

5.1 例會（會章8.3.1）

5.1.a 每季一次，一年四次

5.1.b 會議程序必需有以下事項：

- i) 教牧同工、各部／委員會、主席工作報告
- ii) 決策性商討事項
- iii) 其他事項 (鼓勵弟兄姊妹盡早將商討事項交於「教會議會」商討以便提出執行方案交由大會通過；倘若有臨時會議則需要於會前通知會議主席)

5.1.c 主席由「教會議會」安排輪流當值並於會議議程中公佈

5.1.d 點票方式

- i) 按照東區華人浸信會的傳統，當商討事項涉及僱用牧師時，將採用以 2/3 多數贊成為通過的規則。
- ii) 點票者 - 2 人，由部長和/或執事負責
- iii) 點算票包括贊成／反對／棄權票，總數應與出席人數相符
- iv) 棄權票乃中立票，不計算在反對票內
- v) 若出席者在會議當中因事故離開，沒有作出相應投票，該票則當作棄權票論
- vi) 棄權票不可超過全票數的三分之一；若超過的話，該提案則作廢，按需要從新處理。

5.2 年會（參會章8.3.2）

5.2.a 每年一次，於財政年度終結後三個月內召開

5.2.b 會議程序必需有以下事項：

- i) 年報
- ii) 聘請核數師
- iii) 決策性商討事項
- iv) 其他事項：同上 (參附則5.1.b.iii)

5.2.c 主席：同上 (參附則5.1.c)

5.2.d 點票方式：同上(參附則5.1.d)

5.3 特別會友大會（參會章8.3.3）

5.3.a 召開會議的指定人數為活躍會友的10%

5.3.b 點票方式：同上(參附則5.1.d)

5.4 未有牧師和執事會時之安排（參會章8.3.3 及 8.6）

5.4.a 主席由執事會代表擔任，如果未有牧師和執事會就由部長會的代表擔任(參會章5.5)

5.5 特別提案之例子及票數規定（參會章8.5）

5.5.a 召開會議的指定人數為活躍會友的10%：同上(參附則5.3.a)

5.5.b 主席由執事會代表擔任，如果未有牧師和執事會就由部長會的代表擔任(參會

- 章5.5)
- 5.5.c 點票方式：同上(參附則5.1.d)
- 5.6 會章修訂：特別會友大會開會程序及指定人數（參會章12.2）**
- 5.6.a 召開會議的指定人數為活躍會友的10%：同上(參附則5.3.a)
- 5.6.b 主席由執事會代表擔任，如果未有牧師和執事會就由部長會的代表擔任(參會章5.5)
- 5.6.c 點票方式：同上(參附則5.1.d)
- 5.7 修改**
- 本附則內容，「教會議會」可按實際需要作出修改提議，交由會友大會會商討及通過。(參會章12.5.4)

Constitution Supplement 5 – Meetings of the Church

(confirmed at the Quarterly Members' Meeting on 25th April, 2021)

5.1 Regular meetings [refer to Clause 8.3.1]

- 5.1.a Once every quarter, four (4) times per year
- 5.1.b The meeting proceedings must include the following items:
- i) Reports of Pastors, Departments, individual committee and the chair
 - ii) Decision-making matters
 - iii) Any Other Business (brothers and sisters are encouraged to submit discussion items to the Church Council as soon as possible so that the implementation plan can be submitted to the meeting for approval. In case of an ad hoc meeting, prior notification to the Chair about such a meeting is required.)
- 5.1.c The Church Council shall make arrangements for the Chair to be appointed on a rotation basis and shall be announced in the agenda of the Meeting.
- 5.1.d Mode of vote counting
- i) In keeping with the tradition of PCBC, a 2/3 majority approval rule will apply when the agenda item relates to the hiring of pastor(s).
 - ii) Persons performing vote counting shall be two (2), being the Department Leaders and/or the Deacons
 - iii) Votes counted shall include consent/objection/abstention, and the total number
 - iv) The abstention vote is a neutral vote and shall not be counted as objection votes.
 - v) In the event of an attendee leaving the meeting for some reasons and did not cast his vote, it shall be treated as an abstained vote.
 - vi) The number of abstention votes shall not exceed one third (1/3) of the total number of votes casted; if exceeded, the motion shall be treated as null and void, and shall be reconsidered as required.

5.2 Annual General Meeting

- 5.2.a Once every year, to be held within three (3) months after the end of the financial year.
- 5.2.b The meeting proceedings must include the following items:
- i) Annual report
 - ii) Confirm the service of an auditor
 - iii) Matters requiring decisions to be made

- iv) Any Other Business: Same as above [refer to Supplement 5.1.b.iii]
- 5.2.c Chairperson: Same as above [refer to Supplement 5.1.c]
- 5.2.d Mode of vote counting: Same as above [refer to Supplement 5.1.d]

5.3 Special Members' Meeting [refer to Clause 8.3.3 of Church Constitution]

- 5.3.a The required quorum shall be 10% of the number of Active Members.
- 5.3.b Mode of vote counting: Same as above [refer to Supplement 5.1.d]

5.4 Arrangements applicable in the absence of Pastor or Deacon [refer to Clause 8.3.3 and Clause 8.6 of the Church Constitution]

- 5.4.a The Chair shall be assumed by a representative of the Deacons Board. A representative of the Departmental Leaders' Board shall be appointed as the Chair. [refer to Clause 5.5]

5.5 Examples of Special Motion and stipulations on the number of votes [refer to Clause 8.5 of the Church Constitution]

- 5.5.a The required quorum for a meeting shall be 10% of Active Members: same as above. [refer to Supplement 5.3.a]
- 5.5.b The meeting shall be chaired by a representative of the Deacons Board. In the absence of Pastor or Deacon, a representative of the Departmental Leaders' Committee shall be the chairperson. [refer to Clause 5.5]
- 5.5.c Mode of vote counting: Same as above [refer to Supplement 5.1.d]

5.6 Revision of the Church Constitution: Procedures for the Special Members' Meetings and the required Quorum [refer to Clause 12.2]

- 5.6.a The required quorum for a meeting shall be 10% of Active Members: same as above. [refer to Supplement 5.3.a]
- 5.6.b The meeting shall be chaired by a representative of the Deacons Board. In the absence of Pastor or Deacon, a representative of the Departmental Leaders' Committee shall be the chairperson. [refer to Clause 5.5]
- 5.6.c Mode of vote counting: Same as above [refer to Supplement 5.1.d]

5.7 Modification

The Church Council may, as it deems necessary, move a resolution at a Members' Meeting for modification of the contents of this Supplement so that the said resolution may be discussed and approved. [refer to Clause 12.5.4]