



Guideline of
Annual General Meeting of Cultural Club
(Appended in 2014-2015 –CM10)

Section I Interpretation

In this context, unless otherwise requires, the following terms shall have the following meanings:

<u>Term</u>	<u>Meaning</u>
“the Association”	“the Hong Kong University Students’ Union Cultural Association”
“the Union”	“the Hong Kong University Students’ Union”
“Cultural Club(s)”	“the student sub-organizations affiliated or partially affiliated to the Union through the Association”
“Cultural Council”	“Hong Kong University Students’ Union Cultural Association Council”
“AGM”	“Annual General Meeting”
“RO”	“Returning Officer”



Section II General

- a. The purpose of this Guideline is to provide guidance for the AGM of Cultural Club.
- b. This Guideline shall apply to all AGM of Cultural Clubs.
- c. The Constitution and By-law of the Association shall prevail if there is any discrepancy of meaning.



Section III Preparation for Annual General Meeting

Article 1 Nomination of Election

- a. Nomination of the office-bearers shall be opened to all full members of the Cultural Clubs at least seven days before the General Meeting and closed three days before the General Meeting.
- b. Nomination shall be done in written form by filling in the Nomination Form for election and submit it to the officer-in-charge within the Nomination Period. Written notice of the Nomination to all Full Members of the Cultural Club shall include:
 - i) Opening and closing times and dates of the Nomination Period
 - ii) Posts of the Executive Committee that are opened for nomination
 - iii) Method to access and submit the Nomination form
 - iv) Full members' eligibility to propose, second and be nominated.
 - v) Contact of the officer-in-charge (Chairperson or General Secretary is preferred)
- c. The Nomination Form shall be submitted with:
 - i) Post that the nominee is going to elect
 - ii) Name, UIDs, curriculum details, contact number, email address and signature of consent of the candidate, proposer and seconder
- d. Once the Nomination Form is received, the officer-in-charge shall
 - i) Write his/her name on the same Nomination Form with his/her signature
 - ii) Stamp the Nomination Form with Official stamp of the Cultural Club
 - iii) Date and time received
- e. The list of all nominations received shall be posted within 24 hours after the nomination is closed



Article 2 Written notice for Annual General Meeting

- a. The following business shall be included in the agenda of the AGM:
 - i) To receive and adopt the agenda
 - ii) To receive and adopt the minutes of the previous Annual General Meeting and Extraordinary General Meeting(s) (if any)
 - iii) To receive and adopt the Annual Functional Report
 - iv) To receive and adopt the Annual Financial Report
 - v) Election of Executive Committee of the next session
 - vi) To receive the Year Plan and Financial Budget
 - vii) To authorize the newly elected Chairperson (or equivalent) and Financial Secretary (or equivalent) to be in charge of the official bank account of the (Cultural Club) jointly
 - viii) Any other business
- b. Written notice of the arrangements of AGM shall be sent at least seven clear days before the commencement of Meeting to,
 - i) All Full Members of the Cultural Club
 - ii) Executive Committee of the Association
(culturalassociationhkusu@gmail.com)
 - iii) Cultural Council Chairperson
- c. If Cultural Club informs their Full Member the arrangement of AGM by email, the email can be sent through HKU mass email services or directly to the personal email of the Full Members. In case the latter means is used, the email shall be sent with Blind Carbon Copy (BCC) to protect the privacy of the receivers.
- d. Written notice to the Full Members of the Cultural Clubs shall include:
 - i) Date, time and venue
 - ii) Agenda of AGM
- e. A copy of written notice to Executive Committee of the Association and Cultural Council Chairperson shall include:
 - i) Date, time and venue
 - ii) Agenda of AGM
 - iii) Name, post and UID of the Returning Officer



Article 3 Resources for Annual General Meeting

- a. Meeting Room can be booked through:
 - i) Union Office (Level UG1, Composite Building)
 - ii) Examination Unit (10/F, Knowles Building)
 - iii) HKU Portal (My Page→ Other HKU Portal Services→ Services→ Student Services and Counselling→ Amenities Facilities (Enquire & Cancel)→ Facilities Booking)
- b. Wood Hammer for Honorary Chairperson can be borrowed from
 - i) Union Office
 - ii) Executive Committee of the Association
- c. Table name cards for candidates of election, Honorary Chairperson and Honorary Secretary
- d. Table clothes (if applicable)

Article 4 Documents for Annual General Meeting

- a. Agenda of AGM
- b. Quorum sheet
- c. Motion papers
- d. Record from for Returning Officer
- e. Nomination Form for election
- f. Minutes of the Previous AGM (and EGM)
- g. Annual Function Report prepared by the outgoing session
- h. Annual Financial Report prepared by the outgoing session
- i. Year Plan prepared by the incoming session
- j. Financial Budget prepared by the incoming session



Section IV Attendance of Annual General Meeting

Article 1 Returning Officer

- a. The RO shall be present for the whole General Meeting and any meeting without the presence of RO shall be considered invalid.
- b. Cultural Councilors or Union Councilors who are not Members of the Cultural Club holding the meeting will be eligible for being a RO upon invitation by the Cultural Council Chairperson.
- c. The RO shall be responsible to,
 - i) be a disinterested, independent observer of the entire General Meeting
 - ii) report the alleged infringement and assist in the execution of relevant constitutions, regulations and the standing orders of HKUSU
 - iii) collect all distributed materials in the General Meeting and submit to the Honorary Secretary
 - iv) fill in the Record form for Returning Officer and send back along with the Quorum sheet to the Honorary Secretary within 14 clear days after the end of AGM.
- d. Record form for Returning Officer can be found on the “Other Useful Document” link from the Webpage of the Association
- e. The Major resolution in the Record form shall be written in past tense, such as
 - i) The Annual Report was received and adopted.
 - ii) The Year Plan was received
 - iii) (full name) (UID: _____) was elected as (name of the post) of (name of the Cultural Club), HKUSU, Session 201__-201__.
- f. The RO shall not,
 - i) express any personal opinion on the meeting that he or she is supervising.
 - ii) vote in the General Meeting

Article 2 Honorary Chairperson

- a. The Honorary Chairperson shall be responsible for
 - i) being the chairmanship of the General Meeting
 - ii) observing the quorum of the General Meeting
 - iii) receiving and read out the motions



- b. The Honorary Chairperson shall not
 - i) vote in the General Meeting
 - ii) be the candidate of election
 - iii) be the proposer or seconder of nomination for election
 - iv) be the proposer or seconder of the motion that he/she is receiving
- c. Change of Honorary Chairperson shall be carried by motion

Article 3 Honorary Secretary

- a. The Honorary Secretary shall be responsible for
 - i) taking minutes at the General Meeting
 - ii) keeping the motion being received and recording the votes
 - iii) keeping documents laid before the meeting

(All the above documents shall be open to inspection by the members)
- b. The Honorary Secretary shall not
 - i) vote in the General Meeting
 - ii) be the candidate of election
 - iii) be the proposer or seconder of nomination for election
 - iv) be the proposer or seconder of the motion that is being received when he/she is the Honorary Secretary
- c. Change of Honorary Secretary shall be carried by motion

Article 4 Quorum

- a. For AGM of Cultural Clubs, 7% of its members or at least twenty Full Members of the Club, whichever the more, shall form a quorum.
- b. Only Full Members shall be counted in a quorum
- c. Associate Member, Honorary Member, Staff Member or Graduate Member are not counted in a quorum
- d. All Full Members attending the General Meeting shall write their name and UID with their signature on the Quorum sheet.
- e. In case a quorum is not reached within 15 minutes after the conveying time of the meeting, the Honorary Chairperson shall adjourn the meeting without question put.



Section V Procedure of the Annual General Meeting

Article 1 Start of Annual General Meeting

- a. The conveyer or Honorary Chairperson of the Cultural Club, who shall be ex-official the first Honorary Chairperson of the AGM shall address,
“現時為 201__年__月__日上/下午__時__分，本人(召集人姓名)宣布，香港大學學生會 _____201__-201__年度周年大會正式開始。”
- b. To appoint the Honorary Chairperson of the meeting with motion
“To appoint Mr/Ms _____(UID: _____) as the Honorary Chairperson of Annual General Meeting of _____, HKUSU, Session 201__-201__.”
- c. If the appointment of Honorary Chairperson is carried, the Honorary Chairperson shall address:
“本人_____於 201__年__月__日上/下午__時__分擔任主席一職。”
- d. To appoint the Honorary Secretary of the meeting with motion
“To appoint Mr/Ms _____(UID: _____) as the Honorary Secretary of Annual General Meeting of _____, HKUSU, Session 201__-201__.”
- e. If the appointment of Honorary Secretary is carried, the Honorary Chairperson shall address:
“_____於 201__年__月__日上/下午__時__分擔任榮譽秘書一職。”
- f. The Honorary Chairperson shall ask the Member to read the Agenda by addressing:
“現時為議程一 “To receive and adopt the agenda” 請會眾先閱讀 會議議程”
- f. After the adoption of Agenda with motion the meeting can be carried on.

Article 2 Questions and comments

- a. It is suggested that the discussion in General Meeting shall be taken place with the system of
 - i) A new question
 - ii) Two follow-up questions
 - iii) Three comments
- b. The follow-up questions shall be related to the previous new question; otherwise the follow-up questions shall be treated as another new question.



- c. In case there are extra follow-up questions or comments, the subsequent follow-up question or comments may be granted by requesting the Honorary Chairperson
- d. Members must address in either English or Chinese (Cantonese or Mandarin) language.
- e. All Members must raise their hands and address themselves to the Honorary Chairperson when they would like to speak
- f. After the Honorary Chairperson addresses the Member with his/her surname “_同學”, the Member shall address “主席大會” or “多謝主席” before his/her statement or question.
- g. If the Members speak for the first time, he /she shall introduce himself/herself by addressing his/her Faculty, department/school, year, post (if applicable) and name “學院、學系、年級、(職位)、名字”

Article 3 Election

- a. Election shall be regarded as invalid if,
 - i) Nomination form received is not presented in the General Meeting
 - ii) A quorum is not met
 - iii) RO is not present
- b. Office-bearers shall be elected in a General Meeting. Only Full Members shall have the rights to nominate or be nominated in the election.
- c. Election for all individual posts shall be conducted separately and received by separate motion
- d. In case a candidate is nominated for more than one post, each post shall be elected separately
- e. Honorary Chairperson and Honorary Secretary shall not vote in the election
- f. When there is only one candidate for the post, the attending Full Members of the Club shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes is cast for the candidate.
- g. For the above case, the election can be either conducted through a show of hands (明票) or secret ballot (暗票) according to the Constitution of the respective Cultural Club. If no clear statement is written in the Constitution of Cultural Clubs, the Cultural Clubs can decide on their own.



- h. When there are more than two candidates for one post, electors shall indicate on their ballot sheets their order of preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the poll on the count shall be declared to have lost, and his/her votes shall be distributed among the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he/she will be declared elected.
- i. For the motion and detailed procedure of the Election, please refer to Section V, Article 4.

Article 4 Granting speaking right to non-Full Members

- a. Honorary Chairperson addresses: “台下會眾對 grant speaking right 給_____同學/先生/小姐，有無任何異議？”
- b. Honorary Chairperson pauses and observes the participants, and when there is no objection, Honorary Chairperson announces: “主席睇唔到，Speaking right is granted.”
- c. In case it is necessary to grant speaking right to all participants(member and non-members) inside the meeting room, a motion shall be received that reads, “To grant the speaking right to the floor”

Article 5 Others

- a. Adjournment of meeting
 - i) Motion might not be necessary
 - ii) Honorary Chairperson announces: “主席宣布休會_分鐘，請會眾於上/下午_時_分返回會場。”
 - iii) After the adjournment, Honorary Chairperson can convey the meeting again by announcing: “主席宣布繼續會議”
- b. Speak before being address by Honorary Chairperson: “主席提醒會眾在主席叫名之後方可發言”
- c. Failed to address Honorary Chairperson before speech: “主席提醒會眾於發言前尊稱多謝主席或主席大會”



d. Motion has not been received by Honorary Chairperson yet:

“主席希望收到相關議案”

e. Entrance or departure when motion on table:

“主席提醒會眾，motion on table 期間，所有在場人仕都不得進出會場”

f. When Point of Order is being address:

“__同學因何事 Order? / __同學，please state your point of order”

i) That the speaker is travelling outside the scope of the motion under discussion;

ii) That the speaker is using unparliamentary language;

iii) That the speaker is 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 Honorary Chairperson has given his/her ruling.

g. At the end of AGM, the Honorary Chairperson addresses:

“主席宣布，香港大學學生會 _____ 201__-201__ 年度周年大會正式結束。”



Section V Motion

Article 1 Motion on table

- a. Received motion shall be carried out through voting in the General Meeting. Yet, in order to enhance the efficiency of the meeting, some motions that would not involve much discussion can be carried when there is no objection. In case there is objection, the motion shall be brought into voting process.
- b. During motion on table, no one shall enter or leave the meeting room until the motion is being carried, defeated or withdrawn.

Article 2 Motion that can be carried by no-objection

- a. Appointment:
 - i) “To appoint Mr/Ms _____(UID: _____) as the Honorary Chairperson of Annual General Meeting of _____, HKUSU, Session 201_-201_.”
 - ii) “To appoint Mr/Ms _____(UID: _____) as the Honorary Secretary of Annual General Meeting of _____, HKUSU, Session 201_-201_.”
 - iii) “To vacate Mr/Ms _____(UID: _____) and to appoint Mr/Ms _____(UID: _____) as the Honorary Chairperson of Annual General Meeting of _____, HKUSU, Session 201_-201_.”
 - iv) “To vacate Mr/Ms _____(UID: _____) and to appoint Mr/Ms _____(UID: _____) as the Honorary Secretary of Annual General Meeting of _____, HKUSU, Session 201_-201_.”
- b. Motion of the Agenda of AGM:
 - i) “To receive and adopt the agenda of Annual General Meeting of _____, HKUSU, Session 201_-201_.”
 - ii) “To receive and adopt the minutes of Annual General Meeting of _____, HKUSU, Session 201_-201_.”
(And, if application)
“To receive and adopt the minutes of (number of EGM) Extraordinary General Meeting of _____, HKUSU, Session 201_-201_.”



- iii) “To receive and adopt of the Annual Functional Report of _____, HKUSU, Session 201__-201__.”
- iv) “To receive and adopt of the Annual Financial Report of _____, HKUSU, Session 201__-201__.”
- v) “To receive the Year Plan of _____, HKUSU, Session 201__-201__.”
- vi) “To receive the Financial Budget of _____, HKUSU, Session 201__-201__.”
- vii) “To authorize Mr/Ms (name of incoming Honorary Chairperson) (UID: _____) (HKID: _____ ()) and Mr/Ms (name of incoming Financial Secretary) (UID: _____) (HKID: _____ ()) to replace Mr/Ms (name of outgoing Honorary Chairperson) (UID: _____) (HKID: _____ ()) and Mr/Ms (name of outgoing Financial Secretary) (UID: _____) (HKID: _____ ()) to be in charge of the official bank account (bank account number) of _____, HKUSU, Session 201__-201__.”
- c. Others
- “To appoint Mr/Ms _____ (UID: _____) to be the Acting (name of the post) of _____, HKUSU, Session 201__-201__.”
- “To regret / disappoint Mr/Ms _____ (UID: _____) for his/her irresponsibility as the..... ”
- “To cast a vote of thanks to Mr/Ms _____ (UID: _____) for his/her outstanding performance as the.....”
- “To grant the speaking right to the floor”

Article 3 Procedure to carry the motion that can be carried by no-objection

- a. The Honorary Chairperson shall address:

“主席於上/下午__時__分收到以下議案，the motion read that “To (read out the motion)”，Proposer (name of the Proposer)，Seconder (name of the Seconder)，Proposer、Seconder 有冇發言？”

- b. Honorary Chairperson pauses and observes the Proposer and Seconder. After the address or there is no address by the Proposer and Seconder, the Honorary Chairperson can continue to address: “會眾對以上議案有冇任何諮詢、討論、修改及反對？”



- c. Honorary Chairperson pauses and observe all participants
- viii) If there is no address and no objection, the Honorary Chairperson can continue to address: “主席睇唔到，議案獲得通過”
 - ix) If there is request of voting or objection from the Full Members, a voting shall be conducted and the motion shall only be carried by passing in the voting.

Article 4 Motion that need to be carried by voting

- a. Election of Officer-bearers (vote by simple majority)
“To elect Mr/Ms _____(UID: _____) to be the (name of the post) of _____, HKUSU, Session 201__-201__.”
- b. Vote of no-confidence (vote by two-thirds majority)
“To cast a vote of no-confidence to Mr/Ms _____(UID: _____) for infringement of the Constitution/neglect of duties/unbecoming conduct as the
- c. Amendment in Constitution or regulation (vote by two-thirds majority)
“To receive and adopt the amended Constitution of _____, HKUSU”

Article 5 Procedure to carry the motion that shall be carried by Voting

- a. The Honorary Chairperson addresses the following:
“主席於上/下午__時__分收到以下議案，the motion read that “To (read out the motion)”，Proposer (name of the Proposer)，Secunder (name of the Secunder)，Proposer、Secunder 有冇發言？”
- b. Honorary Chairperson pauses and observes the Proposer and Secunder. After the address or there is no address by the Proposer and Secunder, the Honorary Chairperson can continue to address: “會眾對以上議案有冇任何諮詢、討論、修改及反對？”



- c. Honorary Chairperson pauses and observes all participants. If there is no objection, Honorary Chairperson can continue address that: “根據主席理解，議案需要 Simple majority / Two-thirds majority 方可通過，請有票的會眾舉手” (counting the total number of votes)
“請贊成的會眾舉手” (counting the total number that for the motion)
“請反對的會眾舉手” (counting the total number that against the motion)
“請棄權的會眾舉手” (counting the total number that abstain the motion)
- d. After counting all the votes,
- i) if the sum of for, against and abstain is consistent with the total number of votes, the Honorary Chairperson announces:
“總票數__票，贊成 __票，反對__票，棄權__票，議案獲得通過”
Or
“總票數__票，贊成 __票，反對__票，棄權__票，議案不獲通過”
- ii) if the sum of for, against and abstain is inconsistent with the total number of votes, the Honorary Chairperson announces
“總票數__票，贊成 __票，反對__票，棄權__票，票數不吻合，現在重新進行投票”

Article 6 Conditions for a motion to be carried or defeated

- a. Motion that vote by simple majority shall be carried when,
- i) Number of for is larger than number of against (For > Against)
- ii) Sum of number of for and number of against is larger than the number of abstain (For + Against > Abstain)



b. Examples of motions that are voted by simple majority (total number of vote is 20):

e.g.	For	Against	Abstain	Motion	Reasons	
					Article 6a(i)	Article 6a(ii)
1)	6	5	9	Carried	Matched	Matched
2)	5	6	9	Defeated	Failed	Matched
3)	11	9	0	Carried	Matched	Matched
4)	10	10	0	Defeated	Failed	Matched
5)	9	2	9	Carried	Matched	Matched
6)	9	1	10	Defeated	Matched	Failed
7)	6	4	10	Defeated	Matched	Failed
8)	6	6	8	Defeated	Failed	Matched
9)	5	5	10	Defeated	Failed	Failed
10)	10	1	9	Carried	Matched	Matched

c. Motion that are voted by two-third majority shall be carried when the number of for is more than two-third of the total number of votes. (For > Total x 2/3)

d. Any motion that involves the following shall be voted by two-third majority

- i) Override/overturn of the previous/original resolution/motion
- ii) Waive and amend Constitution or regulation
- iii) Vote of confidence or vote of no-confidence
- iv) Resignation of posts elected in Election

e. Examples of motions that are voted by two-third majority (total number of vote is 20)

e.g.	For	Against	Abstain	Motion	Reasons
1)	14	6	0	Carried	For > 2/3 of Total
2)	13	1	6	Defeated	For < 2/3 of Total
3)	13	0	7	Defeated	For < 2/3 of Total



Article 4 Procedure of election by a show of hands (明票)

- a. In the case of a show of hands voting, a motion shall be received by Honorary Chairperson,
“To elect Mr/Ms _____(UID: _____) to be the (name of the post) of _____, HKUSU, Session 201__-201__.”
- b. When the motion is received, the Honorary Chairperson addresses:
“主席於上/下午__時__分收到以下議案，the motion read that “To elect Mr/Ms____(UID: _____) to be the (name of the post) of _____, HKUSU, Session 201__-201__.”，Proposer (name of the Proposer)，Seconder (name of the Seconder)，Proposer、Seconder 有冇發言？”
- c. Honorary Chairperson pauses and observes the Proposer and Seconder. After the address or there is no address by the Proposer and Seconder, the Honorary Chairperson can continue to address: “會眾對以上議案有冇任何諮詢、討論、修改及反對？”
- d. Honorary Chairperson pauses and observes all participants. If there is no objection, Honorary Chairperson can continue address that:
“根據主席理解，議案需要 Simple majority 方可通過，請有票的會眾舉手”
(counting the total number of votes)
“請贊成的會眾舉手” (counting the total number that for the motion)
“請反對的會眾舉手” (counting the total number that against the motion)
“請棄權的會眾舉手” (counting the total number that abstain the motion)
- e. After counting all the votes,
 - i) if the sum of for, against and abstain is consistent with the total number of votes and the number of for is larger than the number of against, the Honorary Chairperson announces:
“總票數__票，贊成 ____票，反對____票，棄權__票，議案獲得通過”
 - i) if the sum of for, against and abstain is consistent with the total number of votes but the number of for is NOT larger than number of against, the Honorary Chairperson announces:
“總票數__票，贊成 ____票，反對____票，棄權__票，議案不獲通過”



- ii) if the sum of for, against and abstain is INCONSISTENT with the total number of votes, the Honorary Chairperson announces
“總票數__票，贊成 __票，反對__票，棄權__票，票數不吻合，現在重新進行投票”

Article 5 Procedure of election by secret ballot (暗票)

- a. In the case of secret ballot voting, a motion shall be received by Honorary Chairperson,
“To elect Mr/Ms _____(UID: _____) to be the (name of the post) of _____, HKUSU, Session 201__-201__.”
- b. When the motion is received, the Honorary Chairperson addresses:
“主席於上/下午__時__分收到以下議案，the motion read that “To elect Mr/Ms__ (UID: _____) to be the (name of the post) of _____, HKUSU, Session 201__-201__.”，Proposer (name of the Proposer)，Seconder (name of the Seconder)，Proposer、Seconder 有冇發言？”
- c. Honorary Chairperson pauses and observes the Proposer and Seconder. After the address or there is no address by the Proposer and Seconder, the Honorary Chairperson can continue to address: “會眾對以上議案有冇任何諮詢、討論、修改及反對？”
- d. Honorary Chairperson pauses and observes all participants. If there is no objection, Honorary Chairperson can continue address that:
“根據主席理解，議案會以暗票表決，並需要 Simple majority 方可通過，請有票的會眾舉手” (counting the total number of votes)
- e. Ballot sheets with official stamp of Cultural Club on it shall be distributed to the Full Members
- f. The Honorary Chairperson informs the mechanism of voting that “V 表示贊成，X 表示反對，空白表示棄權，填寫其他符號會被作廢”
- g. After all attending Full Members have casted their votes and all the ballot sheets have been collected,
i) Honorary Chairperson shall call out the for, against and abstain made in the ballot sheets



- ii) Honorary Secretary shall record the number of time that for, against and abstain is being called
- h. After counting all the votes,
 - i) if the sum of for, against and abstain is consistent with the total number of votes and the number of for is larger than number of against, the Honorary Chairperson announces:
“總票數__票，贊成__票，反對__票，棄權__票，議案獲得通過”
 - ii) if the sum of for, against and abstain is consistent with the total number of votes but the number of for is NOT larger than number of against, the Honorary Chairperson announces:
“總票數__票，贊成__票，反對__票，棄權__票，議案不獲通過”
 - iii) if the sum of for, against and abstain is INCONSISTENT with the total number of votes, the Honorary Chairperson announces
“總票數__票，贊成__票，反對__票，棄權__票，票數不吻合，現在重新進行投票”

Section VI After the Annual General Meeting

- a. The returning officer of a General Meeting shall fill in a designated Returning Officer Record including the quorum sheet and send back to the Honorary Secretary within 14 clear days after the end of the General Meeting.
- b. All Cultural Clubs shall submit a draft of minutes to the General Secretary within 30 clear days after the end of the General Meeting.
- c. Results of election and by-election, and any resignation or vacancy shall be publicized and reported to the President of the Association. The result reported to the President of the Association shall include the name and corresponding telephone number of each elected or resigning office-bearer.
- d. Check List for Cultural Clubs in Submitting Documents after AGM

Submission period	Documents to be submitted after AGM	Check Box
Within 14 clear days after the end of the general meeting	Quorum sheet	
	Returning Officer form	



Within 30 clear days after the end of the general meeting	Draft of minutes	
	Results of election or vacancy	
	Contact list of newly elected Executive Committee	
	Motions	
	Received Nomination forms	
	Copy of membership list (Membership list of previous session and Membership list of this session up to commencement of AGM)	
	Copy of stock list	
	Agenda of the General Meeting	
	Received and adopted minutes of General Meetings	
	Received and adopted Functional Report	
	Received and adopted Financial Report	
	Received Year Plan	
	Received Financial Budget	
	Any other received or adopted documents (e.g. Amended Constitution adopted)	
	Registration Form for Sub-Organization(submit to Union Office, Executives Committee of the Association and CEDARS)	
<p><i>All documents should be stamped using society chop before submission.</i></p>		



Section VII Appendix

Article 1 Schedule for Annual General Meeting

Required time	Event
Before AGM	Book venue and require materials
Before AGM	Ask Cultural Council Chairperson for appointment of Returning Officer
7 days before AGM	Send Nomination notice ¹
7 days before AGM	Send AGM notice ¹
3 days before AGM	Close Nomination
Within 24 hours after closing of Nomination	Send list of nomination received ¹
After AGM	Submit meeting documents Send election result ² Send the contact list of newly elected Executive Committee ³
Within 14 days after AGM	Submit documents to Honorary Secretary
Within 30 days after the AGM	Submit draft of minutes to General Secretary

¹ Notice should be sent to all Full Members of the Cultural Club, Executive Committee of the Association and Cultural Council Chairperson.

² Notice should be sent to President of the Association

³ Contact information should be sent to the Association
Contact information of the Club representative for the Cultural Council should be sent to Cultural Council Chairperson.

Article 2 Template for announcing the Nomination for election

Dear Members / Executive Committee of the Association / Cultural Council
Chairperson,



The nomination of the elected Members of the Executive Committee of
of _____, HKUSU, Session 201__-201__, will be open from (Date of opening of
Nomination period) to (Date of closing of Nomination period). All Full Members of the
of _____, HKUSU have the privileges to nominate and be nominated. The
details are as follows:

1. Positions Open for Nomination:.....

2. Eligibility:

All Full Members of _____, HKUSU eligible to nominate and be
nominated.

A Full Members can be nominated only if he/she receives supports from 2 other
students, namely, one Proposer and one Seconder.

3. Nomination Period:

Starts on 7th October, 2013

Ends at noon on 30th October, 2013

4. Nomination Forms:

Application forms are attached in this email /Contact (name of the office-in-charge),
(name of post) for the copy of Nomination Form

5. Submission of nominations: Submit the application form to (name of the office-in-
charge), (name of post) within the Nomination Period

Further details concerning the election will be announced later. We look forward to
receive nominations from you.

Should you have any inquiries, please contact (name of the office-in-charge), (name of
post: Chairperson or General Secretary are suggested) at/by (contact number/email
address)

Regards,

_____, HKUSU,

Session 201__-201__



Article 3 Template for announcing the list of Nomination for election

Dear Members / Executive Committee of the Association / Cultural Council
Chairperson,

The nomination period of the Elected Members of the Executive Committee
of _____, HKUSU, Session 201__-201__ is closed on (Date) at (Time). The
following is the finalized list of nominations received:

Post (number of seat(s) available)

Candidate: Name [Curriculum]

Proposer: Name [Curriculum]

Secunder: Name [Curriculum]

(The nomination was received at (time) on (date).)

e.g. Chairperson (1 seat)

Candidate: Wong Siu Ming [BSoc Sc II]

Proposer: Chan Wai Kin [BA I]

Secunder: Lai Chun Yun [BSc I]

(The nomination was received at 16:20 on 13th January 2015)

The election will be convened during the Annual General Meeting of _____,
HKUSU, Session 201__-201__ on (date, time and venue of AGM) .

Should you have any enquiries, please contact (name of the office-in-charge), (name of
post: Chairperson or General Secretary are suggested) at/by (contact number/email
address).

Regards,

_____, HKUSU,

Session 201__-201__