

HKIA GUIDELINES ON NOMINATING MEMBERS TO EXTERNAL/ GOVERNEMENT ADVISORY AND STATUTORY BODIES

1. Guidelines

- 1.1 The nomination principle is based on merit, under which a candidate's ability, expertise, experience, previous performance and commitment to act diligently in representing the Institute would be the important consideration in the nomination process.
- 1.2 Taking on the principle in 1.1 for individuals, the nomination process should be able to effect a reasonable turnover of representation and membership participation but at the same time, providing the necessary continuity to the external boards and committees.
- 1.3 At the beginning of each year, the President, in consultation with the Office Bearers, the relevant Board Chairs and the Registrar, shall lead the Council to work out a strategy and plan ahead on all nominations that are expected in that particular year, based on an analysis of current serving members on various external boards and committees. The same nomination principle will also apply to any new requests for nomination that are received in the course of the year.
- 1.4 The Council may request the relevant Boards to carry out the Nomination Process on its behalf in one of the following ways:
 - (a) by way of re-nomination of existing representative, following the 4 years' rule.
 - (b) by way of invitation for nomination/ express of interest to
 - (i) general membership and/or
 - (ii) members of relevant Boards/ Committees

In such case, the manner of short-listing from nominated/ interested individuals for recommendation to the Council should be left to the decision of the Board Chair of the relevant Board. However, voting among members of the Board should normally be considered.
 - (c) by way of invitation to individuals whom the Council may think appropriate
- 1.5 All proposals for nomination, whether they are from the President, the Office Bearers, and Board Chairs, as individual or on behalf of the Board requested by the Council to make such nomination, should be approved by the Council. Approval by circulation will be arranged in urgent case.
- 1.6 Normally, no individual shall sit on the same external/ government body for more than a consecutive period of 4 years and shall not serve on more than 6 external advisory and statutory bodies nominated by HKIA at any one time (not including serving as 'alternate member').

- 1.7 Before making nominations to the Council, agreement of the individual nominee should be sought, particularly in respect of serving diligently when appointed to represent HKIA by attending meetings and providing written reports and summary statements to the HKIA from time to time for information of the Council/ relevant Boards or sometimes to the general membership when appropriate.
- 1.8 The Principle of Transparency should be carried throughout the process of nomination as far as practicable.

2. Declaration of Interest

- 2.1 When accepting nomination from the Council, the nominee should be aware and made aware to the Council whether the acceptance of such nomination would constitute a direct conflict with other External/ Government Advisory Statutory Bodies that he/she is serving e.g. One should not accept nomination to an appeal board of a statutory body that one is serving in.
- 2.2 Each HKIA nominee, when appointed, is required to sign a statement declaring situation(s) of conflict of interest, if any, for information of the relevant Board and for record by the Secretariat.