

Approved by the Council 15.1.2026

## **Guidelines for Election of Vice President**

Without prejudice to the generality of the provisions contained in Article 16 of the Constitution, the election of Vice President shall be made in accordance with the following guidelines:

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 Annual General Meeting (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 Vice President may make use of this circulation by providing further 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 Vice President are reproduced overleaf.

**Article 16(b)**

*The Vice Presidents shall be nominated by the Council from among the Fellows who have been or will have completed at least two Sessions as Council Members by the time they assume office as the Vice President if elected. Save for incumbent Vice Presidents to be re-elected in accordance with this article, the Vice Presidents shall normally hold office for three years. At any time on or before the date of the Annual General Meeting to be held in 2026, incumbent Vice President(s) may be re-elected for one further term of up to two years. The preceding sentence of this article shall cease to have effect after the conclusion of the Annual General Meeting to be held in 2026.*

**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)(i)**

*(applicable to the re-election of incumbent Vice Presidents in accordance with Article 16(b)) To be re-elected as Vice President, each incumbent Vice President must receive a simple majority of the total number of valid votes (i.e. total number of votes for and against) cast in his favour.*

**Article 16(j)(ii)**

*In the event that the number of new candidates (excluding any incumbent Vice President (if applicable)) for election as a Vice President*

*(aa) is the same or less than the number of vacancies (including any vacancy not filled by any incumbent Vice President (if applicable)), each such new candidate must receive a simple majority of the total number of valid votes (i.e. total number of votes for and against) cast in his favour; or*

*(bb) is more than the number of vacancies (including any vacancy not filled by any incumbent Vice President (if applicable)), the method of election of such new candidates shall be on "first past the post" basis provided that where there is equality of votes among such new candidates, their election shall be determined by lot.*

**Article 16(j)(iii)**

*In the event that there shall still remain any vacancy in respect of Vice President, the vacancy shall be filled by applying Article 17(1)(b)(i) as if a casual vacancy in respect thereof had occurred.*