

# **Landscape Architects Registration Board**

## **Rules of Meeting**

(January 2002 Edition)

Approved by the Landscape Architects Registration Board on 30 January 2002

**Landscape Architects Registration Board**  
**Rules of Meeting**

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**Landscape Architects Registration Board**  
**Rules of Meeting**

(in pursuance of Section 6(5) of the  
Landscape Architects Registration Ordinance Cap. 516)

**A. GENERAL**

1. (1) A member may address the Board in either English or Chinese.
- (2) As far as practicable, written papers for the Board may be prepared in both Chinese and English.

**B. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF THE BOARD**

2. (1) A Chairman and a Vice-chairman shall be elected each year from among the members at the first meeting of the Board and not more than 15 months shall elapse between the date of one election and the next in accordance with the procedure laid down at Appendix I.
- (2) When the office of the Chairman or Vice-chairman becomes vacant for whatever reason, a new Chairman or Vice Chairman shall be elected from amongst the members at the first meeting of the Board thereafter in accordance with the procedure laid down at Appendix I. The new Chairman or Vice-chairman so elected shall hold office until the date when the Chairman or Vice-chairman whom he succeeded would otherwise have ceased to hold office.

Section 5  
Landscape Architects  
Registration Ordinance  
Cap 516  
Appendix I

**C. CHAIRMAN OF THE BOARD**

3. (1) The Chairman shall preside at meeting of the Board and shall perform such other duties as are prescribed in the Landscape Architects Registration Ordinance.
- (2) The Chairman shall approve the agenda for any meeting of the Board and shall ensure that items included in the agenda are compatible with the functions of the Board as laid down in Section 7 of the Landscape Architects Registration Ordinance.
- (3) If the Chairman is absent from a meeting of the Board, the Vice-chairman shall preside at that meeting.
- (4) The Vice-chairman under Order 3 (3) above shall enjoy all the powers conferred by these Orders on the Chairman for the purpose of presiding at that meeting

Section 5 & 6

Section 6

**D. REGISTRAR**

Part III  
Section 10

4. (1) The registrar shall prepare the agenda as approved by the Chairman for each forthcoming meeting of the Board, and shall forward the agenda and all relevant papers for the meeting to all members. Unless the Chairman agrees otherwise, notification of, and agenda and papers for, a forthcoming meeting shall be issued to members ten clear days in advance of the meeting.

(Note : Clear days in these Orders are exclusive of the day the notice is served, and of the day on which the meeting is held, but shall include Sundays and public holidays)

- (2) In case the Chairman is absent or unable for whatever reason to approve an agenda in time for a scheduled meeting to be convened, the Registrar shall call for items and papers for discussion from members of the Board and from the Chairman of each Committee at the earliest opportunity but normally not less than 20 clear days (including Sundays and public holidays) in advance of the meeting and prepare the agenda accordingly. Such items or papers shall however be deemed to be withdrawn from the agenda if written or verbal objections from more than half of the members are received by the Registrar before the meeting is held.
- (3) The Registrar shall be responsible for keeping the minutes of the proceedings of the Board. Such minutes shall record the members attending, matters discussed and decisions taken.

**E. MEETING OF THE BOARD**

Section 6

5. The Chairman shall convene a meeting of the Board at least once every six months or where a meeting is requested by not less than two members of the Board. Where the request is made by less than two members, the Chairman shall decide whether a meeting of the Board should be convened.
6. The Board shall meet at such date, hour and place as the Chairman may determine.
7. Where the No. 8 typhoon signal or above, or the rainstorm black warning is hoisted either in the course of a meeting or at any time in the morning or evening preceding a scheduled meeting, the meeting shall be adjourned forthwith or automatically postponed until further notice as the case may be. In case of the rainstorm black warning, the Chairman shall decide whether the meeting should continue as it is often safer to stay indoor under these circumstances until the rainstorm has passed.
8. The Chairman may, with the approval of a majority of the members present, adjourn a meeting of the Board. Where the Chairman considers it appropriate, he may announce the period of adjournment at the meeting.

Section 6 (4)

9. (1) The quorum at any meeting of a Board shall be one-third of the total number of members composing the Board.
- (2) If a quorum is not present at the commencement of the meeting or during the course of a meeting, the Chairman shall adjourn the meeting forthwith.
10. (1) Any member who wishes to raise an item for discussion at a meeting is required to give the Registrar fourteen clear days' notice in advance of a forthcoming meeting. A shorter notice may be approved by the Chairman in exceptional circumstances.
- (2) Any member of the Board may, with the permission of the Chairman, present a paper for discussion to the Board.
- (3) If the permission of the Chairman as required under Order 10 (2) is refused, the member who still wants to present his paper must then obtain the written endorsement of two other members before the paper can be included on the agenda and circulated before the meeting.
- (4) Notwithstanding Order 3 (2), member of the Board should agree, by simple majority, in a Board meeting whether to discuss the paper in question.
- (5) Whenever a member wishes to present a paper to the Board, he shall send a copy of it to the Registrar fourteen clear days before the meeting unless the Chairman agrees otherwise. The Registrar shall then send a copy of the paper to each member in accordance with Order 4 (1).

Section 7 & 8

- (6) All papers and items for discussion should be confined to matters within the terms of reference of the Board.
- (7) In exceptional circumstances, the Chairman may at the commencement of the meeting, approve the inclusion of an item on the agenda or to vary the order of business.
11. The member appointed by the Chief Executive may, with the permission of the Chairman, raise verbally an item or present a paper, in English and Chinese, for discussion at a meeting of the Board in accordance with the procedure laid down in Order 10 (1) and (2).
12. The Board may invite any person, including a public officer, to attend a meeting of the Board.

**F. MOTIONS**

13. A motion shall be in writing and signed by the member concerned, and its subject matter and terms must be compatible with the functions of the Board.
14. Any member who wishes to move a motion is required to give the

Registrar ten clear days' (including Sundays and public holidays) notice in advance of a forthcoming meeting unless otherwise agreed by the Chairman.

15. The Chairman shall put a motion to the meeting of the Board after the motion has been moved and second. In case there is not a seconder, the motion shall fail and not be discussed by the Board.
16. A member other than the member initiating a motion may move an amendment to the original motion after it has been put to the meeting for discussion.
17. An amendment must be decided upon by the Board, if necessary by ballot, before the original motion, amended or not amended as the case may be, is put to the meeting. If there is more than one amendment, they should be disposed of in the order they have been moved.
18. The Chairman shall determine whether the amendment(s) accepted constitutes a direct negative of the original motion, in which case he shall ask the meeting to vote against the original motion and direct a new motion to be formulated in writing at or after the meeting.
19. No motion shall be withdrawn except with the consent of the majority of members present.
20. In the absence of the member initiating the motion, the motion may be moved by another member on his behalf with the permission of the Chairman.
21. A motion to adjourn debate on a motion or discussion of an item by the Board may be moved by the Chairman or a member who has neither moved, seconded or spoken on any motion bearing on that question, a second motion for adjournment may be moved in a similar manner after some further discussion.

**G. VOTING**

22. (1) Whenever any member requests, or the Chairman determines, a motion or an item before the Board or its Committee shall be decided by a majority of the votes of the members present and voting.
  - (2) A member who is not present, may, if he wishes, appoint in writing another member to act as his proxy for the purpose of voting under this order.
  - (3) The Chairman or Vice-chairman presiding shall have an original vote and in addition, if the votes are equal, a casting vote.
23. Where a motion or an item is to be decided by way of ballot, the Chairman shall enquire whether a majority of members wish the vote to be determined by secret ballot or by a show of hands.

## **H. COMMITTEES**

Section 8 (b)

24. (1) The Board may appoint Committee, and delegate to them any functions of the Board.
  - (2) The Board in appointing a Committee shall determine its composition, membership, terms of reference, and tenure of office.
  - (3) The Board shall determine the manner in which the Chairman of a Committee shall be elected, the tenure of his office, and the procedure for the meetings of such Committee.
  - (4) The Chairman of a Committee shall preside at meetings of the Committee. If the Chairman of a Committee is absent from a meeting of that Committee, the members present shall appoint amongst themselves, by simple majority, a temporary Chairman to preside at that meeting.
25. (1) Any Committee may include persons who are not members of the Board, and such person shall be a co-opted member of the Committee for the purposes of voting and determining a quorum. The procedures for the nomination and appointment of co-opted members are set-out in Appendix II.
  - (2) Any Committee may invite any person, including a public officer, to attend a meeting of the Committee.
  - (3) The quorum at any meeting of a Committee appointed under Order 24 (1) shall be one third of the total number of members composing that particular Committee with the proviso that at least one half of the members present shall be members of the Board.
  - (4) The Chairman of the Board shall have the right to attend any meeting of a Committee. His presence shall not however be counted for the purpose of forming a quorum unless he is a member of that particular Committee.
  - (5) Any person who is not a member of a Committee appointed by the Board may not attend a meeting of that Committee except with the permission of the Committee concerned.
26. Any Committee appointed by the Board shall report its work to the Board at intervals determined by the Board.

## **Appendix II**

## **I. WORKING GROUPS**

27. The procedures for meeting for working groups shall follow that for RB Committees.

**J. DETERMINATION OF MATTERS BY CIRCULATION OF PAPERS**

28. If an issue calls for an urgent decision or comments from the Board or any Committees, or if discussion of the matter cannot be postponed till the next meeting of the Board or the relevant Committee, the Registrar or the Secretary of the Committee shall consult either the Chairman of the relevant Committee, and with his concurrence circulate the necessary papers to all other members seeking their views on or approval for the matter with a specified period.
29. In the case of any application for financial assistance, or any other matters associated with the Board funds, approval obtained by circulation of papers must be obtained from not less than two-thirds of the members of the Board or the relevant Committee, as the case may be (excluding those who are not present in Hong Kong at the time of circulating that paper(s) and those who have abstained from indicating a view on the matter).

**K. ABSENCE FROM MEETINGS OF THE BOARD**

30. (1) Subject to Order 30 (2), the office of any member of the Board shall be declared vacant if the member fails throughout a period of twelve consecutive months to attend any meeting of the Board unless the failure was due to some reasons approved by the Board prior to the commencement of that period.
- (2) When a member fails throughout a period of six consecutive months to attend any meeting of the Board by reason of the prolonged illness of that member the Board may subsequently excuse the failure if that member seeks the approval of the board within one month of his recovered or substantially recovered from that illness.

**L. DECLARATION OF INTEREST**

31. (1) The Chairman and Members are required, when they first join the Landscape Architects Registration Board and annually thereafter to declare the private interest, direct or indirect, pecuniary or otherwise, which they hold. The declaration shall be made on a standard form (Appendix III) and the types of interests should include:-

Appendix III

- (a) Proprietorships, directorships or partnerships of companies; public or private;
- (b) substantial shareholdings of publicly listed companies or private companies i.e. the shares held by a member represent 1% or more of the issued capital of a publicly list company or 1% or more of the total assets of a private company;



- (c) remunerated employments, offices, trades, professions or vocations.
- (2) The Registrar shall maintain a register of Members declared interests which should be made available for public inspection on request.
- (3) If any member of a Board or its Committee has any direct personal or pecuniary interest in any matter under consideration by the board or its Committee he shall, as soon as practicable after he has become aware of it, declare it to the Board or Committee prior to the discussion of that item.
- (4) The Board or the Committee at which the member attends shall decide whether a member disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or should temporally withdraw from the meeting.
- (5) If the Chairman of the Board or its Committee declares an interest in a matter under consideration, the chairmanship may be temporally taken over by Vice-Chairman.
- (6) When a known direct pecuniary interest exists, the Registrar may withhold circulation of relevant papers to the member concerned. Where a Member is in receipt of a paper for discussion which he knows presents a direct conflict of interest, he should immediately inform the Registrar and return the paper.
- (7) All cases of declaration of interests shall be recorded in the minutes of the meeting.
- (8) Any member failing to comply with the Standing Order on declaration of interest may be admonished or reprimanded by the Board and such admonishment or reprimand shall be recorded in the minutes of the Board meeting.

**M. MISCELLANEOUS MATTERS**

32. The Chairman shall determine on the advice of members :-
- (a) whether any meeting of the Board or any part of such a meeting should be closed to the public and the news media; and
  - (b) whether any meeting of the Board or a Committee or any part of such a meeting should be open to the public and the news media.
  - (c) If in the opinion of the Chairman a member of the public present at a meeting of the Board or a Committee is acting in such a way as to disrupt the orderly conduct of the business of the Board or Committee, and persists in his act despite warnings, the Chairman shall order such person to be removed from the place of the meeting forthwith.

33. Matters discussed in closed-door meetings of the Board or its Committees may be disclosed to the public and the news media by either the Board or Committee Chairman or any other member authorized by the Board or Committee in accordance with the advice of the Board or Committee.
34. The Landscape Architects Registration Board Logo is reserved for use by the Board, Board Members and the Registrar in connection with official Board business. Individual members wishing to adopt the Board Logo should obtain prior approval from the Board, and the Logo must be used for official purposes only, in order to preserve a corporate image for the Board. The Board may be resolution issue guidelines from time to time governing the use of the Board Logo.
35. The Chairman shall be responsible for the observance of these rules and orders in the Board and Committees. His decision on a point of order shall be final.

**Procedure for the Election of  
Landscape Architects Registration Board Chairman & Vice-Chairman**

Preamble

1. Section 5 (1) of the Landscape Architects Registration Ordinance provide for the election of a Chairman and a Vice-Chairman for the Board.

General

2. The Chairman, or the Registrar of the Board, shall notify all members of the Board the date of the election as soon as practicable.
3. In such notification, the Chairman or the Registrar of the Board, shall distribute nomination forms (Annex A) and invite members to lodge nominations for Chairman and Vice-chairman according to the procedure laid down in paragraphs 5 to 7 below.

Nomination

4. All members of the Board are eligible to make nomination of candidate stand for election as Chairman or Vice-chairman of the Board.
5. Each nomination shall be subscribed by two other members of the Board. Each member of the Board can nominate only one other member to stand for election.
6. All nominations shall be made and put to the Registrar of the Board in writing three clear days before the next meeting of the Board.

Conduct of Election

7. The Board shall appoint the Registrar, or any other Member, as the Convenor for the purpose of conducting the election.
8. After receiving all nominations, the Convenor shall distribute a ballot paper (Annex B) to each Board member at the meeting, showing the names of all validly nominated candidates.
9. Voting shall be by secret ballot.
10. Where there is only one candidate nominated to stand for election, the Convenor shall announce this fact at the meeting and declare such candidate as elected to the chairmanship or Vice-chairman of the Board ipso facto.

11. Where there are only two candidates standing for election, the candidate who obtains an absolute majority i.e. more than half of the valid votes cast (also excluding abstention votes) shall be elected Chairman of the Board. If there is any equality of votes between the two candidates, the Convenor may adjourn the meeting for up to three working days after which a fresh election will be held. If the fresh election still results in an equality of votes, the two candidates shall draw lots and the candidate on whom the lot falls shall be deemed to have an additional vote cast in this favour.
12. Where there are more than two candidates, the election shall proceed as follows :-
  - (a) If none of the candidates gains an absolute majority of valid votes cast, the candidate(s) gaining the least number of votes shall be eliminated, and a second ballot shall take place between the remaining candidates. This process shall be repeated until a candidate gains an absolute majority of the votes cast, and such candidate shall be elected Chairman of the Board.
  - (b) In the event of one candidate gaining a majority but less than half of valid votes cast, and each of the other candidates gaining an equal number of valid votes cast, the latter candidates shall draw lots and the candidate on whom the lot falls shall be eligible for a second ballot with the candidate gaining a majority of valid votes. The candidate who gains an absolute majority of valid votes cast in the second ballot shall be elected Chairman of the Board.
  - (c) In the case of all candidates gaining an equal number of valid votes cast, the Convenor may adjourn the meeting for up to 3 working days, after which a fresh ballot will be held. If all candidates still obtain an equal number of valid votes cast in the fresh ballot, all the candidates shall draw lots and the candidate on whom the lot falls shall be elected Chairman of the Board.
13. A member may vote if he is present before the ballot is closed. The Convenor shall declare a ballot as being closed after the last member has voted. Any member then arriving late after the Convenor has made such a declaration cannot vote for that round of ballot. However, if there is a further ballot, this member can then vote.
14. A member who is not able to attend the first meeting of the Board may if he wishes appoint in writing another member of the Board to act as his proxy in electing the Chairman and the Vice-chairman.
15. Immediately after the casting of all votes at each ballot, the Convenor shall count the valid votes cast for each candidate in the presence of all members at the meeting, who shall have the right to inspect the votes cast if they wish.
16. Provided no member disputes the validity of the ballot papers marked and cast, the Convenor shall declare to be elected as Chairman or Vice-chairman of the Board the candidate who gains the absolute majority i.e. more than half of the votes cast.
17. In case the validity of any ballot paper cast is disputed, the Convenor shall, after consulting all members present at the meeting, decide as to whether a fresh ballot should be held.

#### Notification of Acceptance of Office

18. After the Convenor has declared the candidate elected to the chairmanship or vice-chairman of the Board, such candidate shall notify in writing to the Designed Officer in Work Bureau his acceptance of such office within ten days of his election. For the convenience of the Board, such notification may be handed to the Government's representative immediately upon declaration of the election result.

To : THE REGISTRAR / CONVENOR

## NOMINATION PAPER

ELECTION OF LANDSCAPE ARCHITECTS REGISTRATION BOARD CHAIRMAN / VICE-CHAIRMAN \*

DATE OF ELECTION .....

NAME OF CANDIDATE  
IN ENGLISH OR CHINESE .....

	NAME IN ENGLISH OR CHINESE	SIGNATURE
Proposer		
Secunder		
Secunder		

Date : .....

I ..... (Name in English or Chinese)

accept the above nomination.

Signed : \_\_\_\_\_

\* Delete as appropriate

Date : \_\_\_\_\_

**ELECTION OF LANDSCAPE ARCHITECTS REGISTRATION BOARD  
CHAIRMAN / VICE-CHAIRMAN \***

**BALLOT PAPER**

Date of Election : .....

VOTE FOR ONLY  
ONE CANDIDATE

MARK "X" IN BOX  
OPPOSITE NAME OF  
CANDIDATE OF  
YOUR CHOICE

Name of Candidate

1.		
2.		
3.		
4.		

\* Delete as appropriate

**Procedures for the Nomination  
and Appointment of Co-opted Members**

Nomination

1. In accordance with the instruction of the Board, the Registrar shall notify all members of the Board as soon as practicable the deadline for the nomination of persons, who are not members of the Board, to serve as co-opted member on committees appointed by the Board. Each member of the Board shall be entitled to nominate not more than two persons for each of these committees.
2. No person can be co-opted into these committees without the approval of the Board. The Board may, if it so wishes, set up a vetting committee consisting of the Chairman of the Board and Chairman of the relevant committees to consider the nominations and short-list the nominees for final approval of the Board.

Tenure of Office

3. The Board shall determine the tenure of office of the co-opted members who shall be eligible for re-appointment for further terms with the approval of the Board.

**Declaration of Interest**

( To be completed annually by all Board Members, Ref. L.31(2) )

I, (Name \_\_\_\_\_ ), request that interests as listed below to be included in the Register of Members' Interests.

A. Proprietorships, partnership, or directorships of companies (public or private)

B. Remunerated employments, offices, trades, professions or vocations

C. Shareholdings in companies, public or private (1% or more)

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

Note : Please continue on a separate sheet if necessary.