

## **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)**

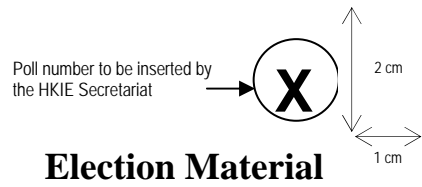
*Not later than twenty-eight (28) days before the date of the Annual General Meeting the Council shall circulate to all Corporate Members the names of the President, the Immediate Past President and the Council Members (Division) for the ensuing year, and a list of Council's nominations for the other 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.*



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“The information in the election material is of my own. The Institution assumes no responsibility in terms of their correctness, accuracy, or otherwise.”

