



THE HONG KONG INSTITUTE OF SURVEYORS
PROPERTY AND FACILITY MANAGEMENT
DIVISION

香港測量師學會
物業設施管理組

REGULATIONS
規章

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PROPERTY AND FACILITY MANAGEMENT DIVISION**

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香港測量師學會 – 物業設施管理組

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REGULATIONS

1. Name

The Name of the Division is “Property and Facility Management Division” (物業設施管理組), hereinafter referred to as “the Division”.

2. Definitions

Throughout these Regulations the following expressions shall, unless the context otherwise requires, have the meanings respectively assigned to them namely:

- 2.1 “AGM” means Annual General Meeting of the Property and Facility Management Division.
- 2.2 “Corporate Member” means any Fellow or Member of the Hong Kong Institute of Surveyors.
- 2.3 “Council” means the Property and Facility Management Divisional Council.
- 2.4 “Councilor” means any member of the General Council for the time being.
- 2.5 “Constitution” or “Bye-Laws” means the Constitution or Bye-Laws of the Hong Kong Institute of Surveyors as amended or supplemented from time to time.
- 2.6 “Division” means the Property and Facility Management Division of the Institute.
- 2.7 “General Council” means the General Council of the Hong Kong Institute of Surveyors.
- 2.8 “Institute” means The Hong Kong Institute of Surveyors.
- 2.9 “In writing” includes printing, lithography and other modes of representing and reproducing words in a visible and non-transitory form.
- 2.10 “Office Bearers” means the Chairperson, the Vice-Chairperson, the Honorary Secretary and the Honorary Treasurer of the Division.
- 2.11 “Regulations” mean these Regulations of the Property and Facility Management Division.

3. Validity

Any or all of these Regulations shall be invalid without the approval of the General Council or if any of them contravene any provisions of the Constitution or Bye-Laws from time to time in force.

4. Objects

4.1 To promote excellence in the practice of Property and Facility Management with focus on the followings:

- (a) Strategic Facilities Planning and Asset Management
- (b) Space Planning and Management
- (c) Real Estate Design and Project Management
- (d) Operation and Maintenance, and Property Management
- (e) Corporate Real Estate

4.2 To advance the study of Property and Facility Management and of all kindred matters, arts and sciences.

4.3 To encourage friendly exchange between members on knowledge of practical, technical and ethical subjects.

4.4 To ensure proper training and support is available for members working in Property and Facility Management field.

4.5 To uphold the dignity of the profession of Property and Facility Management, and the status of the Institute.

5. Composition of the Division

5.1 The direction and management of the affairs of the Division shall be vested in a Council consisted of Members indicated in 5.2 below of the Division only.

5.2 The Council shall comprise the following Office Bearers and members:

- (a) a Chairperson;

- (b) Vice-Chairperson or such other number of Vice-Chairperson as considered appropriate by the Divisional Council;
- (c) an Honorary Secretary;
- (d) an Honorary Treasurer;
- (e) at least five but not more than fifteen members from the following areas:
 - i) Academia (minimum 1 number)
 - ii) Facility Management (minimum 1 number)
 - iii) Property Management (minimum 1 number)
 - iv) Government, Institution and Public Bodies (minimum 1 number)
- (f) the immediate past chairperson ex-officio;
- (g) two representatives from the Young Surveyors Group; and
- (h) not more than two Associate Members of the Division.

5.3 Only Corporate Members of the Division shall be eligible to be Office Bearers or members [except for 5.2 (g) and (h)] of the Council. The Chairperson and Vice-Chairperson shall be Fellow of the Division.

5.4 Council Members will hold office for two years but shall be eligible for re-election.

5.5 If through any cause an Office Bearer is unable to carry out his/her duties, the Council shall elect from its own members a successor for the unexpired term of office of the Office Bearer.

5.6 If through any cause an elected Council Member resigns from the Council, the Council shall have the authority to co-opt any Corporate Member of the Division to the Council at any time. The member chosen to fill such a vacancy shall be Corporate Member, or Associate Member, whichever appropriate, of the Division and may serve only for the residue of the term for which his/her predecessor was elected.

5.7 Other than the circumstance as described in 5.6 above, the Council may from time to time appoint other co-opt members to the Council, but shall be at a maximum number of five(5).

6. Annual General Meeting of the Division

6.1 The AGM shall be held on the day not less than fourteen (14) days before the day on which the Annual General Meeting of the Institute is to be held.

- 6.2 Notice in writing of the AGM shall be given to all Corporate Members and Associate Members of the Division not less than twenty-one (21) days before the day on which the AGM is to be held.
- 6.3 The business of the AGM shall include:
- (a) Adoption of the minutes of the previous AGM.
 - (b) Report of the Chairperson for the year.
 - (c) Report of the Honorary Treasurer for the year.
 - (d) Approval of the Divisional Account for the year.
 - (e) Election of Office Bearers and Council Members for the ensuing year.
 - (f) Such other matters as
 - i) the Council shall determine;
 - ii) of which due notice has been given by the Council; and/or
 - iii) may be brought forward by the Council or any Corporate Member of the Division with the consent of the meeting.
- 6.4 Only Corporate Members of the Division present in person or by proxy shall have the right to vote at the AGM.
- 6.5 Only Corporate Members and Associate Members of the Division present in person or by an authorized representative in writing at the AGM shall have the right to stand for election of Office Bearers and Council Members of the Council.
- 6.6 No business shall be transacted at any AGM unless a quorum is present when the AGM proceeds to business. At least twelve (12) Corporate Members of the Division personally present shall be a quorum.
- 6.7 The Chairperson, or failing him/ her the Vice-Chairperson, shall preside as Chairperson at every AGM but if neither the Chairperson nor Vice-Chairperson is present within thirty minutes after the time appointed for holding of the AGM, those Corporate Members present may choose one other member of the Council as Chairperson, or if no such member is present or if none of the members of the Council present agrees to take the chair they shall choose one Corporate Member from among themselves who shall preside.

7. Election of Office Bearers and Council Members

- 7.1 Save its Ex-officio and co-opted members, the Council shall be formed by election by the Corporate Members present in person or by proxy at an AGM of the Division.
- 7.2 The representatives of the Young Surveyors Group shall be nominated by the Young Surveyors Group and Associate Members shall be nominated by the Associate Members of the Division.
- 7.3 Nominations for Office Bearers and Council Members shall be made in writing to the Honorary Secretary of the Division in such form as the Council may prescribe. Each nomination shall bear the signatures of the proposer and seconder both of whom shall be Corporate Members of the Division (except for Associate Member representatives whom shall be nominated by Associate Members), together with the signature of the nominees signifying his/her willingness to serve if elected. A list of all nominations received, with the name of the proposer and seconder of each nominee, shall be made available for members present at the AGM.
- 7.4 The nomination form shall be sent by the Honorary Secretary of the Division to each Corporate Member and Associate Member of the Division not less than twenty-one (21) days before the day on which the AGM is to be held. Duly completed nomination forms shall be submitted to the Honorary Secretary of the Division not less than fourteen (14) days before the day on which the AGM is to be held.
- 7.5 Whenever the number of nominations exceeds the number of seats provided, taking of the seats shall be decided by election at the AGM. In such cases, all Corporate Members and Associate Members shall be informed of the names of those standing for election together with the names of the proposers and seconders not less than seven (7) days before the day on which the AGM is to be held.
- 7.6 Election of Office Bearers and Council Members of the Division shall be by ballot and shall be in such voting form as the Council may prescribe. Only Corporate Members of the Division present in person or by proxy shall have the right to vote at the AGM. Proxy form shall be in such format as the Council may prescribe. The appointment of proxy shall be deposited with the Honorary Secretary of the Division not less than twenty-four (24) hours prior to the time of the AGM which is to be held.

- 7.7 In the event of an equality of votes the result shall be determined by a vote of the Members of the retiring Council.
- 7.8 Two scrutineers for the ballot shall be proposed, seconded and elected by show of hands at the AGM from the floor. They shall not be Members of the Council or candidates for election and their duties shall be:
- (a) to determine from the balloting lists the number of votes cast for each candidate for election;
 - (b) to take such measures as they deem necessary to prevent the identification of the voters; and
 - (c) to report to the AGM the names of those duly elected.
- 7.9 When the number of nomination or nominations does not exceed the number of seat or seats provided, the nominee or nominees shall be deemed to have been elected, and his/her or their names reported accordingly to the AGM.
- 7.10 The retiring Council shall hold office until the conclusion of the AGM at which a new Council is elected.

8. Duties of the Council

The Council shall be directly responsible to the Corporate Members of the Division for the duties as follows:

- (a) Nominating representatives of the Division to hold office of Councilors;
- (b) Carrying out duties assigned by the General Council;
- (c) Organizing and coordinating all functions of the Division;
- (d) Ensuring that adequate meetings of general interest are held within the Division;
- (e) Considering all matters affecting membership of the Division;
- (f) Appointing such committees and sub-committees as may be considered desirable to examine and report on special questions including obtaining and considering reports from them;
- (g) Approving all financial matters affecting the Division and keeping accounts of the Council;
- (h) Organizing AGM and Extraordinary General Meeting; and
- (i) Carrying out duties as provided in these Regulations.

9. Duties of Office Bearers

9.1 The Chairperson

The Chairperson shall:

- (a) represent the Division and guide the affairs of the Division in accordance with the Constitution and Bye-Laws of the Institute, these Regulations and any regulations made by the General Council and/or the Council;
- (b) take the chair by right at all meetings of the Division and of the Council; and
- (c) prepare Chairperson Report for the AGM of the year.

9.2 The Vice-Chairperson

The Vice-Chairperson shall:

- (a) deputize and carry out the duties of the Chairperson in the absence of the Chairperson;
- (b) assist the Chairperson in the discharge of his/her duties; and
- (c) prepare Divisional Report for each General Council Meeting.

9.3 Honorary Secretary

The Honorary Secretary shall:

- (a) It shall be the duty of the Honorary Secretary under the direction of the Council to conduct the ordinary business of the Council in accordance with the Constitution and Bye-Laws of the Institute, these Regulations and any regulations made by the General Council and/or the Council.
- (b) He/she shall be required to keep an accurate record of the proceedings of the Council.
- (c) He/she shall keep the Member Register of the Division.
- (d) He/ she shall conduct the correspondence of the Council.
- (e) He/she shall give notice of all meetings of the Council and General Meetings of the Division.

9.4 Honorary Treasurer

The Honorary Treasurer shall direct the receipt of funds due for the Division and preparation of accounts of expenditure and present all the accounts of expenditure of

the Division to the Council for inspection and approval. He/she shall also be responsible to keep the account of the Division in a good and proper order.

9.5 Creation of Additional Office Bearers

The Council may from time to time create additional Office Bearers and dictate the duties of the Office Bearers.

10. Management

10.1 The Council shall have the management and direction of the affairs of the Division and shall do all such acts as appear to be necessary or desirable for the purpose of carrying into effect the objects of the Institute so far as they relate to the Division subject to the provisions and any regulations made by the General Council and/or this Council.

10.2 The Council shall investigate any alleged or apparent irregularity or unconstitutional act of any Office Bearer coming within its knowledge and if it thinks fit shall call upon that Office Bearer for an explanation thereof. If the explanation be deemed insufficient the Council shall enquire further into the matter and if satisfied that a breach has been committed it shall notify the offending Office Bearer to the effect and require compliance with the Constitution and Bye-Laws, and these Regulations. Should any Office Bearer disregard such instructions the Council may forthwith remove from office such Office Bearer and appoint another Office Bearer to carry out the duties for the unexpired term of office.

11. Council Meetings

11.1 The Council shall meet as often as the business of the Division may require but not less than four times in each calendar year.

11.2 The quorum for meetings of the Council shall not be less than half of the subsisting total number of Council Members but in no circumstances be less than five (5) members including either the Chairperson or Vice-Chairperson.

11.3 Meetings shall be chaired by the Chairperson or in his or her absence the Vice-Chairperson.

- 11.4 Matters arising at meetings of the Council shall be decided by simple majority, the Chairperson presiding at the meeting shall have a second or casting vote in the case of any equality of votes.
- 11.5 Any Corporate Member of the Council who is unable to attend a meeting of the Council may nominate in writing a Corporate Member of the Division, and any Associate Member of the Council who is unable to attend a meeting of the Council may nominate in writing an Associate Member of the Division, to represent him/her at such meeting and such representative shall have the same right and powers at such meeting as that member he/she is representing.
- 11.6 The Council shall have the authority to invite any person to attend the Council Meeting to report the progress of special interest groups but he/she has no right to vote in the Council Meeting.
- 11.7 Co-opted Members of the Council shall have no right to vote in the Council Meeting.
- 11.8 The Chairperson shall take the chair at meeting of the Council, the Vice-Chairperson doing so in his/her absence. In the absence of both the Chairperson and Vice-Chairperson, the members present shall propose, second and elect by show of hands one among themselves to take the chair.
- 11.9 Subject to these Regulations, the conduct of business, the method of voting on resolutions, and other matters of procedure at meetings of the Council shall be at the entire discretion of the Council.

12. Extraordinary General Meeting

- 12.1 The Council may convene an Extraordinary General Meeting whenever it thinks fit. The Council shall also upon a requisition in writing signed by 30% or more of the Corporate Members in the Division convene an Extraordinary General Meeting and shall take steps to this end within twenty-one (21) days of the Honorary Secretary receiving the requisition. The requisition shall clearly set out the object of the proposed meeting. If the Council fails to take the necessary action within the prescribed time, the requisitionists or any 30% of the Corporate Members in the

Division may themselves convene a meeting and for this purpose shall have access to such records of the Division as will enable them to convene the meeting.

- 12.2 The business of any Extraordinary General Meetings shall be strictly confined to the matters set out in the notice of the meetings.
- 12.3 The Council shall not less than fourteen (14) days before the day on which the Extraordinary General Meeting is to be held, send to members in the Division a notice which shall include:
- (a) the Agenda for the meeting;
 - (b) the place, date and time of the meeting;
 - (c) full detail of any special resolutions; and
 - (d) voting and proxy forms where these are required for the purpose of the meeting.
- 12.4 No business shall be transacted at any Extraordinary General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided at least twelve (12) Corporate Members personally present shall be a quorum. If within half an hour from the time appointed for holding of an Extraordinary General Meeting a quorum is not present at the meeting, it shall stand adjourned to the same day in the next month at the same time and place or at such other place as the Council may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the Corporate Member present shall be a quorum.
- 12.5 At any Extraordinary General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is before or upon the declaration of the result of the show of hands demanded by the Chairperson of the meeting, or by a Corporate Member of the Division present in person or by proxy and representing one-tenth of the total voting rights of all the Corporate Members having the right to vote at the meeting, and unless a poll be so demanded a declaration by the Chairperson of the Meeting that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority and an entry to the effect in the minute book of the Division shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

- 12.6 If a poll be demanded in the manner as aforesaid it shall be taken at such time and place and in such manner as the Chairperson of the Meeting shall direct and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 12.7 In the case of equality of votes, whether on a show of hands or on a poll, the Chairperson of the Meeting shall be entitled to a second or casting vote.
- 12.8 Each Corporate Member of the Division shall have one vote which may be given either personally or by proxy.
- 12.9 The appointment of proxy shall be made in the proxy form as may be prescribed by the Council under the hand of the appointer.
- 12.10 The instrument appointing a proxy shall be deposited with the Honorary Secretary of the Division not less than 48 hours before the time appointed for holding the meeting at which the person named in the instrument proposes to vote for or, in the case of a poll, not less than 24 hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be valid. An instrument of proxy shall not in any event be valid after the expiration of 2 months.

13. Alteration of Regulations

The Regulations of the Division may be altered, revoked, amended or added to only by a resolution passed by a three-fourths majority of the Corporate Members of the Division present or by proxy and voting at a General Meeting of the Division specially called for the purpose. Not less than thirty (30) days notice in writing shall be given to all Corporate Members of the Division specifying the alterations, revocation, amendments or additions proposed.

14. Effective Date

These Regulations shall become effective as from November 2019.