

The Hong Kong Council of Social Service

Executive Committee, Standing Committees
and Specialized Committees

ELECTION GUIDE

June 2024

THE HONG KONG COUNCIL OF SOCIAL SERVICE

Guidelines on the Election of Members of the Executive Committee, Standing Committees and Specialized Committees (2024-2026)

1. Purpose

- 1.1 In accordance with the related stipulations of the Constitution of the Hong Kong Council of Social Service and the decisions of the Executive Committee, this Guideline is prepared to govern the nomination and election process of members of the Executive Committee, the Standing Committees, and the Specialized Committees (excluding the Specialized Committee on Rehabilitation Service) for the year 2024 - 2026. Procedures of the election of members of the Committees shall follow Clause 43 of the Constitution of the Hong Kong Council of Social Service.
- 1.2 Election of members of the Executive Committee will be held during the Annual General Meeting on November 12, 2024. A total of eight members will be elected into the Executive Committee. Candidates who receive the most votes will be declared elected and shall serve for a term of two years, from 2024-2026.
- 1.3 Election of members of the Standing Committee on Social Development and the Standing Committee on Sector Development and Finance will be held during the Annual General Meeting on November 12, 2024. A total of eight members will be elected into each Standing Committee. Candidates who receive the most votes will be declared elected and shall serve for a term of two years, from 2024-2026. The Terms of Reference of the Executive Committee and Standing Committees will be issued in early September.
- 1.4 Election of members of the Specialized Committees on Family & Community Service, Children & Youth Service and Elderly Service will be conducted through postal ballot. A total of eight members will be elected into each Specialized Committee. Candidates who receive the most votes will be declared elected and shall serve for a term of two years, from 2024-2026.
- 1.5 The Specialized Committee on Rehabilitation Service for the year 2024-2026 will be jointly held with the election of the Management Committee of The Hong Kong Joint Council for People with Disabilities (herein after The Joint Council). The joint election will be held in November 2024 during the AGM of the Joint Council, where a maximum of 25 members will be elected for a term of one year. For details of the election procedures, it will be sent to those who have confirmed their membership with the Joint Council later.

2. Schedules of the Nomination and Election Process

2.1 Election of Members of the Specialized Committees

- Jun 28, 2024 (Fri) Election Guide and Nomination Form of the Specialized Committees would be sent to Agency Members and Life Members
- Jul 19, 2024 (Fri) Deadline for nomination of Candidates
- Aug 16, 2024 (Fri) Postal ballots of Specialized Committees would be sent to eligible official representatives of Agency Members
- Sep 6, 2024 (Fri) Deadline for mail ballot collection at 12:00 noon (The above deadline is applicable to ballots returned by post. Date and time shown on postal chop and postal delay will not be considered)
- Sep 13, 2024 (Fri) Announcement of election results of the Specialized Committees
- Nov, 2023 Election of Specialized Committee on Rehabilitation Service

2.2 Election of members of the Executive Committee and Standing Committees

- Sep 3, 2024 (Tue) Nomination forms of the Executive Committee and Standing Committees would be sent to official representatives of Agency Members and Life Members
- Oct 2, 2024 (Wed) Deadline for nomination of candidates
- Oct 22, 2024 (Tue) Issue information of all candidates to Agency Members and Life Members
- Nov 12, 2024 (Tue) Annual General Meeting and Election of Executive Committee and Standing Committees
- Nov 19, 2024 (Tue) Issue memo to Agency Members on the election results

3. Voters

3.1 The eligibility of voters in the election of members of the Executive Committee and the Standing Committees is stipulated by the Constitution while that of the Specialized Committees was decided by the Executive Committee with the authority given to it by the Constitution.

3.2 Election of members of the Executive Committee and the Standing Committees

3.2.1 The following persons are eligible to vote in the election:

- Life Members; and
- Official representatives of Agency Members.

3.2.2 Although the Council's Constitution allows Agency Members to change their official representatives from time to time, any change thereof should be communicated to the Council in writing in order for newly appointed official representatives to vote in the election:

Election of Executive Committee and Standing Committees

- **Not later than November 7, 2024 at 2:00 p.m.**

(72 hours, excluding non-working days, before the election held on November 12, 2024 at 2:00 p.m.)

3.3 Election of members of the Specialized Committees on Family & Community Service, Children & Youth Service and Elderly Service

3.3.1 Only accredited official representative of Agency Members who are directly providing or promoting related services, or related user groups, are eligible to vote in the election of members of the respective service Specialized Committees.

3.3.2 Every Agency Member is allowed to register/deregister with the Council its involvement in the respective services from time to time, but any change thereof should be communicated to the Council **in writing not later than 5:00 p.m. on August 13, 2024** (72 hours, excluding non-working days, before postal ballots are sent on August 16, 2024) so that their official representatives will be allowed to vote in the election of the respective service Specialized Committees.

3.3.3 Any change of official representatives of Agency Members should be communicated to the Council **in writing not later than 5:00 p.m. on August 13, 2024** (72 hours, excluding non-working days, before postal ballots are sent on August 16, 2024) so that their newly appointed official representatives will be allowed to vote in the election of the respective service Specialized Committees.

4. Nomination Procedures

4.1 The eligibility of nominators and candidates in the election of members of the Executive Committee and the Standing Committees is stipulated by the Constitution while that of the Specialized Committees was decided by the Executive Committee with the authority given to it by the Constitution.

4.2 Eligibility to be nominated for the election

- 4.2.1 In the case of the election of members of the Executive Committee and the Standing Committees, the following persons are eligible to be nominated as candidates:
- Life Members; and
 - Any persons who are currently members of the Board or similar bodies or employees of Agency Members.
- 4.2.2 In the case of the election of members of the Specialized Committees on Family and Community Service, Children & Youth Service and Elderly Service, only persons who are currently members of the Board or similar bodies or employees of the Agency Members who are directly providing or promoting related services, or related user groups, are eligible to be nominated as candidates for the election of members of the respective service Specialized Committees. Agency Member should indicate in writing to the Council any change of its involvement in the respective services no later than July 16, 2024 at 5:00 p.m. (72 hours, excluding non-working days, before the deadline for nomination of candidates for the election of the Specialized Committees at 5:00 p.m., July 19, 2024) in order that its Board members or employees be eligible to be nominated for the election of the respective Specialized Committees.
- 4.2.3 Only one representative from each Agency Member shall be nominated. Only one person from the same Agency Member shall be elected or co-opted to become a member of any Committees for any period of time.
- 4.2.4 Before the closing of nomination, any change in the status of the candidate as a member of the Board or similar bodies, or as an employee of the Agency Member, shall nullify the nomination having been made. (Note: the concerned candidate can be re-nominated for the same election basing on his/her affiliation with another Agency Member before the closing of nomination.) After the closing of nomination, any change thereof shall nullify the nomination having been made. (Note: Based on the same principle, an elected member of any committees shall automatically cease to be a committee member of that committee when that elected member no longer serves as a member of the Board or similar bodies, or as an employee of the Agency Member that elected member belongs.)
- 4.2.5 In accordance with the Constitution and the terms of reference of each committee, the election regulations are as follows:
- i) Under Clause 42 of the Constitution, ‘No person shall be eligible for election to the Executive Committee for more than 2 successive terms’;
 - ii) Under the terms of reference of the Standing Committees and Specialized Committees, ‘No person representing the same agency shall be eligible for election or co-option to the Committee for more than 2 consecutive terms’; and
 - iii) Under Clause 43(b) and Clause 65(c) of the Constitution and the principles therein, only one representative from each Agency Member shall be nominated or co-opted to become member of same committee

for any same period of office.

- 4.2.6 A serving elected member of any committee whose term of office will continue in the following year shall not be nominated for the same committee's election unless the elected member has resigned from office at the time of nomination.
- 4.2.7 Any person representing an Agency Member shall not be nominated for a committee's election if another representative of the same Agency Member is a serving member of the same committee whose term of office will continue in the following year, unless that serving selected member has resigned from office at the time of nomination.
- 4.2.8 Any person who wishes to withdraw from the election after being nominated shall give an advance written notice to the Election Committee no less than 7 days before ballots are sent. The names of candidates who intend to withdraw from the election shall appear on ballots if sufficient prior notice is not given. Candidates who are elected but wish to give up their seats shall write to notify the Election Committee on their withdrawal.
- 4.2.9 If the number of candidates in the election of a committee is less than or equal to the number of seats of that committee, all candidates shall be declared automatically elected upon endorsement from the Chairperson of the Election Committee. Under such circumstance, no election shall be conducted for the concerned committee.

4.3 Eligibility for making nominations for the election

- 4.3.1 In the case of the election of members of the Executive Committee and the Standing Committees, the following persons are eligible to make nominations:
 - Life Members; and
 - Official representatives of Agency Members.
- 4.3.2 In the case of the election of members of the Specialized Committees on Family and Community Service, Children and Youth Service, and Elderly Service, only accredited official representatives of the Agency Members who are directly providing or promoting related services, or related user groups, are eligible to make nominations for the election of the respective Specialized Committees. Every Agency Member should indicate in writing to the Council any change of its involvement in the respective services no later than July 16, 2024 at 5:00 p.m. (72 hours, excluding non-working days, before the deadline for nomination of candidates for the election of the Specialized Committees at 5:00 p.m., July 19, 2024) in order to make its official representatives eligible for making nominations for the election of the respective Specialized Committees.
- 4.3.3 Before the closing of nomination, any change of the status of a nominator as Life Member or as official representative of Agency Member, shall nullify his/her nominations having been made. (Note: In such case, the concerned candidates are eligible to be re-nominated by other eligible nominators in the same election before the closing of nomination.) After the closing of

nomination, any change thereof shall not affect the validity of his/her nominations having been made.

- 4.3.4 Any person who is eligible to make nominations shall not nominate more candidates than the number of positions to be elected at the same election of members of any Committees.

4.4 Nomination Procedures

- 4.4.1 The nomination process shall proceed not less than 6 weeks before the election.
- 4.4.2 In the case of the election of members of the Executive Committee and the Standing Committees, each candidate shall be nominated by one official representative of Agency Members and one Life Member or two official representatives of Agency Members provided that one of such official representative should come from the Agency Member of which the candidate belongs (note: This provision does not apply to the candidate who is Life Member). If the candidate is nominated by two official representatives, such two official representatives do not come from the same Agency Member.
- 4.4.3 In the case of the election of members of the Specialized Committees on Family & Community Service, Children & Youth Service and Elderly Service, each candidate shall be nominated by two eligible official representatives of Agency Members provided that one of such official representatives should come from the Agency Member to which the candidate belongs and that such two official representatives do not come from the same Agency Member.
- 4.4.4 No changes shall be made to any parts of the submitted nomination form after the closing of the nomination period while such change is allowed within the nomination period.
- 4.4.5 Incomplete and incorrect information on nomination forms, including but not limited to inconsistency of name of nominees as appeared on their official identity documents and names of agencies of nominees not listed in Council's Membership Register (use of initials, abbreviations and "similar names" shall not be deemed official names of Agency Members), shall render the nomination invalid, unless the corrections are promptly made before closing of nomination by concerned nominees who are aware of the inconsistency or being advised to rectify the inaccuracy.

5. Election Procedures

- 5.1 Confirmed lists of candidates for the election and the voting forms or the postal ballot forms will be given to eligible voters as scheduled and in the means referred in the above paragraphs.
- 5.2 Voting shall be kept in confidence. The voter shall not be required to disclose to whom his/her vote goes.
- 5.3 Counting of votes will be conducted by the Council under the inspection of the Chairperson of the Election Committee, or an authorized representative appointed by the Chairperson of the Election Committee.
- 5.4 The candidates who receive most votes must be declared elected. In the case of an equality of votes between the candidates, the successful candidate shall be determined by lot drawn by the Chairperson of the Election Committee or authorized representative appointed by the Chairperson of the Election Committee. In case of the term of year of the candidates cannot be determined due to the equality of vote in the election, it shall be determined by lot drawn by the Chairperson of the Election Committee or authorized representative appointed by the Chairperson of the Election Committee.

6. Filling of Vacancies of Elected Seats

The Council will not conduct any by-elections to fill vacancies in any committees arise from whatsoever reasons. Concerned committees shall decide on how to deal with vacant seats according to the terms of reference or meeting resolution of respective committees.

7. Election Committee

7.1 Functions of the Election Committee:

- To scrutinize and monitor the process of nomination and election of the new governance;
- To oversee the vetting of the eligibility of registered voters and nominated candidates for the election of the Executive, Standing and Specialized Committee;
- To handle complaints/appeals relating to the nomination and election process; and
- To monitor and inspect the process of vote counting so as to ensure that the process is just and transparent.

7.2 Appointment of Chairperson and Member(s) of the Election Committee:

- The Chairperson of the Election Committee and its member(s) shall be appointed by the Executive Committee for a term of one year.

8. Register of Agency Members

An updated Membership Register (“the Register”) containing the names of official representatives of Agency Members of the Council shall be posted on the Council’s website

(www.hkcss.org.hk) for members' reference at the time when the nomination process of the election of the Specialized Committee commences. Members who wish to obtain a printed copy may contact Membership Liaison and Service of the Council. Information contained in the Register is for election purposes only and is subject to update as necessary. Members should notify the Council for amendment following the prescribed procedure if any information is found incorrect, omitted or needed to be revised. For enquiries, please call Membership Liaison and Service at 2864 2973.

9. Enquiries

Questions in relation to this Election Guide shall be directed to Membership Liaison and Service at 2864 2973.

The Hong Kong Council of Social Service
June 2024