



香港大學學生會

The Hong Kong University Students' Union

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**THE STANDING ORDERS**  
**OF**  
**THE HONG KONG UNIVERSITY STUDENTS' UNION COUNCIL**

*(Last revised in CM4 2017)*

**DEFINITIONS** *(Amended in CM4 2017)*

In these Standing Orders,

“Constitution”	shall mean the Constitution of the Hong Kong University Students' Union;
“Council”	shall mean the Hong Kong University Students' Union Council;
“Council Chairperson”	shall mean the Chairperson of the Council;
“Honorary Secretary”	shall mean the Honorary Secretary of the Council.
“Councillor”	shall mean the Councillor of the Council.
“Official Observer”	shall mean the Official Observer of the Council.
“Observer”	shall mean the Official Observer or the speaker who has been granted the right to speak in the Council meeting.

**SECTION A**

**COUNCIL CHAIRPERSON AND HONORARY SECRETARY** *(Amended in CM6 1996)*

1. Duties of the Council Chairperson
  - a. The Council Chairperson shall chair at meetings of the Council and shall act as Chairperson of the Committee of the whole Council.
2. In the absence of the Council Chairperson, Councillors present at the meeting may elect one among themselves to act as Council Chairperson of that particular meeting; the person so elected shall enjoy all powers conferred by these Standing Orders on the Council

Chairperson at that particular meeting.

3. Duties of the Honorary Secretary (*Amended in CM4 2017*)
  - a. The Honorary Secretary shall be responsible for keeping the minutes of the proceedings of the Council and of the Committee of whole Council. The minutes shall record the Councillors and Observers attending, all decisions taken, and details of every voting held.
  - b. The Honorary Secretary shall be responsible for the keeping of votes, records and other documents laid before the Council, which shall be open to inspection by Councillors, Official Observers and other persons under arrangements approved by Council Chairperson.
  - c. The Honorary Secretary shall perform the further duties laid upon him/her in these Standing Orders, and all other duties in the service of the Council ordered by the Council or directed by the Council Chairperson.

## **SECTION B**

### **COUNCILLORS AND OFFICIAL OBSERVERS** (*Amended in CM4 2017*)

1. A Councillor shall have the right to speak, move, second and vote upon motions.
2. An Official Observer shall have the right to speak, but not the right to move, second and vote upon motions. (*Appended in CM4 2017*)
3. Every new Councillor or Official Observer, upon his/her first resumption of seat in the Council, shall deliver a maiden speech pledging his/her support to the Council.

## **SECTION C**

### **QUORUM** (*Amended in CM6 1996*)

1. The quorum of the Council or of a Committee of the whole Council shall consist of, whichever the more, a simple majority of the current Councillors except the Honorary Secretary of the Council or fifteen Councillors except the Honorary Secretary of the Council. (*Amended in CM4 2017*)
2. If the attention of the Council Chairperson is drawn to the fact that a quorum is not present, he/she shall direct the Councillors be called. If after 30 minutes have expired, he/she is satisfied that a quorum is not present, he/she shall adjourn the Council without question put. (*Amended in CM4 2017*)
3. If the attention of the Council Chairperson in Committee of the whole Council is drawn to the fact that a quorum is not present, he/she shall direct the Councillors be called. If after 30 minutes have expired, he/she is satisfied that a quorum is not present, the Council shall be resumed and the Council Chairperson shall count the Council. If a quorum is then present, the Council shall again be resolved itself into Committee, but if a quorum is not present, the Council Chairperson shall adjourn the Council without question put. (*Amended in CM4 2017*)

4. If from the number of Councillors taking part in voting, including those who abstained from voting, it appears that a quorum is not present, the voting shall be invalid, the question on which it was held standing over until the next meeting, and the procedure prescribed in Section C(2) or (3) shall be followed.

#### **SECTION D**

##### **LANGUAGE** *(Amended in CM4 2017)*

A Councillor or an Observer may address the Council in either the English or Chinese (Cantonese or Mandarin) language.

#### **SECTION E**

##### **POWER OF THE COUNCIL CHAIRPERSON** *(Amended in CM4 2017)*

1. The Council Chairperson shall be the sole interpreter of these Standing Orders and shall address the meeting from the chairperson order to explain or administer these Standing Orders, or to answer a question put to him/her on point of fact.
2. The Council Chairperson shall declare the opening, adjourning or closing of the meeting, direct the discussion, ensure observance of the Standing Orders and other statutory regulations governing procedure of the Council, accord the right to speak, put motions to the vote and declare decisions. He/She shall rule on points of order.
3. The ruling of the Council Chairperson shall be final, unless challenged by not less than 3 Councillors, and unless two-thirds of those Councillors present and vote to the contrary.
4. The Council Chairperson, in maintaining his/her attitude of impartiality, shall neither take part in the discussion of the meeting nor move, second motions and vote (except in the case of SECTION E (5) and a tie as specified in Section I (4) of the Standing Orders). Should the Council Chairperson desire to take part in the discussion, he/she has to first vacate the Chair.
5. In the case the Council Chairperson is so affected by, or interested in any motion as to render it advisable, in the opinion of the meeting, that he/she should vacate the Chair during the discussion of a particular motion, it shall be in order for the meeting to move, second and vote upon a motion that he/she vacates the Chair during the discussion. In the same motion for vacation, the Council shall temporarily elect a Councillor to take the Chair for that particular part of the meeting, whereas the Council Chairperson, upon vacation, shall have the right to speak, to move and second motions and to vote.

#### **SECTION F**

##### **MOTION OF NO-CONFIDENCE IN THE COUNCIL CHAIRPERSON**

*(Amended in CM6 1996)*

1. Motion that no-confidence in the Council Chairperson for the remainder of office is only declared carried by a two-thirds majority votes at a meeting of the Council.
2. A notice intimating the proposed motion shall be sent to all Councillors and Official Observers seven clear days before the meeting. *(Amended in CM4 2017)*
3. A motion so declared carried calls for the resignation of the Council Chairperson. The

resignation becomes effective only after a new Council Chairperson is elected. *(Amended in CM7 1996)*

## **SECTION G**

### **RULES OF DEBATE (IN COUNCIL OR IN COMMITTEE)**

1. All Councillors and Observers must address themselves to the Council Chairperson when they speak. *(Amended in CM4 2017)*
2. When a motion is open to debate after it is seconded, any Councillor or Observer who wishes to speak on the motion shall signify his/her wish by raising his/her hand. *(Amended in CM4 2017)*
3. When two or more Councillors or Observers signify at the same time, the Council Chairperson shall select one Councillor or Observer and call on him/her to speak. *(Amended in CM4 2017)*
4. Save with the permission of the Council Chairperson, no Councillor or Observer shall be allowed to speak more than once upon any motion except: *(Amended in CM4 2017)*
  - a. In Committee; or
  - b. In personal explanation (as provided in Section G (IV) (22) (b)); or
  - c. In the case of a proposer of the Original Motion in reply (as provided in Section G (I) (14)).
5. A Councillor or an Observer who has spoken on a motion may speak again on an amendment proposed to that motion. *(Amended in CM4 2017)*
6. A Councillor or an Observer shall direct his/her speech strictly to the motion or amendment under discussion. If no definite motion is put before the meeting, a Councillor or an Observer shall direct his/her speech strictly to the point on the Agenda under discussion and shall not introduce matter irrelevant to the point. *(Amended in CM4 2017)*
7. Discussion of a motion or amendments may be curtailed in time by the Council Chairperson with the consent of the Council. *(Amended in CM4 2017)*
8. No Councillor or Observer may speak on a motion after it has been fully put to the Council or a Committee for decision by the Council Chairperson. *(Amended in CM4 2017)*

### **I. MANNER OF DEBATING MOTIONS**

9. No proposal shall be accepted unless put in writing.
10. All motions and amendments must have a proposer and a seconder. If there is no seconder to a proposal, the latter is declared lapsed.
11. The proposer may explain his/her 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. *(Amended in CM4 2017)*
12. Once a motion is seconded, it is in the possession of the meeting and shall not be withdrawn without the consent of the meeting. When it is agreed that an Original Motion be withdrawn, any amendment to it will be considered as withdrawn too.
13. No motion or amendment shall be withdrawn when vote is being taken.

14. The proposer of an Original Motion (but not of an amendment) shall have the right to reply directly before the motion is put to the vote.
15. In the absence of discussion, it shall be competent for the Council Chairperson to ask whether there is any opposition or amendment, and in the case of no opposition or amendment, to declare a motion carried. (*Amended in CM6 1996*)

## **II. MANNER OF DEBATING AMENDMENTS TO MOTIONS**

16. During the debate of a motion, an amendment may be moved. An amendment, like an Original Motion, must be seconded before debate shall be allowed on it.
17. The effect of an amendment must be to positively vary the terms of a motion by: (*Amended in CM4 2017*)
  - a. Deleting words;
  - b. Adding words;
  - c. Substituting words.No amendment shall be moved which, by the Council Chairperson's ruling, seeks to rescind, negative or destroy the Original Motion, or has been covered by an amendment or motion previously rejected. (*Amended in CM6 1996*)
18. If an amendment is rejected, other amendments may be moved on the Original Motion. If an amendment is carried, the Original Motion incorporating the amendment shall become the Substantive Motion, whereupon any further amendment may be moved. After all vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the Main Question.

## **III. PROCEDURAL MOTIONS**

19. The Council Chairperson shall allow the following procedural motions to be put when there is already a motion or amendment on table in the following order or precedence (i.e. Motion (a) is of the highest rank whereas Motion (n) is the lowest): (*Amended in CM6 1996*)
  - a. Motion to withdraw a motion;
  - b. Motion to adjourn the meeting to a later time/date;
  - c. Motion to recess;
  - d. Motion that the matter be adjourned to a later specified meeting;
  - e. Motion that the Council be resolved into Committee;
  - f. Motion that further proceedings of the Committee be now adjourned;
  - g. Motion that the motion be now put;
  - h. Motion that the motion be not now put;
  - i. Motion to limit debate to certain specified period of time;
  - j. Motion to close the list of speakers;
  - k. Motion to refer to committee (standing or ad hoc);
  - l. Motion to refer for additional information;
  - m. Motion to suspend the Standing Orders;
  - n. Motion of no confidence in the Chair for a certain specified period of time during one particular meeting. (This motion is declared carried only by a two-thirds majority vote.)

20. Save for Section III (19) (g) (i) and (j), the Council Chairperson shall limit debate on all such procedural motions, provided that the proposer and one speaker against the motion shall in all cases be heard. *(Amended in CM6 1996)*
21. Should any one of the procedural motions in Section III (except (m)) be defeated, 20 minutes shall elapse before the same motion may be moved again, unless the Council Chairperson is of the opinion that the circumstances have materially altered in the meantime. *(Amended in CM6 1996)*

#### **IV. INTERRUPTIONS**

22. In addition to the discussion on a motion, the Council Chairperson shall recognize the following points in order of precedence: *(Amended in CM4 2017)*
  - a. A point of Order

A point of Order may be heard at all time, except during the act of voting. It may deal with the conduct or procedure of the meeting. The Councillor or the Official Observer rising to put the point of Order must prove one or more of the following:

    - 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.
  - b. A point of Personal Explanation

A Councillor or an Official Observer who has spoken on a question may again be heard. If the Council Chairperson so permits, to explain some part of his/her speech which has been misunderstood, but when speaking he/she shall not introduce new matter.
  - c. A point of Information

A point of Information shall consist of a question related to the subject under immediate discussion. If a point of Information is requested from a Councillor or an Official Observer speaking, he/she may decide whether or not he wishes to be interrupted at that time.
  - d. Other interruptions

#### **SECTION H**

##### **RESCISSION OF RESOLUTIONS**

1. Once a motion has been voted in accordance with Section I, the result then becomes a resolution of the meeting and no subsequent motion can be proposed during the same meeting to rescind, negative, destroy or amend it.
2. The resolution of the Council Meeting can only be rescinded, negatived, destroyed or amended with at least two-thirds of the present Councillors voting for it on subsequent meetings. *(Amended in CM6 1996)*

## **SECTION I**

### **VOTING**

1. Voting shall be taken by a show of hands, roll call or secret ballots as decided by the meeting.
2. The Council Chairperson and the Honorary Secretary shall act as tellers. (Amended in CM6 1996)
3. Each Councillor shall be entitled to one vote except the Honorary Secretary. A vote for, against or abstain may be cast on a given motion or amendment. (*Amended in CM12 2009*)
4. (*Repealed in CM12 2009*)
5. Unless otherwise provided in the Constitution or Standing Orders, a motion shall be declared carried if the number of votes cast for a motion or amendment exceeds the number of votes cast against the said motion or amendment, and the aggregate number of the votes for and against the said motion or amendment exceeds the number of abstain votes. (*Amended in CM12 2009*)
6. After the counting of votes, the Council Chairperson shall declare the result of voting and his/her declaration is final. (*Amended in CM6 1996*)
7. A recount may be ordered if asked for by not less than 3 Councillors. No Councillor who has not taken part in the Original vote may vote on the recount. (*Amended in CM6 1996*)

## **SECTION J**

### **ADJOURNMENT OF MEETING** (*Amended in CM4 2017*)

1. The Council Chairperson shall close the meeting when all the business on the Agenda Paper has been concluded, or adjourn the meeting when a quorum is not present (see Section E) or when in his/her judgment it is not possible to transact business because of disorder.
2. A Councillor may move a motion that the Council adjourned between two items of business. If such a motion shall be agreed to, the Council shall stand adjourned.
3. The Council Chairperson shall announce the time of resumption after the meeting is adjourned. The President of the Union or any Councillor seconded by three Councillors may request the Council Chairperson to announce the time of resumption. If the Council Chairperson failed to announce the time of resumption within one week upon the receipt of the request, a convenor elected by at least half Councillors shall convene the resumed Meeting. A notice of any such meeting and the agenda thereof shall be posted by the convenor at least one clear day beforehand. Such notice and agenda shall be sent to each Councillor and Official Observer.

## **SECTION K**

### **APPROVAL BY CIRCULATION**

1. Any Councillor who wants to put motion which does not require discussion or is likely to be acceptable by the Council shall notify the Council Chairperson. After the Council Chairperson shows his/her consent, the motion shall be circulated to the Councillors and Official Observers. *(Amended in CM4 2017)*
2. This motion shall be circulated to the Councillors and Official Observers for 7 days. If no contrary is heard from the Councillors within these 7 days, the Council shall endorse this motion. *(Amended in CM4 2017)*
3. If any Councillor is against this motion, he/she shall notify the Council Chairperson in written form and this motion shall be put into the agenda of the next Council meeting. *(Amended in CM4 2017)*
4. If any Councillor or Official Observer wishes to put any motion circulated into discussion of the Council, he/she shall notify the Council Chairperson in written form. The Council Chairperson shall reserve the right to decide whether to put the motion into the agenda of the next Council meeting. *(Appended in CM4 2017)*
5. The motion which is carried after circulation is with the same effect with which is carried in a Council meeting.
6. Any motion carried by circulation shall be reported to the next Council meeting.
7. In the absence of Council Chairperson, the Council shall appoint 2 non-executive Councillors to take up the role of the Council Chairperson in the process of approval by circulation. *(Amended in CM6 1996)*

## **SECTION L**

### **AMENDMENT OF STANDING ORDERS** *(Amended in CM6 1996)*

1. These Standing Orders may be amended only by a motion carried by a two-thirds majority votes at a Council meeting.
2. A notice intimating the proposed amendment shall be sent to all Councillors and Official Observers five clear days before the meeting. *(Amended in CM4 2017)*

## **SECTION M**

### **MATTER NOT PROVIDED FOR IN STANDING ORDERS** *(Amended in CM4 2017)*

In any matter not provided for in these Standing Orders, the practice and procedure to be followed in the Council shall be such as may be decided by the Council Chairperson who may, if he/she thinks fit, be guided by practice and procedure of other State Legislatures.



## **SECTION N**

### **APPLICATION OF STANDING ORDERS BY UNION SUBORGANIZATIONS**

*(Amended in CM7 1996)*

1. Unless otherwise specified in their respective constitutions, all Union sub-organizations should conduct their general meetings and council meetings (or equivalent, if any) under the guidance of this Standing Orders. In the case of general meetings, “Council Chairperson” shall refer to the chairperson of the general meeting of the Union sub-organization, “Honorary Secretary” shall refer to the general secretary or equivalent of the Union sub-organization, “Councillors” shall refer to the members who have voting rights of the Union sub-organizations except Section N (4) and “Council” or “Council Meeting” shall refer to the general meeting of the Union sub-organization except Section O.
2. Section F and Section K shall not be applied by general meetings of Union sub-organizations, and Section L shall only be applied by Union Council.
3. If there is contradiction between constitution of the Union sub-organization and the Standing Orders, the constitution of the Union sub-organization should prevail.
4. At least one Councillor with no interest in that Union sub-organization should act as the Returning Officer of the general meeting of the Union sub-organization in order to observe whether the Standing Orders is followed.

## **SECTION O**

### **INFRINGEMENT OF STANDING ORDERS BY UNION SUBORGANIZATIONS**

*(Amended in CM7 1996)*

1. Any infringement of the Standing Orders in Union sub-organizations Council meetings (if any) may make the resolutions passed under the infringement invalid. Such decision shall rest on the Union sub-organizations general meeting or general polling. If general meeting or general polling cannot be held within 14 days, such decision shall rest on Union Council.
2. Any infringement of the Standing Orders in Union sub-organizations (except indirectly affiliated sub-organizations) general meetings may make the resolutions passed under the infringements invalid. Such decision shall rest on Union Council.

**SUPPLEMENTARY REFERENCES OF SECTION G (III) OF THE STANDING ORDERS**

**I. RULES OF PRECEDENCE**

1. When a motion is pending, any motion of higher rank may be proposed, but no motion of lower rank is in order.
2. Motions are considered and voted upon in REVERSE ORDER to the order of their proposal.

**II. GUIDE TO PROCEDURAL MOTIONS**

Motion	Purpose of Motion	Is a second required?	Is discussion permitted?	Are amendments permitted?	Can Motion interrupt speaker?	Are Persons who have previously participated entitled to move?	May motion be moved again after an interval if lost?	RESULT
(a)	Prevent Action	Y	Y	N	N	Y	Y	C - Meeting/Motion stand adjourned
	Dispose of the matter temporarily							
(b) (d)	Debate resumed later	Y	Y	Y	N	Y	Y	D - Debate continues
(c)	Interrupt meeting	Y	Y	Y	N	Y	Y	
(e) (1)	Consider informally	Y	Y	Y	N	Y	Y	C - going into committee
(f)		-	-	-	-	-	-	D - Council continues C - Council shall resume D - committee continues
(g) (2)	Vote immediately	Y	N	N	Y	N	Y	C - immediate voting D - Debate continues
(h)	Prevent immediate voting	Y	Y	N	N	Y	-	C - Debate continues D - Debate continues
(i) (1) (3)	Suppress Debate	Y	N	Y	N	Y	Y	D - immediate voting
(k) (1)	Further Study (delay)	Y	Y	Y	N	N	Y	D - Debate continues
(m) (4)	Alter the Order of Business	Y	Y	Y	N	-	N	C - Debate continues D - immediate voting
others		Y	Y	Y	N	Y	Y	
(Y - Yes								
	N - No							
	C - Carried							
	D - Defeated)							

### III. NOTES

1. Committee has no specific rules of debate of their own; they operate within the general context of the Standing Orders, but in an informal way. e.g. discussion is permitted without a motion being before the Chair, and members may speak more than once. *(Amended in CM4 2017)*
2. If the motion that the motion be now put has been seconded, no further discussion of the Original Motion shall be allowed, but a Member may indicate his/her desire to speak further on the Original Motion. If the Motion is carried, only the proposer of the Original Motion under discussion shall be allowed to speak before the Original Motion is put to the vote. *(Amended in CM4 2017)*
3. If the motion to limit debate to a certain specified period of time is carried, the Chairperson 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 5 minutes to reply before the Original Motion is put to the vote.
4. The purpose of the motion is to alter the order of business on the adopted Agenda for either of the following reasons:
  - a. A person who is essential to the debate will be present only at a certain time;
  - b. A matter is important or urgent, and its position on the business paper is advanced to ensure that it is adequately discussed.

- END -