

Approved by the Council 12.1.2012

## **Procedures and Schedule for Vice President Nomination**

Without prejudice to the generality of the provisions contained in Article 16 of the Constitution, the nomination by the Council for election as Vice President at the Annual General Meeting shall be made in accordance with the following procedures and requirements:

### **1. Nomination Period**

- 1.1 Nominations for election as Vice President for the next ensuing year shall be opened not earlier than twenty (20) weeks prior to the Annual General Meeting. The nomination period shall be closed on a date set by the Council, normally within thirty (30) days from its commencement and not later than fourteen (14) weeks prior to the Annual General Meeting.
- 1.2 An announcement to Corporate Members notifying the commencement of the nomination period for any duly qualified person as prescribed by the Constitution as Candidate for election as Vice President for the next ensuing year shall be issued accordingly.

### **2. Nomination Procedures**

- 2.1 Each nomination shall be proposed by a current Council Member and supported by four current Council Members, together with the consent in writing of the Candidate named therein to stand for election and to accept office if elected. No Council Members may propose or support more than one Candidate for each vacancy.

#### **2.2 The Proposer**

The Proposer has to satisfy for himself/herself that the Candidate named should (a) be a “team leader” with vision, (b) have had a thorough understanding of the workings and traditions in the Institution, and (c) be able to maintain stability and harmony among members of all Disciplines.

#### **2.3 The Candidate**

- 2.3.1 The Candidate named has to confirm that he would be (a) in Hong Kong for at least the next five years, and (b) prepared to devote a high proportion of time to the Presidency and a fair amount of time in the three years running as Vice President.

- 2.3.2 The Candidate shall also submit the following supplementary information on a single sided A4 paper for the Chief Executive and Secretary to circulate to Council Members for consideration:

- personal information
- present position or occupation and brief work history
- membership and offices (present and/or former) held in the Institution
- a brief supporting statement

- 2.3.3 The Candidate must ensure the information in his particulars and other materials that may follow are correct and free from misrepresentation. Any mistakes made in the Candidate’s materials submitted may be deemed evidence of misconduct and could be subject to strict disciplinary action.

2.4 Each nomination must be delivered to the Chief Executive and Secretary in writing on the prescribed form by the closing date. No Candidate shall be allowed to withdraw from the election after the close of the nomination period.

## 2.5 The Chief Executive and Secretary

2.5.1 Not later than twenty-one (21) days before the date of the Council meeting (Special) in which the Council's nominations for Vice President are to be finalised, the Chief Executive and Secretary shall circulate to all Council Members entitled to vote a list of Candidates for election as Vice President and the information submitted by the Candidates in support of their candidature.

2.5.2 All Candidates shall be invited to a Council meeting (Special) to meet with Council Members presenting what they intend to accomplish for the Institution. The Council meeting (Special) should normally be held within forty-five (45) days after the March Council meeting or such later date as the Council may determine. Nomination list of Vice President Candidate(s) is to be finalised after presentation of the Candidate(s) at the meeting.

## 2.6 The Council

2.6.1 Under Clause (b) of Article 16 of the Constitution, the Council is required to make the nominations of the Vice Presidents, for election by Corporate Members on the day of the Annual General Meeting.

2.6.2 A Council meeting (Special) shall be held, at which the nomination list of Vice President Candidate(s) is finalised after the presentation of the Candidate(s).

2.6.3 A ballot shall take place regarding the candidature of Candidate(s) (regardless of whether or not there is more than one Candidate for each vacancy). The ballot shall be a secret ballot, to be taken after the presentation of the Candidate(s). To be nominated by the Council for Vice President election, Candidate(s) must receive a simple majority of the present and returned valid votes cast in his favour. Abstained and invalid votes are not to be counted.

2.6.4 Candidate(s) and Nominee(s) shall be duly notified of the Council's decision.

### Key Dates:

Not earlier than 20 weeks prior to AGM	- Nomination period opens
Normally 30 days after the nomination period commences and not later than 14 weeks prior to AGM	- Close of nomination period
Not later than 21 days before the Council meeting (Special)	- Circulate the list to Council Members
Within 45 days after the March Council meeting or such later date as the Council may determine	- Council meeting (Special) for presentation of Candidates
Council meeting (Special)	- Finalise Council's nomination list

(Note: The procedures and schedule for election of Vice President(s) for each Session are to be confirmed by the Council normally at its meeting held in January each year.)