

## 1. Definitions

In this Manual, unless there be something in the subject or context inconsistent therewith, the following expressions bear the meanings set against them respectively:-

"Ordinance" means The Hong Kong Institution of Engineers Ordinance 1975 of Hong Kong (Chapter 1105).

"Constitution" means the Constitution of the Institution referred to in section 10 of the Ordinance for the time being in force.

"Institution" or "HKIE" means The Hong Kong Institution of Engineers incorporated by section 3 of the Ordinance.

"Council" means the Council of the Institution established under section 7 of the Ordinance and constituted by the provisions of the Constitution.

"Executive" means the Executive of the Institution established under Article 18(5) of the Constitution.

"President" means the person referred to as President of the Institution in section 7 of the Ordinance and any person acting as President in accordance with Article 16(a) of the Constitution.

"Vice President" means the Vice Presidents of the Institution elected in accordance with Article 16(b) of the Constitution.

"Immediate Past President" means the Immediate Past President of the Institution defined under Article 16(c) of the Constitution.

"The Chief Executive and Secretary" means the Secretary of the Institution appointed by the Council in accordance with Article 20 of the Constitution.

"Discipline" means a field of engineering in which a member can practically be competent to practise, as determined by the Council.

"Division" means a sub-division of the Institution related to a specific field of interest for learned society or kindred purposes, as determined by the Council.

Unless the context otherwise requires, words or expressions contained in this Manual shall bear the same meaning as in the Constitution or any statutory modification thereof for the time being in force.

Unless otherwise specified in the composition, the HKIE Secretariat is the secretary to the standing committees. For standing committees and other committees which have the post of Honorary Secretary in its composition, it is taken that the Honorary Secretary is the secretary to these committees.

According to Article 26(7) of the Constitution, *"No member whilst he is in receipt of any salary or emoluments from the Institution shall be entitled to vote at any General Meeting, Council or Committee meeting..."* As such, these members should not count as quorum of any General Meeting, Council or Committee meeting.

When the masculine gender is used in the text, it is intended that this should embrace both the masculine and feminine genders; and words in singular number include the plural number and vice versa.

## 2. The Institution and its Organisation

### 2.1 Vision and Mission

Vision: SUSTAINED EXCELLENCE IN THE ENGINEERING PROFESSION  
持續發揮優質工程專業

Mission:

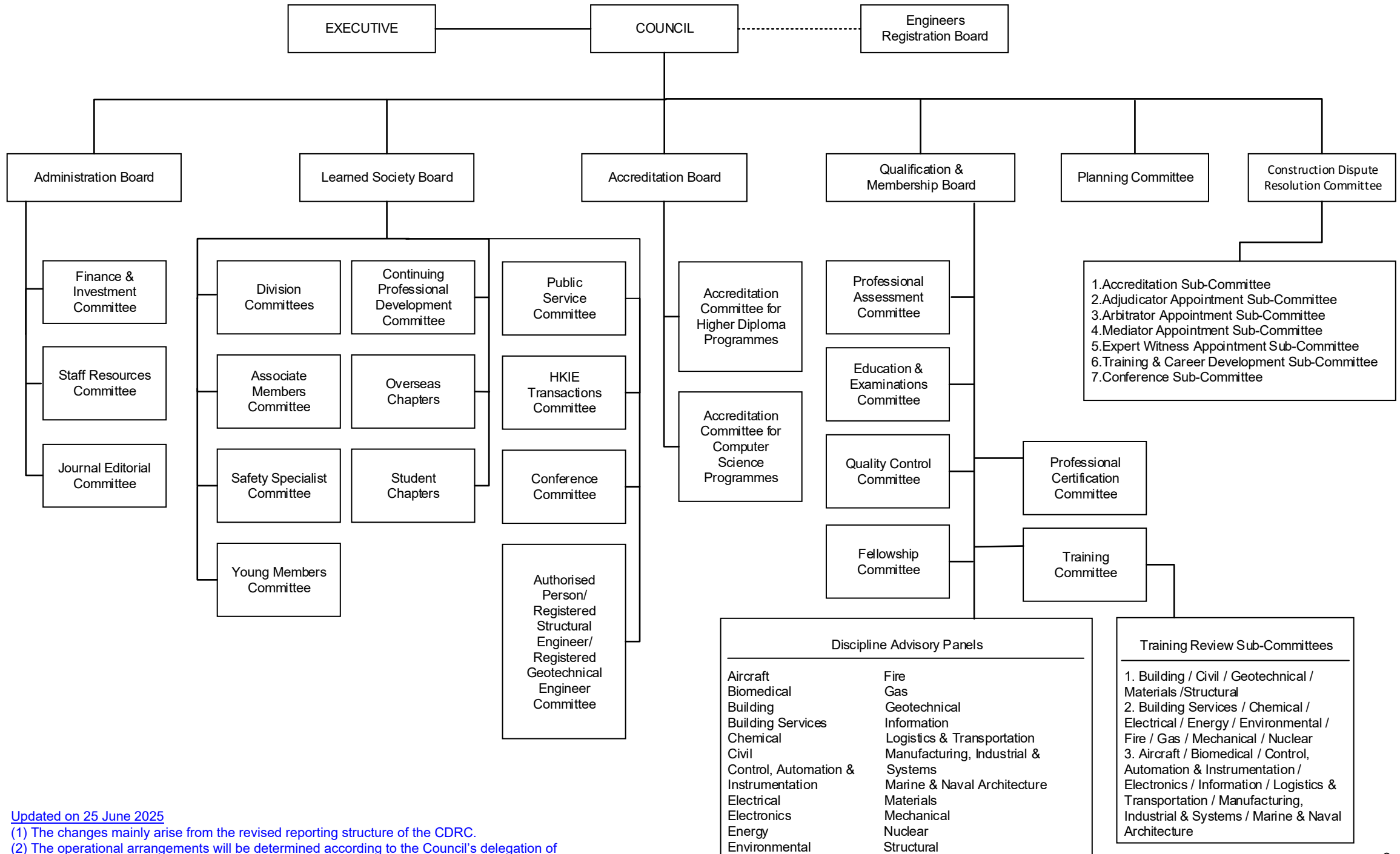
- ◆ To promote the advancement of engineering and to facilitate the exchange of knowledge and ideas.
- ◆ To provide a broad range of services to members, to assist them in developing their careers and to play their full role in contributing to society.
- ◆ To maintain a high standard of the profession, and to raise the standing and visibility of engineers.

### 2.2 Objects

In accordance with Section 4 of The Hong Kong Institution of Engineers Ordinance, the objects of the Institution are:

- (a) to promote the general advancement of the science and practice of engineering in all its disciplines and branches;
- (b) to maintain the integrity and status of the engineering profession and to represent it both to the public and to the Government;
- (c) to establish and operate technical groups, specialist sections, divisions or colleagues within the Institution;
- (d) to encourage and foster a spirit of friendly collaboration amongst its members and with members of similar institutions or other professional bodies;
- (e) to hold meetings of the Institution for receiving communications for discussion on subjects bearing upon engineering or upon subjects relating thereto;
- (f) to facilitate the exchange of information and ideas in relation to various disciplines and branches of engineering and to publish and communicate to members information on all matters in connection with the profession of engineering;
- (g) to promote the acquisition of that species of knowledge which constitutes the profession of engineer including modern management methods;
- (h) to establish scholarships and grant prizes;
- (i) to discourage dishonourable conduct and practices arising in the engineering profession;
- (j) to do all such other things as are incidental or conducive to the attainment of the above objects as the council may consider appropriate.

# THE HONG KONG INSTITUTION OF ENGINEERS ORGANISATION STRUCTURE



Updated on 25 June 2025

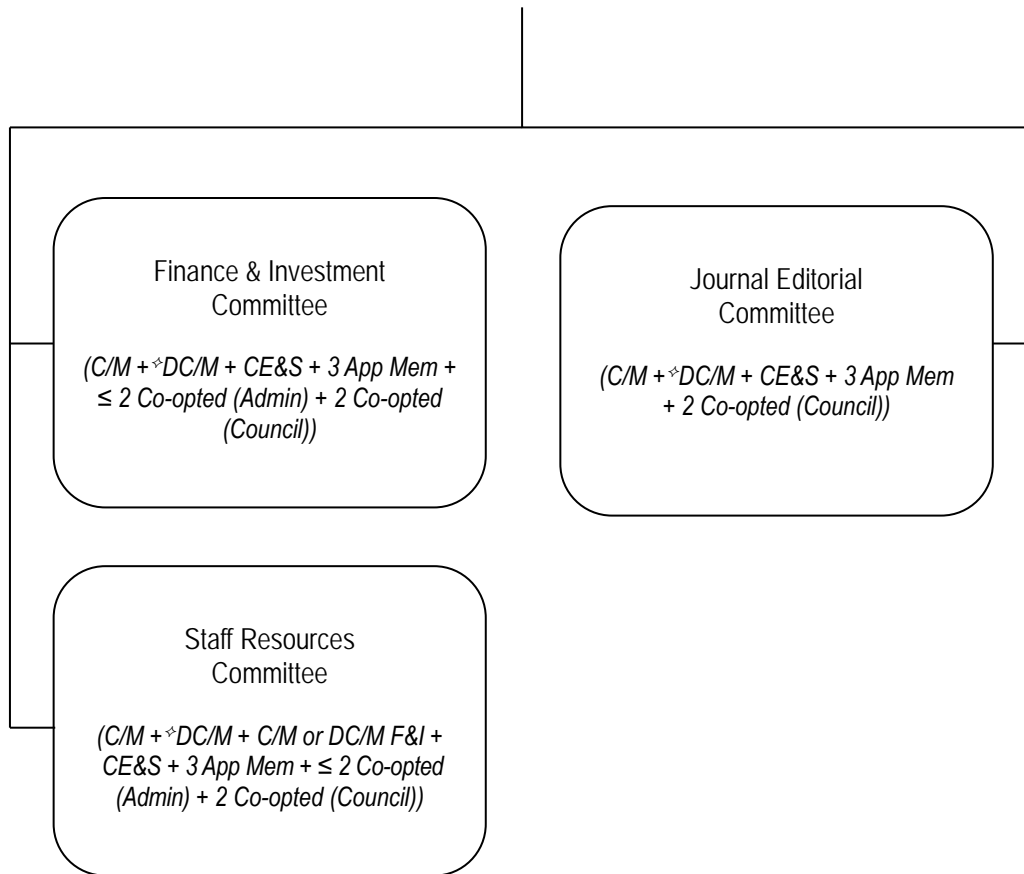
(1) The changes mainly arise from the revised reporting structure of the CDRC.

(2) The operational arrangements will be determined according to the Council's delegation of authority to other bodies.

## Organisation structure of the Administration Board and its standing committees

### Administration Board

*(C/M: SVP + \*DC/M + P + IPP + VPs + C/M (F&I + JEC + SR) + CE&S)*



**Note:**

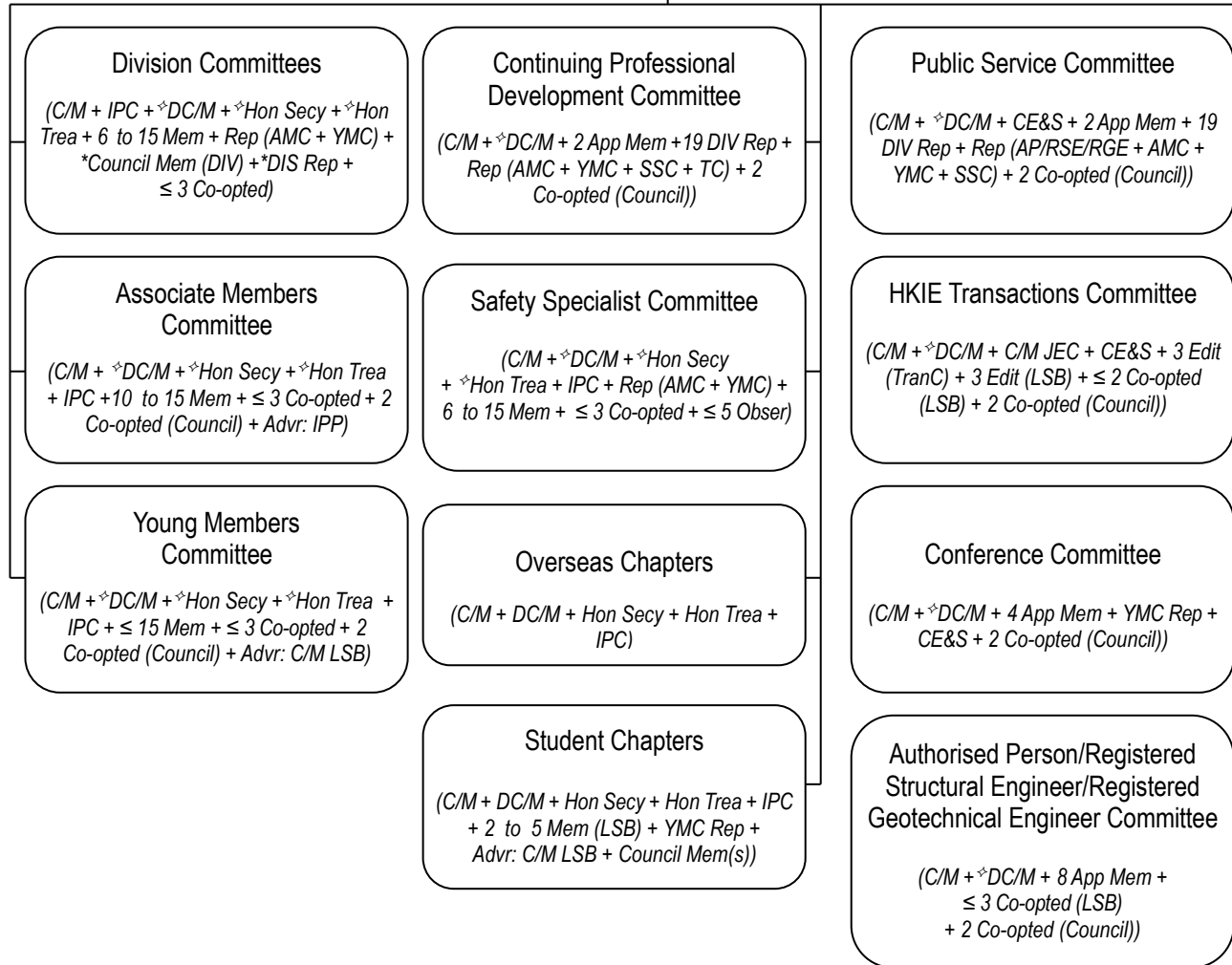
- C/M - Chairman
- DC/M - Deputy Chairman
- P - President
- IPP - Immediate Past President
- VP - Vice President
- F&I - Finance & Investment Committee
- JEC - Journal Editorial Committee
- SR - Staff Resources Committee
- App Mem - Member appointed by Council
- Co-opted (Admin) - Co-opted Member endorsed by Administration Board
- Co-opted (Council) - Co-opted Member from Council
- CE&S - The Chief Executive and Secretary

\* elected from Board/Committee Membership

## Organisation structure of the Learned Society Board and its standing committees

### Learned Society Board

(C/M: VP + ✧DC/M + 19 C/M DIV + C/M or Rep (AP/RSE/RGE + AMC + SSC + YMC + ConfC + CPDC + PSC + TranC) + CE&S)



\* where applicable

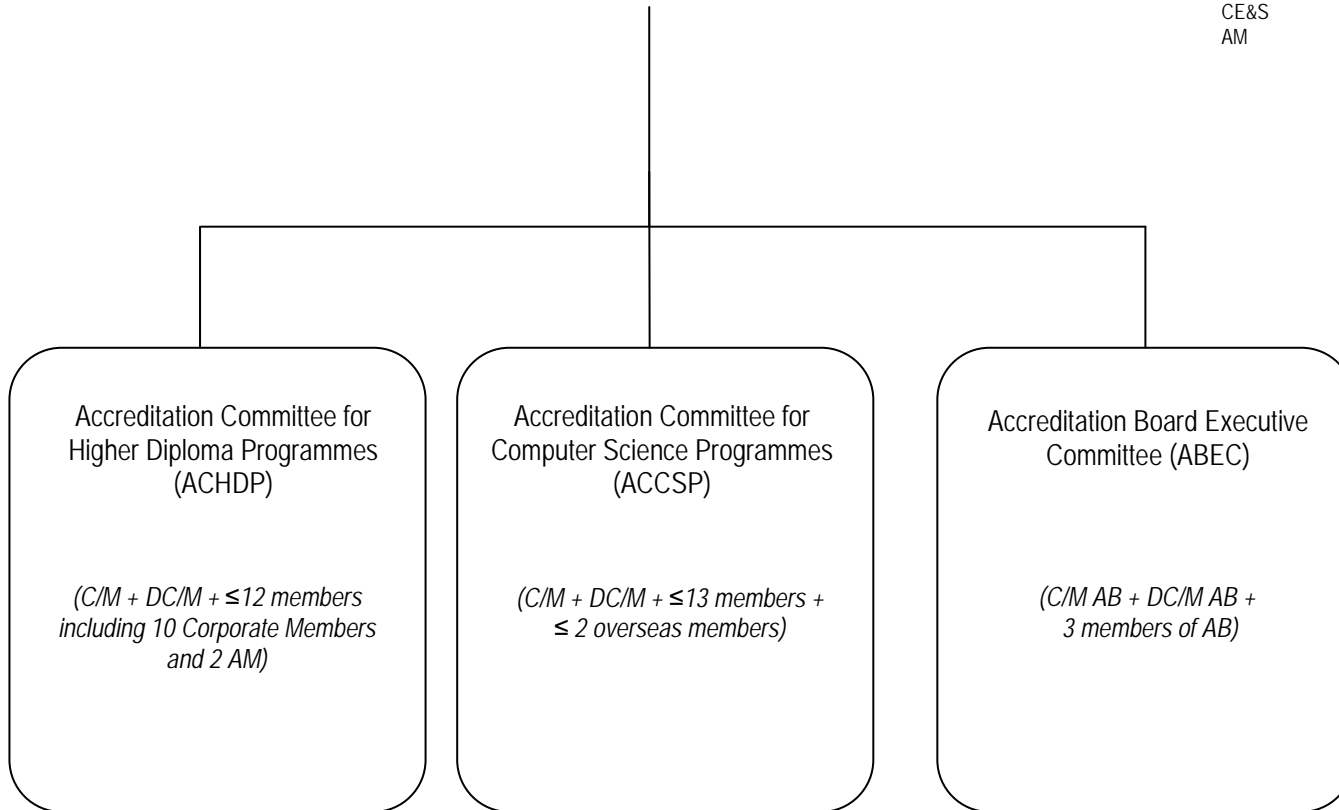
✧ elected from Board/Committee Membership

## Organisation structure of the Accreditation Board and its standing committees

### Accreditation Board (AB)

*(C/M + DC/M + C/M (Q&M + E & E + ACHDP + ACCSP) + ≤15 local members + ≤ 4 overseas members + CE&S)*

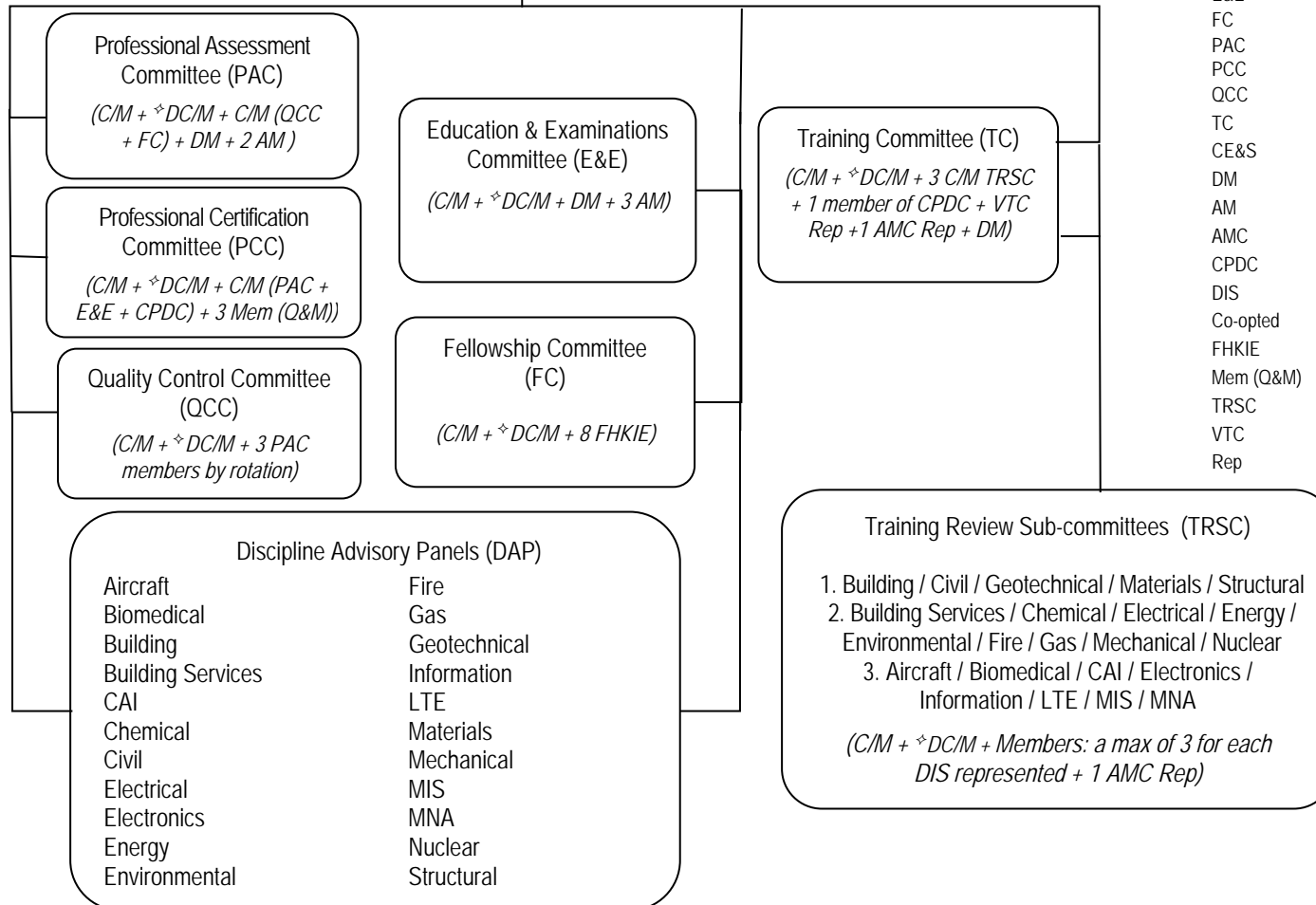
- Note:**
- C/M - Chairman
  - DC/M - Deputy Chairman
  - Q&M - Qualification & Membership Board
  - E & E - Education & Examinations Committee
  - ACHDP - Accreditation Committee for Higher Diploma Programmes
  - ACCSP - Accreditation Committee for Computer Science Programmes
  - CE&S - The Chief Executive and Secretary
  - AM - Associate Member



## Organisation structure of the Q & M Board and its standing committees

### Qualification & Membership (Q & M) Board

*(C/M: VP + DC/M + C/M (AB + E&E + FC + PAC + PCC + QCC + TC) +  
22 DAP C/M + CE&S + Co-opted)*



**Note:**

- C/M - Chairman
- DC/M - Deputy Chairman
- VP - Vice President
- DAP C/M - Discipline Advisory Panel Chairman
- AB - Accreditation Board
- E&E - Education and Examinations Committee
- FC - Fellowship Committee
- PAC - Professional Assessment Committee
- PCC - Professional Certification Committee
- QCC - Quality Control Committee
- TC - Training Committee
- CE&S - The Chief Executive and Secretary
- DM - Discipline Panel Members
- AM - Associate Members endorsed by Q&M Board
- AMC - Associate Members Committee
- CPDC - CPD Committee
- DIS - Discipline
- Co-opted - Co-opted members (Such members as the Board wishes to co-opt)
- FHKIE - Fellows endorsed by Q&M Board
- Mem (Q&M) - Members appointed by Q&M Board
- TRSC - Training Review Sub-Committees
- VTC - Vocational Training Council
- Rep - Representative

\* elected from Committee Membership

## THE COUNCIL

### COMPOSITION AND TERMS OF REFERENCE

#### 1. Composition

Chairman	:	President
Deputy Chairman	:	Immediate Past President (IPP)
Ex-officio Members	:	Three Vice Presidents Chairman of Associate Members Committee Chairman of Young Members Committee
Elected Ordinary Members	:	Not more than twenty and not less than twelve Elected Ordinary Members
Council Members (Division)	:	Each Division shall have one representative on the Council. If, at any time, any Division fails to meet or comply with, or to continue to meet or comply with, the relevant requirements for a Division (as stated in the guidelines that apply at that time), then the Council shall have the power to suspend or remove the Division's status and to suspend its representative from sitting on the Council. Such suspension will continue until the Council is satisfied that the failure to meet or comply with the relevant guidelines have been remedied.
Co-opted Members	:	The Council may co-opt two Corporate Members if deemed necessary.
Honorary Members	:	The Patron for the time being of the Institution and all Past Presidents (excluding the Immediate Past President) of the Institution and of the Society shall be honorary Council Members, without voting rights.

#### Notes:

- (1) All Council Members, except where stated to the contrary above, shall have full voting rights, but so that no Council Member shall have more than one vote.
- (2) Officers shall not concurrently be Chairman or Deputy Chairman of a Division.

Secretary	:	The Chief Executive and Secretary
Quorum	:	Twelve voting members

#### 2. Terms of Reference

The Council is the ultimate governing body of the Institution and is responsible to the membership for adopting policies for fulfilling the Objects of the Institution. The proceedings, powers and duties of the Council are specifically covered in Article 18 of the Constitution.

The primary functions of the Council are the formulation of policies, decision making and monitoring of the functioning of the Institution.

3. The Council authority is specifically required by the Constitution in the following areas:
- 3.1 admission to the Institution including control of admission standards (Arts. 2, 6, 7, 8, 9, 19);
  - 3.2 Rules of Conduct, discipline, and expulsion (Arts. 12, 13);
  - 3.3 general administration of the Institution (Arts. 10, 18(1) (1A) (2) (3) (5) (6) (10) (11), 20, 27, 29(2), 30(2));
  - 3.4 formation and control of Disciplines, Divisions, sections or chapters, etc (Arts. 11, 18(7-8));
  - 3.5 subscriptions and fees (Art. 14);
  - 3.6 administration of the Council (Arts. 15, 16, 17, 18(9));
  - 3.7 convening and administrating General Meetings (Arts. 24(2), 25, 26(8));
  - 3.8 Annual Report and Statement of Accounts (Art. 18(12));
  - 3.9 appointment of Patron (Art. 18(4));
  - 3.10 use of the Institution Seal (Arts. 5, 21); and
  - 3.11 intellectual property rights of the Institution (Art. 18(13)).

Note: In reference to the Constitution, the numbering used is as in the printed version dated June 2005 and is up to date until June 2005.

## **THE EXECUTIVE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	President
Deputy Chairman	:	Immediate Past President (IPP)
Ex-officio Members	:	Three Vice Presidents Three Council Members
Co-opted Members	:	Two more members of the Council may be co-opted to the Executive with the approval of the Council
Secretary	:	The Chief Executive and Secretary
Quorum	:	Three, including either the President or IPP

#### **2. Terms of Reference**

The Executive is responsible to the Council:

- 2.1 for the implementation of the policy and direction of the Council;
- 2.2 for dealing with urgent matters arising between the Council meetings, where the policy of the Council is clear;
- 2.3 for exercising authority delegated by the Council, as provided under Article 18 (5) of the Constitution; and
- 2.4 for dealing with delicate or sensitive matters.

#### **3. The Executive has the following specific responsibilities:**

- 3.1 to monitor the work of Boards and Committees and, where necessary, expedite this work through the Chief Executive and Secretary;
- 3.2 to determine agendas for the Council meetings;
- 3.3 to approve, or defer for not more than one Council meeting for reconsideration and possible amendment, Council agenda items submitted by Boards;
- 3.4 to recommend agenda items to Board meetings;
- 3.5 to act as a nominating Committee for Officers, the Council and Board members, as appropriate, and for particularly sensitive or critical appointments: taking account of the need for safeguarding sufficient continuity among the membership of Committees; and
- 3.6 to carry out such other duties they may consider necessary for the exercise of their responsibilities.

## **ADMINISTRATION BOARD**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

- Chairman : Senior Vice President
- Deputy Chairman : Elected from Ex-officio members of the Board
- Ex-officio Members : President  
Immediate Past President  
All Vice Presidents  
Chairmen of Committees  
- Finance & Investment Committee  
- Journal Editorial Committee  
- Staff Resources Committee  
The Chief Executive and Secretary
- Quorum : Three Corporate Members

#### **2. Terms of Reference**

Administration Board is responsible to the Council for the interpretation, development and implementation of policy on financial and administration matters, and for the co-ordination of administrative functions which involve more than one Board.

#### **3. The Board shall have the following specific responsibilities:**

- 3.1 to manage the finances of the Institution within the limitations of the capital and revenue budgets approved by the Council;
- 3.2 to manage the investment of the Institution's funds and property;
- 3.3 to prepare policy recommendations on administration of the Institution for consideration of the Council;
- 3.4 to co-ordinate activities involving more than one Committee;
- 3.5 to delegate to the Secretariat such financial and administrative activities as it deems fit; and
- 3.6 to take on such other responsibilities as may be required by the Council from time to time.

#### **4. To assist the Board in its functions, it shall include the following Committees:**

Journal Editorial Committee  
Finance & Investment Committee  
Staff Resources Committee

Approved by Administration Board 21.9.1993; amended by Administration Committee 4.10.2000; approved by Council 16.10.2000; amended by Journal Editorial Sub-committee 19.8.2002; approved by Administration Committee 3.9.2002; approved by Management Sub-committee 16.12.2002; amended by Journal Editorial Sub-committee 19.8.2003; approved by Administration Committee 15.9.2003; approved by Management Sub-committee 22.9.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated 25.6.2004; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; approved by Administration Board 2.9.2010; approved by Council 16.9.2010; amended by Journal Editorial Committee 26.08.2021; approved by Administration Board 09.09.2021; approved by Council 16.09.2021; amended by Journal Editorial Committee 08.09.2024; approved by Administration Board 12.09.2024; approved by Council 19.09.2024

## **JOURNAL EDITORIAL COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Appointed by the Council
Deputy Chairman	:	Elected from Committee Membership
Ex-officio Members	:	The Chief Executive and Secretary
Members	:	Three members appointed by the Council
Co-opted Members	:	Two Council Members appointed by the Council
Quorum	:	Three Corporate Members

#### **2. Terms of Reference**

The Committee is responsible to the Administration Board and is assisted by the Secretariat in undertaking the following responsibilities. The Terms of Reference set out as below:

- 2.1 Monitoring the finances in relation to the publishing of the Journal, the Yearbook and the other operative parts;
- 2.2 Establishing and monitoring the publishing and editorial policy of the Journal and the Yearbook;
- 2.3 Reviewing the contents (including but not limited to advertising) of the Journal and the Yearbook to ensure compliance with the publishing and editorial policy;
- 2.4 Ensuring that the quality of the Journal and the Yearbook is of professional standard;
- 2.5 Providing advice and assistance to the Secretariat's editorial office on the review of technical articles and on topics and sources of material to be published within the Journal and the Yearbook; and
- 2.6 Reviewing the "Note from the Editor" or any comment published within the Journal or the Yearbook drafted by the Secretariat's editorial office, which shall not be published without prior written approval of the Committee.

Approved by M & A Committee 28.3.1990; amended 9.5.1990; amended M & A Committee 14.9.1994; amended by Council 16.10.1997; approved by Council 16.10.2000; amended by F & I Sub-committee 25.8.2003; approved by Administration Committee 15.9.2003; approved by Management Sub-committee 22.9.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated 25.6.2004; amended by F & I Committee 28.8.2006; approved by Management Committee 18.9.2006; approved by Administration Board 26.10.2006; approved by Council 16.11.2006; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; approved by Executive 7.7.2018; approved by Council 19.7.2018; approved by Management Committee 25.10.2018; approved by Administration Board 1.11.2018; approved by Council 15.11.2018; approved by Executive 3.9.2022; approved by Council 15.9.2022

## **FINANCE & INVESTMENT COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Appointed by the Council
Deputy Chairman	:	Elected from Committee Membership
Ex-officio Member	:	The Chief Executive and Secretary
Members	:	Three members appointed by the Council
Co-opted Members	:	Not more than two members endorsed by the Administration Board Two Council Members appointed by the Council
Quorum	:	Three Corporate Members

#### **2. Terms of Reference**

The Committee is responsible to the Administration Board for the following:

- 2.1 management of the assets and investments of the Institution;
- 2.2 preparation of budgets, monitoring income and expenditure and endorsement of variations to the approved budget;
- 2.3 capital expenditure planning;
- 2.4 investment policy and advise on the financial viability of the Institution; and
- 2.5 take on other responsibilities as may be required by the Administration Board

## **STAFF RESOURCES COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

- Chairman : Appointed by the Council
- Deputy Chairman : Elected from Committee Membership
- Ex-officio Members : Chairman of Finance and Investment Committee (in whose absence the Deputy Chairman of Finance & Investment Committee may deputise)  
The Chief Executive and Secretary
- Members : Three members appointed by the Council
- Co-opted Members : Not more than two members endorsed by the Administration Board  
Two Council Members appointed by the Council
- Quorum : Three Corporate Members

#### **2. Terms of Reference**

The Committee is responsible to the Administration Board for the following:

- 2.1 review policy and guidelines for staff establishment;
- 2.2 review job specifications for Secretariat staff;
- 2.3 make recommendations to Administration Board on the need for changes to staff and staff establishment;
- 2.4 formulate policy and guidelines for salary levels and conditions of service for the HKIE staff and make recommendations to Administration Board; and
- 2.5 review salary levels and conditions of service and make recommendations to Administration Board on changes.

## LEARNED SOCIETY BOARD

### COMPOSITION AND TERMS OF REFERENCE

#### 1. Composition

- Chairman : Vice President
- Deputy Chairman : Elected from Board Membership
- Ex-officio Members : Division Chairmen \*  
Chairman of Safety Specialist Committee \*  
Chairmen of Committees \*  
- Associate Members Committee  
- Authorised Person/Registered Structural Engineer/Registered Geotechnical Engineer Committee  
- Conference Committee  
- Continuing Professional Development Committee  
- Public Service Committee  
- HKIE Transactions Committee  
- Young Members Committee  
The Chief Executive and Secretary
- (\* in whose absence a representative may deputise)
- Quorum : One quarter of Board Membership

#### 2. Terms of Reference

Learned Society Board is the forum for co-ordinating learned society activities carried out by its Divisions, Committees and SSC.

It is responsible to the Council for recommendation at strategic level (for subsequent implementation by Divisions or Committees which report to the Board), in the following issues:

- 2.1 upholding and enhancing the integrity and status of the Institution, through developing its professional, technical and ethical standards and gaining recognition and acceptance of them, both by other engineers and by users of engineering services - locally and internationally;
- 2.2 representing the profession to the public and to the Government, through identifying and keeping up to date a public relations policy and image for the Institution; and
- 2.3 promoting and advancing the science and practice engineering by e.g. attracting able recruits to the ranks of Corporate membership, facilitating their continuing professional development thereafter (whether by lectures, visits, courses or other means), and supporting studies of the long range effect of technological development on society.

#### 3. Additionally, the Board has the following specific responsibilities:

- 3.1 to review the Rules of Conduct and Guidance Notes from time to time and promote the understanding and practice of ethics and professionalism among members;
- 3.2 to encourage and foster collaboration with other professions;

Agreed by M & A Committee 28.3.1990; amended 21.5.1990; amended 14.9.1993; amended 10.10.1994; amended 28.3.1996; amended by LSB 24.7.2000; amended by LSB 9.10.2000; approved by Council 16.10.2000; amended by LSB 20.8.2001; approved by Council 6.9.2001; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated 25.6.2004; updated 23.6.2005; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; updated by Council 22.9.2011; approved by Administration Board 13.9.2018; approved by Council 20.9.2018; approved by Administration Board 7.1.2021; approved by Council 14.1.2021; updated 15.5.2025

- 3.3 to regularly review these terms of reference and actions implicit in them and, when appropriate, report need for modifications to the Council;
  - 3.4 to propose (to Administration Board) ideas for areas of welfare and benefit (other than remuneration-related issues) which could be devised/made available to members; and
  - 3.5 to take such other responsibilities as may be required by the Council, from time to time.
4. To assist the Board to perform the aforementioned functions it shall designate the tasks to or require inputs from Divisions and the following Committees:

Associate Members Committee  
Authorised Person/Registered Structural Engineer/Registered Geotechnical Engineer Committee  
Conference Committee  
Continuing Professional Development Committee  
Public Service Committee  
HKIE Transactions Committee  
Young Members Committee

## **AUTHORISED PERSON/ REGISTERED STRUCTURAL ENGINEER/ REGISTERED GEOTECHNICAL ENGINEER COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Appointed by the Council
Deputy Chairman	:	Elected from Committee Membership
Members	:	Eight members appointed by the Council from Institution Members who are Authorised Person (AP), Registered Structural Engineer (RSE) or Registered Geotechnical Engineer (RGE) under the Buildings Ordinance
Co-opted Members	:	Not more than three members endorsed by the Learned Society Board Two Council Members appointed by the Council
Honorary Secretary	:	Elected from Committee Membership
Quorum	:	Three Corporate Members

#### **2. Terms of Reference**

Authorised Person/Registered Structural Engineer/Registered Geotechnical Engineer Committee (AP/RSE/RGE Committee) is responsible to the Learned Society Board for all matters relating to the Buildings Ordinance and the professional practice of AP/RSE/RGE.

#### **3. Function of the Committee:**

- 3.1 to advise the Learned Society Board and the Institution on matters related to the quality of building works, the Buildings Ordinance and the professional practice of AP/RSE/RGE;
- 3.2 to co-ordinate, communicate with and promote the exchange of information and ideas among AP/RSE/RGE members of the Institution on matters relating to the Buildings Ordinance and the professional practice of AP/RSE/RGE;
- 3.3 to encourage co-operation between AP/RSE/RGE members of the Institution and AP/RSE/RGE members of other professional bodies; and
- 3.4 to follow the Institution's Procedures for Nomination in response to Government bodies' requests on matters relating to the Buildings Ordinances and the professional practice of AP/RSE/RGE.

## **CONFERENCE COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Appointed by the Council
Deputy Chairman	:	Elected from Committee Membership
Ex-officio Member	:	The Chief Executive and Secretary
Members	:	Four members appointed by the Council One representative from Young Members Committee (YMC)
Co-opted Members	:	Two Council Members appointed by the Council
Quorum	:	Three Corporate Members

#### **2. Terms of Reference**

- 2.1 The Committee shall be responsible to the Learned Society Board for Institutional Conferences. Its functions are:
- 2.1.1 to review conferences assigned to the Conference and Function Section, including budgets and to make recommendations on the HKIE commitments for staff and funding support;
  - 2.1.2 to review progress and viability of conferences under organisation and to make recommendations to Administration Board on whether to abort or proceed of any event at any stage;
  - 2.1.3 to monitor and promote the quality and technical relevance of the HKIE conferences, in conjunction with Learned Society Board and other parties concerned;
  - 2.1.4 to develop Divisional input into the planning and organisation of conferences, to improve marketability and economic viability. To seek Divisional support for the HKIE events and to encourage the development of a programme of conference events across the technical activities areas of the Institution.
- 2.2 The Committee shall give advice/ monitor the work of Conference and Function Section regarding conferences and to develop this important aspect of the HKIE learned society activities.

As tabled at M & A Committee 28.3.1990; modified at meeting 21.5.1990; again modified at meeting 7.12.1990; further modified April 1993; approved by Council 16.10.2000; amended by CPD Committee 19.10.2000; approved by LSB 13.6.2001; approved by Council 5.7.2001; amended by CPD Committee 30.8.2001; approved by LSB 26.11.2001; approved by Council 10.1.2002; amended by CPD Committee 13.12.2002; amended by LSB 24.2.2003; approved by Management Sub-committee 14.5.2003; approved by LSB by circulation 16.10.2003; approved by Management Sub-committee 3.11.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated 25.6.2004; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; amended by CPD Committee 22.09.2010; approved by LSB 08.12.2010; approved by Management Committee 16.2.2011; approved by Administration Board 3.3.2011; approved by Council 17.3.2011

## CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE

### COMPOSITION AND TERMS OF REFERENCE

#### 1. Composition

- Chairman : Appointed by the Council
- Deputy Chairman : Elected from Committee Membership
- Members : Two members appointed by the Council  
One representative from each Division  
One representative from Associate Members Committee (AMC)  
One representative from Young Members Committee (YMC)  
One representative from Safety Specialist Committee (SSC)  
One representative from Training Committee (TC)
- Co-opted Members : Two Council Members appointed by the Council
- Quorum : One quarter of Committee Membership

#### 2. Terms of Reference

The Committee is responsible to Learned Society Board for the promotion, promulgation and administration of **Continuous Professional Development** (CPD) of engineers in the Institution. The thrust of the Committee's work is to be on subjects of **common interest** to engineers of different disciplines. The needs of individual specialist disciplines to remain as the domain of the respective Divisions. Representatives from CPD Committee Special Groups (SG) may be requested to attend meetings as needed.

CPDC's responsibilities shall include the followings:

- 2.1 encouraging the build-up of a CPD culture within, and external to, the HKIE;
- 2.2 maintaining an HKIE overview on CPD and, where necessary, playing a co-ordinating role in CPD activities;
- 2.3 initiating, and where appropriate, organising suitable programmes, either within the Institution, or jointly with other bodies, or by educational establishments, or other outside bodies;
- 2.4 collation and dissemination of CPD education and training programmes offered by outside bodies, as appropriate. In this context, the CPDC helps to publicise and support "in principle" such relevant programmes on a commercial/market basis but not by any form of accreditation/approval;
- 2.5 overseeing the formation of Special Groups that are in line with the interests of CPD Committee;
- 2.6 management of any funds or facilities allocated by the Council for the purpose of promoting CPD;
- 2.7 review of the education and training aspects of further CPD in respect of the followings, and making appropriate recommendations to implement any identified need:
  - i) the current and potential needs of engineers in Hong Kong as seen by themselves, the Institution and its Divisions, the Government, and employers;
  - ii) initiating and overseeing modifications, in line with local needs, of CPD material produced in other countries which might be applicable to the Institution; and

As tabled at M & A Committee 28.3.1990; modified at meeting 21.5.1990; again modified at meeting 7.12.1990; further modified April 1993; approved by Council 16.10.2000; amended by CPD Committee 19.10.2000; approved by LSB 13.6.2001; approved by Council 5.7.2001; amended by CPD Committee 30.8.2001; approved by LSB 26.11.2001; approved by Council 10.1.2002; amended by CPD Committee 13.12.2002; amended by LSB 24.2.2003; approved by Management Sub-committee 14.5.2003; approved by LSB by circulation 16.10.2003; approved by Management Sub-committee 3.11.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated 25.6.2004; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; amended by CPD Committee 22.09.2010; approved by LSB 08.12.2010; approved by Management Committee 16.2.2011; approved by Administration Board 3.3.2011; approved by Council 17.3.2011

- iii) arranging CPD programmes and activities of a relevant nature with other professional bodies
- 2.8 the Committee shall annually prepare 1 and 3 year plans, including budgetary requirements, for implementation; and
- 2.9 proposing, and overseeing and promulgating the use of a CPD log book.

## **HKIE TRANSACTIONS COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

- Chairman : Appointed by the Council  
(also serves as the Editor-in-Chief of the Transactions)
- Deputy Chairman : Elected from Committee Membership
- Ex-officio Members : Chairman of Journal Editorial Committee  
The Chief Executive and Secretary
- Members : Three Editors appointed by HKIE Transactions Committee  
Three Editors appointed by Learned Society Board
- Co-opted Members : Not more than two members endorsed by Learned Society Board  
Two Council Members appointed by the Council
- Quorum : Three Corporate Members

#### **2. Terms of Reference**

The Committee is responsible to the Learned Society Board for the following:

- 2.1 to review the Institution publications policy for the Transactions and to make recommendations for future development;
- 2.2 to nominate Transactions International Advisors and to form the Editorial Panel;
- 2.3 to oversee the timely publication of the Transactions;
- 2.4 to upkeep the quality of the Transactions publication at an international standard; and
- 2.5 to engage in such other activities as the Council or the Learned Society Board may require regarding Institution publications.

## **PUBLIC SERVICE COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

- Chairman : Appointed by the Council
- Deputy Chairman : Elected from Committee Membership
- Ex-officio Members : The Chief Executive and Secretary
- Members : Two members appointed by the Council  
One representative from each Division; a representative from  
Authorised Person/Registered Structural Engineer/Registered  
Geotechnical Engineer Committee  
One representative from Associate Members Committee (AMC)  
One representative from Safety Specialist Committee (SSC)  
One representative from Young Members Committee (YMC)
- Co-opted Members : Two Council Members appointed by the Council
- Quorum : One quarter of Committee Membership

#### **2. Terms of Reference**

The Committee shall be responsible to Learned Society Board for developing and co-ordinating public relations policies; for reviewing/revising these policies from time to time and for enhancing the HKIE's public image.

In particular, it shall ensure that effective steps are being taken to achieve the following objectives:

- 2.1 recognition as the body representing professional engineers in Hong Kong;
- 2.2 enhancement of engineers' status in the society;
- 2.3 promotion of membership;
- 2.4 provision for and promotion of external communication on engineering-related matters;
- 2.5 formulation of the Institution views on issues of public concern; and
- 2.6 encouragement of members to participate in community work.

The Committee shall ensure that the Institution communicates its views on matters of importance to the public, the Government, the media and industry. It may utilise outside expertise, and may work with external bodies on matters of mutual concern.

#### **3. The Committee shall carry out the following specific tasks:**

- 3.1 design programme for implementation to promote professional image of the Institution;
- 3.2 encourage students of secondary schools and tertiary education institutions to select engineering as their career;
- 3.3 take a proactive response to current issues and to provide forums whereby members can react to changes;
- 3.4 organise activities to showcase engineers' contribution to the society;
- 3.5 enhance and foster the relationship with the community;
- 3.6 prepare Institution views and presentations to the media on all engineering matters of public interest and concern;
- 3.7 prepare statements and arrange press briefings;
- 3.8 establish regular dialogue with the media;
- 3.9 co-ordinate responses to papers published by the Government and outside bodies; and
- 3.10 nominate members to sit on committees of the Government and outside bodies.

#### **4. The Committee shall meet every three months, or more frequently as required.**

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## DIVISION RULES

### 1. DEFINITIONS

In these Rules the following words, unless the context otherwise requires, bear the meanings set against them:

- |                            |  |
|----------------------------|--|
| Institution                | – The Hong Kong Institution of Engineers.  |
| Division                   | – A sub-division of the Institution, related to a specific field of interest for learned society or kindred purposes.  |
| Ordinance                  | – The Hong Kong Institution of Engineers Ordinance 1975 of Hong Kong (Chapter 1105 of the Laws of Hong Kong) as the same may from time to time be amended, modified or re-enacted.   |
| Constitution               | – The Constitution of the Institution for the time being in force.   |
| Council                    | – The Council of the Institution.  |
| Electronic Facility        | – Electronic facility, platform, device, system, procedure or method (including, without limitation, websites, application technology and/or collaboration and any form of conference systems (telephone, video, web or otherwise)) providing an electronic means of attendance at and/or participation in and/or voting at a meeting as determined by the Division Committee.   |
| Electronic Voting Facility | – Any Electronic Facility designated or set up by the Division Committee to vote (including by way of show of hands and/or ballot) during a virtual meeting of the Division Committee, or for any elections on the day of an Annual General Meeting when a decision or order has been made by the Division Committee for convening it by way of a virtual meeting or an election by any Electronic Facility, all having regard to the relevant voting arrangements and requirements provided in the Constitution, provided always that only votes cast via an Electronic Voting Facility by persons present within the geographical boundaries of the Hong Kong Special Administrative Region shall be considered as validly cast. |
| place                      | – In relation to any meeting held by way of a physical meeting, the place of the physical meeting or in relation to any meeting held by way of a virtual meeting, the applicable Electronic Facility(ies).   |

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- Roll – The register as defined under section 2 of the Ordinance and the list of members of the Institution established under Article 10 of the Constitution.
- virtual meeting – A meeting which is held and conducted by virtual attendance and participation by means of an Electronic Facility through which participants of the meeting can each communicate to the others any information or opinions they have on any particular item of the business of the meeting, provided always that attendance of the virtual meeting shall be within the geographical boundaries of the Hong Kong Special Administrative Region.

In these Rules, the word “year” or “session” shall refer to a period from the closure of an Annual General Meeting of the Institution to the closure of the next succeeding Annual General Meeting, unless the context otherwise requires.

When the masculine gender is used in the text, it is intended that this should embrace both the masculine and feminine genders.

Unless the context otherwise requires, references to a person being present at any meeting means that such person is present at a physical meeting or, as the case may be, is present at a virtual meeting via the Electronic Facilities specified by the Division Committee. Accordingly, any references to attending or doing anything at the meeting “in person” and “personally” and references to “attend”, “participate”, “vote”, “elect”, “attending”, “participating”, “voting”, “electing”, “attendance”, “participation”, “election” and any other similar expressions shall be read accordingly.

## **2. AIMS AND ACTIVITIES**

The aim of a Division is to advance the objects of the Institution and their application to the various subjects which come within the Division, more specifically to:

- (a) promote the general advancement of the science, technology and practice of the Division;
- (b) encourage and foster a spirit of friendly collaboration amongst its members and with members of similar institutions, societies or other professional bodies;
- (c) facilitate the exchange of information and ideas in relation to the Division; and
- (d) contribute to raise the standing of engineers.

A Division shall achieve its aims by carrying out learned society activities in accordance with the requirements of the Division Manual. Divisions shall be subject to regulation by the Learned Society Board.

## **3. CHECKLIST OF DIVISION COMPOSITION AND MEMBERSHIP**

- (a) Does the Division have sufficient support and interest in sustaining the population size of Corporate Membership of 200?

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- (b) Is there involvement from sufficient senior and/or responsible members of the Institution in the Division?
- (c) Is there sufficient number of members in the corresponding Discipline? (say, not less than 30)

#### **4. STATUS OF A DIVISION**

When the aims and activities and membership in an established Division cannot satisfy the checklist for Division stated in Clauses 2 and 3 above, and it is judged by the Learned Society Board that there is no longer sufficient support for the continuance of that Division, the Board may propose to the Council for approval that the Division should be amalgamated with another Division of good standing, or be a Division without a representative in the Council, or be closed down.

#### **5. MEMBERSHIP**

Individual membership shall be open to any member of the Institution. Membership of the Division shall be deemed to have taken place from the date of inclusion in the Roll. Members may join any number of Divisions, subject to any restrictions which may be in force.

#### **6. COUNCIL MEMBER (DIVISION)**

- 6.1 Each Division (other than those referred to in Clause 2.3 of the Guidelines for Formation of New Divisions and Clause 4 above) will have one representative on the Council. The Council Member (Division) will be ex-officio member of the Division Committee and Discipline Advisory Panel. The term of office for a Council Member (Division) shall normally be two years from the Institution's Annual General Meeting immediately following the election and the incumbent shall not be eligible for re-election in the capacity of Council Member (Division) until at least eleven months have elapsed following retirement.<sup>1</sup> Eligible candidate must be:

- (a) a Corporate Member of the corresponding Discipline, and
- (b) a Corporate Member of the Institution for at least three years, and
- (c) (i) a past or current Discipline Representative, or  
(ii) a past or current Division Committee member who had or has served on the Division Committee for at least two years.

Any member of the Institution who has served the Council in the current session shall not be eligible to stand for election as Council Member (Division) for the next session until at least eleven months have elapsed following retirement, save as provided for in Clause 6.2 below.

Only Corporate Members and Fellows of the corresponding Discipline of the Division will be eligible to vote on the election of the Council Member (Division) at the Division Annual General Meeting.

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<sup>1</sup> For the first year of implementation of the new structure, the term of office of Council Members (Division) shall be staggered evenly between two to three years which shall be determined by lot among the Divisions.

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(Reference Articles of the Constitution: Article 16 (d) and (i).)

- 6.2 If a casual vacancy shall occur in the office of the Council Member (Division), such vacancy for the remainder of the year left vacant shall be filled by election at the next Division Annual General Meeting. For the purposes of clarification, the incumbent elected to fill such casual vacancy shall be eligible for re-election for Council Member (Division) for another term of service at the next applicable Division Annual General Meeting notwithstanding that a period of eleven months has not elapsed following his retirement from his appointment as Council Member (Division) to fill such casual vacancy.

## **7. COMMITTEE**

- 7.1 The Division Committee shall organise and arrange the activities of the Division and shall meet as often as the business of the Division requires at such times and places as shall be determined by the Committee.
- 7.2 Each session of the Division Committee shall be from the closure of an Annual General Meeting of the Institution to the closure of the next succeeding Annual General Meeting, and each current Division Committee shall comprise:
- (a) a Chairman, elected annually at the last Division Annual General Meeting;
  - (b) the Immediate Past Chairman;
  - (c) six to fourteen Ordinary Members of the Committee;
  - (d) three (unless otherwise approved in accordance with Clause 10.2 (f) below) Ordinary Members of the Committee who are of 35 years of age or below (any registered member of the Division of such age shall hereafter be referred to as a “young member”);
  - (e) ex-officio: one representative of the Associate Members Committee from time to time nominated or replaced by that Committee;
  - (f) ex-officio: one representative of the Safety Specialist Committee from time to time nominated or replaced by that Committee;
  - (g) ex-officio: one representative of the Young Members Committee from time to time nominated or replaced by that Committee;
  - (h) ex-officio: Council Member (Division) (where applicable);
  - (i) ex-officio: Discipline Representative of the corresponding Division (where applicable); and
  - (j) up to three Co-opted Members as deemed necessary and co-opted by the Division Committee.
- 7.3 The Chairman of the Division shall be a Fellow of the Institution in the corresponding Discipline of the Division unless the Learned Society Board agrees, at its own discretion, to the nomination of or the filling of a casual vacancy under Clause 7.7(a) by a Fellow of the Institution outside the corresponding Discipline of the Division, or a Member of status it considers

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equivalent to a Fellow. He shall be elected annually, but shall not be barred from further re-election either as Chairman or as Division Committee Member. The Chairman shall, however, not hold office as Chairman continuously for more than two years.

The Honorary Officers of a Division shall all be Corporate Members in the corresponding Discipline of the Division unless the Division does not have a corresponding Discipline. At the first Division Committee meeting of any session, which shall be held not later than four weeks after the Institution's Annual General Meeting, the Committee shall elect the following Honorary Officers from among Committee Members referred to in Clause 7.2(c) to (j):

- (a) a Deputy Chairman;
- (b) an Honorary Secretary;
- (c) an Honorary Treasurer.

- 7.4
- (a) Subject to and in connection with Clause 7.2(c) above, the Division Committee shall determine the number of Ordinary Members of the Committee for the next session. Every registered member of the Division shall have the right to stand for the election for the Ordinary Members of the Division Committee. Such Ordinary Members of the Division Committee shall be elected by the members of the Division at the Division Annual General Meeting for a period of up to three years. A number nearest to, but not more than a third of the Ordinary Members under Clause 7.2(c) above in the outgoing session shall retire each year. The Ordinary Members to retire shall be those who have been longest in office in the outgoing session and shall include those who resign from the Division Committee voluntarily.
  - (b) Every registered member of the Division who is a young member shall have the right to stand for the election for the Ordinary Members of the Division Committee under Clause 7.2(d) above. Such Ordinary Members of the Division Committee shall be elected by the members of the Division at the Division Annual General Meeting for a period of up to three years.
  - (c) Retiring Ordinary Members under Clause 7.2(c) or (d) above, if eligible, may offer themselves for re-election for another term of service. An Ordinary Member is normally required to retire after two consecutive terms in office and only under exceptional circumstances as determined by the Division Committee may he serve one more term so that a maximum of three consecutive terms in the capacity of Ordinary Member of the Committee may be served. A retiring Ordinary Member who has ceased to be a young member is not eligible for re-election under Clause 7.2(d) above.
- 7.5
- (a) Only a young member may be co-opted to fill any casual vacancy occurring in the post under Clause 7.2(d) above.
  - (b) Once a young member has been elected or co-opted for the post of the Ordinary Member of the Division Committee under Clause 7.2(d) above for any year, he shall serve as an Ordinary Member of 35 years of age or below and notwithstanding he may become above 35 years of age during his term of office, he shall still be deemed as a young member during his term for the purposes of determining any compliance with Clause 7.2(d) above.

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- (c) For the purposes of clarification, it is understood that nothing in Clause 7.5 shall prevent any young member from being elected to fill the vacancy of any Ordinary Member under Clause 7.2(c) or co-opted as a Division Committee pursuant to other provisions of these Rules.

7.6 Any member of the Institution may be co-opted by the Division Committee under Clause 7.2(j) above and the term of office for each Co-opted Member shall normally be for up to one year to be determined by the Committee upon his co-option, although he may be eligible for a successive co-option for up to one further year.

7.7 Except for the offices set out in Clause 7.2(e) to (i) above, any casual vacancy which may occur on the Division Committee shall be filled in accordance with the following requirements:

- (a) If a casual vacancy shall occur in the office of the Chairman, it shall be filled by the Committee as soon as practicable by appointing the Deputy Chairman for the time being and who is able and willing to serve the Committee as the new Chairman, provided that any Chairman so appointed shall hold office for the remainder of the term left vacant.

- (b) If a casual vacancy shall occur in the office of the Deputy Chairman, it shall be filled by the Committee as soon as practicable by appointing the Honorary Secretary for the time being or if he is unable or unwilling to serve the Committee as the new Deputy Chairman, then the Honorary Treasurer as the new Deputy Chairman, provided that any Deputy Chairman so appointed shall hold office for the remainder of the term left vacant.

- (c) If a casual vacancy shall occur in the office of the Immediate Past Chairman, it shall be filled by the Committee as soon as practicable by appointing a most recent Past Chairman who is able and willing to serve the Committee as the new Immediate Past Chairman, provided that any Immediate Past Chairman so appointed shall hold office for the remainder of the term left vacant.

- (d) If a casual vacancy shall occur in any other office, or if a casual vacancy cannot be filled in the manner as specified in Clause 7.7(a), (b) or (c) above, the Division Committee may fill any such vacancy on the Committee that may arise in such manner as the Division Committee deems fit provided that only a young member may be co-opted for any casual vacancy occurring in the post under Clause 7.2(d) above. Such Committee Members as co-opted shall serve to the end of the remainder of the year left vacant.

- (e) Members appointed to fill such vacancies shall have full voting rights on the Division Committee.

For the purposes of clarification, where there is any restriction on the number of terms or years for any incumbent to serve as a Member of or on any post of the Division Committee, such restriction shall not apply to the time during which he was co-opted or elected to fill any casual vacancy which may occur on the Committee.

7.8 The continuing Division Committee Members may act notwithstanding any

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vacancies in the Committee, provided that if the number of Division Committee Members shall be reduced below the quorum necessary for Committee meetings, the continuing Division Committee Members may act for the purpose of filling vacancies in their body but for no other purpose.

- 7.9 A Division Committee Member shall vacate his office if (a) he becomes bankrupt or of unsound mind or resigns his office by notice in writing to the Honorary Secretary or if he ceases for any reason to be a member of the Institution, or (b) he is absent from more than three consecutive meetings of the Committee without giving adequate reason to the satisfaction of the Committee and the Committee may, by a resolution passed at a meeting of the Division thereupon resolves that he has vacated office.
- 7.10 Representatives of student organisations may be invited as observers to the Committee.
- 7.11 Nominations for Chairman and Ordinary Members and co-options shall be arranged to create the optimum representation of the various employment sectors within the Division.
- 7.12 The Division Committee shall prepare a draft annual report, which shall be approved at the Division Annual General Meeting.
- 7.13 The Chairman, or failing him the Deputy Chairman, or failing him the Immediate Past Chairman, shall preside as chairman at every Division Committee meeting. If none of them is present within thirty minutes from the time appointed for holding any such meeting, the Committee Members present shall choose a Committee Member to act as chairman of that meeting.
- 7.14 At any Division Committee meeting, each Committee Member shall have one vote and the decision of the Division Committee shall be by simple majority of the Committee Members present and voting in favour of the decision (i.e. more than half of the total number of votes for and against any proposal). In the event of a tied vote, the chairman of the Committee meeting shall have a second or casting vote.

## **8. QUORUM**

- 8.1 The quorum for Division Committee meetings shall be four Corporate Members.
- 8.2 The quorum for General Meetings, i.e. Division Annual General Meetings and Special General Meetings, shall be ten or one hundredth of the Division voting membership excluding fractions, subject to a maximum of 50, whichever is greater.
- 8.3 If a quorum for any General Meeting is not present within thirty minutes from the time appointed for General Meeting, it shall stand adjourned to such place and time and date within the next ten calendar days as determined by the Division Committee. The revised place, time and date for the adjourned General Meeting shall be notified to members of the Division by being published on the Institution's website and (where available) the Division's website. No other notification of any kind is required to be issued to the members of the Division on the adjourned General Meeting. If at the adjourned General Meeting a quorum is not present within thirty minutes from

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the time appointed for such General Meeting, the members of the Division present shall be a quorum.

## 9. FINANCE

Each Division shall receive a yearly allocation of funds for which it is responsible. The funds shall be managed through a Division Account. The detailed rules for the operation of the account are stipulated in the Division Manual.

## 10. MEETINGS

### 10.1 Chairman and Honorary Secretary

The Chairman of all meetings shall normally be the incumbent Chairman of the Division.

The Honorary Secretary of a Division or his representative shall attend each Committee meeting and General Meeting of that Division in order to compile records of each such meeting and General Meeting.

### 10.2 Division Annual General Meeting

- (a) The Division Annual General Meeting shall take place not earlier than twelve weeks and not later than six weeks before the Annual General Meeting of the Institution. The Secretariat will provide at the start of each session a provisional schedule of dates for Division Annual General Meetings.
- (b) The purpose of this Meeting shall be to receive and approve the annual report of the Division (including audited financial statements of the Division, if available), to elect relevant members of the new Division Committee and Chairman, to elect Council Member (Division) (where applicable), and to consider such other business as may be raised by the Division Committee.
- (c) Not less than twenty-eight calendar days prior to the Division Annual General Meeting each member of the Division shall be sent in electronic form and the Division shall publish on the Institution's website and (where available) the Division's website, a list of persons whom the Division Committee nominates as candidates for election as Chairman and as Ordinary Members of the Committee under Clause 7.2(c) and Clause 7.2(d) above. Division may also publish the first circular in the *Hong Kong Engineer*. The nominations shall be such as to ensure that there are sufficient Corporate Members to fill the position of Honorary Officers of the Division. Names of persons whom the Committee nominates as candidates, if any, for election as Council Member (Division) should also be circulated.
- (d) After issue of the Division Committee's list of candidates any two Corporate Members of the Division may nominate in writing any duly qualified persons as Chairman or Ordinary Members of the Committee under Clause 7.2(c) and Clause 7.2(d) above or Council Member (Division). The nomination paper signed by those making the nomination, together with the assent in writing of every candidate

Approved by Council 29.4.1999, 18.5.2000; Amended on 29.6.2000 (SGM); Amended by Learned Society Board 9.10.2000; Approved by Council 16.10.2000; Amended by Learned Society Board 4.12.2000; Approved by Council 12.12.2000; amended by Learned Society Board 9.9.2002; approved by Management Sub-committee 29.10.2002; updated SGM 24.6.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated by Learned Society Board 24.11.2005 (by circulation); amended by Learned Society Board 10.3.2006 (by circulation); approved by Council 16.3.2006; amended by Learned Society Board 13.1.2007; approved by Council 18.1.2007; updated and amended by Learned Society Board 22.1.2007 (by circulation); noted by Council 23.1.2007 (by circulation); amended by Learned Society Board 27.4.2009; approved by Council 18.6.2009 (by circulation); approved by Council 20.1.2011; amended by Learned Society Board 5.12.2013; approved by Council 16.1.2014; amended by Learned Society Board 7.9.2015; approved by Council 17.9.2015; amended by Learned Society Board 20.1.2016 (by circulation); approved by Council 21.1.2016; amended by Learned Society Board 28.2.2019; approved by Council 14.3.2019; amended by Learned Society Board 2.11.2022; approved by Council 17.11.2022

named therein to accept office, if elected, shall be forwarded to the Secretariat of the Institution, for the attention of the Honorary Secretary, not later than fourteen calendar days prior to the Division Annual General Meeting. No nominations will be accepted after that date.

- (e) The Division's annual report and (if further nominations have been made pursuant to Clause 10.2(d) above) a consolidated list of all persons properly nominated for election as Chairman or Ordinary Members of the Committee or Council Member (Division) shall be circulated to all members of the Division not less than seven calendar days before the Division Annual General Meeting by being published on the Institution's website and (where available) the Division's website, or sent in other electronic form to members.
- (f) If there is a lack of nomination by the Division Committee for the post under Clause 7.2(d) above in any year in accordance with Clause 10.2(c) above for which it should have made, the Division shall apply to the Learned Society Board for approval not less than twenty-one calendar days prior to the Division Annual General Meeting setting out the reasons why no or insufficient nomination was made, the work and efforts done by the Division Committee to identify any young members as candidates for such nomination and details of its plan or proposal for any co-option or future election of any young member for such post.
- (g) In the event that the number of nominations exceeds the number of vacancies, a ballot shall be held; otherwise, a ballot shall not be used. Two scrutineers who shall be Corporate Members of the Division not themselves standing for election, shall be appointed by the Division Committee for the purpose of conducting the election.
- (h) At each Annual General Meeting, the minutes of the previous Annual General Meeting will be read and, after confirmation, shall be signed by the chairman of the Meeting.

### 10.3 Division Special General Meeting

- (a) A Division Special General Meeting will be held whenever it is necessary to transact any formal business of the Division between Annual General Meetings. It shall be convened either by the Division Committee or at the request of ten or one hundredth of the Division voting membership excluding fractions, subject to a maximum of 50, whichever is greater. The request must state the objects of the Meeting and must be signed by the requisitionists and be deposited with the Honorary Secretary of the Division. If the Division Committee shall not, within twenty-one calendar days from the date of the deposit of the requisition, proceed to convene a Meeting, the requisitionists or any of them representing more than half their total may themselves convene a Meeting but any such Meeting so convened shall not be held after the expiration of three months from the said date of deposit. A Meeting convened by requisitionists shall be convened in the same manner, as near as possible, as that in which meetings are to be convened by the Division Committee and the reasonable expenses incurred by the requisitionists by reason of failure of the Division Committee duly to convene a Meeting shall be repaid to the requisitionists by the Division.
- (b) A Division General Meeting may be combined with another meeting.

Approved by Council 29.4.1999, 18.5.2000; Amended on 29.6.2000 (SGM); Amended by Learned Society Board 9.10.2000; Approved by Council 16.10.2000; Amended by Learned Society Board 4.12.2000; Approved by Council 12.12.2000; amended by Learned Society Board 9.9.2002; approved by Management Sub-committee 29.10.2002; updated SGM 24.6.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated by Learned Society Board 24.11.2005 (by circulation); amended by Learned Society Board 10.3.2006 (by circulation); approved by Council 16.3.2006; amended by Learned Society Board 13.1.2007; approved by Council 18.1.2007; updated and amended by Learned Society Board 22.1.2007 (by circulation); noted by Council 23.1.2007 (by circulation); amended by Learned Society Board 27.4.2009; approved by Council 18.6.2009 (by circulation); approved by Council 20.1.2011; amended by Learned Society Board 5.12.2013; approved by Council 16.1.2014; amended by Learned Society Board 7.9.2015; approved by Council 17.9.2015; amended by Learned Society Board 20.1.2016 (by circulation); approved by Council 21.1.2016; amended by Learned Society Board 28.2.2019; approved by Council 14.3.2019; amended by Learned Society Board 2.11.2022; approved by Council 17.11.2022

#### 10.4 Other miscellaneous matters on General Meeting

- (a) Apart from the businesses specified in these Rules to be transacted at a Division Annual General Meeting, any other business or matter may be proposed for decision by any General Meeting which is relevant to the aims and activities of the Division to provide guidance to the Division Committee.
- (b) Not less than twenty-eight calendar days (for an Annual General Meeting) and fourteen calendar days (for a Special General Meeting) notice in writing, specifying the place, date and time of the General Meeting, and the general nature of the business to be transacted thereat, shall be given to all members of the Division. Except as provided for in any notice of General Meeting, no other business shall be transacted at any such Meeting save that a vote on any amendment to the proposal may be accepted by the chairman provided that the amendment is formally proposed and seconded by Corporate Members present at such Meeting but the chairman shall not accept any amendment which in his opinion will have the effect of making a major change in the substance of the original proposal. Accidental omission to give the notice described above to, or the non-receipt of such a notice by, any person entitled to receive the same shall not invalidate the proceedings of any such Meeting.
- (c) The Chairman, or failing him the Immediate Past Chairman, or failing him the Deputy Chairman, shall preside as chairman at every Annual or Special General Meeting of the Division. If none of them is present within thirty minutes from the time appointed for holding any such Meeting, the members present shall choose a Committee Member, and if none is present one of their number, to act as chairman.
- (d) Division Chairman and Discipline Representative shall not take part in electioneering for election in the Division Committee unless he/she stands for election. Resources of the Institution shall not be used in canvassing activities in electioneering. The said resources are those or any tangible costs that should be or could be a legitimate item for entry in the divisional accounts.
- (e) At any General Meeting of the Division, each member of the Division shall have one vote and the decision of the Division shall be by simple majority of the members thereof present and voting in favour of the decision (i.e. more than half of the total number of votes for and against any proposal). In the event of a tied vote, the chairman of the Meeting shall have a second or casting vote.
- (f) In reckoning time for the purposes of this Clause 10, the day on which any list (under Clause 10.2(c) or (e) above), nomination or other papers (under Clause 10.2(d) above) or notice (under Clause 10.4(b) above) is or deemed to be given, published, forwarded or circulated (as the case may be) and the day fixed for the General Meeting shall not be counted.
- (g) Notwithstanding any provisions stipulated to the contrary in this Rules, the Division Committee may, at its absolute discretion, determine by a

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majority of at least three-fourths of the Committee Members present and voting at a meeting of the Division that circumstances are exceptional such that any Annual General Meeting or Special General Meeting shall be conducted by way of a virtual meeting when convening such Annual General Meeting or Special General Meeting. The notice requirements and the procedure of any Annual General Meeting or Special General Meeting conducted by way of a virtual meeting shall follow the provisions in these Rules. Any resolution put to the vote of the Annual General Meeting or the Special General Meeting shall then be decided through the Electronic Voting Facility as determined by the Division Committee from time to time. For the avoidance of doubt, any election for the relevant members of the new Division Committee, Chairman, Council Member (Division) during the Annual General Meeting which has been determined to be convened by way of a virtual meeting shall be conducted through the Electronic Voting Facility as determined by the Division Committee.

#### 10.5 Other Meetings

Apart from General Meetings the attendance of which shall be determined pursuant to Clause 10.4(g) above, Division Committees can determine from time to time whether their meetings, shall be conducted by means of physical, virtual or hybrid attendance.

For technical meetings including but not limited to seminars, conferences, talks and forums, the Division should ensure that there is a proposer for the vote of thanks. All members of the Institution shall be eligible to attend Division technical meetings.

### 11. ELECTRONIC SERVICE

Unless otherwise specifically provided in these rules, any list, nomination or other papers or notice in writing to be given to any member of the Division entitled to receive the same may be served, sent or supplied (i) in electronic form to an email address or other electronic link last supplied by such member and accepted by the Institution, or (ii) by being made available in electronic form on the Institution's website or other electronic platform and (where available) the Division's website or other electronic platform to which such member may have access via such of his email address or other electronic link. For the purposes of clarification, any document which has been served, sent or supplied in electronic form by the Division will not be sent by prepaid letter post to the member at his address for correspondence and "in electronic form" shall mean in the form of a record generated in digital form by an information system, which can be transmitted within an information system or from one system to another, and stored in an information system or other medium.

### 12. SECRETARIAT

The Chief Executive and Secretary of the Institution and the Secretariat shall render reasonable administrative and secretarial assistance to the Division.

The Honorary Secretary of a Division shall send to the Chief Executive and Secretary of the Institution, or his representative, the agenda for all Division Committee meetings, before they take place, and the minutes of such meetings.

Approved by Council 29.4.1999, 18.5.2000; Amended on 29.6.2000 (SGM); Amended by Learned Society Board 9.10.2000; Approved by Council 16.10.2000; Amended by Learned Society Board 4.12.2000; Approved by Council 12.12.2000; amended by Learned Society Board 9.9.2002; approved by Management Sub-committee 29.10.2002; updated SGM 24.6.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated by Learned Society Board 24.11.2005 (by circulation); amended by Learned Society Board 10.3.2006 (by circulation); approved by Council 16.3.2006; amended by Learned Society Board 13.1.2007; approved by Council 18.1.2007; updated and amended by Learned Society Board 22.1.2007 (by circulation); noted by Council 23.1.2007 (by circulation); amended by Learned Society Board 27.4.2009; approved by Council 18.6.2009 (by circulation); approved by Council 20.1.2011; amended by Learned Society Board 5.12.2013; approved by Council 16.1.2014; amended by Learned Society Board 7.9.2015; approved by Council 17.9.2015; amended by Learned Society Board 20.1.2016 (by circulation); approved by Council 21.1.2016; amended by Learned Society Board 28.2.2019; approved by Council 14.3.2019; amended by Learned Society Board 2.11.2022; approved by Council 17.11.2022

### **13. STATUS OF THE RULES**

- 13.1 In the event of any discrepancy between the Ordinance, Constitution and these Rules or any amendment thereto, precedence shall be in the order stated, save for those relating to the means of attendance at, participation in and voting at a meeting of a Committee or a Division or a Division Committee (other than any General Meeting of a Committee or a Division). For the avoidance of doubt, in the event of any discrepancy between the Constitution and these Rules or any amendment thereto relating to the means of attendance at, participation in and voting at a meeting of a Committee or a Division or a Division Committee (other than any General Meeting of a Committee or a Division), the latter shall prevail.
- 13.2 A Division may refer at any time to the Learned Society Board a proposal to revoke, alter or add to these Rules, but such alteration shall not take effect until approved by the Council.

Approved by Council 29.4.1999, 18.5.2000; Amended on 29.6.2000 (SGM); Amended by Learned Society Board 9.10.2000; Approved by Council 16.10.2000; Amended by Learned Society Board 4.12.2000; Approved by Council 12.12.2000; amended by Learned Society Board 9.9.2002; approved by Management Sub-committee 29.10.2002; updated SGM 24.6.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated by Learned Society Board 24.11.2005 (by circulation); amended by Learned Society Board 10.3.2006 (by circulation); approved by Council 16.3.2006; amended by Learned Society Board 13.1.2007; approved by Council 18.1.2007; updated and amended by Learned Society Board 22.1.2007 (by circulation); noted by Council 23.1.2007 (by circulation); amended by Learned Society Board 27.4.2009; approved by Council 18.6.2009 (by circulation); approved by Council 20.1.2011; amended by Learned Society Board 5.12.2013; approved by Council 16.1.2014; amended by Learned Society Board 7.9.2015; approved by Council 17.9.2015; amended by Learned Society Board 20.1.2016 (by circulation); approved by Council 21.1.2016; amended by Learned Society Board 28.2.2019; approved by Council 14.3.2019; amended by Learned Society Board 2.11.2022; approved by Council 17.11.2022

## **SUMMARY**

### **Composition of the Division Committee**

1. The Division Committee shall comprise:-
  - (a) a Chairman, elected annually at the Division Annual General Meeting;
  - (b) the Immediate Past Chairman;
  - (c) 6 to 14 Ordinary Members of the Committee;
  - (d) 3 (unless approved by the Learned Society Board) Ordinary Members of the Committee who are of 35 years of age or below;
  - (e) ex-officio: one representative of the Associate Members Committee from time to time nominated or replaced by that Committee;
  - (f) ex-officio: one representative of the Safety Specialist Committee from time to time nominated or replaced by that Committee;
  - (g) ex-officio: one representative of the Young Members Committee from time to time nominated or replaced by that Committee;
  - (h) ex-officio: Council Member (Division) (where applicable);
  - (i) ex-officio: Discipline Representative of the corresponding Division (where applicable); and
  - (j) up to 3 Co-opted Members as deemed necessary and co-opted by the Division Committee.

Co-opted Members and Members appointed to fill casual vacancies on the Division Committee shall have full voting rights.

Unless approved by the Learned Society Board the Chairman of the Division shall be a Fellow. Honorary Officers shall be Corporate Members.

2. At its first meeting of the session, the Division Committee shall elect from its number the following Honorary Officers:-
  - (a) a Deputy Chairman;
  - (b) an Honorary Secretary;
  - (c) an Honorary Treasurer.

3. The Associate Members Committee at its first meeting of the session shall nominate its representative to each of the Division Committees.

The Safety Specialist Committee at its first meeting of the session shall nominate its representative to each of the Division Committees.

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The Young Members Committee at its first meeting of the session shall nominate its representative to each of the Division Committees.

4. The serving Committee may make nominations for the Chairman and Ordinary Members for the coming Committee. Nominations should be actively sought from other quarters, an appropriate nomination form is attached.
5. Representatives of student organisations may be invited as observers to the Committee without voting rights.
6. An Ordinary Member under 1(c) and (d) above is normally required to retire after two consecutive terms in office and only under exceptional circumstances as determined by the Division Committee may he serve one more term so that a maximum of three consecutive terms in the capacity of such Ordinary Member of the Committee may be served.

## **ASSOCIATE MEMBERS COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Elected at the Annual General Meeting of Associate Members
Deputy Chairman	:	Elected from Committee Membership
Honorary Secretary	:	Elected from Committee Membership
Honorary Treasurer	:	Elected from Committee Membership
Ex-officio Member	:	Immediate Past Chairman
Members	:	Ten to fifteen members elected at the Annual General Meeting of Associate Members
Co-opted Members	:	The Committee may co-opt three members if deemed necessary Two Council Members appointed by the Council
Advisor	:	Immediate Past President
Quorum	:	Three members

#### **2. Terms of Reference**

Associate Members Committee is responsible to Learned Society Board for the promulgation of activities of technical and social nature for Associate Members of the Institution.

#### **3. The Committee shall have the following specific responsibilities:**

- 3.1 to organise technical meetings, visits and other events for the benefit of the Associate Members;
- 3.2 to advise the Institution on matters of qualifications and registration in relation to Associate Members;
- 3.3 to provide representation as required on the Council, Learned Society Board, Divisional Committees, Discipline Advisory Panels and such other bodies as the Council may require;
- 3.4 to assist in developing continuing education programmes for Associate Members;
- 3.5 to encourage Associate Members to participate in Institution affairs;
- 3.6 to encourage Technical Engineers to join the Institution; and
- 3.7 to undertake such other activities as may further the aims and objectives of the Institution with particular regard to its Associate Members.

#### **4. Election Procedures**

- 4.1 The Chairman of AMC shall be elected annually at the Annual General Meeting of Associate Members (AMs). Nomination(s) for the post of the Chairman of AMC for the following session must be an AM and shall be nominated by 2 AMs. The nominee of Chairman shall have served the AMC for at least 2 years. In the event of a tied vote, the chairman of the Annual General Meeting shall have a second or casting vote.

Approved by M & A Committee 23.3.1993; amended by Council 16.10.1997; approved by Council 16.10.2000; amended by LSB 9.12.2002; approved by LSB by circulation 7.4.2003; approved by Management Sub-committee 14.5.2003; approved by LSB 8.9.2003; approved by Management Sub-committee 22.9.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated 20.1.2005; updated 19.1.2006; amended by Executive 4.10.2008; approved by Administration Board 3.11.2008; approved by Council 20.11.2008; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; approved by Administration Board 13.9.2018; approved by Council 20.9.2018

- 4.2 At the first AMC Committee Meeting of any session, the Committee shall elect the following officers from among Committee members:
  - (a) a Deputy Chairman;
  - (b) an Honorary Secretary; and
  - (c) an Honorary Treasurer.
- 4.3 The Committee members of AMC shall be elected annually at the Annual General Meeting of AMC. Nomination(s) of Committee Member(s) of the following session must be an AM and shall be nominated by 2 AMs.
- 4.4 The quorum for the Annual General Meeting of the AM shall be ten or one hundredth of the voting membership excluding fractions, subject to a maximum of 50, whichever is greater.

## 5. Operation

Operation of the Committee shall follow the Division Rules and the related guidelines approved by the Council.

## 6. AMC Representation on Institution Committee

The Associate Members Committee represents the interests of the Associate Members, on the Council and many other committees of the Institution.

There are a number of Institution Committees to which the Associate Members Committee sends representatives. They are:-

- The Council – nominee the Chairman of the AMC
- The Learned Society Board – nominee the Chairman of the AMC
- Continuing Professional Development Committee
- Each Division Committee
- Public Service Committee
- Accreditation Committee for Higher Diploma Programmes
- Each Discipline Advisory Panel
- Education & Examinations Committee
- Professional Assessment Committee
- Training Committee
- Training Review Sub-committees

The AMC selects its representatives to the above committees and some of which go to the Council for approval. The AMC nominates these members at the beginning of the Session.

The Learned Society Board has asked that each Divisional Committee gives consideration to the needs of the Associate Members when preparing its programme.

## **SAFETY SPECIALIST COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Elected at the Annual General Meeting of Safety Specialist Committee (preferably Fellow of the HKIE and in-office as Committee Member for at least 2 years)
Deputy Chairman	:	Elected from Committee Membership (Corporate Member of the HKIE and in-office as Committee Member for at least 2 years)
Honorary Secretary	:	Elected from Committee Membership (Corporate Member of the HKIE and in-office as Committee Member for at least 1 year)
Honorary Treasurer	:	Elected from Committee Membership (Corporate Member of the HKIE and in-office as Committee Member for at least 1 year)
Ex-officio Members	:	Immediate Past Chairman One representative of Associate Members Committee One representative of Young Members Committee
Members		Six to fifteen ordinary members elected at the Annual General Meeting of Safety Specialist Committee
Co-opted Members		Up to three Corporate Members of the HKIE
Observers	:	Up to five members representing outside bodies
Quorum		Four members

#### **2. Terms of Reference**

The Safety Specialist Committee shall be responsible to the Learned Society Board for enhancing the HKIE's learned society activities in safety and health by:

- 2.1 promoting safety and health information & knowledge transfer;
- 2.2 promoting safety and health education & training;
- 2.3 promoting safety and health in engineering design practices; and
- 2.4 offering advisory services through Public Service Committee on safety and health matters.

#### **3. Major Tasks**

- 3.1 Preparing views and work through Public Service Committee on presentations to the media where required, on topics related to safety and health;
- 3.2 Co-ordinate with different Divisions and other Committees of the HKIE to achieve more effective communication on organising activities and functions;
- 3.3 Work closely with Continuing Professional Development Committee to identify the needs and to offer CPD for the HKIE members, particularly members in the Corporate Grade;
- 3.4 Assist Public Service Committee in membership nominations for committees of

Approved by M & A Committee 1.5.1996; amended by Council 16.10.1997; amended by PPB 18.5.1998; approved by Council 21.10.1999; amended by LSB 9.10.2000; approved by Council 16.10.2000; amended by LSB 20.8.2001; approved by Council 6.9.2001; amended by LSB 9.12.2002; approved by LSB by circulation 7.4.2003; approved by Management Sub-committee 14.5.2003; approved by LSB 8.9.2003; approved by Management Sub-committee 22.9.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated 25.6.2004; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; amended by Management Committee 9.9.2013; approved by LSB 5.12.2013; approved by Administration Board 9.1.2014; approved by Council 16.1.2014; endorsed by LSB 5.9.2016; endorsed by Administration Board 9.1.2017; approved by Council 19.1.2017; approved by Administration Board 13.9.2018; approved by Council 20.9.2018

- Government and outside bodies in accordance with the Procedures for Nominations of HKIE members to external boards/committees; and
- 3.5 Disseminate relevant safety and health information to members through appropriate means.

#### **4. SSC Representation on Committees**

The SSC may nominate representatives for co-option upon request by Institution Committees, Boards and Divisions, Member nominated by SSC in this way must be the HKIE Members.

#### **5. Operation**

Operation of the SSC shall follow the Division Rules and the related guidelines approved by the Council.

## **YOUNG MEMBERS COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Elected at the Annual General Meeting of Young Members
Deputy Chairman	:	Elected from Committee Membership
Honorary Secretary	:	Elected from Committee Membership
Honorary Treasurer	:	Elected from Committee Membership
Ex-officio Member	:	Immediate Past Chairman
Members	:	Not more than fifteen members elected at the Annual General Meeting of Young Members
Co-opted Members	:	The Committee may co-opt three members if deemed necessary Two Council Members appointed by the Council
Advisor	:	Chairman of Learned Society Board
Quorum	:	Four members

#### **2. Terms of Reference**

Young Members Committee (YMC) is responsible to Learned Society Board for the promulgation of activities of a technical and social nature for the registered Young Members, defined as members of the Institution who are at or below the age of 35 and registered under YMC.

#### **3. Aims**

- 3.1 To organise technical meetings, visits and other events for the benefit of the registered Young Members.
- 3.2 To organise social functions for registered Young Members with a view to increase their awareness of the engineering profession and the Institution.
- 3.3 To encourage registered Young Members to participate in Institution affairs.
- 3.4 To encourage students and graduates in Engineering and related disciplines to join the Institution.
- 3.5 To undertake such other activities as may further the aims and objectives of the Institution with particular regard to its registered Young Members.

#### **4. Election Procedures**

- 4.1 The Chairman of YMC shall be elected annually at the Annual General Meeting of YMC. Nomination(s) for the post of the Chairman of YMC for the following session must be a Registered Young Member and shall be proposed by the current YMC Committee. The Chairman of YMC shall hold office for one year, but shall not be barred from further re-election either as Chairman or as Committee Member. The Chairman shall, however, not hold office as Chairman continuously for more than two years.
- 4.2 YMC shall elect for the current session from their Committee Membership:

- (a) a Deputy Chairman;
  - (b) an Honorary Secretary; and
  - (c) an Honorary Treasurer.
- 4.3 Committee members shall be elected by the registered Young Members of the Institution at YMC Annual General Meeting for a period of three years and a third of such Committee Members shall retire each year. The members to retire shall be those who have been longest in office since their last election, subject to a Committee vote where there is equality of service.
- 4.4 The time that a member serves as Chairman or as Immediate Past Chairman does not count for his 3 years as an ordinary member of the Committee.
- 4.5 Every registered Young Member of the Institution shall have the right to stand for election and to propose or second a nomination at YMC Annual General Meeting. Besides every registered Young Member of the Institution shall have voting rights in YMC General Meetings and, if a Committee Member, in Committee Meetings.
- 4.6 YMC shall have the power to fill any casual vacancies on the Committee or to co-opt additional members up to the limit of three. Such members shall serve to the end of the current session. Co-opted Members shall have full voting rights.
- 4.7 Nominations for Committee Members and Co-options shall be arranged to create the optimum representation of the various disciplines within the young membership.
- 4.8 The year of office for the honorary officers and other members of the Committee shall be from the Annual General Meeting of the Institution until the following Annual General Meeting of the Institution.
- 4.9 The Committee shall prepare a draft Annual Report which shall be approved by YMC Annual General Meeting before presentation to the Council, at its last meeting of the Institution session.

## **5. YMC Representation on Institution Committee**

This Committee looks after the interests of members at or below the age of 35 and registered under YMC. A representative shall be invited by the Divisions to be an ex-officio member on their committees.

There are a number of Institution Committees to which Young Members Committee sends a Representative. They are:

- The Council – nominee the Chairman of YMC
- Learned Society Board – nominee the Chairman of YMC
- Planning Committee
- Continuing Professional Development Committee
- Public Service Committee
- Each Division Committee

YMC selects its representatives to the above Committees which will go to the Council for approval.

## OVERSEAS CHAPTER

### COMPOSITION AND TERMS OF REFERENCE

#### 1. Aims

The aims of the Chapter are to encourage and foster a spirit of friendly collaboration amongst its members; and to encourage its members to maintain a close link with the Institution and to participate in the HKIE activities.

#### 2. Membership

All members of the Institution whose country of residence is one of those listed in the Annex in the Institution's membership records.

#### 3. Composition

The Committee shall include the following Officers:

Chairman	:	Appointed by Learned Society Board on the recommendation of the Committee
Deputy Chairman	:	Appointed by Learned Society Board on the recommendation of the Committee
Honorary Secretary	:	Appointed by Learned Society Board on the recommendation of the Committee
Honorary Treasurer	:	Appointed by Learned Society Board on the recommendation of the Committee
Ex-officio Member	:	Immediate Past Chairman

The term of office for the Officers of the Chapter shall normally be two years from the appointment by the Institution and the incumbents shall be eligible for reappointment.<sup>1</sup>

#### 4. Terms of Reference

The Chapter is responsible to Learned Society Board for enhancing the HKIE's learned society activities in the respective country by organising activities of technical and social nature for members of Chapter.

#### 5. Major Tasks

- 5.1 Establishing and maintaining a list of members in the Chapter;
- 5.2 Organising activities including technical meetings, visits and other events for the benefit of the members of the Chapter;
- 5.3 Organising social functions for members of the Chapter with a view to increase their awareness of the engineering profession and the Institution;
- 5.4 Encouraging members to participate in both the Institution and Chapter activities;
- 5.5 Channeling views of the members to the Institution;
- 5.6 Reporting regularly to Learned Society Board; and
- 5.7 Undertaking such other activities as may further the aims and objectives of the Institution with particular regard to its members of the Chapter.

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<sup>1</sup> For the first term of the Committee of the Chapter, the term of office of the Chairman and Deputy Chairman shall be three years and Honorary Secretary and Honorary Treasurer shall be two years.

## 6. Finance

The budget allowance allocated for the Chapter is to finance the expenses for printing and dissemination of circulars and notices by mail and/or fax, and to subsidise the rental costs for venues of meetings for learned society activities.

The budget allowance for the Chapter is based on the formula:-

$$\$a/2 \times (\text{number of members}) + \$b/2$$

The number of members used is the estimated number of members in the Chapter when the budget figures are finalised.

The multiplier \$a and the lump sum \$b are determined by the Administration Board each year.

The Committee of the Chapter shall observe the Rules for Divisional Accounts that apply at that time in managing the Chapter. The "Surplus Exceed Allocation" will be clawed back to the Headquarters in accordance with the Rules for Divisional Accounts.

## **Annex**

### **List of Countries in which the HKIE Overseas Chapters have been established:**

- Australia
- Canada
- United Kingdom

As at 17 March 2022

## HKIE STUDENT CHAPTER

### COMPOSITION AND TERMS OF REFERENCE

#### 1. Aims

The aims of the HKIE Student Chapter are to encourage and foster a spirit of friendly collaboration amongst its members and to encourage its members to maintain a close link with the Institution and to participate in the HKIE activities.

#### 2. Membership

Student Members of the HKIE who are studying in engineering programmes as accredited/ recognised by the HKIE at the respective local higher education institutions listed in the Annex.

#### 3. Composition

Each session of the Committee of the Student Chapter shall be from the closure of the Annual General Meeting of the Institution to the closure of the next succeeding Annual General Meeting, and the Committee shall comprise:

- (a) Honorary Officers:       Chairman  
                                      Deputy Chairman  
                                      Honorary Secretary  
                                      Honorary Treasurer
- (b) The Immediate Past Chairman
- (c) Ordinary Members  
    No more than five and not less than two Ordinary Members.
- (d) Ex-officio  
    One representative of the Young Members Committee from time to time nominated or replaced by the Young Members Committee.
- (e) Advisors
  - The Chairman of the Learned Society Board or his representative
  - Council Member(s)
- (f) Quorum  
    Four members

Nominations for the membership of the Committee shall be arranged to create the optimum representation of the various engineering disciplines and the institute's subsidiaries within the Student Chapter.

The Committee shall prepare a draft Annual Report which shall be approved at its last Committee meeting of the session prior to presentation to the Learned Society Board.

The Young Members Committee shall take up the advisory role by providing guidance and assistance where necessary to the Committee.

#### **4. Terms of Reference**

The Student Chapter is responsible to the Learned Society Board for enhancing the HKIE's learned society activities at the respective local higher education institutions listed in the Annex by organising activities of technical and social nature for members of the Student Chapter.

#### **5. Major Tasks**

- 5.1 Establishing and maintaining a list of members of the Student Chapter;
- 5.2 Organising activities including technical meetings, visits and other events for the benefit of the members of the Chapter;
- 5.3 Organising social functions for members of the Chapter with a view to increasing their awareness of the engineering profession and the Institution;
- 5.4 Encouraging members to participate in both the Institution and Chapter activities;
- 5.5 Encouraging members to join the Institution;
- 5.6 Channeling views of the members to the Institution;
- 5.7 Reporting annually to the Learned Society Board; and
- 5.8 Undertaking such other activities as may further the aims and objectives of the Institution with particular regard to its members of the Chapter.

#### **6. Appointment of the Committee**

The term of office for the Honorary Officers and Ordinary Members of the Committee shall normally be one year from the appointment by the Learned Society Board on the recommendation of the Committee and the incumbents shall be eligible for reappointment either as Honorary Officers or as Ordinary Members for another term of office, up to a maximum of two terms.

#### **7. Finance**

The budget allowance allocated for the Student Chapter is provided by the Institution annually to finance the expenses for organising learned society activities and its operation.

The Committee of the Chapter shall observe the Rules for Divisional Accounts that apply at that time in managing the Chapter. At the end of each Financial Year, each Student Chapter will be permitted to carry forward any accumulated fund not exceeding 2 times of the budget allocation for that year. In the event of an end-of-year accumulated fund exceeding 2 times of the budget allocation, the exceeding amount will be clawed back to the HKIE central funds.

**List of Local Higher Education Institutions at which HKIE Student Chapters have been established:**

- The University of Hong Kong (established in Session 2007/2008)
- The Hong Kong Polytechnic University (PolyU) (established in Session 2008/2009)
- The Hong Kong University of Science and Technology (established in Session 2008/2009)
- City University of Hong Kong (established in Session 2009/2010)
- The Chinese University of Hong Kong (established in Session 2009/2010)
- Hong Kong Institute of Vocational Education (Tsing Yi) (established in Session 2009/2010)
- Hong Kong Institute of Vocational Education (Sha Tin) (established in Session 2010/2011)
- Hong Kong Baptist University (established in Session 2016/2017)
- Hong Kong Institute of Vocational Education (Haking Wong) (established in Session 2019/2020)
- Technological and Higher Education Institute of Hong Kong (established in Session 2020/2021)
- Hong Kong Institute of Vocational Education (Tuen Mun) (established in Session 2022/2023)
- College of Professional and Continuing Education of PolyU (established in Session 2023/2024)
- Hong Kong Metropolitan University (established in Session 2023/2024)
- Hong Kong Institute of Vocational Education (Lee Wai Lee) (established in Session 2025/2026)

As at July 2025

Approved by Council 6.5.1993, amended 13.9.1999; amended by M & A Committee 13.9.99; amended by Accreditation Board 12.10.2000; approved by Council 16.10.2000; amended by Accreditation Board 16.10.2001; approved by Council 8.11.2001; amended by Accreditation Board 21.5.2002; approved by Council 18.7.2002; amended by Accreditation Board 29.4.2003; amended by Management Sub-committee 14.5.2003; approved by Accreditation Board 28.10.2003; approved by Management Sub-committee 3.11.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; amended by Accreditation Board 3.4.2007; approved by Executive 7.7.2007; approved by Management Committee 7.12.2007; approved by Administration Board 10.1.2008; approved by Council 17.1.2008; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; approved by Management Committee 25.10.2018; approved by Administration Board 1.11.2018; approved by Council 15.11.2018; amended by Accreditation Board 28.4.2023; endorsed by Management Committee 5.5.2023; endorsed by Administration Board 11.5.2023; approved by Council 18.5.2023

## ACCREDITATION BOARD

### COMPOSITION AND TERMS OF REFERENCE

#### 1. Composition

Chairman	:	Appointed by the Council
Deputy Chairman	:	Appointed by the Council
Ex-officio Members	:	Chairman of Q & M Board Chairman of Education and Examinations Committee Chairman of Accreditation Committee for Higher Diploma Programmes Chairman of Accreditation Committee for Computer Science Programmes The Chief Executive and Secretary
Members	:	Up to 15 normally residing in Hong Kong members Up to 4 overseas members
Quorum	:	One quarter of Board Members of whom with at least three members normally resident in Hong Kong

Note:

- 1.1 All members of the Board of whom normally reside in Hong Kong shall be members of the Institution, at least three quarters shall be Corporate Members.
- 1.2 All appointments shall be made annually by the Council.
- 1.3 Members shall be appointed normally for a maximum of three consecutive years, eligible for two further years only under exceptional circumstances.
- 1.4 Members having served the Board for three consecutive years shall normally retire and as far as practicable not more than one third of the total number of members shall retire for the purpose of maintaining continuity.
- 1.5 The Chairman and Deputy Chairman shall (a) be appointed by the Council for normally a maximum of three consecutive years; (b) be a practising engineer and an engineer from the academia respectively or vice versa; and (c) preferably have served the Board in any capacity.
- 1.6 As far as is practicable, the members of the Board of whom normally reside in Hong Kong shall be drawn equally from academic and practising engineers with a wide spread among various engineering disciplines.
- 1.7 The Chairman of Accreditation Board shall be an Ex-officio member of Q & M Board.

#### 2. Terms of Reference

Accreditation Board shall make recommendations to the Council on matters concerning the broad field of professional engineering education and in particular it shall:

- 2.1 accredit Hong Kong engineering degree or sub-degree courses to ensure that they meet or exceed educational standards acceptable for admission as a Corporate or Associate Member of the HKIE.
- 2.2 accredit engineering degree or sub-degree courses outside Hong Kong, with the approval from the Council, to ensure that they meet or exceed educational standards acceptable for admission as a Corporate or Associate Member of the HKIE.
- 2.3 ascertain the equivalence and acceptability of accreditation systems in other countries and to enter into bilateral recognition agreements with those bodies having systems acceptable to the HKIE.

Approved by Council 6.5.1993, amended 13.9.1999; amended by M & A Committee 13.9.99; amended by Accreditation Board 12.10.2000; approved by Council 16.10.2000; amended by Accreditation Board 16.10.2001; approved by Council 8.11.2001; amended by Accreditation Board 21.5.2002; approved by Council 18.7.2002; amended by Accreditation Board 29.4.2003; amended by Management Sub-committee 14.5.2003; approved by Accreditation Board 28.10.2003; approved by Management Sub-committee 3.11.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; amended by Accreditation Board 3.4.2007; approved by Executive 7.7.2007; approved by Management Committee 7.12.2007; approved by Administration Board 10.1.2008; approved by Council 17.1.2008; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; approved by Management Committee 25.10.2018; approved by Administration Board 1.11.2018; approved by Council 15.11.2018; amended by Accreditation Board 28.4.2023; endorsed by Management Committee 5.5.2023; endorsed by Administration Board 11.5.2023; approved by Council 18.5.2023

### **3. Meetings**

The Board shall meet two times per year or more often as deemed necessary.

## **ACCREDITATION BOARD EXECUTIVE COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Chairman of the Accreditation Board
Deputy Chairman	:	Deputy Chairman of the Accreditation Board
Members	:	Three members from the Accreditation Board nominated by the Chairman and endorsed by the Accreditation Board annually
Quorum	:	Three Corporate Members

#### **2. Terms of Reference**

The Accreditation Board Executive Committee shall:-

- 2.1 deal with issues between the Accreditation Board meetings.
- 2.2 make recommendations on various issues for consideration by the Accreditation Board.

## **ACCREDITATION COMMITTEE FOR COMPUTER SCIENCE PROGRAMMES**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

- Chairman : Appointed by the Council
- Deputy Chairman : Appointed by the Council
- Members : Up to 13 members, normally resident in Hong Kong  
Up to 2 overseas members
- Quorum : One quarter of Committee Membership, minimum Three members

Note:

- 1.1 All members of the Committee shall normally be members of the Institution. Members are to be nominated by Chairman of this Committee and endorsed by the Accreditation Board.
- 1.2 All appointments shall be made annually by the Council for a term not exceeding five years. To maintain continuity, selected members of the First Committee shall retire after a period of three, four and five years.
- 1.3 The Chairman shall be appointed by the Council for a term of three years. The Deputy Chairman will normally succeed to Chairman.
- 1.4 As far as is practicable the members of the Committee shall be drawn equally from academic and Computer Science professionals. The choice of members should give a wide spread between the various Computer Science disciplines.

#### **2. Terms of Reference**

The Accreditation Committee for Computer Science programmes shall make recommendations to the Accreditation Board on matters concerning the broad field of information engineering education and in particular it shall:-

- 2.1 accredit Hong Kong Computer Science degree programmes to ensure that they meet the academic requirements for Members of the HKIE in the Information Discipline; and
- 2.2 ascertain the equivalence and acceptability of Computer Science accreditation systems in other countries and to enter into bilateral recognition agreements with those bodies having systems acceptable to the Committee.

#### **3. Meetings**

The Committee shall meet two times per year or more often as deemed necessary.

## **ACCREDITATION COMMITTEE FOR HIGHER DIPLOMA PROGRAMMES**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Appointed by the Council
Deputy Chairman	:	Appointed by the Council
Members	:	Up to 12 members including 10 Corporate Members and 2 Associate Members, normally resident in Hong Kong
Quorum	:	One quarter of Committee Membership, minimum Three members

Note:

- 1.1 Members of the Committee shall normally be members of the Institution. The 10 Corporate Members are to be nominated by Chairman of this Committee and endorsed by the Accreditation Board. The 2 Associate Members are to be nominated by the Associate Members Committee.
- 1.2 All appointments shall be made annually by the Council for a term not exceeding five years. To maintain continuity, selected members of the First Committee shall retire after a period of three, four and five years. For Associate Members in the Committee, the appointment shall not be made for a term exceeding five years.
- 1.3 The Chairman shall be appointed by the Council for a term of three years. The Deputy Chairman will normally succeed to Chairman and if the Deputy Chairman is not available to succeed, the Committee may nominate a member of the Committee as Chairman for approval by the Council. It is recommended that the Chairman and Deputy Chairman are respectively practising and academic engineers or vice versa.
- 1.4 As far as is practicable the members of the Committee shall be drawn equally from academic and practising engineers who are familiar with Higher Diploma programmes. The choice of members should give a wide spread between the various engineering disciplines.

#### **2. Terms of Reference**

The Accreditation Committee for Higher Diploma programmes shall make recommendations to the Accreditation Board on matters concerning the broad field of engineering technology education and in particular it shall:-

- 2.1 accredit Hong Kong Higher Diploma programmes or equivalent to ensure that they meet the academic requirements for Associate Members of the HKIE; and
- 2.2 ascertain the equivalence and acceptability of Associate Members accreditation systems in other countries and to enter into bilateral recognition agreements with those bodies having systems acceptable to the Committee; and
- 2.3 consider any other issues referred by the Accreditation Board.

Approved by Accreditation Board 29.9.1998; approved by Council 29.10.1998; amended by Accreditation Committee for Higher Diploma Programmes 7.5.1999; endorsed by Accreditation Board 17.5.1999; amended by Accreditation Board 16.10.2001; approved by Council 8.11.2001; amended by Accreditation Board 21.5.2002; approved by Council 18.7.2002; amended by Management Sub-committee 29.10.2002; amended by Accreditation Board 29.4.2003; amended by Management Sub-committee 14.5.2003; approved by Accreditation Board 28.10.2003; approved by Management Sub-committee 3.11.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009

### **3. Meetings**

The Committee shall meet two times per year or more often as deemed necessary.

## **QUALIFICATION & MEMBERSHIP BOARD**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

- Chairman : Vice President
- Deputy Chairman : Appointed by the Council (normally the Chairman of Professional Assessment Committee)
- Ex-officio Members : Chairman of Accreditation Board  
Chairman of Education & Examinations Committee  
Chairman of Fellowship Committee  
Chairman of Professional Assessment Committee  
Chairman of Professional Certification Committee  
Chairman of Quality Control Committee  
Chairman of Training Committee  
The Chief Executive and Secretary
- Members : All Discipline Representatives and such other members as the Council may appoint
- Co-opted Members : Such members as the Board wishes to co-opt
- Quorum : Five Corporate Members

Note: In accordance with Article 9(2) of the Constitution, the Board shall comprise at least ten registerable Corporate Members, a majority of whom shall be Honorary Fellows or Fellows, one shall be an Officer and at least two others shall be Council Members.

#### **2. Terms of Reference**

Qualification & Membership Board is responsible to the Council:

- 2.1 for the interpretation, development and implementation of Institution policy in respect of membership;
- 2.2 for the establishment and review of the regulations, procedures and criteria governing admission to the Institution, and transfer, for all classes of membership; and
- 2.3 for the proper, orderly and effective operation of the Institution's admission and transfer procedures.

In matters affecting other Boards, Q & M Board is subject to the co-ordination of Administration Board.

#### **3. The Board has the following specific responsibilities:**

- 3.1 to review all membership applications and make recommendations to the Council concerning admission and transfer;
- 3.2 to implement Institution policy on educational requirements for membership;
- 3.3 to implement Institution policy on training requirements for membership;
- 3.4 to administer the Professional Assessment procedures for Corporate Membership and for Associate Membership;
- 3.5 to allocate members to the appropriate Discipline(s) in accordance with their qualifications;

Approved by M & A Committee 28.3.1990; amended 9.5.1990; amended 21.5.1990; amended 10.10.1994; amended 14.9.1993; updated 23.11.1994; amended 14.9.98; approved by Council 16.10.2000; amended by Q & M Board 16.8.2001; approved by Council 6.9.2001; amended by Management Sub-committee 18.2.2003; approved by Q & M Board 20.6.2003; approved by Management Sub-committee 22.9.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated 25.6.2004; updated 20.1.2005; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; updated 12.9.2017, amended by Q & M Board 29.8.2023; approved by Management Committee 7.9.2023; approved by Administration Board 7.9.2023; approved by Council 14.9.2023

- 3.6 to submit nominations, for appointment by the Council, for each of the following:
    - Deputy Discipline Representative;
    - Membership of Discipline Advisory Panels; and
  - 3.7 to take on such other responsibilities as may be required by the Council from time to time.
- 
4. To assist the Board in its functions it shall appoint the following Committees and Panels:
    - Education & Examinations Committee
    - Fellowship Committee
    - Professional Assessment Committee
    - Professional Certification Committee
    - Quality Control Committee
    - Training Committee
    - Training Review Sub-committees
  
  5. To assist the Board in its functions it shall appoint ad hoc committees for specific purposes, whose Chairman may attend Board meetings for specific agenda items by invitation.

## **EDUCATION & EXAMINATIONS COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

- Chairman : Appointed by the Council
- Deputy Chairman : Elected from Committee Membership
- Members : One representative per Discipline as nominated by Discipline Advisory Panels and endorsed by Q & M Board  
Three Associate Members, nominated by AMC and endorsed by Q & M Board
- Quorum : One quarter of Committee Membership

#### **2. Terms of Reference**

Education & Examinations Committee is responsible to Qualification & Membership Board for:

- 2.1 the development and review of educational requirements for each grade of membership;
- 2.2 the interpretation of educational requirements for each grade of membership;
- 2.3 the comparative assessment of degrees and other academic qualifications and advice to the Board on their meeting the required standards for membership;
- 2.4 the assessment of combinations of first degrees and subsequent academic qualifications and advice to the Board on their meeting the required standards for membership;
- 2.5 liaison with Accreditation Board;
- 2.6 the answering of queries on educational matters referred to it by the Board; and
- 2.7 the undertaking of such other responsibilities in the field of education and examinations as may be assigned by the Board.

Approved by M & A Committee 10.10.1994; approved by Council 16.10.2000; amended by Management Sub-committee 18.2.2003; approved by Q & M Board 20.6.2003; approved by Management Sub-committee 22.9.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; amended by Fellowship Committee 13.2.2007; approved by Q & M Board 6.3.2007; approved by Council 15.3.2007; amended by Management Committee 10.4.2006; approved by Q & M Board 6.3.2007; approved by Administration Board 3.5.2007; approved by Council 10.5.2007; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; approved by Management Committee 6.3.2019; approved by Administration Board 7.3.2019; approved by Council 14.3.2019

## **FELLOWSHIP COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Appointed by the Council
Deputy Chairman	:	Elected from Committee Membership
Members	:	Eight Fellows of the HKIE endorsed by Q & M Board
Quorum	:	Three Members

Note: As far as practicable, one fourth of the total number of members (excluding Chairman) shall retire at the end of each Session effective from Session 2019/2020.

#### **2. Terms of Reference**

Fellowship Committee is responsible to Qualification & Membership Board for:

- 2.1 advising Qualification & Membership Board on issues related to the criteria for admission to Fellowship grade of the Institution;
- 2.2 advising Qualification & Membership Board on the establishment and maintenance of procedures for the assessment of candidates for Fellowship;
- 2.3 considering all applications or nominations for Fellowship and making recommendations to Qualification & Membership Board of their acceptability or otherwise; and
- 2.4 taking on such other responsibilities as may be required, from time to time, by Qualification & Membership Board.

## **PROFESSIONAL ASSESSMENT COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Appointed by the Council
Deputy Chairman	:	Elected from Committee Membership
Ex-officio Members	:	Chairman of Quality Control Committee Chairman of Fellowship Committee
Members	:	One representative per Discipline as nominated by Discipline Advisory Panels and endorsed by Q & M Board Two Associate Members, nominated by AMC and endorsed by Q & M Board
Quorum	:	One quarter of Committee Membership

#### **2. Terms of Reference**

Professional Assessment Committee is responsible to Qualification & Membership Board for:

- 2.1 establishment and maintenance of procedures for Professional Assessment of candidates for admission to Membership, Associate Membership and Disciplines;
- 2.2 administration of the conduct of Professional Assessments including the selection and control of members of the panel of interviewers;
- 2.3 answering any queries on admission procedure matters referred to it by Q & M Board; and
- 2.4 taking on such other responsibilities as may be required by Q & M Board from time to time.

3. The Committee may appoint such sub-committees as it considers necessary to assist in administration of the professional assessments and mature candidates scheme assessments for co-ordination of assessments and interviewers.

## PROFESSIONAL CERTIFICATION COMMITTEE

### COMPOSITION AND TERMS OF REFERENCE

#### 1. Composition

<b>Chairman</b>	:	Appointed by the Council
<b>Deputy Chairman</b>	:	Elected from Committee Membership
<b>Ex-officio Member</b>	:	Chairman of Professional Assessment Committee Chairman of Education & Examinations Committee Chairman of Continuing Professional Development Committee
<b>Members</b>	:	Three Members as appointed by the Qualification and Membership Board
<b>Co-opted Members</b>	:	Such members as the Committee wishes to co-opt
<b>Quorum</b>	:	Three Members

Note: The Committee shall invite the relevant Discipline Representatives or their delegates to join the Committee as Co-opted Members subject to the profession to be considered.

#### 2. Terms of Reference

Professional Certification Committee is responsible to the Qualification & Membership (Q & M) Board for:

- 2.1 developing and interpreting policies and procedures on all aspects of certification of professions;
- 2.2 liaising with the relevant stakeholders for the purpose of certification should the need arises;
- 2.3 considering all applications for certification of professions and making recommendations to Q & M Board of their acceptability or otherwise;
- 2.4 answering any queries on matters relating to certification of professions referred to it by Q & M Board; and
- 2.5 taking on such other responsibilities as may be required by Q & M Board.

3. The Committee may appoint such sub-committees as it considers necessary to assist in considering applications for certification of respective professions.

## **QUALITY CONTROL COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Appointed by the Council
Deputy Chairman	:	Elected from Committee membership
Members	:	Three members of PAC at any one meeting. All PAC members shall serve on QCC by rotation in a session
Quorum	:	Three Corporate Members

#### **2. Terms of Reference**

Quality Control Committee is responsible directly to Qualification & Membership Board to provide a quality assurance mechanism on all professional assessments of the HKIE.

The Committee shall meet regularly prior to Qualification & Membership Board meetings.

The Committee shall use quality control methods to review the performance of professional assessments and may seek clarification from individual assessors and refer cases of doubt to Qualification & Membership Board as necessary for further review. The role of QCC in quality assurance also covers applications for Reciprocal Recognition Agreements with other Institutions.

## **TRAINING COMMITTEE**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

Chairman	:	Appointed by the Council
Deputy Chairman	:	Elected from Committee Membership
Ex-officio Members	:	One member of CPD Committee Chairmen of Training Review Sub-Committees One member of VTC (Industrial Training Unit) One representative from Associate Members Committee (AMC)
Members	:	One representative per Discipline as nominated by Discipline Advisory Panels
Quorum	:	One quarter of Committee Membership

#### **2. Terms of Reference**

Training Committee is responsible to Qualification & Membership Board for:

- 2.1 interpretation and development of policy on all aspects of training for all classes of membership;
- 2.2 investigation, vetting and monitoring of all training schemes recognised by the Institution;
- 2.3 to monitor and propose policy related to the development and enhancement of engineering and relevant technical training based on close liaison with local, regional and international professional institutions, organisations and academia;
- 2.4 overseeing, instigating and monitoring CPD events designed for registered trainees;
- 2.5 answering any queries on training matters referred to it by Q & M Board; and
- 2.6 taking on such other responsibilities as may be required by Q & M Board.

3. The Committee shall be assisted by the Training Review Sub-committees in investigation, vetting and monitoring of all aspects of training schemes.
4. Chairmen and members of Training Review Sub-Committees will be appointed by Qualification & Membership Board, following nomination by Training Committee on the advice of Discipline Representatives.

## **TRAINING REVIEW SUB-COMMITTEES**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

- Chairman : Appointed by Qualification & Membership Board, following nomination by Training Committee on the advice of Discipline Representatives
- Deputy Chairman : Elected from Committee Membership
- Members : A maximum of three members, appointed by Qualification & Membership Board, following nomination by Training Committee on the advice of Discipline Representatives, for each Discipline represented  
One representative from Associate Members Committee (AMC)
- Quorum : Three Corporate Members

#### **2. Terms of Reference**

Training Review Sub-Committees shall be responsible to Training Committee:

- 2.1 for the HKIE Graduate Training Scheme "A"- organisation:  
in particular:
  - (a) to carry out Scheme "A" assessment and reassessment visits as required;
  - (b) to make decisions and recommendations related to granting approval or reapproval of Schemes "A"; and
  - (c) to assess and make decisions on the appointment of Internal and External Engineering Supervisors;
- 2.2 for the HKIE Graduate Training Scheme "A" - trainee registrations:  
considering and deciding a line of action on any procedural matter of problem related to trainee registration;
- 2.3 for the HKIE Graduate Training Scheme "A" - exemptions:  
decisions related to proposals from organisations for exemptions from training for designated trainees;
- 2.4 for the approval of all relevant procedures and associated forms related to 2.1, 2.2 and 2.3 above;
- 2.5 to bring to the attention of and to advise Training Committee and/or any other committee of the HKIE on any policy matter of importance arising in the Sub-committees;
- 2.6 for the preparation of a report for inclusion in Training Committee annual report; and
- 2.7 for the undertaking of any other relevant matters as may be requested by Training Committee

## **DISCIPLINE ADVISORY PANELS**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

- Chairman : Discipline Representative appointed by the Council
- Deputy Chairman : Deputy Discipline Representative appointed by the Council
- Ex-officio Members : Two Associate Members to be nominated by the AMC  
Council Member (Division) (from the corresponding Division of the Discipline)
- Members : 6 to 9 corresponding Discipline members to be nominated by the Discipline Advisory Panels and appointed by Council
- Honorary Secretary : From Panel Membership
- Quorum : Three Panel Members

#### **2. Terms of Reference**

The Panel is responsible to Qualification & Membership Board for advising on all aspects of Qualifications and Professional Membership matters in its Discipline.

The Chairman shall be an appointed member of Qualification & Membership Board. In his absence, the Deputy Chairman shall act as alternate.

The Panel is to nominate 3 members to serve in the following committees respectively:

- Education and Examinations Committee
- Training Committee
- Professional Assessment Committee

#### **3. The Panel shall have the following specific responsibilities:**

- 3.1 to maintain a list of suitable Discipline assessors to carry out admission interviews and vetting of essays for professional assessment;
- 3.2 within Institution guidelines to establish and regularly review Discipline entry qualification criteria at all appropriate grades of membership;
- 3.3 when a Discipline Advisory Panel considers that specific membership admission requirements for their Discipline in addition to Institution requirements are necessary, to prepare and propose these to Q & M Board for consideration;
- 3.4 to establish and regularly review current training needs of the Discipline, production or updating of Model Training Guides and nomination of a list of training scheme assessors;
- 3.5 to monitor and cross-compare entry criteria of admission to equivalent disciplines in overseas institutions, for recommendations to Q & M Board;
- 3.6 to assess applications from members of overseas institutions to equivalent disciplines for recommendations to Q & M Board;
- 3.7 to develop and maintain links with appropriate Divisions for consideration of matters of mutual interest; and
- 3.8 to undertake such other matters as are relevant to Qualification and Membership affairs determined by Q & M Board relating to its Discipline.

Approved by M & A Committee 28.3.1990; amended 7.12.1990; amended 9.6.1992; amended by Council 16.10.1997; amended by M & A Committee at 29.11.99; approved by Council 16.10.2000; amended by Planning Advisory Committee 11.10.2001; approved by Council 8.11.2001; amended by Strategic Planning Meeting 29.8.2004; approved by Management Committee 14.10.2004; approved by Administration Board 10.11.2004; approved by Council 25.11.2004; approved by Management Committee 8.12.2008; approved by Administration Board 7.1.2009; approved by Council 15.1.2009; amended by Planning Committee 9.1.2012; approved by Management Committee 13.2.2012; approved by Administration Board 1.3.2012; approved by Council 15.3.2012; amended by Planning Committee 8.1.2014; approved by Management Committee 10.2.2014; approved by Administration Board 6.3.2014; approved by Council 20.3.2014; amended by Planning Committee 11.1.2023; endorsed by Management Committee 23.2.2023; endorsed by Administration Board 2.3.2023; approved by Council 16.3.2023

## PLANNING COMMITTEE

### COMPOSITION AND TERMS OF REFERENCE

#### 1. Composition

Chairman	:	Immediate Past President
Deputy Chairman	:	Elected from Committee membership
Ex-officio Members	:	Senior Vice President Three recent Past Presidents The Chief Executive and Secretary
Members	:	One Elected Ordinary Member appointed by the Council A representative from Young Members Committee
Quorum	:	Three Corporate Members

#### 2. Terms of Reference

Planning Committee is responsible to the Council for formulating the long-term strategies and reviewing and updating the development plans of the Institution.

#### 3. The Committee shall have the following specific responsibilities:

- 3.1 reviews the role, overall performance and objectives of the Institution and makes recommendations as to how these objectives are to be achieved, in the light of the changing environment of Hong Kong;
- 3.2 reviews annually the implementation progress and direction of initiatives stipulated in the ***Time to Change Roadmap*** (and its successively updated versions) in the light of emerging education and public issues, industry conditions and the general development of the Institution;
- 3.3 holds Strategic Planning Meeting(s) to formulate the long-term strategies of the Institution. The meeting frequency is to be decided among Vice Presidents at an interval of normally three years as appropriate. The composition of the Meeting is as follows:
  - Members of the Planning Committee
  - President
  - Two Vice Presidents other than the one serving on the Planning Committee
  - Two Past Presidents next preceding the three recent Past Presidents
  - Three Council Members on the Executive
  - Observers to Council of the Session (to be determined by the Planning Committee)
  - Other members to be invited as required
- 3.4 takes on such other responsibilities as may be required by the Council.

## CONSTRUCTION DISPUTE RESOLUTION COMMITTEE

### COMPOSITION AND TERMS OF REFERENCE

#### 1. Composition

Chairman	:	Appointed by the Council
Immediate Past Chairman	:	Ex officio
Executive Representative	:	IPP Ex officio
Members	:	Up to fourteen (14) members appointed by the Council (excluding Chairman, Immediate Past Chairman and Executive Representative) preferably with experience in adjudication, arbitration, mediation, and/or expert witness
Co-opted Members	:	Not more than two members endorsed by the Council who have experience in adjudication/ arbitration/ mediation/ expert witness or on matters relating to alternative dispute resolution  Two Council Members appointed by the Council
Deputy Chairman	:	Elected from Committee Membership
Honorary Secretary	:	Elected from Committee Membership
Quorum	:	Seven members

#### 2. Terms of Reference

The Committee is responsible to the Council for all matters relating to adjudication, arbitration, mediation, expert witness as well as the development of alternative dispute resolution, and in particular relating to the engineering profession (Note: on sensitive or urgent matters, the Committee shall seek steering from the Executive direct).

#### 3. The Committee shall have the following specific responsibilities:

- 3.1 to promote the use of adjudication, arbitration, mediation, expert witness or other appropriate forms of dispute resolution mechanism in handling disputes in relation to construction and engineering;
- 3.2 to promote knowledge sharing and transfer about adjudication, arbitration, mediation, expert witness and other forms of dispute resolution mechanism;
- 3.3 to facilitate the provision of training relevant to adjudication, arbitration, mediation, expert witness, and other forms of dispute resolution mechanisms;
- 3.4 to accredit adjudicators, arbitrators, mediators and expert witnesses and maintain the Institution's List/ Panel of Adjudicators, Arbitrators, Mediators and Expert Witnesses through its Accreditation Sub-committee (proposed composition and terms of reference set out in Annex A);
- 3.5 to perform the Institution's Adjudicator Nominating Body (ANB) duties, to propose direction and provide assistance in the development, management, accreditation, and administration on matters relating to adjudication such as the management of the ANB under the Security of Payment Provision and Security of Payment Ordinance;
- 3.6 to nominate a suitable person as adjudicator in response to a request from the parties, in particular for fulfilling the functions of an ANB through its Adjudicator Appointment Sub-committee (proposed composition and terms of reference set out in Annex B);
- 3.7 to nominate a suitable person as arbitrator in response to a request from the parties through its Arbitrator Appointment Sub-committee (proposed composition and terms of reference set out in Annex C);

- 3.8 to nominate a suitable person as mediator in response to a request from the parties through its Mediator Appointment Sub-committee (proposed composition and terms of reference set out in Annex D);
- 3.9 to nominate a suitable person as expert witness in response to a request from the parties through its Expert Witness Appointment Sub-committee (proposed composition and terms of reference set out in Annex E);
- 3.10 to provide training opportunities and courses for adjudicators, arbitrators, mediators and expert witnesses, and to organise seminars, visits, workshops, talks, etc. for the career development of HKIE members through its Training and Career Development Sub-committee (proposed composition and terms of reference set out in Annex F);
- 3.11 to organise Annual Conference in dispute resolution for international adjudicators, arbitrators, mediators and expert witnesses to share views and experience of their expertise with HKIE members through its Conference Sub-committee (proposed composition and terms of reference set out in Annex G); and
- 3.12 to advise the Institution on adjudication, arbitration, mediation, expert witness as well as other matters relating to alternative dispute resolution

## CONSTRUCTION DISPUTE RESOLUTION COMMITTEE ACCREDITATION SUB-COMMITTEE (AccSC)

### COMPOSITION AND TERMS OF REFERENCE

#### 1. Composition

- Chairman : Nominated by the Chairman of CDRC and elected at a CDRC meeting
- Members : Four (4) members to be nominated by the Chairman of CDRC and elected at a CDRC meeting
- One (1) member to be nominated by the Chairman of the HKIE Professional Assessment Committee
- One (1) member to be nominated by the Chairman of the HKIE Quality Control Committee
- Quorum : Three (3) members

#### 2. Terms of Reference

The Accreditation Sub-committee (AccSC) is responsible to the CDRC for the accreditation and admission of adjudicators, arbitrators, mediators and expert witnesses into the HKIE lists/panels, and the regulation of performance through Codes of Conduct, Rules, Practice Notes, as well as taking disciplinary actions. AccSC also decides challenges to the appointment of adjudicators, arbitrators, mediators and expert witnesses, and conducts reviews on the appointment of adjudicators, arbitrators, mediators and expert witnesses.

#### 3. The Sub-committee shall have the following specific responsibilities:

- 3.1 to accredit and admit adjudicators, arbitrators, mediators and expert witnesses and maintain the Institution's List/ Panel of Adjudicators, Arbitrators, Mediators and Expert Witnesses;
- 3.2 to regulate performance of HKIE adjudicators, arbitrators, mediators and expert witnesses through Codes of Conduct, Rules, Practice Notes, as well as taking disciplinary actions;
- 3.3 to decide challenges to the appointment of adjudicators, arbitrators, mediators and expert witnesses; and
- 3.4 to conduct reviews on the appointment of adjudicators, arbitrators, mediators and expert witnesses;

**CONSTRUCTION DISPUTE RESOLUTION COMMITTEE  
ADJUDICATOR APPOINTMENT SUB-COMMITTEE (AdjASC)**

**COMPOSITION AND TERMS OF REFERENCE**

**1. Composition**

Chairman	:	Nominated by the Chairman of CDRC and elected at a CDRC meeting
Members	:	Two (2) members to be nominated by the Chairman of CDRC and elected at a CDRC meeting
Quorum	:	Two (2) members

**2. Terms of Reference**

The Adjudicator Appointment Sub-committee (AdjASC) is responsible for nominating a suitable person as adjudicator in response to a request from the parties, in particular for fulfilling the HKIE's functions as an ANB under the Security of Payment Provisions (SOPP) and Security of Payment Ordinance (SOPO).

A member of the AdjASC may not be appointed by HKIE as adjudicator under the SOPP/SOPO during his/her term of office.

**3. The Sub-committee shall have the following specific responsibilities:**

- 3.1 to nominate a suitable person as adjudicator in response to a request from the parties, in particular for fulfilling the HKIE's functions as an ANB under the SOPP/SOPO, having regard to: (a) the nature of the dispute; (b) whether the adjudicator who possesses the required qualifications would be available to accept the appointment; (c) any considerations in respect of the independence and impartiality of the person to be appointed as an adjudicator; (d) any stipulations in the relevant agreement; and (e) any suggestions made by the parties themselves

**CONSTRUCTION DISPUTE RESOLUTION COMMITTEE  
ARBITRATOR APPOINTMENT SUB-COMMITTEE (ArbASC)**

**COMPOSITION AND TERMS OF REFERENCE**

**1. Composition**

- Chairman : Nominated by the Chairman of CDRC and elected at a CDRC meeting
- Members : Two (2) members to be nominated by the Chairman of CDRC and elected at a CDRC meeting
- Quorum : Two (2) members

**2. Terms of Reference**

The Arbitrator Appointment Sub-committee (ArbASC) is responsible for nominating a suitable person as arbitrator in response to a request from the parties.

A member of the ArbASC may not be appointed by HKIE as arbitrator during his/her term of office.

**3. The Sub-committee shall have the following specific responsibilities:**

- 3.1 to nominate a suitable person as arbitrator in response to a request from the parties

**CONSTRUCTION DISPUTE RESOLUTION COMMITTEE  
MEDIATOR APPOINTMENT SUB-COMMITTEE (MedASC)**

**COMPOSITION AND TERMS OF REFERENCE**

**1. Composition**

- Chairman : Nominated by the Chairman of CDRC and elected at a CDRC meeting
- Members : Two (2) members to be nominated by the Chairman of CDRC and elected at a CDRC meeting
- Quorum : Two (2) members

**2. Terms of Reference**

The Mediator Appointment Sub-committee (MedASC) is responsible for nominating a suitable person as mediator in response to a request from the parties.

A member of the MedASC may not be appointed by HKIE as mediator during his/her term of office.

**3. The Sub-committee shall have the following specific responsibilities:**

- 3.1 to nominate a suitable person as mediator in response to a request from the parties

**CONSTRUCTION DISPUTE RESOLUTION COMMITTEE  
EXPERT WITNESS APPOINTMENT SUB-COMMITTEE (ExpASC)**

**COMPOSITION AND TERMS OF REFERENCE**

**1. Composition**

- Chairman : Nominated by the Chairman of CDRC and elected at a CDRC meeting
- Members : Two (2) members to be nominated by the Chairman of CDRC and elected at a CDRC meeting
- Quorum : Two (2) members

**2. Terms of Reference**

The Expert Witness Appointment Sub-committee (ExpASC) is responsible for nominating a suitable person as expert witness in response to a request from the parties.

A member of the ExpASC may not be appointed by HKIE as expert witness during his/her term of office.

**3. The Sub-committee shall have the following specific responsibilities:**

- 3.1 to nominate a suitable person as expert witness in response to a request from the parties

**CONSTRUCTION DISPUTE RESOLUTION COMMITTEE  
TRAINING & CAREER DEVELOPMENT SUB-COMMITTEE (TrgSC)**

**COMPOSITION AND TERMS OF REFERENCE**

**1. Composition**

- Chairman : Nominated by the Chairman of CDRC and elected at a CDRC meeting
- Members : Four (4) members to be nominated by the Chairman of CDRC and elected at a CDRC meeting
- Quorum : Three (3) members

**2. Terms of Reference**

The Training & Career Development Sub-committee (TrgSC) is responsible for the provision of training opportunities and courses for adjudicators, arbitrators, mediators and expert witnesses, and the organisation of seminars, visits, workshops, talks, etc. for the career development of HKIE members.

**3. The Sub-committee shall have the following specific responsibilities:**

- 3.1 to provide training opportunities and courses for adjudicators, arbitrators, mediators and expert witnesses; and
- 3.2 to organise seminars, visits, workshops, talks, etc for the career development of HKIE members

## **CONSTRUCTION DISPUTE RESOLUTION COMMITTEE CONFERENCE SUB-COMMITTEE (ConfSC)**

### **COMPOSITION AND TERMS OF REFERENCE**

#### **1. Composition**

- Chairman : Nominated by the Chairman of CDRC and elected at a CDRC meeting
- Members : Four (4) members to be nominated by the Chairman of CDRC and elected at a CDRC meeting
- Quorum : Three (3) members

#### **2. Terms of Reference**

The Conference Sub-committee (ConfSC) is responsible for the organisation of Annual Conference in dispute resolution for international adjudicators, arbitrators, mediators and expert witnesses to share views and experience of their expertise with HKIE members.

#### **3. The Sub-committee shall have the following specific responsibilities:**

- 3.1 to organise Annual Conference in dispute resolution for international adjudicators, arbitrators, mediators and expert witnesses to share views and experience of their expertise with HKIE members;
- 3.2 to promote the use of adjudication, arbitration, mediation, expert witness or other appropriate forms of dispute resolution mechanism in handling disputes in relation to construction and engineering; and
- 3.3 to promote knowledge sharing and transfer about adjudication, arbitration, mediation, expert witness and other forms of dispute resolution mechanism

### 3.4.1 Procedures and Schedule for Vice President Nomination

Without prejudice to the generality of the provisions contained in Article 16 of the Constitution, the nomination by the Council for election as Vice President at the Annual General Meeting shall be made in accordance with the following procedures and requirements:

#### 1. Nomination Period

- 1.1 Nominations for election as Vice President for the next ensuing year shall be opened not earlier than twenty (20) weeks prior to the Annual General Meeting. The nomination period shall be closed on a date set by the Council, normally within thirty (30) days from its commencement and not later than fourteen (14) weeks prior to the Annual General Meeting.
- 1.2 An announcement to Corporate Members notifying the commencement of the nomination period for any duly qualified person as prescribed by the Constitution as Candidate for election as Vice President for the next ensuing year shall be issued accordingly.

#### 2. Nomination Procedures

- 2.1 Each nomination shall be proposed by a current Council Member and supported by four current Council Members, together with the consent in writing of the Candidate named therein to stand for election and to accept office if elected. No Council Members may propose or support more than one Candidate for each vacancy.

#### 2.2 The Proposer

The Proposer has to satisfy for himself/herself that the Candidate named should (a) be a “team leader” with vision, (b) have had a thorough understanding of the workings and traditions in the Institution, and (c) be able to maintain stability and harmony among members of all Disciplines.

#### 2.3 The Candidate

- 2.3.1 The Candidate named has to confirm that he would be (a) in Hong Kong for at least the next five years, and (b) prepared to devote a high proportion of time to the Presidency and a fair amount of time in the three years running as Vice President.

- 2.3.2 The Candidate shall also submit the following supplementary information on a single sided A4 paper for the Chief Executive and Secretary to circulate to Council Members for consideration:

- personal information
- present position or occupation and brief work history
- membership and offices (present and/or former) held in the Institution
- a brief supporting statement

- 2.3.3 The Candidate must ensure the information in his particulars and other materials that may follow are correct and free from misrepresentation. Any mistakes made in the Candidate’s materials submitted may be deemed evidence of misconduct and could be subject to strict disciplinary action.

2.4 Each nomination must be delivered to the Chief Executive and Secretary in writing on the prescribed form by the closing date. No Candidate shall be allowed to withdraw from the election after the close of the nomination period.

## 2.5 The Chief Executive and Secretary

2.5.1 Not later than twenty-one (21) days before the date of the Council meeting (Special) in which the Council's nominations for Vice President are to be finalised, the Chief Executive and Secretary shall circulate to all Council Members entitled to vote a list of Candidates for election as Vice President and the information submitted by the Candidates in support of their candidature.

2.5.2 All Candidates shall be invited to a Council meeting (Special) to meet with Council Members presenting what they intend to accomplish for the Institution. The Council meeting (Special) should normally be held within forty-five (45) days after the March Council meeting or such later date as the Council may determine. Nomination list of Vice President Candidate(s) is to be finalised after presentation of the Candidate(s) at the meeting.

## 2.6 The Council

2.6.1 Under Clause (b) of Article 16 of the Constitution, the Council is required to make the nominations of the Vice Presidents, for election by Corporate Members on the day of the Annual General Meeting.

2.6.2 A Council meeting (Special) shall be held, at which the nomination list of Vice President Candidate(s) is finalised after the presentation of the Candidate(s).

2.6.3 A ballot shall take place regarding the candidature of Candidate(s) (regardless of whether or not there is more than one Candidate for each vacancy). The ballot shall be a secret ballot, to be taken after the presentation of the Candidate(s). To be nominated by the Council for Vice President election, Candidate(s) must receive a simple majority of the present and returned valid votes cast in his favour. Abstained and invalid votes are not to be counted.

2.6.4 Candidate(s) and Nominee(s) shall be duly notified of the Council's decision.

### Key Dates:

Not earlier than 20 weeks prior to AGM	- Nomination period opens
Normally 30 days after the nomination period commences and not later than 14 weeks prior to AGM	- Close of nomination period
Not later than 21 days before the Council meeting (Special)	- Circulate the list to Council Members
Within 45 days after the March Council meeting or such later date as the Council may determine	- Council meeting (Special) for presentation of Candidates
Council meeting (Special)	- Finalise Council's nomination list

(Note: The procedures and schedule for election of Vice President(s) for each Session are to be confirmed by the Council normally at its meeting held in January each year.)

### **3.4.2 Procedures for Nomination of Elected Ordinary Members and Guidelines for Election of Elected Ordinary Members**

Without prejudice to the generality of the provisions contained in Article 16 of the Constitution, the nomination for and election of Elected Ordinary Members shall be made in accordance with the following procedures and guidelines:

#### **A. *Procedures for Nomination of Elected Ordinary Members***

1. The Council shall determine from time to time the number of Elected Ordinary Members of the Council. No member shall be eligible for election to the Council without having been a Corporate Member of the Institution for at least three years.
2. Any two Corporate Members may submit to the Chief Executive and Secretary in writing a nomination on the prescribed form by the closing date of any other person duly qualified to fill a vacancy for Elected Ordinary Member for the Council.
3. No candidate shall be allowed to withdraw from the election after the close of the nomination period.

#### **B. *Guidelines for Election of Elected Ordinary Members***

1. The President of the Institution shall not take part in electioneering.
2. The Secretariat of the Institution shall remain neutral.
3. Resources of the Institution shall not be used in canvassing activities in electioneering. The said resources are those or any tangible costs that should be or could be a legitimate item for entry in the divisional accounts.
4. Lobbying will not be permitted on the day of the AGM at voting centre(s).
5. Candidates may not remain in the polling stations as determined by the Institution from time to time for any purpose other than casting their own votes.
6. The Institution will distribute a list of Candidates standing for election to all Corporate Members close to the time of the AGM of the Institution. The Poll Number of each Candidate will also be shown. For the method of determining the Poll Number, please refer to the "Procedure for Allocation of Poll Number for Vice President/Elected Ordinary Member Election".

Candidates for the election of Elected Ordinary Members may make use of this circulation by providing election material to the Secretariat **not later than 21 days before Annual General Meeting**. Such must be contained within a single sided A4 paper and on a standard template which can be downloaded from the HKIE website. Candidates must ensure their submitted election materials are correct and free from misrepresentation. Any mistakes made in their election material may be deemed evidence of misconduct and could be subject to strict disciplinary action. A copy of

photograph is optional and if taken, the photograph must be of passport-size, and for better result, preferably in colour or digital photo of up to at least 300dpi for inclusion. If the election material or the photograph is not submitted in time, the same will not be included in the list of Candidates circulated by the Institution. The Institution has the authority to delete any passages that are deemed defamatory and unsuitable.

7. Candidates can send their own election material at their own costs to all Corporate Members who are eligible for voting on the day of the AGM by way of direct mailing and/or through the Institution's e-Newsletter arrangement. For details, rules and deadline, please refer to the guidelines on "Arrangements on circulation of election material published by Candidates standing for Vice President and Elected Ordinary Member election and Vice President re-election".
8. The provisions under Article 16 of Constitution governing the election of Elected Ordinary Members are reproduced overleaf.

**Article 16(e)**

*The Council shall determine from time to time the number of Elected Ordinary Members of the Council. No member shall be eligible for election to the Council without having been a Corporate Member of the Institution for at least three years.*

**Article 16(f)**

*Normally such number as is nearest to one-quarter of the Elected Ordinary Members of the Council shall retire each year and shall not be eligible for re-election in that capacity until at least eleven months have elapsed following retirement, those to retire being those who shall have been longest in office since the date of their last election but as between persons who became Council Members on the same date, those to retire being determined by lot. For the purpose of this Article, the number of Elected Ordinary Members retiring shall include those ceasing to be Elected Ordinary Members for any reason, e.g. resignation, promotion, vacation of office or death. No person shall serve as an Elected Ordinary Member for more than four years consecutively.*

**Article 16(h)**

*Not later than twenty-eight (28) days before the date of the Annual General Meeting the Council shall circulate to all Corporate Members the names of the President, the Immediate Past President and the Council Members (Division) for the ensuing year, and a list of Council's nominations for the other Officers. Not later than twenty-one (21) days before the Annual General Meeting any two Corporate Members may submit to the Secretary in writing a nomination, accompanied by the nominee's consent to serve if elected, of any other person duly qualified to fill a vacancy for Elected Ordinary Member for the Council. Not later than fourteen (14) days before the Annual General Meeting the Council shall circulate a list of all nominations for Officers and for Elected Ordinary Members of the Council to be elected pursuant to Article 16(j).*

**Article 16(j)**

*The Vice President(s) and Elected Ordinary Members shall be elected on the day of the Annual General Meeting by the Corporate Members voting in person at voting centre(s) by way of secret ballot. The new Council shall assume office immediately after the closure of the Annual General Meeting. The venue of the Annual General Meeting and voting centre(s) shall be determined by the Council.*

**Article 16(j)(iv)**

*The method of election of Elected Ordinary Members shall be on "first past the post" basis. In the event that the number of candidates for election as Elected Ordinary Members is the same as or less than the number of vacancies, a ballot shall not be required to be held for their election and such candidates shall be deemed to be elected at the Annual General Meeting. In the event that there is equality of votes among the candidates for election as Elected Ordinary Members whose number is more than the remaining number of vacancy or vacancies, their election shall be determined by lot.*

### **3.4.3 Mechanism for Appointment of Chairmen and Members of Standing Committees**

#### **1. General Guidelines for Nomination and Term of Service**

##### **1.1 Non ex-officio members of Standing Committees should be:**

- a. A member with not less than 5 years membership of the Institution;
- b. Normally should have served the Institution as Division Committee member or Discipline Advisory Panel member or Council or other Standing Committee Member for at least one year or has track record of active participation with positive contribution of ideas, time and effort;
- c. Knowledgeable on the subject of the Standing Committee to which he is to be nominated and thus has relevant expertise to offer assistance; and
- d. He will enhance wider representation of the committee's current membership.

##### **1.2 Non ex-officio Chairman of Standing Committee should be:**

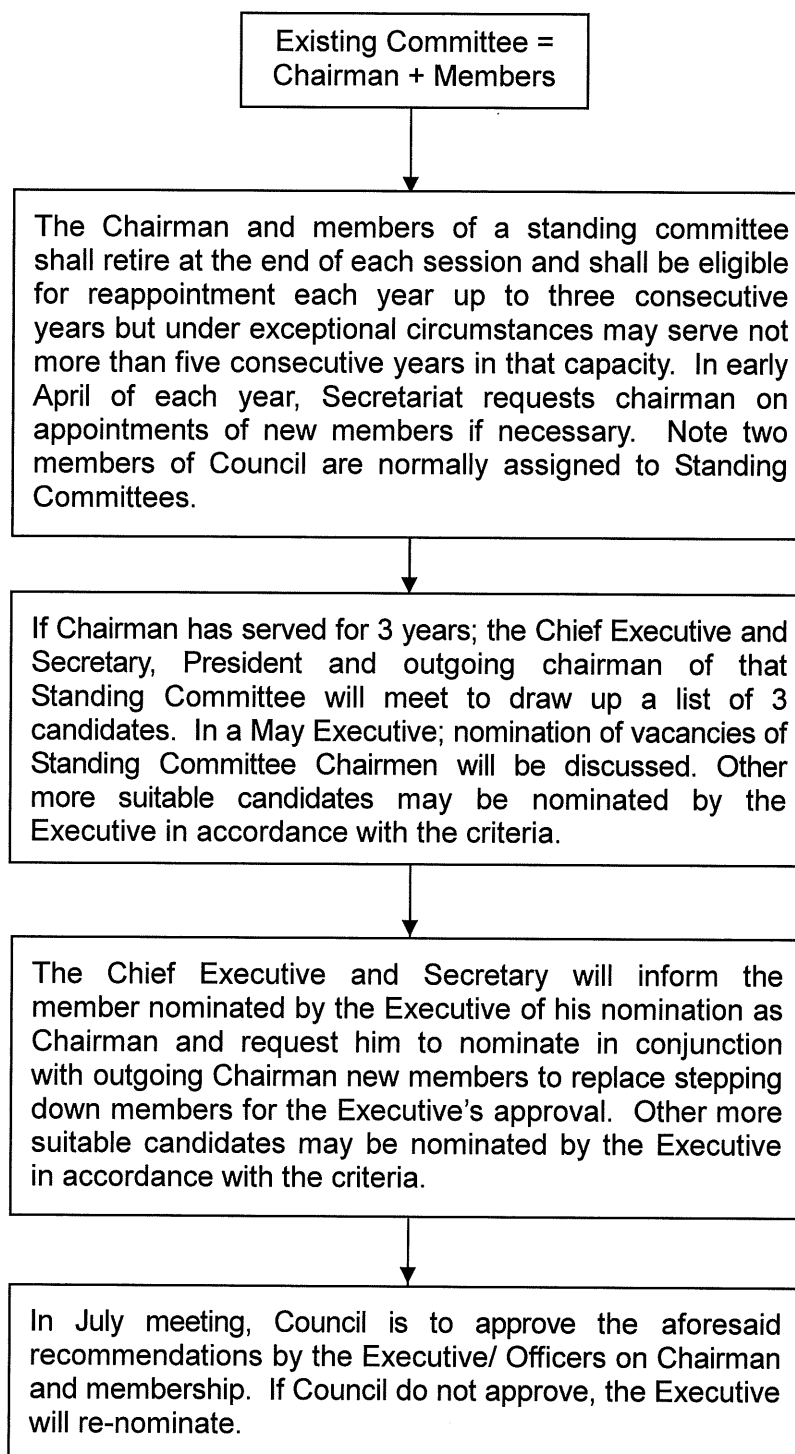
- a. Have served as Standing Committee member for at least three years for this or other Committees in the past;
- b. Normally a Fellow of the Institution (because most committees should require that e.g. Fellowship, Professional Assessment, Quality Control) and preferably a current or past Council Member;
- c. Satisfy the criteria (a) to (d) above for members of Standing Committee;
- d. Track record of leadership; able to work with people; and capable of accepting opposing views and resolving differences;
- e. Familiar with the Institution's Constitution, Manuals and procedures.

##### **1.3 The Chairman and members should serve for 3 years maximum.**

#### **2. Consideration on Succession**

On nomination for Chairmanship of Standing Committees, consideration should be given to the appointment of Deputy Chairman for the purpose of succession and opportunities for members who have not served in similar capacity previously, i.e. chairmanship of another standing committee.

### 3. Flow Chart Showing Appointment Procedure



### **3.4.4 Selection of Discipline Representative and Discipline Advisory Panel**

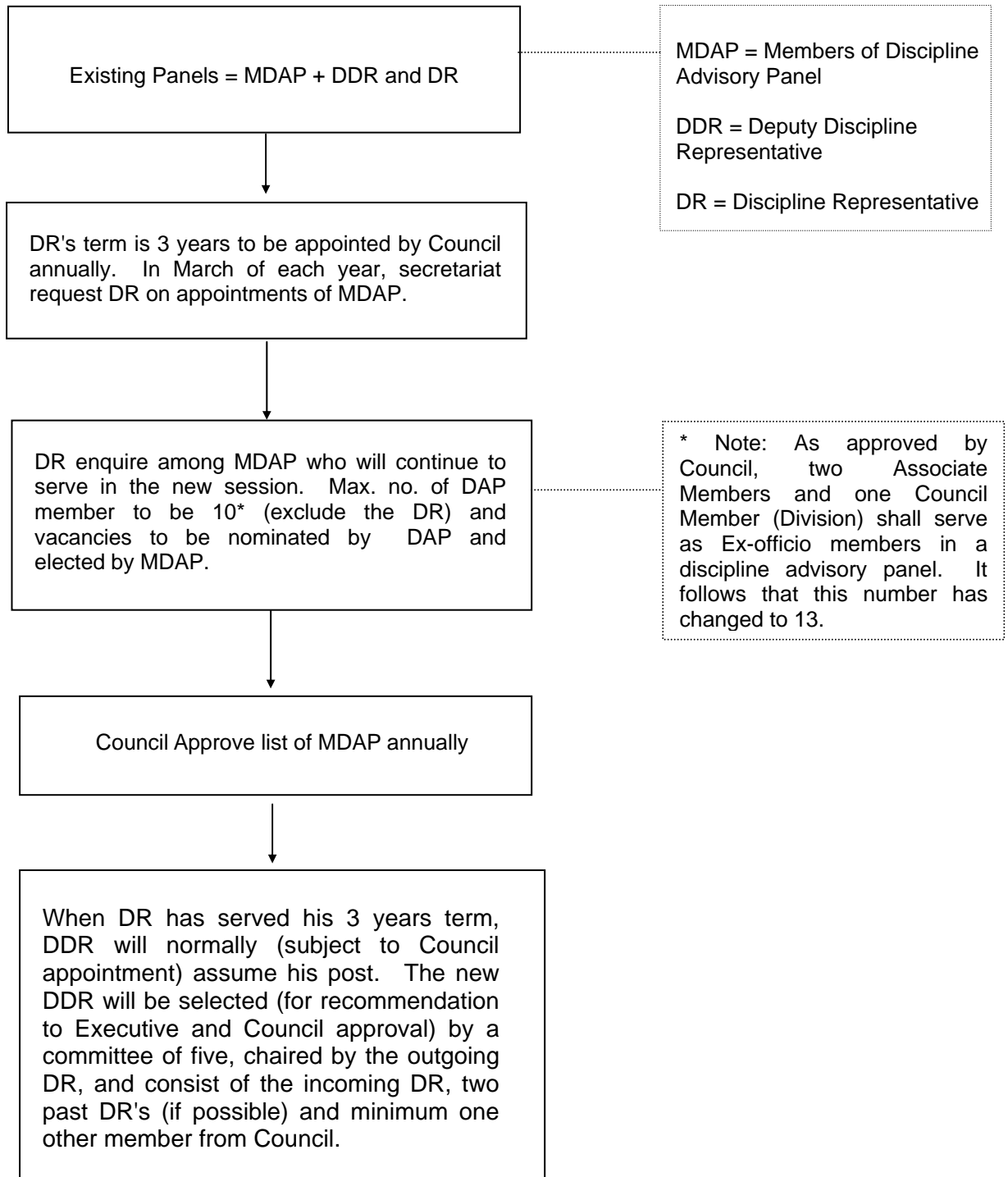
#### **Background**

- Discipline Rep and DAP guards the quality standard of membership of the discipline for the HKIE. They need to have the following qualities:
  - (i) knowledgeable of the need of the profession,
  - (ii) have knowledge of current and recent past Q&M practice,
  - (iii) have interest in training and maintenance of standards and
  - (iv) willing and capable of stand up to pressure on individual applications for membership such as additional discipline applications.
  
- In the past the Council rubber stamp appointment of Discipline Reps and their panel members. Actually the Discipline Rep decides.
  
- Many members agree the Discipline Rep should be independent and be a person already of very high status in his field.
  
- Members also think the past practice of appointment is not transparent easily lead to small circle succession; and the appointment criteria and process is not well documented.

#### **Purpose of This Note**

The purpose of this note is to document the process of the appointment of discipline representatives and DAP.

## Flow Chart Showing Proposed Appointment Process



## **Criteria of Selection and Term of Service**

MDAP members should satisfy the criteria of

- a. Been a Corporate Member with not less than 5 years membership of the Institution and has not been subject of disciplinary action.
- b. He should be senior and in good standing in his discipline.
- c. He serves a 3-year term and is to be re-appointed annually. The member may serve for a maximum of 6 years and if he/she is appointed as DDR and then DR, then he/she may serve for a maximum of 12 years.

The DDR should satisfy the criteria of:

- a. Served in the DAP for over 2 years.
- b. Served on one or more of the Q&M related committees, e.g. the E&E Committee, PA Committee, Training Review Sub-Committee, Accreditation Board.
- c. Served as an active professional assessor for over 2 years.

The DR should be replaced by the DDR after serving for 3 years maximum.

The DR and DDR should normally be Fellows, unless approval is given by Council. As DR will also serve as a member of the Registration Committee, DR and DDR should be R.P.E. whenever possible.

## **Transition**

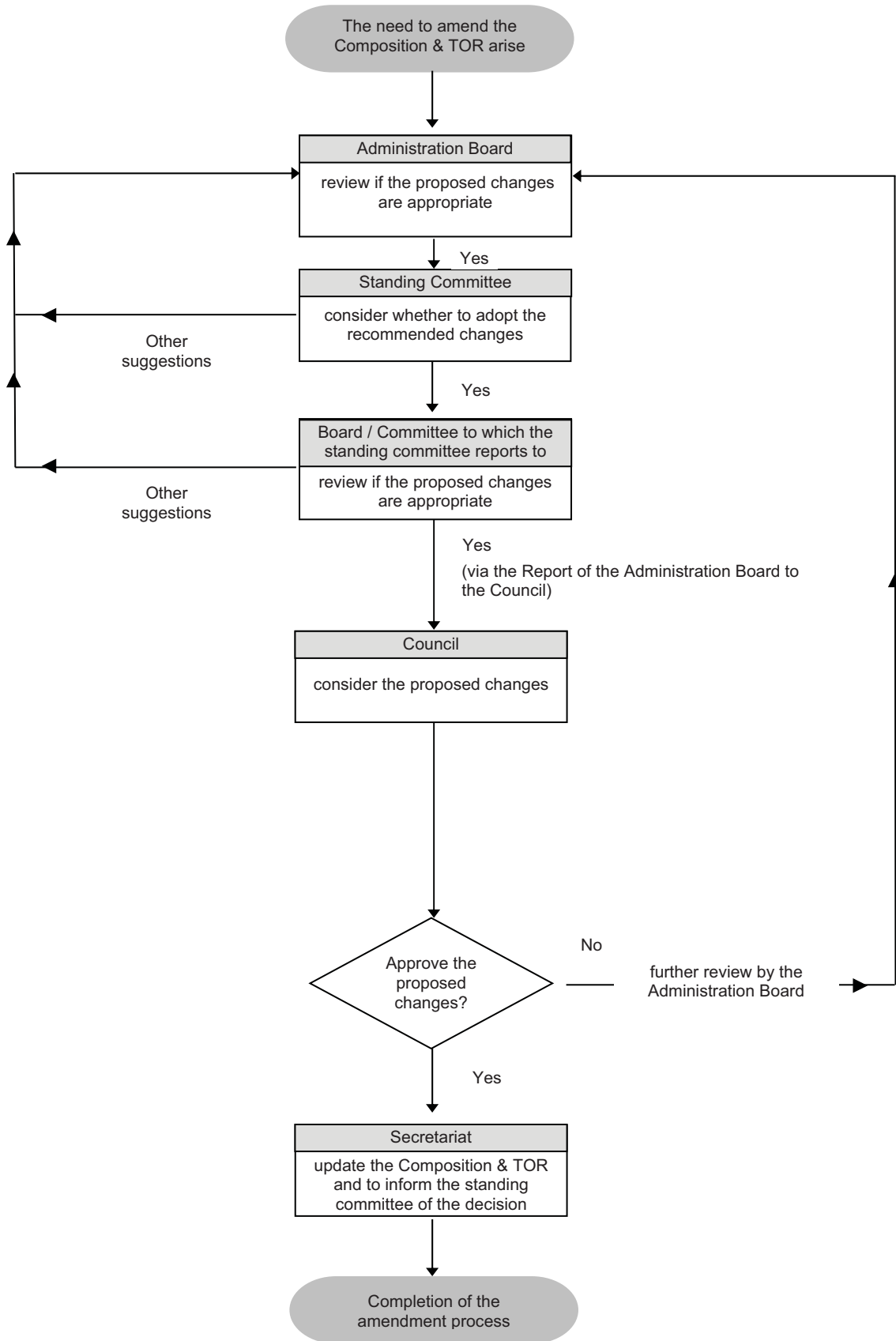
This proposal will be fully implemented in session 1999/2000 and serves as a recommended practice for session 1998/1999.

## **Selection of Discipline Representative and Discipline Advisory Panel**

### **IMPLEMENTATION SCHEDULE IN EACH SESSION**

<b>EVENTS</b>	<b>PERIOD</b>
<b>Selection of New Deputy Discipline Representatives</b>	
Secretariat to notify Discipline Representatives on the selection of new Deputy Discipline Representatives	January
Selection of new Deputy Discipline Representatives in accordance with part three of the procedures	February- March
Notification of New Deputy Discipline Representatives for the next session to the Secretariat for information of the Q & M Board and approval by Council	April – May
<b>Selection of Members of Discipline Advisory Panel</b>	
Secretariat to notify Discipline Representatives on the selection of panel members for the next session	February
Discipline Advisory Panel to conduct panel meeting in establishing the composition of the panel in accordance with part four of the procedures	March – April
Notification of the composition of the Discipline Advisory Panel of the next session to the Secretariat for approval by the Q & M Board	May

### 3.4.5 Procedures for Amendments to Composition and Terms of Reference (TOR) of Standing Committees



### **3.4.6 GUIDELINES FOR FORMATION OF NEW DIVISIONS**

#### **1. Purpose**

This note summarises the steps which must be taken in the formation of new Divisions. There are two phases of activities:-

- (i) from a concept, to consultation and finally authorisation by the Council; and
- (ii) implementation in terms of taking the Division through its first 3 years of operation.

In the realisation of the concept of forming a new Division, the major consideration should be whether the aims and objectives of such a Division align with the policies and overall interests of the Institution and its members. Furthermore, for reasons of efficiency and effective utilisation of resources, the question of whether a new Division is necessary to realise the proposed learned society functions must be answered satisfactorily.

#### **2. Checklist of Requirements**

##### **2.1 Proposed Area of Interest**

2.1.1 Should be worthy of formation as separate Division.

2.1.2 Cannot be satisfactorily considered within existing Division structure; implies interest from more than one Division, or new field of interest.

2.1.3 Should be adequately related to engineering. Does it satisfy Object 1 of the Institution - to promote the general advancement of the science and practice of engineering?

2.1.4 The proposed title of the Division should reflect its link with the engineering profession.

##### **2.2 Division Composition and Membership**

2.2.1 Does the proposed Division have sufficient support and interest (initial population size (of Corporate Members) should be 200 of the Corporate Membership)?

2.2.2 Is this support likely to continue?

2.2.3 Is there involvement from sufficient senior and/or responsible members of the Institution to steer the Division? (As a prerequisite, there should be at least 10 Fellows to be involved in steering the Division.)

2.2.4 Is there a framework already established for a corresponding Discipline including such as some of the following: accredited degrees, provisional training schemes and Discipline Advisory Panel?

### 2.3 Seat in Council

For Division to be formed after 1998/99 Session, apart from meeting the requirements set out in Clauses 2.1 and 2.2, there will be a three-year period of probation to determine whether that particular Division could sustain in meeting the requirements. During probationary period, the Division shall have no seat in the Council and shall be called a "Division on probation". A minimum of 30 members in the corresponding Discipline is required in a Division at the end of the three-year period.

### 3. LSB/Council Approval/Rejection

The route to gaining acceptance by the Council will be for a case to be made to the Learned Society Board. If recommended by the Learned Society Board, the case will be presented by the Chairman of the Learned Society Board to the Council for approval.

### 4. Implementation of a Proposal

Assuming approval by the Council, the following sequence will apply:

- (a) those promoting the formation of a new Division shall insert a notice of a meeting in the *Hong Kong Engineer*;
- (b) this meeting will provide a forum for all those members of the HKIE with an interest in the area;
- (c) the meeting shall be chaired by the Chairman of the Learned Society Board;
- (d) the purpose of the meeting will be for the election of the Committee of the proposed Division, to hold office through to the end of the first complete session.

## The Hong Kong Institution of Engineers

### NOMINATION FORM FOR DIVISION CHAIRMAN / ORDINARY MEMBER

We wish to nominate the following member of the HKIE for election to the \_\_\_\_\_ Division Committee for the post of:

- \*  **Division Chairman**  
 **Ordinary Member (under Division Rules Clause 7.2(c))**  
 **Ordinary Member (who is of 35 years of age or below, under Division Rules Clause 7.2(d))**  
*(\*Please tick where appropriate).*

Name (Print): \_\_\_\_\_ Membership Number : \_\_\_\_\_

Discipline(s) (where applicable): \_\_\_\_\_

Organisation and Position Held: \_\_\_\_\_

I consent to being nominated: \_\_\_\_\_  
(Signature)

#### Proposer

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Membership Number: \_\_\_\_\_

#### Seconder

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Membership Number: \_\_\_\_\_

#### Notes

- a) In accordance with Clause 7.3 of the Division Rules, the Chairman of the Division shall be a **Fellow** of the Institution in the **corresponding Discipline of the Division** unless the Learned Society Board agrees, at its own discretion, to the nomination of or the filling of a casual vacancy under Clause 7.7(a) by a Fellow of the Institution outside the corresponding Discipline of the Division, or a Member of status it considers equivalent to a Fellow. He shall be elected annually, but shall not be barred from further re-election either as Chairman or as Division Committee Member. The Chairman shall, however, **not** hold office as Chairman continuously for **more than two years**.

The Honorary Officers of a Division shall all be **Corporate Members** in the **corresponding Discipline of the Division** unless the Division does not have a corresponding Discipline.

- b) Original copy of the nomination forms signed by those making the nomination, together with the consent in writing of every candidate named therein to accept office, if elected, shall be forwarded to the Secretariat of the Institution, for the attention of the **Honorary Secretary of the Division, no later than fourteen calendar days prior to the Division Annual General Meeting (AGM)**. No nomination will be accepted after that date.
- c) In accordance with Clauses 7.2(c) and (d) of the Division Rules, each current Division Committee shall comprise **six to fourteen Ordinary Members** and **three Ordinary Members of the Committee who are of 35 years of age or below**.
- d) In accordance with Clause 7.4 of the Division Rules, the Ordinary Members of the Division Committee shall be elected by the members of the Division at the Division Annual General Meeting for a period of **up to three years**.

## NOMINATION FORM FOR COUNCIL MEMBER (DIVISION)

### NOMINATION FORM

We wish to nominate the following member of the HKIE as a candidate for election as Council Member (Division) representing \_\_\_\_\_ Division.

Name (Print): \_\_\_\_\_ Membership Number : \_\_\_\_\_

Discipline(s): \_\_\_\_\_

Organisation and Position Held: \_\_\_\_\_

I consent to being nominated: \_\_\_\_\_  
(Signature)

#### Proposer

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Membership Number : \_\_\_\_\_ Discipline(s): \_\_\_\_\_

#### Secunder

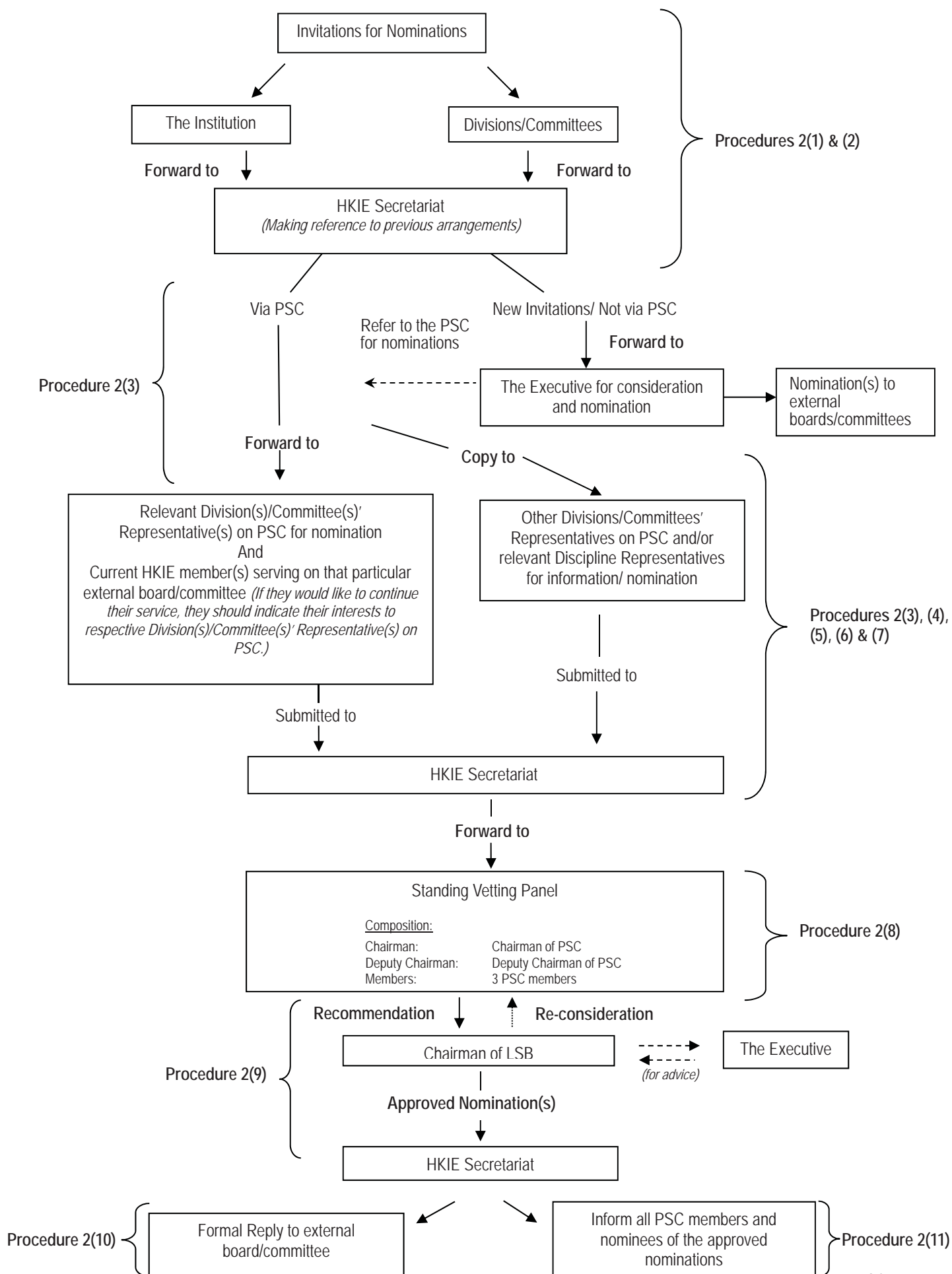
Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Membership Number : \_\_\_\_\_ Discipline(s): \_\_\_\_\_

#### Notes

- a) In accordance with Article 15(1)(b) of the Constitution, each Division shall have one representative on the Council. If, at any time, any Division fails to meet or comply with, or to continue to meet or comply with, the relevant requirements for a Division (as stated in the guidelines that apply at that time), then the Council shall have the power to suspend or remove the Division's status and to suspend its representative from sitting on the Council. Such suspension will continue until the Council is satisfied that the failure to meet or comply with the relevant guidelines have been remedied.
- b) In accordance with Article 16(d) of the Constitution, all Council Member (Division) must be:
  - i. a Corporate Member of the corresponding Discipline, and
  - ii. a Corporate Member of the Institution for at least three years, and
  - iii. (iiia) a past or current Discipline Representative, or  
(iiib) a past or current Division Committee member who had or has served on the Division Committee for at least two years.
- c) In accordance with Article 16(i) of the Constitution, Council Member (Division) shall be elected by their respective Divisions at their own annual general meetings. Only **Corporate Members and Fellows of the corresponding Discipline of the Division** will be eligible to vote for the Division representative on the Council.
- d) In accordance with Clause 6.1 of the Division Rules, the term of office for a Council Member (Division) shall normally be **two years** from the Institution's Annual General Meeting immediately following the election and the incumbent shall **not** be eligible for re-election in the capacity of Council Member (Division) until **at least eleven months** have elapsed following retirement. Any member of the Institution who has served the Council in the current session shall **not** be eligible to stand for election as Council Member (Division) for the next session until **at least eleven months** have elapsed following retirement.
- e) Original copy of the nomination forms signed by those making the nomination, together with the consent in writing of every candidate named therein to accept office, if elected, shall be forwarded to the Secretariat of the Institution, for the attention of the **Honorary Secretary of the Division, no later than fourteen calendar days prior to the Division Annual General Meeting (AGM)**. No nomination will be accepted after that date.
- f) Proposer and secunder must be also an eligible voter of the candidate as mentioned in item (c).

### 3.4.9 Flow Chart of Procedures for Nominations of HKIE Members to External Boards/Committees



## **Supplementary Notes for Nominations of HKIE Members to External Boards/Committees**

### **Objective**

These Notes provide supplementary information for Divisions/Committees in regard to handling invitations for making nominations of HKIE Members to External Boards/Committees. These Notes were recommended by the Task Force on Nominations of HKIE Members onto External Boards/Committees in Session 2016/2017 and were endorsed by the Learned Society Board on 05.09.2016 and approved by the Council on 19.01.2017.

### **Points to Note**

1. "Committee" means any of the Committees under Learned Society Board or any other committee as may from time to time be established or appointed by the Council pursuant to Article 18(6)(a) of Constitution, but for this purpose, excluding the Executive.
2. Divisions/Committees should adhere to and comply with the Procedures for Nominations Clause 2(1) if Division(s)/Committee(s) is/are invited to make nomination(s) of HKIE member(s) to external board(s)/committee(s), but under the following exceptional circumstance, Division(s)/Committee(s) may make nomination(s) of HKIE member(s) directly:
  - (a) recommending HKIE member(s) to serve on organising committee(s) to carry out learned society activities, such as conferences, seminars, symposia, technical visits and joint events.

### 3.4.10 Flow Chart of Responding to Requests for Opinions

