

Rules and Regulations for the Council Meeting (Special) (Abridged Version – for single candidate only)

Real-time broadcasting of the proceedings of the Council meeting (Special) will be arranged for members in other meeting rooms at the HKIE Headquarters. No recording would be allowed during the proceedings of the meeting.

Language

1. The opening and the announcements of the rules and procedures of the Council meeting (Special) will be conducted in English. It is at the Candidate's discretion to decide on the choice of language (ie English or Chinese) to be used in his presentation. Subsequent proceedings of the Council meeting (Special), however, will be conducted in the language of the choice by the Chairman of the Council meeting (Special) after consultation with Candidate and Council Members.

Reminders to Candidate at the Council meeting (Special)

2. For the 10-minute presentation, a warning signal will be raised when there is only 1 minute left. At the end of the 10-minute presentation, a final warning signal will be made and the Candidate must stop his presentation immediately.
3. During the Question & Answer (Q&A) Session, Council Members will be allowed to ask questions. Each Council Member will be allowed to speak for a maximum of 1 minute on each occasion. A total of 10 minutes will be given to the Candidate to respond to questions raised by the Council Members. Candidate can respond on each occasion for a maximum of 2 minutes. The time used by the Candidate in answering questions will be kept, so that upon the exhaust of the 10 minutes duration no questions shall be raised to the Candidate nor the Candidate could answer any.
4. There will be a 3-minute time given to the Candidate for Summing Up at the end of the Q&A Session.
5. Candidate is allowed to distribute an introductory information sheet at the Council meeting (Special). It would be the Candidate's responsibility to ensure enough copies are available for such distribution. The introductory information sheet shall be in a single sided A4 paper. Candidate must ensure the correctness and accuracy of the contents.
6. Candidate can be provided with equipment available at the Council meeting (Special) of his choice. Candidate is required to inform the Secretariat in writing of the equipment required a week prior to the date of the Council meeting (Special).

Reminders to the Council Members at the Council meeting (Special)

7. After the 10-minute presentation by the Candidate, there will be Q&A Session for the Council Members to ask questions. Council Members are allowed to

speak for a maximum of 1 minute on each occasion.

8. The Chairman shall have the full authority of the proceedings of the Council meeting (Special). The Chairman of the Council meeting (Special) shall decide on the order of Council Members who would like to ask questions.
9. Members should state their names first before asking questions. At the end of the 1-minute time, a warning signal will be made and Members must stop their questions immediately.