

The Hong Kong Council of Social Service

Executive Committee, Standing Committees and
Specialized Committees

ELECTION GUIDE

July 2019

THE HONG KONG COUNCIL OF SOCIAL SERVICE

Guidelines on the Election of Members of the Executive Committee, Standing Committees and Specialized Committees (2019-21)

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 four Standing Committees, and the six Specialized Committees (excluding the Specialized Committee on Rehabilitation Service) for the year 2019-21. Procedures of the election of members of the Committees shall follow the 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 8, 2019. A total of eight members will be elected into the Executive Committee. The elected members shall serve for a term of two years from 2019-21.
- 1.3 Election of members of the four Standing Committees will be held during the Annual General Meeting on November 8, 2019. Five members will be elected into the Standing Committees on Service Development, Policy Research & Advocacy, Sector & Capacity Development and Public Engagement & Partnership and shall serve for a term of two years from 2019-21.
- 1.4 Election of members of the six Specialized Committees on Family & Community Service, Children & Youth Service, Elderly Service, Social Security & Employment Policy, Social Development and Sector Finance will be conducted through postal ballot. Eight members will be elected into the first three service Specialized Committees, while three members will be elected into the Specialized Committees on Social Security & Employment Policy and Social Development, and six members will be elected into the Specialized Committees on Sector Finance. The elected members of each Specialized Committee shall serve for a term of two years from 2019-21.
- 1.5 The Executive Committee has decided that election of the Specialized Committee on Rehabilitation Service for the year 2019-21 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). Members intended to participate in this election could complete their registration with The Joint Council. The joint election will be held in November 2019 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

July 5, 2019 (Thu)	Election guidelines and nomination form of the Specialized Committees would be sent to Agency Members and Life Members
July 26, 2019 (Fri)	Deadline for nomination of Candidates
Aug 21, 2019 (Wed)	Postal ballots of 6 Specialized Committees would be sent to eligible official representatives of Agency Members and Life Members.
Sept 13, 2019 (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)
Sept 20, 2019 (Fri)	Announcement of election results of the Specialized Committees
Nov, 2019	Election of Specialized Committee on Rehabilitation Service

2.2 Election of members of the Executive Committee and Standing Committees

Aug 21, 2019 (Wed)	Nomination forms of the Executive Committee and Standing Committees are sent to official representatives of Agency Members and Life Members
Sept 13 2019 (Fri)	Deadline for nomination of candidates
Oct 4, 2019 (Fri)	Issue information of all candidates to Agency Members and Life Members
Nov 8, 2019 (Fri)	Annual General Meeting and Election of Executive Committee and Standing Committees
Nov 15, 2019 (Fri)	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, the Standing Committees and the Specialized Committees on Social Security & Employment Policy and Social Development

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

- Life Members
- 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 & Standing Committees

- **Not later than November 5, 2019 at 2:00 p.m.**
(72 hours, excluding non-working days, before the election held on November 8, 2019 at 2:00 p.m.)

Election of Specialized Committee on Social Security and Employment Policy and Specialized Committee on Social Development

- **Not later than August 16, 2019 at 5 p.m.**
(72 hours, excluding non-working days, if any, before postal ballots are sent on August 21, 2019.)

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

3.3.1 Only official representatives of Agency Members who have registered with the Council their direct involvement in the respective services (i.e. provision or promotion of respective services) 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 direct 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 16, 2019** (72 hours, excluding non-working days, before postal ballots are sent on August 21, 2019) 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 16, 2019** (72 hours, excluding non-working days, before postal ballots are sent on August 21, 2019) so that their newly appointed official representatives will be allowed to vote in the election of the respective service Specialized Committees.

3.4 Election of members of the Specialized Committee on Sector Finance

- 3.4.1 Only official representatives of Agency Members are eligible to vote in the election of members of the Specialized Committee.
- 3.4.2 Every Agency Member is allowed change its official representatives 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 16, 2019** (72 hours, excluding non working days, before postal ballots are sent on August 21, 2019) so that their newly appointed official representatives will be allowed to vote in the election.

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, the Standing Committees and the Specialized Committees on Social Security & Employment Policy and Social Development, the following persons are eligible to be nominated as candidates:

- Life Members
- 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 three 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 that have direct involvement in the respective services are eligible to be nominated as candidates for the election of members of the respective service Specialized Committees. Every Agency Member should indicate in writing to the Council any change of its direct involvement in the respective services no later than July 23, 2019 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 26, 2019) in order that its Board members or employees be eligible to be nominated for the election of the respective Specialized Committees.

4.2.3 In the case of the election of members of the Specialized Committee on Sector Finance, only persons who are currently members of the Board or similar bodies or employees of the Agency Members are eligible to be nominated as candidates for the election of members of the Specialized Committee. Every Agency Member should indicate in writing to the Council any change of official representatives no later than July 23, 2019 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 26, 2019) in order that its Board members or employees be eligible to be nominated for the election of the Specialized Committee.

- 4.2.4 Only one person from each Agency Member may be so nominated and elected in the same election of any Committees for any same period of office.
- 4.2.5 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.)
- 4.2.6 Candidates under the following situations cannot be nominated for the same committee for more than 2 consecutive terms.
 - 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 all other committees, ‘No person representing the same agency shall be eligible for election or co-option to the Committee for more than 2 consecutive terms’.
 - iii) Under Clause 64(c) of the Constitution, ‘only one representative from the same Agency Member shall be nominated or co-opted to become member of the same Standing Committee for any same period of office’.
 - iv) In accordance with the same principle of Clause 64(C) of the Constitution, only one representative from the same Agency Member shall be nominated or co-opted to become member of the same Specialized Committee for any same period of office.
- 4.2.7 A serving elected member of any committees 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.
- 4.2.8 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.
- 4.2.9 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.

4.2.10 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, the Standing Committees and the Specialized Committees on Social Security and Employment Policy and Social Development, the following persons are eligible to make nominations:

- Life Members
- Official representatives of Agency Members

4.3.2 In the case of the election of members of the three Specialized Committees on Family and Community Service, Children and Youth Service, and Elderly Service, only official representatives of the Agency Members who have direct involvement in the respective services 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 direct involvement in the respective services no later than July 23, 2019 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 26, 2019.) in order to make its official representatives eligible for making nominations for the election of the respective Specialized Committees.

4.3.3 In the case of the election of members of the Specialized Committee on Sector Finance, only official representatives of the Agency Members are eligible to make nominations for the election of the Specialized Committee. Changes of official representatives could only be made no later than July 23, 2019 at 5:00 p.m. (72 hours before the deadline for nomination at 5:00 p.m., July 26, 2019.) in order to make its official representatives eligible for making nominations for the election of the Specialized Committee.

4.3.4 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.

4.3.5 Any person who is eligible to make nomination 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 and be completed not less than 6 weeks before the election.
- 4.4.2 In the case of the election of members of the Executive Committee, the Standing Committees and the Specialized Committees on Social Security & Employment Policy and Social Development, 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.) and that 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 three Specialized Committees on Family & Community Service, Children & Youth Service, Elderly Service and Specialized Committee on Sector Finance, each candidate shall be nominated by two official representatives of Agency Members provided that one of such official representative 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 in 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 authorised representative appointed by the Chairperson of the Election Committee.

5.4 The candidates who receive most votes shall be declared elected. In the case of an equality of votes between candidates being elected, the successful candidate shall be determined by lot drawn by the Chairperson of the Meeting for the election to be held during the Annual General Meeting, or by the Chairperson of the Election Committee, or by a member of the Executive Committee authorised by the Chairperson of the Election Committee, for the election conducted through postal ballot.

6. Filling of Vacancies of Elected Seats

The Council shall 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 of respective committees.

7. Election Committee

7.1 Functions of the Election Committee

- To monitor the nomination and election process of the election (2019-21) of members of the Executive Committee, Standing Committees and Specialized Committees;
- To oversee the vetting eligibility of the electors, the nominators and the candidates for the election; and
- To handle complaints relating to the nomination and election process.

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 Life Members and Agency Members

An updated Membership Register (“the Register”) containing the names of Life Members and 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 2985.

9. Enquiries

Questions in relation to this Election Guide shall be directed to Membership Liaison and Service at 2864 2985.