

## **Rules and Regulations for the Council Meeting (Special)**

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 Candidates' discretion to decide on the choice of language (ie English or Chinese) to be used in their presentations. 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 Candidates and Council Members.

### **Reminders to Candidates at the Council meeting (Special)**

2. Candidates will be invited to draw lots by alphabetical order of the Candidates' family names to decide on the order of their 10-minute presentations.
3. 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 Candidates must stop their presentations immediately.
4. 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 each Candidate to respond to questions raised by the Council Members. Candidates can respond on each occasion for a maximum of 2 minutes. The time used by each Candidate in answering questions will be kept, so that upon the exhaust of the 10 minutes duration no questions shall be raised to that Candidate nor that Candidate could answer any.
5. There will be a 3-minute time given to each Candidate for Summing Up at the end of the Q&A Session. The sequence for Summing Up will be in the reverse order of the 10-minute Presentations.
6. Candidates are allowed to distribute an introductory information sheet at the Council meeting (Special). It would be the Candidates' responsibility to ensure enough copies are available for such distribution. The introductory information sheet shall be in a single sided A4 paper. Candidates must ensure the correctness and accuracy of the contents.
7. Candidates can be provided with equipment available at the Council meeting (Special) of their choices. Candidates are 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)**

8. After the 10-minute presentations by the Candidates, 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.
9. 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.
10. 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.