

**Voting Procedure for Election of the District Council Chairman and Vice Chairman
in accordance with Schedule 5 of the District Councils Ordinance (Chapter 547)**

1. The election of Chairman and Vice Chairman is to be conducted by one or more secret ballots held amongst those present and entitled to vote at the election and according to Schedule 5 of the District Councils Ordinance.
2. Nominations must be in writing. A member must be nominated by at least one other member and the nomination must be subscribed by at least 2 other members (not including the member nominating the candidate).
3. Nominations may be given at any time up to the time when the person presiding at the meeting calls for the closing of nominations. The nominated person must indicate his/her consent to the nomination and acceptance, if elected, of the office to which the person is nominated.
4. If the office of Chairman and Vice Chairman are both vacant, the same person can be nominated and consent to nomination for both offices. If the same person is so nominated, the election of the Chairman is to take place first and then the election of the Vice Chairman. If a person nominated for both offices, is elected the Chairman, that person is taken to have withdrawn from the election of Vice Chairman when the result of the first election is declared.
5. Subject to section 6, if only one candidate is nominated for the office of Chairman, the candidate is treated as having been elected Chairman. If only one candidate is nominated for the office of Vice Chairman, the candidate is treated as having been elected Vice Chairman.
6. If the same person is nominated for the office of Chairman and Vice Chairman and no other person is nominated for either of the offices, that person is to be treated as having been elected Chairman.
7. A candidate who receives an absolute majority of votes is elected.
8. If there are 2 or more candidates for the office of Chairman (either initially or after elimination ballots) and each receives an equal number of votes, a further ballot is to be held.

9. If there are 2 or more candidates for the office of Vice Chairman (either initially or after elimination ballots) and each receives an equal number of votes, a further ballot is to be held.
10. If, either in relation to the election of Chairman or to the election of Vice Chairman, a further ballot is held under section 8 or 9 and the candidates for the Chairman or Vice Chairman, as the case may be, receive an equal number of votes, the candidates draw lots to determine which candidate is elected for the office of Chairman or Vice Chairman, as the case may be.
11. If there are 2 or more candidates for the office of Chairman and no candidate receives an absolute majority of votes —
 - (a) the candidate who receives the least number of votes retires following which a further ballot is held for the remaining candidates;
 - (b) if 2 or more candidates receive an equal number of votes and that number is the least number of votes for a candidate, a separate ballot is held for those candidates, and the candidate who receives the least number of votes retires following which a further ballot is held for the remaining candidates.
12. If there are 2 or more candidates for the office of Vice Chairman and no candidate receives an absolute majority of votes —
 - (a) the candidate who receives the least number of votes retires following which a further ballot is held for the remaining candidates;
 - (b) if 2 or more candidates receive an equal number of votes and that number is the least number of votes for a candidate, a separate ballot is held for those candidates, and the candidate who receives the least number of votes retires following which a further ballot is held for the remaining candidates.
13. If a separate ballot is held under section 11(b) or 12(b), and in either case the same candidates receive an equal number of votes, the candidates for the relevant office draw lots to determine who retires following which a further ballot is held for the remaining candidates.
14. In this Annex, “an absolute majority of votes” means that the candidate receives more than half of the valid votes cast excluding abstentions.

Procedure for the Election of District Council Chairman and Vice Chairman

Preamble

1. Sections 62 and 64(2) of the District Councils Ordinance provide for the election of a Chairman and a Vice Chairman of a District Council.
2. The voting and other administrative arrangements for the election of a Chairman and a Vice Chairman of a District Council are set out as follows.

General

3. After each ordinary election, the District Officer must decide the date, time and place of the first meeting of the Council and distribute nomination forms (Sample at Annex A) to the members and invite nominations for the election of a Chairman and a Vice Chairman of that Council.

Annex A

Nomination and Withdrawal

4. All members of the Council can nominate among themselves candidates for election as Chairman or Vice Chairman of the Council.
5. Nominations must be in writing. A member must be nominated by at least one other member and the nomination must be subscribed by at least 2 other members (not including the member nominating the candidate). Each member can nominate or subscribe only one candidate for election as Chairman; and the same member can also nominate or subscribe only one candidate for election as Vice Chairman. No member can nominate or subscribe himself or herself.
6. The person presiding at the meeting will give advance notice that nominations will close one hour before the meeting commences. The original nomination form must be given in person by the member to the District Officer or the designated staff at the relevant District Office up to the close of nominations. If the meeting is to elect both the Chairman and the Vice Chairman, the election of the Chairman will take place first and then the election of the Vice Chairman. The person nominated for Chairman or Vice Chairman must indicate his or her consent to the nomination and acceptance, if elected, of the office to which he or she is nominated.

7. A candidate may only withdraw his/her candidature before the close of nominations. Only in this situation may such candidate's proposer and subscribers propose or subscribe another candidate for the same office.

Conduct of Election

8. The District Officer must preside at the first meeting of a District Council held after each ordinary election until the Chairman and Vice Chairman are elected. If the offices of Chairman and Vice Chairman both become vacant, the District Officer must preside at the meeting held for the purpose of electing the Chairman and Vice Chairman, until the Chairman and Vice Chairman are elected. If the office of the Chairman becomes vacant, and the Vice Chairman is nominated for the office of Chairman, the District Officer must preside at the meeting held for the purpose of electing the Chairman.
9. At the election meeting of the Council, the person presiding at the meeting shall distribute a ballot paper to each member of the Council at the meeting showing the names of all validly nominated candidates in the order of their Hong Kong Identity Card Number. A sample of a ballot paper is at Annex B.

Annex B

App I

10. The elections of Chairman and Vice Chairman shall be conducted according to Schedule 5 of the District Councils Ordinance (Annex I) by one or more secret ballots held amongst those present and entitled to vote at the elections.
11. A member may vote if he or she is present before the ballot is closed. The person presiding at the meeting shall declare a ballot as being closed at the expiry of the specified voting time or after the last member has voted, whichever happens first. Members arriving after such a declaration has been made cannot vote for that round of ballot. If there is a further ballot, they can then vote.
12. Immediately after the casting of all votes at each ballot, the person presiding at the meeting shall count the valid votes cast for each candidate in the presence of all members at the meeting, who shall have the right to inspect the votes cast if they wish.
13. The person presiding at the meeting shall declare the candidate who gains the absolute majority or who wins in the drawing of lots to be elected as Chairman or Vice Chairman of the Council, as the case may be.
14. In case the validity of any ballot paper cast is disputed, the person presiding at the meeting shall decide whether a fresh ballot should be held. The decision of the person presiding at the meeting on the validity of the votes cast is final.

Sample

NOMINATION FORM

ELECTION OF CHAIRMAN/VICE CHAIRMAN* FOR THE
_____ DISTRICT COUNCIL

DATE OF ELECTION _____

NAME OF CANDIDATE (IN BLOCK LETTERS)

	Name in English and Chinese	Signature
Proposer		
Subscriber		
Subscriber		

Date : _____

I _____ (Name in block letters), (Hong Kong
Identity Card No. _____), accept the above nomination and
the above office if elected.

Signature

Date : _____

* Delete as appropriate

Sample

BALLOT PAPER

ELECTION OF CHAIRMAN/VICE CHAIRMAN* FOR THE
_____ DISTRICT COUNCIL

DATE OF ELECTION _____

No.	Name of Candidate	Please affix the specified chop“✓” against the name of candidate of your choice in the space on the right hand side (Vote for one candidate only)
1		
2		
3		
4		

* Delete as appropriate

[Note: At the back of each ballot paper, there is a chop of the relevant District Office to certify that it is the original true copy.]

NOMINATION FORM

ELECTION OF CHAIRMAN FOR THE WONG TAI SIN DISTRICT COUNCIL

DATE OF ELECTION 7 JANUARY 2020

NAME OF CANDIDATE (IN BLOCK LETTERS)

	Name in English and Chinese	Signature
Proposer		
Subscriber		
Subscriber		

Date : _____

I _____(Name in block letters), (Hong Kong
Identity Card No. _____), accept the above nomination and
the above office if elected.

Signature

Date : _____

NOMINATION FORM

ELECTION OF VICE CHAIRMAN FOR

THE WONG TAI SIN DISTRICT COUNCIL

DATE OF ELECTION 7 JANUARY 2020

NAME OF CANDIDATE (IN BLOCK LETTERS)

	Name in English and Chinese	Signature
Proposer		
Subscriber		
Subscriber		

Date : _____

I _____(Name in block letters), (Hong Kong
Identity Card No. _____), accept the above nomination and
the above office if elected.

Signature

Date : _____

REPLY SLIP

(Please reply by 3 January 2020)

To: Wong Tai Sin District Council Secretariat

(Fax: 2320 2944)/

(Email: wtsdcadm@wtsdc.had.gov.hk)

I acknowledge receipt of the letter dated 31 December 2019 from District Officer (Wong Tai Sin) to members-elect of the Wong Tai Sin District Council.

Signature : _____

Name of member : _____

Telephone no. : _____

Date : _____