordinary Member (Section Committee)
PESC	Power and Energy Section Committee
RO	Returning Officer
RSC	Railway Section Committee
S(OE)	Scrutineers (Officers Election)
S(OME)	Scrutineers (Ordinary Members Election)
SC	Section Committee
SGM	Special General Meeting
SSC	Students Section Committee
YMSC	Younger Members Section Committee

1. Introduction

- 1.1 This Procedure covers the election arrangement for the Branch Committee (“BC”), the Younger Members Section Committee (“YMSC”) and all Section Committees (“SC’s”) of the Institution of Engineering and Technology Hong Kong (“IET Hong Kong”).
- 1.2 This Procedure shall apply to the election of Officers, Ordinary Members, Ordinary Members (Section Committee) where applicable, and Co-opted Members for the BC, the YMSC and each SC.

2. Qualifications for Committee Members

- 2.1 Membership of the Branch is defined in Clauses 4, 5 and 6 of the Constitution of IET Hong Kong.
- 2.2 The composition of the BC, the YMSC and each SC shall be in accordance with the requirements of the Constitution and those given in Annex A. Any member of the BC, the YMSC and each SC shall be a member of the Branch.
- 2.3 No member shall be eligible to hold more than one officer post of the BC, the YMSC or any SC simultaneously.
- 2.4 Branch Committee
 - 2.4.1 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.
 - 2.4.2 The Chairman for the next session, except for continuation of chairmanship as defined in Section 7.1, shall be elected from among the Officers and Ordinary Members of the BC for the current session who will have served the BC for at least two consecutive years by the end of the current session.
 - 2.4.3 The Vice-Chairman for the next session shall be elected from among the Vice Chairman, the Honorary Secretary, the Honorary Treasurer and Ordinary Members of the BC for the current session who will have served the BC for at least two consecutive years by the end of the current session.
 - 2.4.4 The Honorary Secretary and the Honorary Treasurer for the next session shall be elected from among the Honorary Secretary, the Honorary Treasurer and Ordinary Members of the BC for the current session.
 - 2.4.5 An Ordinary Member (Section Committee) of the current session shall not be eligible for election to any Officer post of the BC for the next session.
 - 2.4.6 Ordinary Members for the next session, except those who will continue in office, shall be elected from among those eligible voters as defined in Section 10 except those retiring from the BC by the end of the current session.

2.4.7 Ordinary Members (Section Committee) for the next session shall be elected from the current Officers and Ordinary Members of the YMSC or the corresponding SC.

2.5 Younger Members Section Committee

2.5.1 The Chairman, the Vice-Chairman, the Honorary Secretary, the Honorary Treasurer and Ordinary Members of the YMSC shall be a younger member of the Branch.

2.5.2 The Chairman for the next session, except for continuation of chairmanship as defined in Section 7.2, shall be elected from among the Officers and Ordinary Members of the YMSC for the current session who will have served the YMSC for at least two consecutive years by the end of the current session.

2.5.3 The Vice-Chairman for the next session shall be elected from among the Vice-Chairman, the Honorary Secretary, the Honorary Treasurer and Ordinary Members of the YMSC for the current session who will have served the YMSC for at least two consecutive years by the end of the current session.

2.5.4 The Honorary Secretary and the Honorary Treasurer for the next session shall be elected from among the Officers except the Chairman and Ordinary Members of the YMSC for the current session.

2.5.5 Ordinary Members for the next session, except those who will be continuing in office, shall be elected from among those eligible younger member voters as defined in Section 10 except those retiring from the YMSC by the end of the current session.

2.6 Section Committees

2.6.1 The Chairman, the Vice-Chairman, the Honorary Secretary, the Honorary Treasurer and Ordinary Members of a SC shall be an Honorary Fellow, a Fellow or a Member of the Branch.

2.6.2 The Chairman for the next session, except for continuation of chairmanship as defined in Section 7.3, shall be elected from among the Officers and Ordinary Members of the SC for the current session who will have served the SC for at least two consecutive years by the end of the current session.

2.6.3 The Vice-Chairman for the next session shall be elected from among the Vice-Chairman, the Honorary Secretary, the Honorary Treasurer and Ordinary Members of the SC for the current session who will have served the SC for at least two consecutive years by the end of the current session.

2.6.4 The Honorary Secretary and the Honorary Treasurer for the next session shall be elected from among the Honorary Secretary, the Honorary Treasurer and Ordinary Members of the SC for the current session.

2.6.5 Ordinary Members for the next session, except those who will be continuing in office, shall be elected from among those eligible voters as defined in Section 10 except those retiring from the SC by the end of the current session.

3. Terms of Office

3.1 Tenure

- 3.1.1 The tenure of each Officer of the BC, YMSC or any SC is one year.
- 3.1.2 The tenure of each Ordinary Member of the BC, YMSC or any SC is three years.
- 3.1.3 The tenure of each Ordinary Member (Section Committee) of the BC is two years.

3.2 Branch Committee

- 3.2.1 Subject to the arrangement in Sections 7 and 8, the Chairman may continue in office for the second year. The Chairman shall not hold office in the same capacity for more than two consecutive years.
- 3.2.2 The Vice-Chairman, the Honorary Secretary and the Honorary Treasurer for the current session shall be eligible for immediate re-election to their respective office in the next session. The Vice-Chairman shall not hold office in the same capacity for more than three consecutive years. The Honorary Secretary and the Honorary Treasurer shall not hold office in the same capacity for more than six consecutive years.
- 3.2.3 An Ordinary Member shall not serve in the same capacity for more than three consecutive years.
- 3.2.4 An Ordinary Member (Section Committee) shall not serve in the same capacity for more than two consecutive years. To ensure continuity of representation in the BC, the YMSC and each SC shall arrange for one of the two Ordinary Members (Section Committee) to retire from the BC in each year.
- 3.2.5 Upon retirement from the BC, all Officers, Ordinary Members and Ordinary Members (Section Committee) for the current session shall not be eligible for immediate election to Ordinary Members or Ordinary Members (Section Committee) of the BC for the next session. As the Chairman for the current session may serve the BC for the following sessions as an Ex-officio Member, he/she shall retire from the BC upon completion of his/her term of office as an Ex-officio Member.

3.3 Younger Members Section Committee

- 3.3.1 Any member of the YMSC who is aged over 35 on the 1 January shall retire from the YMSC by the end of the current session.
- 3.3.2 Subject to the arrangement in Sections 7 and 8, the Chairman may continue in office for the second year. The Chairman shall not hold office in the same capacity for more than two consecutive years.

- 3.3.3 The Vice-Chairman, the Honorary Secretary and the Honorary Treasurer for the current session shall be eligible for immediate re-election to their respective office for the next session. The Vice-Chairman, the Honorary Secretary and the Honorary Treasurer shall not hold office in the same capacity for more than two consecutive years.
- 3.3.4 An Ordinary Member shall not serve in the same capacity for more than three consecutive years.
- 3.3.5 Upon retirement from the YMSC, all Officers and Ordinary Members for the current session shall not be eligible for immediate election to Ordinary Members of the YMSC for the next session. As the Chairman for the current session may serve for the YMSC in the following sessions as an Ex-officio Member, he/she shall retire from the YMSC upon completion of his/her term of office as an Ex-officio Member.

3.4 Section Committee

- 3.4.1 Subject to the arrangement in Sections 7 and 8, the Chairman may continue in office for the second year. The Chairman shall not hold office in the same capacity for more than two consecutive years.
- 3.4.2 The Vice-Chairman, the Honorary Secretary and the Honorary Treasurer for the current session shall be eligible for immediate re-election to their respective office for the next session. The Vice-Chairman, the Honorary Secretary and the Honorary Treasurer shall not hold office in the same capacity for more than two consecutive years.
- 3.4.3 An Ordinary Member shall not serve in the same capacity for more than three consecutive years.
- 3.4.4 Upon retirement from the SC, all Officers and Ordinary Members for the current session shall not be eligible for immediate election to Ordinary Members of the SC for the next session. As the Chairman for the current session may serve for the SC in the following sessions as an Ex-officio Member, he/she shall retire from the SC upon completion of his/her term of office as an Ex-officio Member.

4. Appointment of Returning Officers and Scrutineers

- 4.1 Not later than four months before the AGM, the BC shall appoint a Returning Officer, who is neither an eligible voter as defined in Section 6 nor a candidate for election to Ordinary Member of the BC or any SC, to handle all matters related to the election of members of the BC and all SC in accordance with this Procedure. At the same time, the YMSC shall appoint a Returning Officer, who is neither an eligible voter as defined in Section 6 nor a candidate for election to Ordinary Member of the YMSC to handle all matters related to the election of members of the YMSC in accordance with this Procedure.
- 4.2 If election of Officers by ballot is required, the BC, any SC and/or the YMSC shall appoint two Scrutineers (Officers Election) to supervise the corresponding election process including counting of ballot papers.

- 4.3 If election of Ordinary Members of the BC, any SC and/or the YMSC by ballot is required, the BC and/or the YMSC shall appoint two Scrutineers (Ordinary Members Election) to supervise the corresponding election process including counting of ballot papers.

5. Schedule of Election Process

- 5.1 In the May BC meeting, the BC shall finalise an election schedule including dates of all the essential events as listed in the Annex B1.
- 5.2 In the May YMSC meeting, the YMSC shall finalise an election schedule together with the BC including dates of all the essential events as listed in the Annex B2.
- 5.3 In the May SC meeting, the SC shall finalise an election schedule together with the BC including dates of all the essential events as listed in the Annex B3.
- 5.4 All the election announcements shall be issued by the Returning Officers and disseminated by the Branch Executive in accordance with the above election schedules.
- 5.5 The number of vacancies for Ordinary Member of the BC, the YMSC and each SC shall be determined in the July committee meeting of the BC, the YMSC and the corresponding SC respectively. The Honorary Secretary of the BC, the YMSC and the corresponding SC shall inform the Branch Executive of the number of vacancies within 7 days after the meeting or before 23 July, whichever is earlier, for preparing the announcement for nomination of Ordinary Members.

6. Voters for Election of Officers

- 6.1 All members of the BC (except co-opted members) and all Officers of the YMSC and each SC for the current session shall be eligible voters for election of Officers of the BC for the next session.
- 6.2 All members of the YMSC (except co-opted members) and all Officers of the BC for the current session shall be eligible voters for election of Officers of the YMSC for the next session.
- 6.3 All members of each SC (except co-opted members) and all Officers of the BC for the current session shall be eligible voters for election of Officers of the respective SC for the next session.
- 6.4 The Chairman of the BC, the YMSC or any SC shall not have a casting vote in the election of Officers.
- 6.5 Each voter shall have only one vote in the election of each Officer of the BC, YMSC or any SC, despite he may have multiple posts according to Sections 6.1, 6.2 and 6.3.

7. Nomination for Election to Officers

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 at least three months before the AGM. In this circumstance, all eligible voters (except the Chairman) as defined in Section 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 Section 6.1 support his/her wish.
- 7.1.2 After the BC meeting as mentioned in Section 7.1.1, and the resolution of the issue of continuation of chairmanship where necessary, the Returning Officer shall circulate to all eligible voters as defined in Section 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 at least three months before the AGM. In this circumstance, all eligible voters (except the Chairman) as defined in Section 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 Section 6.2 support his/her wish.
- 7.2.2 After the YMSC meeting as mentioned in Section 7.2.1, and the resolution of the issue of continuation of chairmanship where necessary, the Returning Officer shall circulate to all eligible voters as defined in Section 6.2 a notice of nomination indicating the vacancies of Officer posts of the YMSC and a list of eligible candidates for these posts.

7.3 Section Committee

- 7.3.1 If the Chairman of a SC 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 SC at the SC meeting held at least three months before the AGM. In this circumstance, all eligible voters (except the Chairman) as defined in Section 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 Section 6.3 support his/her wish.
- 7.3.2 After the SC meeting as mentioned in Section 7.3.1, and the resolution of the issue of continuation of chairmanship where necessary, the Returning Officer shall circulate to all eligible voters as defined in Section 6.3 a notice of nomination indicating the vacancies of Officer posts of the SC and a list of eligible candidates for these posts.

- 7.4 Nomination for the posts of Officer shall be submitted to the Returning Officer before the closing date. A valid nomination shall be one submitted by a Proposer and a Seconder together with the Candidate's acceptance of nomination on a prescribed Nomination Form for Officer Posts (Annex C1 or C2) with signatures.

- 7.5 Each candidate shall be nominated to stand for election to only one of the Officer posts for the next session.
- 7.6 All Proposers and Seconders shall be eligible voters as defined in Section 6.
- 7.7 Each Proposer can only nominate one candidate for each of the Officer posts of the BC, the YMSC or any SC.
- 7.8 Each Secunder can only support one candidate for each of the Officer posts of the BC, the YMSC or any SC.

8. Election of Officers

- 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 SC 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/SC or (b) ballot papers which will be distributed to all eligible voters present at the next meeting of the BC/YMSC/SC. All eligible voters are allowed to vote either by post before the next BC meeting or at the next BC meeting but not both.
- 8.3 The election shall be supervised by two Scrutineers (Officers Election). The Branch Executive or any other person 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 “tie vote” and the candidate who received less votes shall be eliminated in that round and the original votes (not tie 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 receive 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 committee meeting of the YMSC/SC. Each eligible voter shall have one vote. The secret ballot shall be repeated until a candidate receiving the most votes is elected.

9. Voters, Nomination and Election of Ordinary Members (Section Committee)

- 9.1 All members of the YMSC and each SC for the current session except co-opted members shall be eligible voters for election of Ordinary Members (Section Committee) to the BC from the respective YMSC or SC for the next session.
- 9.2 After the June meetings of the YMSC and the SC's, the Returning Officer shall circulate to all eligible voters as defined in Section 9.1 a notice of nomination for the YMSC and each SC indicating the vacancies of Ordinary Member (Section Committee) of the BC, and a list of eligible candidates for these posts
- 9.3 Nomination for the posts of 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 Ordinary Members (Section Committee) Posts (Annex C3) with signatures.
- 9.4 All Proposers and Seconders shall be eligible voters as defined in Section 9.1.
- 9.5 Each Proposer can only nominate one candidate for each of the Ordinary Members (Section Committee) Posts.
- 9.6 Each Secunder can only support one candidate for each of the Ordinary Members (Section Committee) Posts.
- 9.7 After the closing date for submission of nomination, the Returning Officer shall validate the nominations and announce to all eligible voters of the YMSC or SC where applicable, the candidate(s) for each vacancy.
- 9.8 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 YMSC/SC or (b) ballot papers which will be distributed to all eligible voters present at the next meeting of the YMSC/SC. All eligible voters are allowed to vote either by post before the next YMSC/SC meeting or at the next YMSC/SC meeting but not both.

- 9.9 The election shall be supervised by two Scrutineers (Officers Election). The Branch Executive or any other person as designated by the Returning Officer shall be responsible for counting of votes.
- 9.10 A simple majority voting system shall be used. The candidate who received the most votes shall be elected.
- 9.11 The Chairman of the YMSC or any SC shall not have a casting vote in the election of Ordinary Members (Section Committee).
- 9.12 In case two or more candidates receive 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 committee meeting of the YMSC/SC. Each eligible voter shall have one vote. The secret ballot shall be repeated until a candidate receiving the most votes is elected.

10. Voters for Election of Ordinary Members

- 10.1 The final register of voters and the final register of younger member voters shall be compiled in accordance with the membership information supplied by the Institution of Engineering and Technology (“the IET”) as at two months before the AGM.
- 10.2 All members of the Branch whose names are shown in the final register of voters shall be eligible voters for election of Ordinary Members of the BC and all SC’s for the next session.
- 10.3 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.

11 Nomination for Election to Ordinary Members

11.1 Branch Committee

At about two months before the AGM, all Ordinary Members (except those who will complete their three-year term of office by the end of the current session) shall express their wish to either continue in office or retire from office by the end of the current session to the Returning Officer. The number of vacancies of Ordinary Members available for election to the BC of the next session shall be determined by the following formula:

$$\text{i.e. number of vacancies} = [a] + [b] + ([c] - [d])$$

where [a] - number of Ordinary Members retiring from office
 [b] - number of Ordinary Members elected to Officers of the next session
 [c] - total number of Ordinary Members of the next session as agreed by the BC ($6 \leq [c] \leq 12$)
 [d] – total number of Ordinary Members of the current session

11.2 Younger Members Section Committee

At about two months before the AGM, all Ordinary Members (except those who will complete their three-year term of office by the end of the current session and those who will retire in accordance with Section 3.3.1) shall express their wish to either continue in office or retiring from office by the end of the current session to the Returning Officer. The number of vacancies of Ordinary Members available for election to the YMSC of the next session shall be determined by the following formula:

$$\text{i.e. number of vacancies} = [a] + [b] + ([c] - [d])$$

where [a] - number of Ordinary Members retiring from office
[b] - number of Ordinary Members elected to Officers of the next session
[c] - total number of Ordinary Members of the next session as agreed by the YMSC ($6 \leq [c] \leq 12$)
[d] – total number of Ordinary Members of the current session

11.3 Section Committees

At about two months before the AGM, all Ordinary Members (except those who will complete their three-year term of office by the end of the current session) shall express their wish to either continue in office or retiring from office by the end of the current session to the Returning Officer. The number of vacancies of Ordinary Members available for election to a SC of the next session shall be determined by the following formula:

$$\text{i.e. number of vacancies} = [a] + [b] + ([c] - [d])$$

where [a] - number of Ordinary Members retiring from office
[b] - number of Ordinary Members elected to Officers of the next session
[c] - total number of Ordinary Members of the next session as agreed by the SC ($6 \leq [c] \leq 12$)
[d] – total number of Ordinary Members of the current session

11.4 The Returning Officer shall issue notice to all members of the Branch, showing the names and membership categories of the members of the BC/YMSC/SC for the current session who are continuing in office and those who are retiring from office by the end of the current session; and the number of vacancies of Ordinary Members available for election to the BC, the YMSC or the SC of the next session.

11.5 All eligible voters as defined in Section 10.2 shall be eligible for nomination to Ordinary Members of the BC or a SC at the time when nomination is called.

11.6 All eligible voters as defined in Section 10.3 shall be eligible for nomination to Ordinary Members of the YMSC at the time when nomination is called.

- 11.7 Nomination for Ordinary Member posts shall be submitted to the Returning Officer before the closing date. A valid nomination shall be one either 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, or recommended by the Nomination Committee and endorsed by the BC as defined in Section 15. In the later case, the candidate shall submit his/her signed Nomination Forms (Annex C5)
- 11.8 All Proposers and Seconders shall be eligible voters as defined in Section 10.

12 Election of Ordinary Members

- 12.1 After the closing date for submission of nominations, the Returning Officer shall validate the nominations.
- 12.2 At the time when the notice of the Annual General Meeting (AGM) is distributed, all eligible voters as defined in Section 10.2 shall be advised of the candidates for election as Ordinary Members of the BC or a SC 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.
- 12.3 At the time when the notice of the Annual General Meeting (AGM) is distributed, all eligible voters as defined in Section 10.3 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.
- 12.4 Voting shall be conducted by secret ballot. A postal ballot paper shall be sent to each eligible voter as defined in Section 10.2 and/or 10.3 by post to the correspondence address as shown in the final register of voters. The number of candidates 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.
- 12.5 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.
- 12.6 Those candidates who receive the most votes shall be elected.

- 12.7 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 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.

13. Notification of Composition of the new Committees

- 13.1 The Honorary Secretary of the BC shall advise the IET of the composition of the BC, the YMSC and each SC in time for announcement by the IET before commencement of the next session on 1 October.

14. Casual Vacancies

- 14.1 Subject to the requirements of Sections 2 and 3, the BC may appoint a member of the Branch to fill any casual vacancy, other than an Ordinary Member (Section Committee), 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, except that they are not eligible for being elected to Officers for the next session.
- 14.2 Any casual vacancy in Ordinary Member (Section Committee) of the BC shall be filled by a member of the YMSC or the corresponding SC. The YMSC or SC may appoint a member from the respective YMSC or SC to fill the causal vacancy. The appointed member shall retire at the end of the current session. The YMSC or SC shall notify the BC the arising and filling of any casual vacancy as soon as possible.
- 14.3 Subject to the requirements of Sections 2 and 3, the YMSC may appoint a 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, except that they are not eligible for being elected to Officers for the next session. The YMSC shall notify the BC the arising and filling of any casual vacancy as soon as possible.
- 14.4 Subject to the requirements of Sections 2 and 3, a SC may appoint a 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, except that they are not eligible for being elected to Officers for the next session. The SC shall notify the BC the arising and filling of any casual vacancy as soon as possible.

15. Nomination Committee

- 15.1 At least four months before the AGM, the BC shall invite three Past Chairmen, the Chairman and the Vice Chairman of the BC for the current session to form a Nomination Committee to identify suitable candidate(s) to fill up the Ordinary Members posts of the BC for the benefit of the long term growth of the Branch.
- 15.2 The number of candidates to be nominated shall be determined by the Nomination Committee with reference to the number of vacancies announced by the Returning Officer.
- 15.3 The Nomination Committee shall recommend suitable candidate(s) on the closing date of nomination for endorsement by the BC.
- 15.4 After endorsement by the BC, the election announcement shall only state that the candidates are recommended by the Nomination Committee without the need of any Proposers and Seconders.
- 15.5 Candidates recommended by the Nomination Committee shall go through the same election process as other candidates.

16. Others

- 16.1 A Committee comprising at least three Past Chairmen of the Branch shall be set up to consider circumstances which are not specified in this Procedure during the nomination and election period.
- 16.2 This Procedure shall be reviewed by the BC together with the YMSC and each SC as it deemed necessary from time to time.
- 16.3 If there are any discrepancies between this Election Procedure and the Constitution of the Branch, the descriptions in the Constitution of the Branch shall prevail over this Election Procedure.

Reference:

- a. *Constitution of IET Hong Kong (September 2008)*
- b. *Handbook of IET Hong Kong (July 2008)*
- c. *Election Procedure of IET Hong Kong (April 2008)*

Annex A Composition of the IET 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 Committee [SSC] (學生會員組) to meet the needs of Students of The Branch.
- A1.3 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

A2.1 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 (義務秘書); and
 - (iv) the Honorary Treasurer (義務司庫).
- (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 Associates (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 businesses 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),
 - (iii) the Honorary Secretary (青年會員部義務秘書); and
 - (iv) the Honorary Treasurer (青年會員部義務司庫).
- (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 serve the YMSC until the end of the current session. 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 Honorary Secretary (專業部義務秘書).
 - (iv) the Honorary Treasurer (專業部義務司庫).
- (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; and
 - (ii) one representative from the Branch Committee.
- (c) Ordinary Members [專業部委員] :
not more than twelve 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 Associates 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 for business other than election. 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, the Nomination Committee and determine the election schedule	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.	RO and BE
4.	The day after the activity in item 3	Call for nomination of Officers within the BC.	RO and BE
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.	BE
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;	BE
		(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)/BE
		(c) Finalise list of BC Members retiring and those continuing in office in the next session;	BE
		(d) Determine vacancies for Ordinary Members in the next session.	BC
9.	Deadline for August Newsletter	Prepare and send notice of nomination of Ordinary Members to Newsletter Editor.	RO/BE
		Inform Nomination Committee the number of vacancies for Ordinary Members	BE
10.	Mid-July	Acquire membership information from the IET 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.	---
		Submit recommended candidate list for BC endorsement	Nomination Committee

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.	RO/BE
14.	August BC Meeting	Endorse candidates recommended by the Nomination Committee.	BC
		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	RO/BE
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.	BE
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)/BE
		(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 IET of the members of the BC, the YMSC and each SC for announcement by the IET	Hon. Secretary

Remark:

The above schedule is for reference only. The actual timetable should be determined by the BC in the May BC meeting.

Abbreviations:

BE – Branch Executive of the IET Hong Kong;

BC – The IET 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 YMSC Meeting	Appoint RO and determine the election schedule	YMSC
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.	RO and BE
4.	The day after the activity in item 3	Call for nomination of Officers and the Ordinary Member (Section Committee within the YMSC).	RO and BE
5.	Ten days before July YMSC Meeting	Closing date for nomination of Officers and the Ordinary Member (Section Committee).	---
6.	The day after the activity in item 5; at least seven days before July YMSC Meeting	(a) Validate nominations for Officer and the Ordinary Member (Section Committee posts);	RO
		(b) Announce candidates for Officer and the Ordinary Member (Section Committee posts);	RO
		(c) Issue postal ballot papers if election is required.	BE
7.	Before July YMSC Meeting	(a) Appoint S(OE) if election is required;	YMSC
		(b) Confirm with Ordinary Members their intention of continuing in office in the next session;	BE
		(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)/BE
		(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.	YMSC
9.	Deadline for August Newsletter	Prepare and send notice of nomination of Ordinary Members to Newsletter Editor.	RO/BE
10.	Mid-July	Acquire membership information from the IET HQ for compilation of final register of voters.	Hon. Secretary of the BC
11.	Publication of August Newsletter	Call for nomination of Ordinary Members.	---

Item	Date/Milestone	Activity	Action
12.	Seven days before August YMSC Meeting	Closing date for nomination of Ordinary Members.	---
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.	BE
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	RO/BE
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.	BE
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)/BE
		(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 IET of the members of the BC, the YMSC and each SC for announcement by the IET	Hon. Secretary of the BC

Remark:

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

Abbreviations:

BE – Branch Executive of the IET Hong Kong;

BC – The IET 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 SC Meeting	Determine the election schedule	SC
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.	RO and BE
4.	The day after the activity in item 3	Call for nomination of Officers and the Ordinary Member (Section Committee) for the next session within the SC.	RO and BE
5.	Ten days before July SC Meeting	Closing date for nomination of Officers and the Ordinary Member (Section Committee) for the next session.	---
6.	The day after the activity in item 5; at least seven days before July SC Meeting	(a) Validate nominations for Officer and the Ordinary Member (Section Committee) posts;	RO
		(b) Announce candidates for Officer posts and the Ordinary Member (Section Committee);	RO
		(c) Issue postal ballot papers if election is required.	BE
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;	BE
		(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)/BE
		(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.	SC
9.	Deadline for August Newsletter	Prepare and send notice of nomination of Ordinary Members to Newsletter Editor.	RO/BE
10.	Mid-July	Acquire membership information from the IET HQ for compilation of final register of voters.	Hon. Secretary of the BC
11.	Publication of August Newsletter	Call for nomination of Ordinary Members.	---

Item	Date/Milestone	Activity	Action
12.	Seven days before August SC Meeting	Closing date for nomination of Ordinary Members.	---
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.	BE
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	RO/BE
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.	BE
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)/BE
		(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 IET HQ of the members of the BC, the YMSC and each SC for announcement by the IET	Hon. Secretary of the BC

Remark:

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

Abbreviations:

BE – Branch Executive of the IET Hong Kong;

BC – The IET 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 IET Hong Kong Branch Committee

We wish to nominate the following member of the IET Hong Kong Branch Committee, who is either Honorary Fellows, Fellows or Members to stand for election as Chairman/Vice-Chairman/Honorary Secretary/Honorary Treasurer* of the IET 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 IET Hong Kong Branch Committee for Session ____/____ if elected by members of the IET Hong Kong Branch Committee.

Candidate's Signature: _____ Date: _____

Note:

1. It is the responsibility of the Candidate, Proposer and Seconder to ensure that the Election Procedure of IET Hong Kong shall be complied with.
2. The Candidate shall be nominated to stand for election to only one Officer post.
3. The Proposer and Seconder shall be either a member of the BC (except co-opted member), or an Officer of the YMSC or a SC.
4. The Proposer and Seconder shall nominate/support only one candidate for each Officer post.

* 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/ Honorary
Secretary/Honorary Treasurer * 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/ Honorary Secretary/Honorary Treasurer * of
_____ Section Committee for Session ____/____ if elected by
members of _____ Section Committee.

Candidate's Signature: _____ Date: _____

Note:

1. It is the responsibility of the Candidate, Proposer and Seconder to ensure that the Election Procedure of IET Hong Kong shall be complied with.
2. The Candidate shall be nominated to stand for election to only one Officer post.
3. The Proposer and Seconder shall be either a member of the corresponding YMSC or SC (except co-opted member) of the Officer post being nominated, or an Officer of the BC.
4. The Proposer and Seconder shall nominate/support only one candidate for each Officer post.

** 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 IET 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 IET Hong Kong Branch Committee for Session ____/____.

Proposer: _____ Membership Category: _____ No.: _____

Signature: _____ Date: _____

Secunder: _____ 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 IET Hong Kong Branch Committee for Session ____/____ if elected by members of _____ Section Committee.

Candidate's Signature: _____ Date: _____

Note:

1. It is the responsibility of the Candidate, Proposer and Secunder to ensure that the Election Procedure of IET Hong Kong shall be complied with.
2. The Proposer and Secunder shall be a member of the corresponding YMSC or SC (except co-opted member) of the OM(SC) post being nominated.
3. The Proposer and Secunder shall nominate/support only one candidate for each OM(SC) post.

Annex C4 Nomination Form for the Post of Ordinary Member



Nomination Form for the Election of Ordinary Member for the IET Hong Kong Branch Committee/ _____ Section Committee*

We wish to nominate the following member of the IET Hong Kong to stand for election as Ordinary Member of the IET 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 IET Hong Kong Branch Committee/
_____ Section Committee for Session ____/____ if elected by
members of the IET Hong Kong.

Candidate's Signature: _____ Date: _____

Note:

1. It is the responsibility of the Candidate, Proposer and Seconder to ensure that the Election Procedure of IET Hong Kong shall be complied with.
2. The Candidate, Proposer and Seconder for nomination of Ordinary Member of the BC or SC shall be a member of the Branch whose name is shown in the final register of voters.
3. The Candidate, Proposer and Seconder for nomination of Ordinary Member of the YMSC shall be a younger member of the Branch whose name is shown in the final register of younger member voters.

Annex C5 Nomination Form for the Post of Ordinary Member



Nomination Form for the Election of Ordinary Member for the IET Hong Kong Branch Committee Recommended by Nomination Committee

The Nomination Committee wish to recommend the following member of the IET Hong Kong to stand for election as Ordinary Member of the IET Hong Kong Branch Committee.

Name of Candidate: _____ Membership Category: _____ No.: _____

Company/Organisation: _____ Position/Post: _____

Correspondence Address: _____

Tel: _____ Fax: _____ Email: _____

I agree to serve as Ordinary Member of the IET Hong Kong Branch Committee if elected by members of the IET Hong Kong.

Candidate's Signature: _____ Date: _____

Note:

1. It is the responsibility of the Candidate to ensure that the Election Procedure of IET Hong Kong shall be complied with.
2. The Candidate for nomination of Ordinary Member of the BC shall be a member of the Branch whose name is shown in the final register of voters.