

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; amended by Learned Society Board 2.12.2025; approved by Council 15.1.2026

DIVISION RULES

1. DEFINITIONS

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

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| 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 (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

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population size of Corporate Membership of 200?

- (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.¹ 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)

¹ 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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at the Division Annual General Meeting.

(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 40 years of age or below (any registered member of the Division of such age shall hereafter be referred to as a “young Division 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

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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. 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 Division 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 Division member is not eligible for re-election under Clause 7.2(d) above.

7.5 (a) Only a young Division member may be co-opted to fill any casual vacancy occurring in the post under Clause 7.2(d) above.

(b) Once a young Division 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 40 years of

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age or below and notwithstanding he may become above 40 years of age during his term of office, he shall still be deemed as a young Division member during his term for the purposes of determining any compliance with Clause 7.2(d) above.

- (c) For the purposes of clarification, it is understood that nothing in Clause 7.5 shall prevent any young Division 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 Division 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

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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 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

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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 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.

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- (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 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 Division members as candidates for such nomination and details of its plan or proposal for any co-option or future election of any young Division 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

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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.

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.

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- (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 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.

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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.

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.

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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 40 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.