

**House Rules of
the Harbourfront Commission
and its Panels**

July 2010

House Rules of the Harbourfront Commission and its Panels

1. Definitions

In these House Rules, unless the context otherwise requires,

- (1) “Commission” means the Harbourfront Commission;
- (2) “Panels” means the Panels established under the Commission;
- (3) the expression “clear days” includes Saturdays and excludes the day of the giving of a notice, the day of the relevant meeting and intervening public holidays;

2. Notice of Meeting

The Secretary shall give notice of a meeting in writing to each Member not less than 10 clear days before the date of the meeting. If the circumstances warrant, the Chairman may in his discretion dispense with such notice.

3. Issue of Agenda and Meeting Papers

- (1) The Secretary shall deliver the agenda of a meeting to each Member not less than 4 clear days before the date of the meeting.
- (2) The details of an agenda item and the related meeting paper (if any) proposed by a Member shall reach the Secretariat not less than 10 clear days before the date of the meeting. The Secretariat will discuss the items to be included in the agenda with the Chairman before finalizing the agenda for the coming meeting. The agenda of any meeting shall be approved by the

Chairman prior to issue.

- (3) For any proposed items to be discussed, the Secretariat will include them in the relevant discussion papers the next steps/way forward with regard to the items.
- (4) Meeting papers shall be sent to Members, unless the Chairman instructs otherwise, not less than 2 clear days before the date of the meeting.
- (5) Any defect in the dispatch of a notice of meeting or in the issue of papers or agenda to any Member shall not affect the validity of the meeting or render its resolutions void.
- (6) Members will receive minutes of all meetings.

4. Chairmanship

- (1) If the Chairman cannot attend a meeting or part of a meeting, the Vice-Chairman shall stand in to preside at the meeting.
- (2) Members shall elect among themselves a Chairman for each Panel. If the Panel Chairman so elected cannot attend a meeting or part of a meeting, Members present shall elect among themselves a Member to preside at the meeting. Such a Member shall not be a Co-opted Member and shall not be a regular Member who has declared or has to declare conflict of interest in relation to any of the agenda items.

5. Membership

- (1) Each of the non-official Organisation Member of the Commission can designate one Alternate Member. The alternate representation system does not apply to

non-official Members who are appointed in their personal capacity.

- (2) The Commission shall not have Co-opted Members.
- (3) For Panels, each non-official Organisation Member can designate one Alternate Member. The Alternate Member shall be the same as in the Commission. The alternate representation system does not apply to non-official Members who are appointed in their personal capacity.
- (4) The Panels may invite guest Members to their meetings as and when appropriate to provide expert advice. The guest Members shall not have voting rights. If the Panels need co-option of members, Section 5(5) below shall apply.
- (5) Co-opted Members are allowed in the Panels. The number of Co-opted Members in the Panel shall not exceed one-third of the Panel membership. The Co-opted Members shall have voting rights, but they shall not have any Alternate.
- (6) Only either one of the regular or the alternate Member designated by each non-official Organization Member may attend a meeting of the Commission or the Panels. Subject to Section (9), each Member present at a meeting has one vote.

6. Quorum

- (1) The quorum for a Commission meeting shall be no less than half of the Members, one of whom must be the Chairman or the Vice-Chairman presiding.
- (2) For any meeting of the Panels, the quorum shall be no less than half of the Members of the Panel concerned

(Co-opted Members inclusive), one of whom must be the Chairman or the Member Presiding.

- (3) If a quorum is not present within 15 minutes 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 Chairman or the Vice-Chairman presiding. The waiting time can be extended by a maximum of thirty minutes subject to the agreement of the Chairman or the Vice-Chairman presiding and the simple majority of Members present at that meeting.
- (4) Where a disclosure is made under Section 12(1) and the Member concerned is neither required to withdraw from the relevant meeting nor permitted to vote, then for so long as the matter to which the disclosure relates is being discussed or considered at such meeting, his presence is disregarded for the purpose of forming a quorum for the meeting.

7. Order of Business

- (1) The order of business at any meeting shall be –
 - (a) to approve as a correct record the minutes of the previous meeting;
 - (b) to deal with matters arising from the minutes of the previous meeting;
 - (c) to discuss item(s) on the agenda; and
 - (d) to consider any other business on the agenda.
- (2) This order of business may be varied by the Chairman or the Vice-Chairman presiding.

8. Conduct of Business

The Commission and Panels may deal with matters submitted to them for decision either by circulation of papers or by discussion with the prior approval of the Chairman.

9. Voting Rights

- (1) Any matters put to the Commission for voting shall be decided by a simple majority of votes of the Members present and voting. The Chairman or the Vice-Chairman presiding shall, if the votes are equally divided, have a casting vote in addition to his/her original vote.
- (2) Any matters put to the Panels for voting shall be decided by a simple majority of votes of the Members present and voting. The Chairman or the Member presiding shall, if the votes are equally divided, have a casting vote in addition to his/her original vote.
- (3) Subject to section 9(1), 9(2) and 12(2), each Member present at a meeting has one vote.

10. Suspension and Adjournment of Meetings

At a Commission/Panel meeting, the Chairman or the Vice-Chairman/Member presiding may, with the consent of the simple majority of Members present, suspend or adjourn the meeting at any time.

11. Submissions and Requests for Presentation from the Public

- (1) The Commission Secretariat shall give a regular progress report on all public submissions and requests for presentation to the Commission. Only subject matters falling within the terms of reference of the Commission

will be further processed. The Secretariat will arrange for the circulation of all such submissions and requests for presentation to the Members for perusal. The Chairman may, at the request of any Member, decide whether to include such submissions and requests for presentation into the agenda.

- (2) The Secretariats of the Panels shall give a regular progress report on all public submissions and requests for presentations to the Panels. Only subject matters falling within the terms of reference of the Commission and the respective Panels will be further processed. The Secretariats of the Panels will arrange for the circulation of all such submissions and requests for presentation to the Panel Members for perusal. The Panel Chairmen may, at the request of any Panel Member, decide whether to include such submissions into the agenda.
- (3) Projects that have completed the due process of project authorization and funding approval for construction works shall not be discussed by the Commission or any of its Panels. However, upon Members' request, the project proponent(s) of such projects shall report the progress for Members' information.

12. Declaration of Interests

- (1) If a Member (including the Chairman or the Vice-Chairman/Member presiding) has any direct personal or pecuniary interest in any matter under consideration by the Commission or its Panels, s/he must, as soon as practicable after s/he has become aware of it, disclose to the meeting prior to the discussion of the item.
- (2) The Chairman (or the Vice-Chairman/Member presiding) shall decide whether the Member disclosing an interest may speak or vote on the matter, may remain in the

meeting as an observer, or should withdraw from the meeting.

- (3) If the Chairman declares an interest in a matter under consideration, the chairmanship may be temporarily taken over by the Vice-Chairman/Member presiding.
- (4) 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 Secretariat and return the paper to the Secretariat. The Secretariat should bring this to the attention of the Chairman. Any such case of known interest should also be made known to the meeting at its beginning.
- (5) All cases of declaration of interests shall be recorded in the minutes of the meeting.

13. Frequency and Mode of Meetings

- (1) The Commission shall meet about once every two months. Other meetings may be arranged as necessary. All meetings shall be open to the public and the press.
- (2) The agenda, papers for discussion and minutes of meetings of the Commission/Panels shall be uploaded onto the Commission's website for public information, except in situations where matters of commercial sensitivity and confidentiality are involved.
- (3) The Panels shall meet once every two months, or as Members consider necessary.
- (4) The Panels shall make regular progress reports to the Commission on its major findings and recommendations. The Commission shall have the final decision on the major recommendations made by the Panels.

14. Arrangements During Tropical Cyclones and Rainstorms

- (1) Meetings 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 shall, unless directed otherwise by the Chairman or the Vice-Chairman/Member presiding, 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 the Red or Black Rainstorm Signal is issued or remains in force.
- (3) If Tropical Cyclone Warning Signal No. 8 or above is hoisted or the Red or Black Rainstorm Signal is issued while a meeting is in progress, the Chairman or the Vice-Chairman/Member presiding shall decide whether to adjourn or continue with the meeting.
- (4) The Chairman or the Vice-Chairman/Member presiding shall also decide whether to adjourn or continue with the meeting if other unforeseen circumstances arise.

15. Management of Contracts Related to the Projects/Activities Endorsed by the Commission

The projects/activities endorsed by the Commission will be financed by the Administration for the Commission. The relevant government departments will be in charge of the disbursement of the public money and the responsibility for contract management and supervision of the contractor.

16. Distribution of promotional materials by the Commission to the public

All promotional materials issued in the name of the Commission must be circulated to the relevant Panels for

endorsement, and as necessary, circulated or presented to Members for endorsement before issue to the public.

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