

STANDING ORDERS

OF THE

HONG KONG HOUSING AUTHORITY

(made pursuant to Section 3(9) of Housing Ordinance (Chapter 283))

(November 2006 Edition)

Standing Orders of the Hong Kong Housing Authority

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GENERAL

1. *Definition*

In these Standing Orders, unless otherwise specified,

- (1) “**Chairman**” means the Chairman of the Housing Authority appointed by the Chief Executive under section 3(3)(a) of the Housing Ordinance;
- (2) “Vice-Chairman” means the Vice-Chairman of the Housing Authority appointed by the Chief Executive under section 3(3)(b) of the Housing Ordinance;
- (3) “chairman” means the chairman of a committee, sub-committee or panel of the Housing Authority, as the case may be;
- (4) “meeting chairman” means the person presiding at the meeting of the Housing Authority or its committees/sub-committees/panels;
- (5) “Members” shall include the **Chairman**, the chairman of a committee, sub-committee or panel of the Housing Authority, the meeting chairman, as the case may be, and the alternates of official members;
- (6) “Secretary” means the Secretary of the Housing Authority;
- (7) “meeting secretary” means the Committees’ Secretary or Senior Assistant Committees’ Secretary or any Assistant Committees’ Secretary or any officer designated by the Director of Housing as secretary to a committee or sub-committee/panel; and
- (8) “clear days” exclude the day on which notice is given and the day of the meeting and also exclude Sundays and other Public Holidays. A notice shall be deemed to have been given at the time of posting.

2. *Language*

- (1) Both English and Chinese (Cantonese) may be used at meetings of the Housing Authority or its committees or sub-committees/panels. Simultaneous interpretation will be provided if necessary.
- (2) No meeting of the Housing Authority or its committees or sub-committees/panels shall be invalidated because of any failure to interpret the whole or any part of the proceedings.

3. Disclosure of Matters Discussed at Private Sessions and in Confidential Documents

- (1) No Member or any person attending the meetings by invitation or viewing such meetings through broadcasting shall make disclosure of the contents of any document to which he has had access in his capacity as a Member or a person invited to attend or view such meetings, or of any matter discussed at private sessions of the Housing Authority, in committees or in sub-committees/panels, unless that document shall have been passed for publication or the Member or the persons invited to attend or view such meetings shall have previously obtained the permission of the meeting chairman for such disclosure.
- (2) No Member of the Housing Authority or its committees or sub-committees/panels or any officer of the Housing Department or any other person who holds a copy of a confidential document made available by the Housing Authority or its committees or sub-committees/panels shall disclose its content while the document remains confidential.
- (3) The spokesman for the Housing Authority is the **Chairman** or any person specified by the Housing Authority. The spokesmen of the committees or sub-committees/panels are the meeting chairmen or any person specified by the committees or sub-committees/panels. If other Members of the Housing Authority, its committees or sub-committees/panels choose to speak to the press, media or the public, they should speak in their personal capacity rather than speaking on behalf of the Housing Authority, its committees or sub-committees/panels concerned.

4. Registration of Interests

- (1) A Member should register his interests, pecuniary or otherwise, in writing to the Secretary of the Housing Authority within 30 days of his appointment, and thereafter between 1 to 30 April in every ensuing year. If there are changes to the particulars of a Member's registrable interests during the year, he should report such changes to the Secretary of the Housing Authority within 14 days of any changes.

(A form on the registration of interests with explanatory notes is at **Annex A**.)

- (2) A Member's registration of pecuniary interests should include -
 - (a) proprietorships, partnerships or remunerated directorships of companies, public or private;
 - (b) remunerated employments, offices, trades, professions or vocations;
 - (c) substantial shareholdings in companies (where the shares held are more than 1% of the company's issued share capital); and
 - (d) land and property holdings of a substantial value or from which a substantial income is derived in Hong Kong.

- (3) A Member's registration of non-pecuniary interests should include membership of public bodies, boards and committees, the focus of work of which is closely related to that of the Housing Authority.
- (4) A register of Member's interests should be kept by the Secretary of the Housing Authority and it should be made available for inspection on request by any member of the public.
- (5) Employment of Members in Professional Capacity -

No Member shall appear before the Authority, its committees, sub-committees/panels in relation to any matter in a capacity for which he is to receive a fee or award. This prohibition applies irrespective of whether the Member acts for or on behalf of the Authority, its committees, sub-committees/panels or otherwise.

5. *Declaration of Interests on Matters under Consideration by Members*

- (1) If a Member has a pecuniary interest as that defined in Standing Order No. 4(2), non-pecuniary interest as defined in Standing Order No. 4(3) or direct personal interest in any matter under consideration either by circulation of paper or by discussion at a meeting of the Authority or of any of its committees, sub-committees or panels of which he is a Member, he must, as soon as practicable after he has become aware of it, disclose to the Authority, the committee, sub-committee or panel, as the case may be, the nature of that interest.
 - (1A) If a Member knows that the organization in or with which he is working or is otherwise associated intends to or will bid for an Authority assignment, or is or will supply goods or provide paid services under an Authority assignment, and the matter of that assignment is under consideration either by circulation of paper or by discussion at a meeting of the Authority or of any of its committees, sub-committees or panels of which he is a Member, he must, as soon as practicable after he has become aware of it, disclose that fact to the Authority, the committee, sub-committee or panel, as the case may be. For the purpose of this and subsequent Standing Orders, such a fact is treated the same as if the Member had a direct conflict of interest, and disclosure of the fact is treated as a declaration of interest.
- (2) If a Member declares an interest at the meeting, the meeting chairman should decide whether the Member concerned may be present at that part of the meeting, and may speak or vote on the matter. If there is objection to such decision, Members other than the Member having an interest should decide by voting.
- (3) All cases of declaration of interests shall be recorded in the minutes of the meeting.

6. *Interests Known Prior to Circulation of Discussion Paper*

If it is known to the Director of Housing that a Member has an interest as defined in Standing Order No. 4 or 5 in any matter to be discussed at a forthcoming meeting before the relevant paper is circulated -

- (1) The Director of Housing should decide whether circulation of the paper to the Member concerned should be withheld. If so, the Director of Housing should inform the Member concerned of his decision in writing. The Member so informed should not attend that part of the meeting at which the relevant item is discussed. The letter should be copied to the Chairman of the Housing Authority, or the chairman of the committee or sub-committee/panel, as the case may be.
- (2) Any such case of known interest should be made known to the meeting at its beginning. The meeting should also be informed of the action taken by the Director of Housing.

7. *Interests Known After Circulation of Discussion Paper but Prior to the Meeting at Which the Paper Will be Discussed*

- (1) If a Member is in receipt of a paper for discussion which he knows presents a direct conflict of interest, he should inform the meeting secretary as soon as possible and prior to the meeting. The meeting secretary should bring this to the attention of the Director of Housing.
- (2) Any such case of known interest should be made known to the meeting at its beginning. The meeting chairman should decide whether the Member having an interest may be present at that part of the meeting, and may speak or vote on the matter. If there is objection to such decision, Members other than the Member having an interest should decide by voting.

8. *Interests Known Prior to Circulation of Presumption Paper*

If it is known to the Director of Housing that a Member has an interest as defined in Standing Order No. 4 or 5 in any matter to be considered by circulation of presumption paper, the Director of Housing should decide whether circulation of the paper to the Member concerned should be withheld. If so, the Director of Housing should put in writing to the Member concerned informing him that a Housing Authority, committee or sub-committee/panel presumption paper has been withheld from circulation to him. The letter should be copied to the chairman of the Authority, committee or sub-committee/panel, as the case may be.

9. *Interests Known After Circulation of Presumption Paper to Members but Prior to the Presumption Date*

- (1) If a Member is in receipt of a paper for consideration by circulation of presumption paper which he knows presents a direct conflict of interest, he should inform the meeting secretary prior to the presumption date. The meeting secretary should bring this to the attention of the Director of Housing.
- (2) The Director of Housing should decide whether the Member having an interest may give views or vote on the matter under consideration. The Director of Housing should inform the Member of his decision in writing. The letter should be copied to the Chairman of the Housing Authority, or the chairman of the committee or sub-committee/panel, as the case may be.

10. *Conflict of Interests Involving a Meeting Chairman*

- (1) If it is known to the Director of Housing that the chairman of the Authority, committee or sub-committee/panel has an interest as defined in Standing Order No. 4 or 5 in any matter to be discussed at a forthcoming meeting before the relevant paper is circulated, the Director of Housing should decide whether circulation of the paper to the chairman concerned should be withheld. If so, the Director of Housing should put in writing to the chairman informing him of the decision. The chairman so informed should not preside or attend that part of the meeting at which the relevant item is discussed. The letter should be copied to the chairman of the Authority, or committee, as the case may be.
- (2) If the Chairman of the Housing Authority, or the chairman of a committee or sub-committee/panel, as the case may be, declares an interest at the meeting, the Members present should decide whether the chairman concerned should temporarily relinquish the chairmanship to the Vice-Chairman, or, in his absence or for a committee or sub-committee/panel without a vice-chairman, to such Member as the Members present should select, to preside at the meeting for the discussion of the item concerned.
- (3) In the event of paragraph (2) above, the temporary chairman should decide whether the chairman having an interest may be present at that part of the meeting, and may speak or vote on the matter. If there is objection to such decision, Members at the meeting other than the chairman having an interest should decide by voting.

11. *Responsibility for Order*

- (1) The meeting chairman of the Housing Authority, a committee or a sub-committee/panel shall be responsible for the observance of order at the meeting and his ruling upon any point of order or the admissibility of a personal explanation shall not be open to discussion or appeal and shall not be reviewed by the Housing Authority, the committee or the sub-committee/panel except upon the request of the majority of Members present at the meeting.

- (2) If at a meeting any Member of the Housing Authority, a committee or a sub-committee/panel misconducts himself by persistently disregarding the ruling of the meeting chairman, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the meeting, the meeting chairman may either, after warning, order that Member to leave the meeting, or adjourn or suspend the meeting for such period as he, in his discretion, shall consider expedient.
- (3) A Member who is ordered under paragraph (2) of this Standing Order to leave the meeting shall forthwith withdraw. The meeting chairman may direct such steps to be taken as are required to enforce the order of the meeting.

HOUSING AUTHORITY

12. Meetings of the Housing Authority

Scheduled Meetings

- (1) A regular meeting of the Housing Authority, during which the normal order of Authority business is conducted, shall be held on a day and at a time to be fixed by the Housing Authority.
- (2) An annual special meeting shall be held for Members to give speeches on housing issues.

Special Meetings

- (3) The **Chairman** may convene special meetings of the Housing Authority at any time.
- (4) The **Chairman** may, at any time, and shall, on a requisition signed by four Members of the Housing Authority, summon a meeting of the Housing Authority within seven clear days of receiving such requisition. Any such requisition (sample form at **Annex B**) shall state the purpose for which the meeting is to be called.

Voting on Decision

- (5) All matters coming before a meeting of the Housing Authority shall be determined by the majority of votes of those Members present and voting. The meeting chairman shall have a vote on all such matters. In the case of an equality of votes, he shall also have a casting vote.

Attendance

- (6) At all meetings of the Housing Authority, the **Chairman**, or, in his absence, the Vice-Chairman, or, in the absence of both of them, such Member as the Members present shall select, shall preside.
- (7) Any Member who is unable to attend a meeting of the Housing Authority shall inform the meeting secretary as early as possible of his inability to attend.
- (8) The **Chairman** may invite the attendance of any Member of a committee, a sub-committee/panel or any other person to a meeting of the Housing Authority. In such circumstances, the invited Member or other person shall not be considered a Member of the Housing Authority and shall not vote. An invited person may be asked to leave the Chamber when consideration of the matter to which he is invited to partake is completed or at such time as the **Chairman** deems appropriate.

Contents of Speeches

- (9) While speaking at a meeting, a Member shall restrict his comments or speech to the subject under discussion and shall not introduce matters irrelevant to that subject. He must not -
 - (a) refer to any matter on which a judicial decision is pending; and
 - (b) make any personal charges against or improperly impute any motive to any Member or public officer.

Admission of the Public to Meetings

- (10) All Housing Authority meetings are open to members of the public, including the press.
- (11) Members of the public, including the press, may be admitted to the meetings of the Housing Authority by standing arrangement or advance booking. If the proceedings at any meeting are unduly interrupted, the meeting chairman may, after warning, order the removal of such persons from the Housing Authority Chamber. Members of the public who are admitted as visitors to the Public Gallery are required to comply with the 'House Rules for Regulating Admittance and Conduct of Persons Attending Housing Authority Open Meetings in the Public Gallery of the Housing Authority Chamber' at **Annex C**.
- (12) Any persons or organisations who have breached any of these House Rules may be ordered to leave the Public Gallery of the Chamber, and denied access to the Public Gallery of the Chamber at future meetings by the **Chairman**.
- (13) At a meeting of the Housing Authority, the meeting chairman may temporarily exclude the public, including the press, from such meeting, or any part thereof, which owing to the special nature of the business being dealt with or about to be dealt with, he considers such exclusion to be necessary.

13. Notice of Meeting

- (1) Meetings are fixed before the beginning of a calendar year via a Housing Authority information paper. Should there be a need to call a special meeting, to make changes to the date of a meeting or to cancel a meeting, notice shall be given by the meeting secretary to each Member of the Housing Authority at least ten clear days before the day of meeting, except with the permission of the **Chairman**, in which event, the longest possible notice shall be given.
- (2) If a Member wishes to put on the agenda of a meeting an item for discussion, he should notify the meeting secretary in writing at least twelve clear days before the meeting. The period of such notice shall not be shortened except with the permission of the **Chairman**.
- (3) Any Member who wishes to speak at the annual special meeting must give the meeting secretary notice in writing at least seven clear days before the meeting.

- (4) The meeting secretary shall transmit the agenda of the meeting to each Member of the Housing Authority at least four clear days before the meeting.
- (5) The agenda of any meeting of the Housing Authority, including the annual special meeting, shall be approved by the **Chairman** prior to issue.
- (6) The notice of meeting shall be held to have been given and the papers and agenda issued if they are delivered to the official address of the Member, that is, an address which a Member chooses to use and of which he shall give prior notice in writing to the Secretary.
- (7) Accidental omission to supply a notice of meeting, paper or agenda to any Member of the Housing Authority shall not affect the validity of the meeting.

14. Issue of Papers

- (1) The meeting secretary shall, except with the permission of the **Chairman**, transmit papers to be discussed in a meeting to Members at least four clear days before the meeting.
- (2) If a Member wishes to submit written statements or proposals in connection with any item for discussion in a meeting, such written statements or proposals should reach the meeting secretary at least two clear days before the meeting. The meeting secretary shall, with the permission of the **Chairman**, arrange for such submissions to be sent to Members by facsimile transmission (for such Members who have access to facsimile machines) in the first instance or to be tabled at the meeting for discussion. The **Chairman** may, at his discretion, dispense with the advance notice requirement.
- (3) Members of the Housing Authority will receive the minutes and agendas of all committee or sub-committee/panel meetings.
- (4) Members of the Housing Authority will receive the papers of those committees and sub-committees/panels on which they serve; the papers of any other committees and sub-committees/panels will only be forwarded to Members of the Housing Authority if they have specifically asked for them.
- (5) Members of the committees or sub-committees/panels who are not Members of the Housing Authority will only receive papers of the committee or sub-committee/panel to which they have been appointed as Members.
- (6) White paper will be used for discussion papers, yellow paper for information papers and green paper for presumption papers.

15. Quorum

- (1) At any meeting of the Housing Authority, nine Members shall form a quorum.
- (2) If a quorum is not present within a quarter of an hour after the time appointed for the meeting, the meeting shall be deemed cancelled or shall be reconvened on another date to be decided by the meeting chairman, except that where the meeting is called on requisition and if no quorum is present, no further meeting on the requisition shall be held and the subject matter of the requisition shall be deemed to be abandoned.
- (3) The waiting time at paragraph (2) above can be extended by a maximum of thirty minutes subject to the agreement of the meeting chairman and the majority of Members present at that meeting.

16. Order of Business

- (1) The order of business at any meeting of the Housing Authority shall be -
 - (a) to approve as a correct record the minutes of the last meeting;
 - (b) to deal with matters arising from the minutes of the previous meeting;
 - (c) to consider and, where appropriate, decide on the recommendations put forward by -
 - (i) committees;
 - (ii) the Housing Department; and/or
 - (iii) individual Members of the Housing Authority; and
 - (d) any other business on the agenda.
- (2) This order of business may be varied with the consent of the majority of Members present at a meeting.
- (3)
 - (a) With the consent of the majority of Members present at a meeting, matters may be raised by the meeting chairman or any Member at a meeting without the papers having been so circulated.
 - (b) Petitions or representations received before a meeting may, with the permission of the meeting chairman, be considered under an appropriate agenda item or Any Other Business.
- (4) Where a meeting is called on requisition, only the subject matter of the requisition shall be placed on the agenda.

17. Duration

Meetings shall normally be restricted to two hours.

18. Conduct of Business

- (1) The Housing Authority may deal with matters submitted to them for decision either by circulation of papers or by discussion.
- (2) In the case of seeking Members' decision by circulation of papers, if no written objection is received from any Member before the expiry of the presumption period, the proposal(s) in the paper shall be deemed as approved.
- (3) Any Member of the Housing Authority may request discussion of a matter raised in a paper issued by circulation and, subject to the **Chairman's** view, such discussion shall be arranged by the meeting secretary either at the next regular meeting or a meeting specially arranged for that purpose. Members' request for discussion should be made in writing.
- (4) A Member who wishes to seek clarification or further information about a matter under presumption should do so in writing, and should indicate whether he is objecting to the matter on which clarification or further information is being sought.
- (5) The **Chairman** should be informed of a Member's objection or request for discussion as soon as possible. He should have the power to decide whether there should be a meeting to discuss the points made in an objection, or to circulate by presumption the objection as well as the Department's response before the Housing Authority reaches a decision. If no further objection or request for discussion from Members is received, approval of the paper will be presumed.

19. Suspension and Adjournment of Meetings

At a meeting of the Housing Authority, the meeting chairman may, with the consent of the majority of Members present, suspend or adjourn the meeting at any time.

COMMITTEES

20. Appointment of Committees

- (1) The Housing Authority may appoint committees pursuant to section 7 of the Housing Ordinance and lay down the terms of reference of such committees.
- (2) Committees shall be constituted in such a manner as decided by the Housing Authority and may include Members of the Housing Authority and other persons as the Housing Authority may consider suitable. Committees so appointed shall report direct to the Housing Authority.
- (3) An ad hoc committee should, as soon as it has completed its mission, report to the Housing Authority thereon and the committee should thereupon be dissolved.

21. Holding of Joint Committee Meeting

A joint committee meeting, comprising the Members of both committees, may be convened to deal with any matter affecting two committees. The chairman of the joint committee meeting shall be appointed by the **Chairman** of the Housing Authority and shall be one of the chairmen of the two committees.

22. Meetings of Committees

- (1) At any meeting of a committee, the chairman of that committee or, in his absence, such Member as the Members present shall select, shall preside.
- (2) A regular meeting of a committee shall be held on a day and at a time to be fixed by the Housing Authority, but special meetings may be convened by the chairman of the committee at any time.
- (3) Any matter may be referred to a committee by the **Chairman** of the Housing Authority if it is within the committee's terms of reference to consider it.
- (4) The chairman of a committee may, at any time, and shall, on a requisition signed by not less than three Members of the committee, summon a meeting of the committee within seven clear days of receiving such requisition. Any such requisition shall state the purpose for which the meeting is to be called.
- (5) All matters coming before a meeting of the committee shall be determined by the majority of votes of those Members present and voting. The meeting chairman shall have a vote on all such matters. In case of an equality of votes, he shall also have a casting vote.

- (6) The chairman of the committee may invite the attendance of any Member of the Housing Authority or any other person to a meeting of the committee. In such circumstances, the invited Member or other person shall not be considered a Member of the committee and shall not vote. An invited person may be asked to leave the meeting when consideration of the matter to which he is invited to partake is completed or at such time as the chairman deems appropriate.
- (7) Committees may deal with matters submitted to them for decision either by circulation of papers or by discussion.
- (8) In the case of seeking Members' decision by circulation of papers, if no written objection is received from any Member before the expiry of the presumption period, the proposal(s) in the paper shall be deemed as approved.
- (9) Any Member of a committee may, with the approval of the chairman of the committee, request discussion of a matter raised in a paper issued by circulation and such discussion shall be arranged by the meeting secretary either at the next regular meeting or a meeting specially arranged for that purpose. Members' request for discussion should be made in writing.
- (10) A Member who wishes to seek clarification or further information about a matter under presumption should do so in writing, and should indicate whether he is objecting to the matter on which clarification or further information is being sought.
- (11) The chairman should be informed of a Member's objection or request for discussion as soon as possible. He should have the power to decide whether there should be a meeting to discuss the points made in an objection, or to circulate by presumption the objection as well as the Department's response before the committee reaches a decision. If no further objection or request for discussion from Members is received, approval of the paper will be presumed.

23. Notice of Committee Meetings

- (1) If a Member wishes to put on the agenda of a meeting an item for discussion, he should notify the meeting secretary in writing at least twelve clear days before the meeting. The period of such notice shall not be shortened except with the permission of the chairman.
- (2) The meeting secretary shall transmit the agenda of the meeting to each Member of the committee at least four clear days before the meeting.
- (3) The meeting secretary shall, except with the permission of the chairman, transmit papers to be discussed in a meeting to Members at least four clear days before the meeting.

- (4) If a Member wishes to submit written statements or proposals in connection with any item for discussion in a meeting, such written statements or proposals should reach the meeting secretary at least two clear days before the meeting. The meeting secretary shall, with the permission of the chairman, arrange for such submissions to be sent to Members by facsimile transmission (for such Members who have access to facsimile machines) in the first instance or to be tabled at the meeting for discussion. The chairman may, at his discretion, dispense with the advance notice requirement.
- (5) Accidental omission to supply a notice of meeting, paper or agenda to any Member of the committee shall not affect the validity of the meeting.
- (6) With the consent of the majority of Members present at a meeting, matters may be raised by the meeting chairman or any Member at a meeting without the papers having been so circulated.
- (7) Petitions or representations received before a meeting shall be discussed at the next meeting with the Department's views. If they are related to a subject to be discussed at the meeting, they may, with the permission of the meeting chairman, be considered under an appropriate agenda item or Any Other Business at the meeting.
- (8) Standing Orders No. 13(5) and No. 14(6) relating to the issue of papers for meetings shall mutatis mutandis apply to all committee meetings.

24. Quorum for Committees

- (1) For meetings of all committees of the Housing Authority, a quorum shall consist of five Members, of whom two shall be Members of the Housing Authority and at least three shall be non-official Members.
- (2) Standing Orders No. 15(2) and (3) relating to the quorum of a meeting shall mutatis mutandis apply to committees.

25. Meeting with Outside Organisations

A chairman may permit any Member or group of Members to meet outside organisations or groups of persons on behalf of the committee. The purpose of the meeting is to listen to their views and explain current policies.

SUB-COMMITTEES/PANELS

26. Appointment of Sub-Committees/Panels

- (1) A committee of the Housing Authority may, for the better discharge of its functions, appoint sub-committees/panels and lay down the terms of reference of such sub-committees/panels.
- (2) Sub-committees/panels shall be constituted of Housing Authority Members and other persons as the committee may consider suitable.
- (3) A sub-committee/panel should, as soon as it has completed its mission, report to the committee thereon and the sub-committee/panel should thereupon be dissolved.

27. Meetings of Sub-Committees/Panels

- (1) Standing Orders No. 22, 23 and 24 (except Standing Orders No. 22(2) on meeting schedules and No. 24(1) on meeting quorum) relating to meetings of committees shall mutatis mutandis apply to all meetings of sub-committees/panels, and “the Housing Authority” and “the committee” shall be substituted by “the committee which appoints the sub-committee/panel” and “the sub-committee/panel” respectively.
- (2) Except where ordered by a committee, business shall not be transacted at a meeting of any sub-committee/panel appointed by that committee unless at least one quarter of the Members of that sub-committee/panel are present provided that in no case shall the quorum of such sub-committee/panel be less than three Members including the chairman of the sub-committee/panel of whom two shall be non-official Members.
- (3) The papers, minutes and agendas of meetings of a sub-committee/panel shall be circulated to Members of the committee which appoints the sub-committee/panel.

28. Recommendation and Acts of Sub-Committees/Panels

- (1) The recommendation of a sub-committee/panel shall be put to the committee which appointed it for approval, unless the sub-committee/panel has delegated authority from the Housing Authority for the execution of certain specific functions under the Housing Ordinance.
- (2) No act of a sub-committee/panel shall have effect until approved by the committee which appointed it.

MISCELLANEOUS

29. Arrangements During Tropical Cyclones and Rainstorms

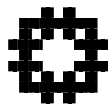
- (1) Meetings of the Housing Authority or its committees or sub-committees/panels shall continue to be held when Tropical Cyclone Warning Signal No. 1 or No. 3 is hoisted or Amber Rainstorm Signal is issued.
- (2) Meetings of the Housing Authority or its committees or sub-committees/panels shall, unless directed otherwise by the chairman concerned, be cancelled if, within two hours before the appointed time of the meeting, Tropical Cyclone Warning Signal No. 8 or above is hoisted or remains in force or Rainstorm Red or Black Warning is issued or remains in force. If Tropical Cyclone Warning Signal No. 8 or above is hoisted or Red or Black Rainstorm Signal is issued while a meeting of the Housing Authority or its committees or sub-committees/panels is in progress, the meeting chairman shall decide whether to adjourn or continue with the meeting.
- (3) The meeting chairman shall also decide whether to adjourn or continue with the meeting if other unforeseen circumstances arise.

30. Variation, Revocation, Suspension and Addition of Standing Orders

The Housing Authority may approve any variation, revocation, suspension and addition of Standing Orders provided that they are not in conflict with the provisions of the Housing Ordinance.

31. Procedures for Matters not Provided for in Standing Orders

If there is any matter not provided for in these Standing Orders, the practice and procedure to be followed by the Housing Authority, its committees, sub-committees/panels shall be such as may be decided by the chairman concerned.



To: Secretary of the Housing Authority
致：房屋委員會秘書
(Attention : Committees' Secretary)
(會議事務秘書知照)

Fax 圖文傳真 : 2761 0019

Registration of Interests

登記利益

I hereby give notice that, for the purpose of Standing Order No. 4 of the Hong Kong Housing Authority, I wish to register the following interests in respect of myself –

本人現按《香港房屋委員會常規》第 4 條的規定，登記下列與本人有關的利益，特此通知。

PART 1 : PECUNIARY INTERESTS
第一部分 : 金錢利益

Proprietorships, Partnerships or Remunerated Directorships of Companies, Public or Private
公共或私人公司東主、合夥人或受薪董事

1. Do you have any proprietorship in any public or private company? (See Note 1)

你是否任何公共或私人公司的東主？(見註 1)

* YES 是 / NO 否 (If so, please list below. 如是，請在下欄列出詳情。)

2. Do you have any partnership in any public or private company? (See Note 1)

你是否任何公共或私人公司的合夥人？(見註 1)

* YES 是 / NO 否 (If so, please list below. 如是，請在下欄列出詳情。)

* Please delete if inappropriate. 請將不適用者刪去

3. Do you have any remunerated directorships in any public or private company ? (See Note 2)
你是否任何公共或私人公司的受薪董事 ? (見註 2)

* YES 是 / NO 否 (If so, please list below. 如是, 請在下欄列出詳情。)

Remunerated Employments, Offices, Trades, Professions or Vocations
有報酬的聘任、職位、行業、專業工作或職業

4. Do you have any employment, office, trade, profession or vocation for which you are remunerated or in which you have any pecuniary interest ? (See Note 3)

你有否擔任收取報酬或涉及任何金錢利益的聘任、職位、行業、專業工作或職業? (見註 3)

* YES 是 / NO 否 (If so, please list below. 如有, 請在下欄列出詳情。)

Where a firm is named, please briefly indicate the nature of the firm's business.

如提到公司名稱, 請簡述該公司的業務性質。

Substantial Shareholdings in Companies
持有大量公司股份

5. Do you have interests in shareholdings in any public or private company which have a nominal value greater than 1% of the issued share capital of the company ? (See Note 4)

你是否持有任何公共或私人公司的股份, 而所持股份的面值又多於該公司已發行股本的 1% ? (見註 4)

* YES 是 / NO 否 (If so, please list each company below, indicating in each case the nature of its business. 如是, 請在下欄列出各有關公司的名稱, 並說明每間公司的業務性質。)

* Please delete if inappropriate. 請將不適用者刪除

Land and Property
土地及物業

6. Do you have any land or property holdings of a substantial value or from which a substantial income is derived in Hong Kong? (See Note 5)

你是否在香港擁有任何具重大價值或帶來可觀收入的土地或物業？（見註 5）

* YES 是 / NO 否 (If so, please list below. 如是，請在下欄列出詳情。)

PART 2 : NON-PECUNIARY INTERESTS
第二部分 : 非金錢利益

1. Are you a member of public bodies, boards and committees the focus of work of which is closely related to that of Housing Authority? (See Note 6)

你有否出任與房屋委員會主要工作有密切關係的公共機構、議會或委員會的成員？（見註 6）

* YES 有 / NO 無 (If so, please list below. 如有，請在下欄列出詳情。)

* Please delete if inappropriate. 請將不適用者刪去

Signature : _____
簽署
Name : _____
姓名
Date : _____
日期

Explanatory Notes 註釋

Note 1 註 1

You should give the name of the company, briefly stating the nature of the business of the company in each case.
請填上公司名稱，並簡述每間公司的業務性質。

Note 2 註 2

- (a) “Remunerated directorship” include all directorships for which a fee, honorarium, allowance or other material benefit is payable.
「受薪董事」包括所有收取袍金、酬金、津貼或其他物質利益的董事身分。
- (b) Only remunerated directorships of local companies are registrable.
只須登記在本地公司的受薪董事身分。
- (c) Remunerated directorships through corporate directors are also registrable. However, the particulars of remunerated directorships through corporate directors need only be updated on an annual basis, at the beginning of April each year.
因出任法團董事而獲得的受薪董事身分亦須登記。不過，因出任法團董事而獲得的受薪董事身分，只須在每年 4 月初更新資料一次。
- (d) Where you are a remunerated director of a company, all subsidiary or associated directorships which you hold within the same group, whether remunerated or not, should also be registered.
如你是某間公司的受薪董事，在同一集團所擁有的附屬或聯營公司董事身分，無論受薪與否，亦須一律登記。

Note 3 註 3

- (a) Indicate the name of the employment, office, trade, profession or vocation.
填報有關聘任、職位、行業、專業工作或職業的名稱。
- (b) An employment, office, trade, profession or vocation is “remunerated” where a salary, honorarium, allowance or other material benefit is payable.
凡收取薪酬、酬金、津貼或其他物質利益的任何聘任、職位、行業、專業工作或職業，均作「有報酬」論。
- (c) “Remunerated offices” should include all “remunerated” public offices.
「有報酬的職位」應包括有「有報酬」的公職。
- (d) Members who have paid posts as consultants or advisers should indicate the nature of the consultancy in the register : for example, “management consultant”, “legal adviser”, etc.
委員如擔任受薪顧問職位，應在登記冊上填報顧問工作的性質，例如「管理顧問」、「法律顧問」等。

Note 4 註 4

- (a) There is no need to register the size or value of the shareholdings.
無須登記所持股份的數目或價值。
- (b) “Shareholdings” is defined as personal shareholdings and do not include shareholdings held by a Member in the capacity of a nominee shareholder.
「所持股份」指以個人名義持有的股份，不包括委員以代理股東身分持有的股份。
- (c) It is the obligation of a Member to register interests under this category within his knowledge.
委員有責任就其所知登記這類利益。
- (d) Shareholdings held by a Member’s spouse and infant children are not registrable.
委員的配偶及未成年子女所持有的股份無須登記。

Note 5 註 5

- (a) The requirement is to register the general nature of the interest rather than a detailed list of the holdings. It would be in order to register an interest under this category in the following manner -
“A property on Hong Kong Island”
委員只須登記所持利益的一般性質，無須詳細列出所擁有的土地或物業。這類利益按下列方式登記即可：
「港島區一項物業」
- (b) A Member’s residence in Hong Kong need not be registered unless he also derives an income from it.
委員在香港的住宅無須登記，除非他亦從該住宅獲得收入。

Note 6 註 6

- (a) Examples of public bodies are the Land Development Corporation, the Housing Society, etc.
公共機構的例子包括土地發展公司、房屋協會等。
- (b) Examples of public boards and committees are the Town Planning Board, etc.
公共議會及委員會的例子包括城市規劃委員會等。

Requisition Form

Date :

To : Committees' Secretary,
Housing Authority

Dear Sir,

**Request for a Special Meeting
of the Housing Authority
(or name of committee/sub-committee/panel)**

Pursuant to Standing Orders No. 12(4)/22(4)/27(1), the undersigned requests that a special meeting of the Housing Authority / Committee / Sub-Committee / Panel be arranged at a convenient date to consider the following matter –

(Brief description of subject matter and background.)

Signed by :

_____* _____* _____* _____*
()* ()* ()* ()*

** Name in block letters.*

**HOUSE RULES FOR REGULATING ADMITTANCE AND CONDUCT
OF PERSONS ATTENDING HOUSING AUTHORITY OPEN MEETINGS
IN THE PUBLIC GALLERY OF THE HOUSING AUTHORITY CHAMBER**

GENERAL

1. The following House Rules are for the maintenance of good order governing the admission of members of the public to the open meetings of the Housing Authority.
2. Members of the public may be admitted, on presentation of admission tickets, to the Public Gallery of the Housing Authority's Chamber as visitors to listen to the proceedings of its open meetings. They are required to comply with all the House Rules approved by the Housing Authority. Those who signify their unwillingness to comply with any of these House Rules will not be admitted to the Housing Authority Headquarters Building (hereinafter referred to as "the building").
3. No person below 14 years of age may be admitted as visitors to the Public Gallery.
4. If any visitor breaches any of the Housing Rules, he is no longer welcome as a visitor and will be required to leave the building forthwith.
5. Any person who has previously breached the House Rules may not be issued with admission tickets for open meetings.

BOOKING AND SEATING

6. Applications for admittance as visitors to the Public Gallery may be made by advance booking by any member of the public. The applicant is required to provide his name and contact telephone number to the authorised staff of the Housing Department.
7. Admission tickets may be issued at the discretion of the Secretary of the Housing Authority or any officer of the Housing Department acting on his behalf.
8. Visitors admitted to the Public Gallery are required to be seated according to the direction of any officer of the Housing Department. No admittance may be allowed thirty minutes after an open meeting has commenced.

ADMISSION

9. An authorised Housing Department officer or security guard may take such action as is necessary to verify any visitors' identity for admission purpose at the point of entry.

10. Visitors are not allowed to carry any item of baggage other than a handbag or similar item into the Public Gallery. Any person who wishes to carry a handbag or similar item into the building may be asked to show it to an authorised officer of the Housing Department or security guard at the point of entry.
11. Loudhailers, banners and any materials/equipment which, in the opinion of an authorised officer of the Housing Department or security guard, may cause disturbance to the proceedings of the meeting, or to the normal conduct of business in any other parts of the building, will not be allowed. Such items may be deposited for safe custody at the reception desk upon admission. These items are deposited at the owner's risk and should be collected immediately after the meeting. Items not collected after one day from the date of deposit become the properties of the Housing Authority and will be disposed of by the Housing Authority in any manner it thinks fit.

CONDUCT AND BEHAVIOUR

12. Once admitted, visitors are required to behave in an orderly manner and comply with the direction of any authorised officer of the Housing Department or security guard.
13. Loitering and unauthorised gathering in any part of the building is not allowed.
14. Photographing, smoking, eating or drinking is not allowed inside the Public Gallery or in any part of the building.
15. If the proceedings of any meeting are unduly interrupted or disturbed by any visitors, the Chairman may, after warning, order the removal of such visitor(s) from the Public Gallery under the Standing Orders of the Housing Authority. Any visitor so ordered from the Public Gallery should immediately leave the premises of the building.
16. Under the Standing Orders of the Housing Authority, the Chairman may temporarily exclude visitors, including the press, from any meeting or any part thereof, if owing to the special nature of the business being dealt with or about to be dealt with, he considers such exclusion to be necessary.
17. As soon as the proceedings of the meeting have concluded or as directed by the Chairman under House Rules 15 and 16, visitors are required to leave the Public Gallery and the premises of the building according to the direction of any authorised officer of the Housing Department or security guard.