

HKU Convocation Extraordinary General Meeting

29 November 2015

Standing Orders

HKU Convocation Extraordinary General Meeting (“EGM”) will be held on Sunday, 29 November 2015 from 11:00 am to 4:00 pm in Hui Pun Hing Lecture Theatre, Library Building, The University of Hong Kong [\[MAP\]](#).

1. No Pre-registration

There will be no pre-registration for attending the EGM.

2. Admission

- a) This is a closed meeting for Convocation Members only (membership as stated in [paragraph 4 of Convocation Constitution](#)).
- b) On arrival,
 - (i) if you are a graduate, please present your **HKID card** (or passport if HKID card is not available);
 - (ii) if you are a HKU teaching staff, please present your **HKU staff card** for verification before admission. You are therefore requested to arrive early.
- c) **Admission Counters will open at 10:30 am.** After confirmation of your membership status, you will receive **a set of ballot forms** for voting (see 4 below).

3. Meeting Proceedings

- a) The Chairman of the EGM will call the meeting to order (see [Order of Business](#)) at **11:00am**.
- b) **General Discussion** will last for about one and a half hours, beginning with speeches from the requisitionists or their representatives.
- c) Members who would like to speak during **General Discussion** may fill in your own name, year of graduation and degree, or department and present post for teaching staff, on the **Speaking Request Form** available in the Lecture Theatre, and deposit it in the **Speaking Request Box**.
- d) A number of duly completed Speaking Request Forms will be drawn from the Speaking Request Box. Those Members who have their Speaking Request Forms duly drawn from the Speaking Request Box will speak in turn during **General Discussion**. Each speaker will speak once and for no more than two minutes. Only Members whose names are drawn can speak, and this opportunity to speak is not transferable.
- e) The EGM will be conducted in English.
- f) The EGM will be cancelled if Tropical Cyclone Warning Signal No. 8 (or above) or Black Rainstorm Signal is hoisted. Members will be notified later regarding the rearrangement of the EGM.

4. Voting

- a) Convocation Rule 20 provides that “At any general meeting a resolution or motion put to the vote of the meeting shall be decided on a show of hands, unless (before the declaration of the result of the show of hands) a poll is demanded by at least five members entitled to vote present in person or by proxy, and unless a poll is so demanded, a declaration by the Chairman, or the chairman of the meeting that a resolution or motion has, on a show of hands, been carried, or carried unanimously, or by a particular majority, or lost shall be conclusive.”
- b) **If a poll is duly demanded**, the following procedures will take effect:
- (i) Members attending in person or by proxy are eligible to cast votes.
 - (ii) Each ballot form contains three boxes: “for”, “against” and “abstain”. Please put an “X” in one of the relevant boxes to indicate your decision and deposit in the ballot box.
 - (iii) Convocation Rule 19 provides that all resolutions or motions which may be put to vote at a general meeting shall be decided **by a majority of votes of the members entitled to vote present in person or by proxy**.
 - (iv) The motions to be voted on shall be the motions as shown on the Notice of EGM, and there shall be no amendment made to the published motions.
 - (v) Voting will begin with the commencement of General Discussion (see 3(b) above), and will close at **4:00 pm on the same day**.
- c) The voting results will be announced on the Convocation website (www.convocation.hku.hk) on 30 November 2015.

5. Proxy

- a) A member may, by a duly completed and signed written instrument, appoint a proxy who shall be a Convocation Member to vote at the EGM on his/her behalf.
- b) Proxy Form can be obtained from the Convocation website (www.convocation.hku.hk) or at the Convocation Secretariat (c/o Hung Hing Ying Building, The University of Hong Kong).
- c) Proxy appointment is an agreement between the Appointor and the Appointee.
- d) To ensure the validity and authenticity of the appointment of proxy and to protect the interest of the Appointors and Appointees, the duly signed and completed Proxy Form must be submitted to the Convocation Secretariat **by either the Appointor or the Appointee in person between 11:00 am and 8:00 pm during 16 to 20 November 2015** (both days inclusive) in the following manner:
- (i) If the completed Proxy Form is submitted by **an Appointor in person**, he/she shall show his/her valid HKID card (or Passport if HKID card is not available) to the Convocation Secretariat for verification at the date and time mentioned above;
 - (ii) If the completed Proxy Form is submitted by **an Appointee in person**, he/she shall show his/her valid HKID card (or Passport if HKID card is not available) **TOGETHER WITH** a copy of the Appointor’s HKID card (or Passport if HKID card is not available) certified by the Appointor to the Convocation Secretariat for verification at the date and time mentioned above. The copy of the Appointor’s HKID card (or Passport if HKID card is not available) will be returned to the Appointee on the spot after verification. ([Note](#))

- e) If an Appointee would like to submit more than 20 proxy forms in person at a time, please make an appointment with the Convocation Secretariat by emailing to convocat@hku.hk at least one day in advance.
- f) A Proxy Form is invalid if:
 - (i) it is received late at the Convocation Secretariat, i.e. after 8:00 pm on 20 November 2015;
 - (ii) it is torn, defaced or otherwise damaged on receipt by the Convocation Secretariat;
 - (iii) it is sent to the Convocation Secretariat by post, fax or email;
 - (iv) it does not bear an original signature and is not dated;
 - (v) no initials are made alongside with the amendment; or
 - (vi) any part of the form is incomplete or contains inaccurate or unverifiable information.
- g) Proxy Form, once submitted, is **NOT revocable**.
- h) **Proxy counter will open at 10:00am** on the day of EGM. Proxy Appointees are advised to arrive early at the venue for written acknowledgment and confirmation of the proxies. The number of ballot forms issued will be based on the number of proxies confirmed by the Appointee in writing.
- i) The records of the Convocation Secretariat shall be conclusive as to the receipt and accuracy of the Proxy Forms.

6. Conduct of Meeting

- a) Members are reminded that no photography, recording or filming is allowed during the Meeting. Convocation may arrange for official photographers and videographers for documentation purpose.
- b) Signboards and banners are not allowed at the venue to avoid causing any disturbance to the meeting procedure.
- c) No distribution of flyers or leaflets within the venue.
- d) Chairman's decisions in relation to maintaining order during proceedings shall be final.

7. Acknowledgement

The Convocation Standing Committee wishes to thank the University for rendering the support and the necessary resources again for the conduct of this EGM. The Standing Committee is mindful that at the time of the EGM, the examination will soon begin and that the University will be fully committed to and preoccupied with the regular administrative duties particularly essential to teaching and learning.

John Wan
Chairman, HKU Convocation
5 November 2015