

China Hong Kong Paralympic Committee Limited Hong Kong Paralympic Day Organizing Committee Terms of Reference



I PREAMBLE

1. Status

- 1.1 The Hong Kong Paralympic Day Organizing Committee (the "Committee") is a standing and independent committee of the HKPC Board to which the HKPC Board has delegated consideration of the matters set out in art. 15 below.

2. Purpose

- 2.1 The Committee shall advise and assist the HKPC Board in fulfilling its duties as laid down in the HKPC Articles, specifically to ensure a smooth organization of the signature event Hong Kong Paralympic Day. Matters to be considered by the Committee shall include, but not be limited to, the matters set out below in art. 15.

II GENERAL RULES

3. Scope

- 3.1 Except otherwise provided and specified in the applicable HKPC Articles or any other regulations adopted by the HKPC Board, this section of the rules shall apply generically to all HKPC bodies, units and other entities of HKPC, inclusive of the Committee, as well as of the members of the Committee.

4. Powers and Competences of the Hong Kong Paralympic Day Organizing Committee

- 4.1 In addition to the duties set out in HKPC Articles and these terms of reference, the HKPC Board may delegate further duties to the Committee at any time.

- 4.2 The Committee may propose amendments to these terms of reference related directly to their function and operations.

- 4.3 The chairperson of the Committee shall regularly report to the HKPC Board in writing or orally their activities. He/she shall represent the Committee in dealing with the HKPC Board (as well as other HKPC bodies or institutions).

- 4.4 Regardless of art. 4.2, the HKPC Board may remove any member of the Committee at any time in, without limitation, the following scenarios:

* where, if applicable, the member violates any rules as stipulated in art. 39 (1) of HKPC Articles, or if required to be a member of the HKPC Board ceases to be such;

* where the member is deemed by the HKPC Board to have committed a gross dereliction of duty;

* where the member is absent for three (3) consecutive meetings or any five (5) meetings during their term without a properly accepted apology is automatically suspended. A decision shall then be made by the HKPC Board whether or not to dismiss the member, which shall be final.

Proposals to remove a particular member (including the chairperson) may, in particular, be submitted to the HKPC Board by the Chairperson.

- 4.5 If a seat on the Committee becomes vacant for any reason, the HKPC Board may appoint a replacement for the remaining period of the term of office.

5. Function

- 5.1 The Committee shall advise and assist the HKPC Board in fulfilling its duties. The Committee shall have an advisory and monitory function, unless the applicable HKPC Articles or any other regulations adopted by the HKPC Board grants the body decision making powers.
- 5.2 The Committee shall submit proposals and recommendations to the HKPC Board for consideration, deliberation and adoption and shall not make any public statements or announcements without the authority of the HKPC Board.

6. Composition

- 6.1 Except otherwise provided and specified in applicable HKPC Articles or any other regulations adopted by the HKPC Board, the following rules shall apply to the Committee:
- * shall be composed of a minimum of three (3) members (inclusive of the chairperson and preferably having an odd number of members), all to be appointed by the HKPC Board;
 - * members may be reappointed or relieved of their duties at any time.

7. Terms of Office

- 7.1 The members of the Committee are appointed for a term of one (1) year. Members of the Committee whose terms have expired may be reappointed for additional terms of office by the HKPC board.
- 7.2 The Chairman may invite suitable person to join the Committee after seeking for approval from the board.
- 7.3 If a member of the Committee resigns or becomes permanently incapacitated with regard to performing his/her functions during his/her term of office, or if he/she is relieved of his/her duties pursuant to art. 4.4 of these terms of reference, the HKPC Board shall, at the earliest opportunity, appoint a replacement for the remaining term of office, or leave it under next term for review.

8. Organisation

- 8.1 The Committee may work with other HKPC bodies, units or entities to deal with specific needs.
- 8.2 The Committee may call upon staff from the HKPC Secretariat to assist and support them in their work.

9. Meetings and Decision-Making

- 9.1 The Committee shall meet whenever pending matters so require. Meeting dates shall be agreed in advance affording adequate notice and maximum participation.
- 9.2 The convocation of meetings must be sent to the members by way of circular-letter and/or e-mail, stating the date, time and place of the meeting (can be online) as well as the items of the agenda (the latter to be compiled by the Executive Director under the instruction of the chairperson while considering possible proposals from the other members) in a reasonable timeframe.
- 9.4 The chairperson shall conduct the meetings. The chairperson shall open and close the debates and give the floor to the members. If the chairperson is unable to attend or cannot perform due to conflict of interest, the deputy chairperson shall conduct the meeting. If the latter is also unavailable, the members present shall choose among them a chairperson

for that meeting.

- 9.7 If a vote is needed on any matter, a majority of the valid votes cast is required for the decision to be adopted. Each member has one vote. In the event of a tied vote, the chairperson shall have the second and casting vote. Votes are conducted openly. Voting by secret ballot is prohibited.
- 9.8 The minutes of every meeting shall be recorded by the Executive Director, or a representative of the HKPC Secretariat duly appointed by the Executive Director, who attends the meetings in an administrative capacity without voting rights. The draft and final version of minutes of the meetings shall be circulated to all Committee Members for their comments and records within a reasonable time after the completion of the meeting.

10. Chairperson's Duties

- 10.1 The chairperson of the Committee shall:-
 - * oversee all preparations for a meeting of the Committee to be carried out by the HKPC Secretariat;
 - * chair meetings of the Committee;
 - * lead the discussion and ensure the smooth operation of the meeting;
 - * exercise the casting vote in the event of a tie;
 - * approve the action list;
 - * lead any media conferences whenever required; and
 - * inform the members about any special matters.
- 10.2 The chairperson coordinates requests to take the floor can limit the amount of time given to speakers or take other measures to ensure the smooth operation of a meeting.

11. Members' Duties

- 11.1 Members shall take part in the meeting personally or by video-conference with the approval of the chairperson.
- 11.2 Members shall show mutual respect and protect the interests of HKPC in their work on the Committee. They shall review all documents sent to them before the meeting. They shall take an active part in the discussions. Members shall act faithfully, loyally and independently and in the best interests of HKPC and the promotion and development of Para Sports.
- 11.3 Members shall adhere to all relevant HKPC rules and regulations in their work on the Committee, in particular to the HKPC Articles and the HKPC Code of Conduct but also to any decisions issued by HKPC.
- 11.4 In particular, members shall always be aware of, and comply with, the provisions pertaining to conflict of interests as well as declaration of interests, and adjust their conduct as necessary (e.g. abstain from performing their duties, notify the chairperson in cases of potential conflicts of interest).

12. Meeting Ground Rules and Etiquettes

- 12.1 Ground rules are set for the purpose to ensure the effective running of meetings and shall be reviewed from time to time.
- 12.2 It is important for all the meeting participants to adhere to ground rules and etiquettes since they provide a framework to guide individual and group behaviour, and to explain how the group will function and make decisions.
- 12.3 The follows are the basic ground rules and etiquettes for meeting of the Committee:-
 - (a) Share reports or documents that one wishes to reference or discuss during the meeting in advance if possible.

- (b) Prepare well for the meeting by reading all documents distributed before the meeting.
 - (c) Be punctual.
 - (d) Start (and end) meeting on time.
 - (e) Address to the chairperson when speak.
 - (f) Switch all mobile phones off or in mute mode.
 - (g) Laptops, electronic devices and other media devices are banned to avoid distraction.
 - (h) No disruption to others' comment even if strongly disagreed with.
 - (i) Listen to all contributions
 - (j) Personal criticism is prohibited.
 - (k) Keep focused on the agenda and discussion on topic.
 - (l) Ensure participants are aware of the purpose of the meeting.
- 12.4 The chairperson shall be responsible for:-
- * Enforcing meeting ground rules.
 - * Encouraging all participants to contribute to the discussion.
 - * Showing interest in others' contribution and appreciation for their contribution.
 - * Summarizing decision made or progress made at the end of each discussion.
 - * Encouraging feedback from all members on the effectiveness of the meeting.

13. Location of Meetings

- 13.1 In principle, the meetings and deliberations of the Committee shall take place in the territory of Hong Kong, China/at the seat of HKPC.

14. Official Languages

- 14.1 The official languages of the Committee shall be English and/or Chinese (written); and, English and/or Cantonese (spoken).

15. Members' Qualification and Independence

- 16.1 The Committee shall be composed of three (3) members.

- 16.2 The chairperson of the Committee shall have knowledge and background in organizing big-scale sports trial activities and events, or able to facilities a smooth execution and preparation of the event.