

China Hong Kong Paralympic Committee
Membership Review Sub-committee (會籍審批委員會)



中國香港殘疾人奧委會
CHINA HONG KONG
PARALYMPIC COMMITTEE

Terms of Reference
(as at 19 September 2025)
(approved by the Board on 16 October 2025)



I PREAMBLE

1. Status

- 1.1 The Membership Review Sub-committee (the “Committee”) is a Sub-committee of the HKPC Board to which the HKPC Board has delegated consideration of the matters set out in art. 41.

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 discuss and review new membership application (Division 1 – Membership of HKPC Articles).

3. Duties of the Committee

- 3.1 The Committee shall advise and assist the HKPC Board on new membership application matters, including:
- (a) Reviewing the procedures for the admission of any national sports association (NSA) or sports organization applying for membership of HKPC, processing all applications received, and submitting recommendations to the HKPC Board for consideration;
 - (b) Conducting interviews with applicants and undertaking due diligence as part of the membership assessment process, and reporting its findings and recommendations to the HKPC Board;
 - (c) Periodically reviewing and monitoring the procedures for new membership applications to ensure the process remains effective, transparent, and consistent with HKPC governance standards.

II GENERAL RULES

4. Scope

- 4.1 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.

5. Powers and Competences of the Committee

- 5.1 The Committee may propose amendments to these terms of reference related directly to their function and operations.
- 5.2 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 Sub-committee).

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5.3 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, 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.

5.4 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.

6. Function

6.1 The Committee shall advise and assist the HKPC Board in fulfilling its duties. The Committee shall have an advisory function, unless the applicable HKPC Articles or any other regulations adopted by the HKPC Board grants the body decision making powers.

6.2 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 approval of the HKPC Board.

7. Composition

7.1 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 two (2) members (inclusive of the Chairperson), all to be appointed by the HKPC Board;
- * except otherwise provided, the Chairperson shall be a HKPC Board Member;
- * members may be reappointed or relieved of their duties at any time.
- * the Executive Director of HKPC shall serve as an ex-officio member of the Committee, without voting rights, to provide administrative support and advice.

8. Terms of Office

8.1 The members of the Committee are appointed for a term of office of four (4) years. Members of the Committee whose terms have expired may be reappointed for additional terms of office.

8.2 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, the HKPC Board shall, at the earliest opportunity, appoint a replacement for the remaining term of office.

9. Organisation

9.1 The Committee may work with other HKPC Sub-committee to deal with specific problems.

9.2 If necessary, the Committee may ask individuals, including experts who are not members of the Committee, to handle specific tasks or look into particular issues. They should report

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their findings back to the Committee.

- 9.3 The Committee may call upon specialists at any time to address any urgent and/or special business. If such engagements incur expenses, they must be approved by the HKPC Board. The Chairperson of the Committee concerned shall make an appropriate request to the HKPC Board.
- 9.4 The Committee may call upon staff from the HKPC Secretariat to assist and support them in their work.

10. Meetings and Decision-Making

- 10.1 The Committee shall meet whenever pending matters so require. If the Committee needs to have meetings on regular basis, the Chairperson and the Executive Director shall draw up an annual plan to fix dates for meetings. Meeting dates shall be agreed in advance affording adequate notice and maximum participation.
- 10.2 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 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.
- 10.3 The agenda of a meeting shall, as a general rule, include the following items:-
- (a) Roll call and apologies (to confirm the formation of quorum);
 - (b) Welcome remarks by the Chairperson;
 - (c) Approval of agenda;
 - (d) Approval of the minutes of the previous meeting;
 - (e) Matters arising therefrom the minutes of previous meeting;
 - (f) Items to be discussed (as specific as possible);
 - (g) Any other business;
 - (h) Date, time and venue for next meeting.
- 10.4 The agenda and any enclosures shall be sent to the members in good time before the meeting. The agenda may be altered if a majority of the members present agree to such a proposal. Documents containing further information
- 10.5 Although the Articles do not stipulate a quorum requirement, a simple majority of the members shall constitute a quorum.
- 10.6 If a vote is needed on any matter, a majority of the valid votes cast by voting members is required for the decision to be adopted. Each voting member has one vote. Ex-officio members do not have voting rights. 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.
- 10.7 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 ex-officio, administrative capacity without voting rights. The draft and final versions of the minutes shall be circulated to all Committee members for their comments and records within a reasonable time after the completion of the meeting.
- 10.8 If the circumstances so require, the Committee may make decisions in writing by correspondence, including by email, facsimile or other form of electronic communication, using circular-letter to all members of the Committee entitled to take a decision. In such a case, the decision, signed by all of the members, shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held. All such written resolutions shall be filed with the minutes of the subsequent meeting of the Committee.

11. Chairperson's Duties

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11.1 The Chairperson of the Committee shall:-

- * Oversee all preparations for a meeting of the Committee, carried out by the HKPC Secretariat (including the ex-officio Executive Director);
- * 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; and
- * inform the members about any special matters.

11.2 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.

12. Members' Duties

12.1 Members shall take part in the meeting personally and no attendance by video-conference or by any other means of communication shall be accepted without the approval of the Chairperson. Ex-officio members may attend in a non-voting capacity.

12.2 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.

12.3 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.

12.4 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).

13. Meeting Ground Rules and Etiquettes

13.1 Ground rules are set for the purpose to ensure the effective running of meetings and shall be reviewed from time to time.

13.2 All participants, including voting and non-voting members, shall adhere to the ground rules and etiquettes to facilitate effective discussion and decision-making.

13.3 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 a reasonable timeframe.
- (b) Prepare well for the meeting by reading all documents distributed before the meeting.
- (c) Be puncture
- (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' comments 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.

13.4 The Chairperson shall be responsible for:-

- * Enforcing meeting ground rules.
- * Encouraging all participants to contribute to the discussion.

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- * Showing interest in others' contribution and appreciation for their contribution.
- * Summarizing decisions made or progress made at the end of each discussion.
- * Encouraging feedback from all members on the effectiveness of the meeting.

13.5 Non-voting participants may contribute to discussions, provide clarifications, and record minutes, but shall not participate in voting.

14. Location of Meetings

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

15. Official Languages

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