

## **HKIA Second Quarterly General Meeting on 17 June 2021**

### **Explanatory Notes on Voting**

Fellows and Members may attend the 2<sup>nd</sup> QGM physically or electronically. Voting will be conducted by way of a poll. If you attend physically, you can vote on-site at the venue. If you attend electronically, you will be able to view a live webcast of the meeting and submit your vote in real time.

#### **Physical and Electronic Voting**

- Both physical and electronic voting will be enabled at the 2<sup>nd</sup> QGM.
- Fellows and Members may, at the time while the poll is open, vote physically or electronically.
- Each Fellow or Member should vote for ONE choice only.

#### **Voting – Physical attendance**

1. Upon arrival to the physical venue, please present your HKIA Membership Card or HKID Card to secretariat staff for verification of your eligibility.
2. Each eligible voter (Fellow or Member) will be given an identification upon registration for issuance of ballot paper.
3. When the Honorary Secretary declares the poll open, each Fellow or Member can mark on the ballot paper in the appropriate box ("FOR" or "AGAINST") by putting a tick "✓". Do not use any other means.
4. Return the completed ballot into the designated voting box.
5. If you make any mistake on the ballot paper, please return it to secretariat staff and ask for a replacement ballot paper.
6. Fellows and Members who vote physically should not vote electronically simultaneously to avoid double-voting. The Institute reserves the right to disqualify any duplicate votes.

#### **Voting – Electronic attendance**

1. Each Fellow or Member attending the meeting virtually should make sure your camera is turned on throughout the whole polling time to show your face. Screenshots will be taken for verifying your eligibility to vote.
2. Your screen name should show your Membership Number and Full Name, for example:

**M1234 CHAN Tai Man**

3. When the Honorary Secretary declares the poll open, the motion and voting options available will appear on screen.
4. Each eligible voter (Fellow or Member) can select the option "FOR" or "AGAINST" to vote.
5. You can submit your vote at any time whilst the poll remains open and before the Honorary Secretary announces its closure.
6. Once you have selected your choice, click "Submit" and your vote will be casted and sent.

An active internet connection is required in order to successfully cast your vote. It is the Fellows' or Members' own responsibility to ensure that they have a sufficient internet connection.

## 香港建築師學會 2021 年第二季度大會 2021 年 6 月 17 日 (星期四) 表決說明

資深會員 (Fellows) 及會員 (Members) 可以現場親身出席或網上電子方式參與第二季度大會。議案將以投票方式進行表決。如果閣下現場親身出席大會，可以實體選票投票。如果閣下選擇以網上電子方式參與大會，則可以觀看會議的實時網絡廣播並實時提交投票。

### 在大會現場親身投票和以電子方式網上投票

- 第二季度大會期間的表決會以現場親身和網上電子方式投票進行。
- 資深會員 (Fellows) 及會員 (Members) 可於投票期間透過現場親身或網上電子方式投票。
- 每位資深會員 (Fellow) / 會員 (Member) 只能投選一個選項。

### 表決 — 現場親身出席

1. 抵達會場後，請向秘書處工作人員出示閣下的香港建築師學會會員卡或身份證，以驗證閣下的投票資格。
2. 每位合資格的資深會員 (Fellow) 或會員 (Member) 會獲發一張選票。
3. 當義務秘書長正式宣布投票開始後，合資格的資深會員 (Fellows) 或會員 (Members) 可以在大會上就有關議案進行投票。每位資深會員 (Fellow) 或會員 (Member) 可在選票上適當位置 ("FOR" 或 "AGAINST") 加上“✓”號，以表示“贊成”或“反對”。請勿以其他方式塗劃選票。
4. 將填妥的選票投入指定的投票箱。
5. 如果填寫錯誤，請將選票退回秘書處工作人員，並要求更換選票。
6. 現場親身投票的資深會員 (Fellows) 或會員 (Members) 不應同時進行網上電子投票，以免重複投票。學會保留取消任何重複選票的權利。

### 表決 — 以電子方式網上參與

1. 每位合資格的資深會員 (Fellow) 或會員 (Member) 以電子方式網上參與投票，應確保閣下的鏡頭在整個投票期間經常打開以顯示面部，秘書處會於拍攝截圖以作記錄。
2. 閣下的屏幕名稱需要顯示閣下的會員編號和英文全名，例子如下：

**M1234 CHAI Tai Man**

3. 當義務秘書長正式宣布投票開始後，載有有關議案及投票選項會在閣下的設備螢幕上顯示。
4. 每位合資格的投票人可選擇“FOR”表示“贊成”或“AGAINST”表示“反對”。
5. 在投票進行期間，閣下可以選擇閣下擬作出的投票選項，直至義務秘書長正式宣布投票結束。
6. 當閣下作出選擇後，請按“Submit” (發送)，閣下的投票便會立即傳送至大會。投票完成。

當投票開始及進行時，閣下需要有效的互聯網連接才能成功投票。資深會員 (Fellows) 及會員 (Members) 有責任確保他們的互聯網連接有效。