

THE ENGINEERING STUDENTS' UNION, HKUSTSU
Standing Orders for the Conduct of General Meeting

The Chair

1. The Chair shall be the sole interpreter of the Standing Orders and shall address the meeting from the Chair in order to explain or administer these orders, to put motions to the vote and announce decisions, to rule on points of order, or to answer questions put to him/her on point of fact.
2. The Chair shall declare the opening, adjourning or closing of the meeting, direct the discussion, and ensure observance of the Standing Orders and other statutory regulations. The decision of the Chair shall be final unless challenged by a procedural motion.
3. The conduct of a meeting shall be subject to the Chair's discretion. The Chair may move Procedural Motions at his/her discretion. In the absence of the Chair, unless otherwise specified, the meeting shall elect one.
4. The Chair shall be heard in silence. Other speakers shall address themselves solely to the Chair, precedence being given to the person who first "catches the eye" of the Chair.
5. Unless otherwise specified, the Chair may not participate in debate and shall have only a casting vote.
6. The meeting, by Procedural Motion, shall have the power to suspend the Chair for the remainder of the meeting.

Notice

7. The Chairperson shall prepare and mail a notice of the meeting along with a proposed agenda to all members according to the regulations in the Constitution of the Union.

Quorum

8. 50 or 5% of all voting members shall form a quorum, whichever shall provide a higher number of attendances.
9. The meeting shall be postponed in case of absence of the quorum for not less than ninety minutes. The date and time of the postponed meeting shall be determined and announced by the Chairperson 3 days prior to the postponed meeting.
10. The Chair shall, at his/her discretion or at the request of any member, take a count of those present at a meeting. If the meeting is found to be inquorate, it shall be postponed forthwith. The date and time of the postponed meeting shall be determined and announced by the Chairperson 3 days prior to the postponed meeting.

Interjections

11. A point of Order may be heard at all times, except during the act of voting. It shall be a procedural motion, or a question, to the Chair relating to the conduct of the meeting. The member rising to put the point of order must prove one or more of the following:

- a. That the speaker is traveling outside the scope of the motion under discussion.
- b. That the speaker is using improper or non-official language.
- c. That the speaker infringing a statutory rule or a standing order.

No speech or debate is permitted on a point of order and no other member shall speak until the Chair has given his ruling.

12. The Secretary of the meeting shall note the rulings and interpretations of the Standing Orders made by the Chair and the circumstances in which the ruling was made. These rulings and interpretations shall not be binding in the future but shall inform and guide the Chair.

13. A point of Parliamentary Inquiry shall be made to the Chair to obtain information on a matter of Standing Order bearing on the business at hand. It is the Chair's duty to answer such questions when it may assist members to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion. The Chair is not obliged to answer hypothetical questions.

14. A point of Information shall consist of information related to the subject under immediate discussion. If a point of information is requested from a person holding the floor, he/she may decide whether or not he/she wishes to be interrupted at that time.

15. A point of Personal Explanation shall seek to clear up misunderstanding but not to introduce any new matter.

Motions

16. A motion must be proposed and seconded. No motion once proposed and seconded shall be withdrawn without consent of the meeting. When it is agreed that an original motion be withdrawn, any amendment to it will be considered as withdrawn too.

17. The proposer shall explain his motion before the motion is seconded. The seconder may speak at once on the motion or may reserve his/her right to speak later during the discussion.

18. In debate on any question, no member who has already spoken on the question may speak again on the same question as long as any participant who has not spoken on that question desires the floor. No member may speak for longer than 10 minutes at any one time without the permission of the meeting.

19. No amendment, which substantially alters the meaning and spirit of the substantive motion, shall be introduced at a meeting. The Chair shall determine whether an amendment substantially alters the meaning and spirit of the substantive motion.

20. In the event of an amendment being carried, which was not accepted by the proposer and seconder of the motion, the amended motion shall stand in the names of the movers of the amendment. Amendments to a motion which is withdrawn shall fall.
21. The person in whose name a motion stands shall have the right to reply to debate on the motion immediately before a vote is taken.
22. "Recommendations" may be put to a meeting, which shall not require a seconder and shall have no binding force.

Procedural Motions

23. There shall be the following procedural motions listed in order of precedence. During discussion of, but not during voting on, a procedural motion, a motion of higher precedence may be out relating to the substantive motion:
 - a. Suspension of the Chair
 - b. Challenge of the Chair
 - c. Adjourn
 - d. Recess
 - e. That the motion be withdrawn
 - f. That the matter be laid on table or taken from table
 - g. That the motion be now put
 - h. That the debate time be limited
 - i. That the list of speakers be closed
 - j. That the matter be postponed definitely
 - k. That the matter be committed to a specific body
 - l. That the motion be amended or taken in parts
 - m. That the matter be reconsidered
 - n. That observers be allowed to speak
 - o. That the meeting go into closed session
 - p. That a secret vote be taken
 - q. That Standing Orders be suspended in whole or in part
24. A procedural motion shall be moved by the proposer before a seconder is sought. If seconded, further discussion shall be at the discretion of the Chair. Procedural motions may not be proposed while another member is speaking on Order, Personal Explanation or Information, or during voting.
25. A procedural motion that the motion be now put or be taken in parts shall be proposed and voted upon immediately. If carried, the motion to which it relates shall be replied to, and put immediately.

26. The Chairperson shall vacate the Chair during discussion of, and voting on, procedural motions of suspension of, and challenge to, the Chair.
27. A procedural motion that the meeting go into closed session shall require a simple majority of those present and eligible to vote. In the event of a meeting going into closed session, its proceedings and minutes shall be available only to members.
28. If the procedural motion to limit debate to a certain specified period of time is carried, the Chair shall draw up a list of those wishing to make their first speech on the subject and allot each one an equal proportion of the specified period. The proposer of the original motion under discussion shall be allowed a minimum of five minutes to reply before the original motion is put to vote.

Voting

29. Unless otherwise stated, a motion shall be declared carried if a simple majority of votes cast for the motion.
30. If an equal number of votes cast for and against a motion, the motion shall be put to vote again. Upon a further tie of votes, the Chair shall have the casting vote.
31. Voting shall be by show of hands holding cards, or as otherwise agreed by the meeting. Tellers may be appointed by the Chair. The Chair shall ensure that only those persons eligible to vote shall do so.
32. A re-count may be asked for by 5 members or more. No member who did not participate in the original vote may vote in the re-count.
33. A Procedural motion that the matter be reconsidered shall be declared carried, the number of votes cast for the motion, shall be at least equal to two-thirds of the number of members present, excluding the Chair.

Observers

34. Observers shall, by a procedural motion, have the right to speak only with the consent of the meeting.

Suspension of Standing Orders

35. Any part of this chapter may be suspended, by procedural motion, for any part of a meeting, by a two-thirds majority of those present and eligible to vote. This shall not apply to Article 8, Quorum.

Matter not provided for in Standing Orders

36. In any matter not provided for in these Standing Orders, the practice and procedure to be followed shall be such as may be decided by the Chair.

Others

37. If there is any discrepancy between the English and Chinese version of the Standing Orders, the English version shall prevail.

1 February 2018

會員大會會議規則

主席

1. 主席應對會員大會會議規則（“本規則”）有最終解釋權。主席之職責為主持會議、解釋並執行本規則、將議案交付表決、宣佈投票結果、裁決規程問題，並回答對其之事實詢問。
2. 主席應宣佈會議之開始、休會及結束、引導討論，並保證本規則之慣例與其他法定規例之執行。除非會眾對裁決提出程序議案質疑主席外，主席的裁決為最終裁決。
3. 會議的進行應由主席酌情處理。主席可酌情提出程序議案。除特別註明，當主席缺席時，代主席應由會眾互選產生。
4. 當主席發言時，會眾應保持肅靜。會眾發言時應向主席陳述。如兩名或更多會眾同時示意發言，則先引起主席注意者可優先發言。
5. 除主席行使決定性表決權或特別註明外，主席應避免參與任何討論及表決。
6. 會眾可提出程序議案以於會議剩餘時間內暫停主席職務。

通知

7. 主席應根據本會憲章所載之規程向所有會員發出會員大會通知及議程。

法定人數

8. 會員大會以全體正式會員之二十分之一或五十位正式會員為法定人數，以較高者為準。
9. 若會議於原定時間不少於九十分鐘後仍未足夠法定人數，主席應宣佈流會。主席應擬定並於會員大會再次召開三日前宣佈大會召開日期及時間。
10. 主席可酌情或應任一會眾要求點算大會當前法定人數。若未有足夠法定人數，主席應立即宣佈流會。主席應擬定並於會員大會再次召開三日前宣佈大會召開日期及時間。

大會進行之干擾

11. 除進行表決時，規程問題可於大會中任何時間提出。規程問題應為程序議案或向主席提出有關大會秩序之詢問。提出規程問題的會員須證明以下一項或多項：
 - a. 發言者之發言超出議案的討論範圍；
 - b. 發言者之發言含有不當用語；
 - c. 發言者違反會議規則或其他法定規例。在主席作出裁決前，會眾不得發言或就規程問題作任何辯論。

12. 秘書應把主席對本規則之裁決和解釋及作出裁決之情況記錄在案。這些裁決和解釋在將來並不具約束力，惟主席應被告知相關先例，並引導其作出有關裁決。
13. 會議詢問應為向主席提出就待決事項有關本規則之詢問。當詢問有助會眾提出適當程序議案、提出規程問題或理解會議現況或議案之影響，主席有義務回答相關詢問，惟無需回答假設性問題。
14. 資料陳述應包括待決事項之資料。如向正在發言者提出，發言者可決定是否中斷本來發言。
15. 個人解釋應旨在釋除誤解，而不應引入新事項。

議案

16. 動議需有動議人及和議人才能成為議案。議案一經提出，必須經大會同意方可撤回。原案一旦被撤回，所有修正案會同時被視為撤回。
17. 動議人應在其動議被和議前解釋其動議。和議人可立即就議案發言，或保留在稍後討論之發言權。
18. 在任何問題之辯論中，如有未曾發言的會眾希望發言，所有已經發言的會眾並不可就同一問題發言。除得到大會批准，否則所有會眾不得一次發言超過十分鐘。
19. 所有修正案不得改變原案之本義及精神。主席應判斷修正案有否改變原案之本義及精神。
20. 當修正案獲得通過，而原案之動議人及和議人均不同意此修正案，則以修正案之動議人為主案之動議人。所有對已撤回議案之修正案應視為無效。
21. 動議人有權在其議案進行表決前作總結發言。
22. “建議”可以在會議中提出，無需和議，惟不具約束力。

程序議案

23. 以下程序議案應按優先等級排序。在程序議案的討論中，而非進行表決時，可以就實質議案提出較高等級的程序議案。
- a. 動議暫停主席職務
 - b. 動議質疑主席
 - c. 動議散會
 - d. 動議休會
 - e. 動議撤回議案
 - f. 動議擱置或抽出議案
 - g. 動議立付表決
 - h. 動議限制討論時間
 - i. 動議限制輪候發言者名單
 - j. 動議延期討論
 - k. 動議付委
 - l. 動議修正或分拆議案
 - m. 動議復議
 - n. 動議准許觀察員發言
 - o. 動議閉門會議
 - p. 動議不記名投票
 - q. 動議暫停會議規則
24. 程序動議需經動議人提出及和議人和議才能成為程序議案。如程序議案獲得和議，主席可酌情開放討論。程序議案不可以在有會眾提出規程問題、個人解釋、資料陳述或正在進行表決時提出。
25. 立付表決動議或分拆動議在提出後立即進行表決。如程序議案獲得通過，相關議案應得到回覆並立即付諸表決。
26. 在暫停主席職務及質疑主席動議進行討論及表決時，主席應懸空主席位置。
27. 閉門會議動議須得在席會眾簡單多數贊成方能獲得通過。當會議閉門進行時，其程序及會議記錄只供會員查閱。
28. 如限制討論時間動議獲得通過，主席應擬定一份就此事項擬首次發言者之名單，並分配相等發言時間予名單上發言者。待決議案之動議者應在議案進行表決前獲最少五分鐘的回覆時間。

表決

29. 除另註明外，若議案得在席會眾簡單多數贊成，主席應宣佈議案獲得通過。
30. 任何議案如贊成票與反對票數相等，應即重新表決。如票數仍然相等，主席應投下其決定票。

31. 表決應以舉起投票卡，或其他獲大會同意的方式進行。主席可委任若干數票員。主席應確保投票者必須擁有投票權。
32. 在五名或更多會眾要求下可以重新數票。本來沒有參與表決者不可在重新數票中投票。
33. 復議動議須得在席會眾除主席外不少於三分二贊成方能獲得通過。

觀察員

34. 觀察員應通過程序議案以獲得大會同意，方可在會議中獲得發言權。

暫停會議規則

35. 本規則的任一部分均可在得在席會眾不少於三分二贊成通過程序動議以暫停。此項並不適用於第八條。

本規則未有規定之事宜

36. 主席應決定任何本規則未有規定事宜應遵循之程序及做法。

其他

37. 若本規則之中英文版有不相符之處，一概以英文版本為準。

二零一八年二月一日