

**LOCAL VESSELS ADVISORY COMMITTEE**  
**SUB-COMMITTEE ON CLASS IV VESSELS**  
**STANDING ORDERS**

**1. LANGUAGE**

The records of the proceedings of the Sub-Committee, including all papers relating to those proceedings, shall be in both English and Chinese languages.

**2. MEETING OF THE SUB-COMMITTEE**

- I. The Sub-Committee shall hold the meeting whenever any matter may be referred by the Chairman of the Local Vessels Advisory Committee (LVAC).
- II. The Chairman may at any time summon an extraordinary or emergency meeting of the Sub-Committee.
- III. If a quorum is not present within twenty minutes after the time appointed for the meeting, the Chairman or a member acting on his behalf, shall adjourn the meeting until any day requested by two members present, providing that such day be not less than ten days from the date of the adjourned meeting.

**3. COMPOSITION OF THE SUB-COMMITTEE AND QUORUM**

- I. The Sub-Committee shall consist of –
  - (a) General Manager (Operations) or a member acting on his behalf shall be the Chairman.
  - (b) Three official members who shall be:
    - (i) Senior Marine Officer (Licensing & Port Formalities), Marine Department, or his representative
    - (ii) Senior Surveyor (Local Vessel Safety), Marine Department or Senior Marine Officer (Harbour Patrol Section), Marine Department, or their representatives
    - (iii) Senior Leisure Manager (Water Sports & Golf Facilities), Leisure & Cultural Services Department, or his representative
  - (c) Nine non-official members representing the following organizations relating to Class IV vessels:
    - (i) Associations involving various types of water sports activities

- (ii) Yachting and boating clubs
  - (iii) Pleasure boating operations
  - (iv) Marina
  - (v) Operators engaging in chartering Class IV vessels
- II. Six members of the Sub-Committee shall form a quorum at any meeting of the Sub-Committee.
- III. A Sub-Committee may co-opt members into the Sub-Committee, and shall at all times furnish the Chairman of the LVAC with full particulars of all persons co-opted.
- IV. The Chairman of the Sub-Committee shall preside at all meetings of the Sub-Committee but, if the Chairman is absent from any meeting or any part thereof, he may nominate a member to preside in his absence as Chairman at the meeting or part thereof.
- V. The Chairman of the Sub-Committee shall appoint an officer of the Marine Department to be the Secretary of the Sub-Committee.

#### **4. NOTICE AND PLACE OF MEETING**

- I. Notice and agenda of a meeting shall be given by the Secretary to each member of the Sub-Committee at least seven clear days before the day of a meeting, or in the case of an extraordinary or emergency meeting as long as practicable shall be given.
- II. All Sub-Committee meetings shall be held in Marine Headquarters or elsewhere as current circumstances may dictate.

#### **5. CONDUCT OF BUSINESS**

- I. The order of business at every meeting of the Sub-Committee shall be –
- (a) To approve as a correct record the minutes of the last meeting of the Sub-Committee.
  - (b) To raise any matters arising from the minutes of the last meeting of the Sub-Committee.
  - (c) To receive such communications as the Chairman may desire to lay before the Sub-Committee.
  - (d) To consider items on the agenda in the order in which they have been given.
  - (e) To consider any other business, if any, and to set a date for the next meeting.
- II. Any item which a member would like to be included on an agenda shall

be submitted, together with sufficient explanatory material to enable the preparation of a Sub-Committee Paper, at least fourteen clear days before the next meeting of the Sub-Committee, at the office of the Secretary, who will then be responsible for their circulation to members prior to the next meeting.

## **6. MINUTES**

- I. The Secretary shall keep minutes of the proceedings of the Sub-Committee and shall, as soon as possible after each meeting, circulate a copy of the draft minutes to each member. Members will be invited to submit amendments to the draft minutes in writing to the Secretary.
- II. The minutes of the proceedings of the Sub-Committee, shall record the names of the members attending and the conclusions reached by the Sub-Committee.
- III. The text of addresses made by members shall not form part of the minutes but dissenting opinions shall be attached to the official records if the member himself supplies to the Secretary an accurate transcription.
- IV. At the next ensuing meeting of the Sub-Committee the Chairman shall obtain the confirmation of the Sub-Committee that the minutes are a true record.
- V. No discussion shall take place upon the minutes, except upon their accuracy.
- VI. The Secretary shall furnish to the Chairman of the LVAC a record in writing of every meeting of the Sub-Committee.

## **7. VOTING**

- I. All questions coming or arising before a meeting of the Sub-Committee shall be decided by a majority of the members of the Sub-Committee present and voting thereon.
- II. At any meeting of the Sub-Committee the Chairman or any member presiding in his absence shall have an original vote and in the case of an equality of votes he shall also have a casting vote.
- III. Every question shall be determined by a show of hands, and at the request of any member the way in which he gave his vote, or the fact that he abstained from voting, shall be recorded in the minutes.
- IV. The Chairman of the LVAC shall have the right to attend and vote as a member at any meeting of any Sub-Committee appointed by the LVAC, whether or not he is specifically appointed as a member of that Sub-Committee.

## **8. DECLARATION OF INTERESTS**

- I. If a member (including the Chairman) has any direct personal or pecuniary interest in any matter under consideration by the Sub-Committee, he must, as soon as practicable after has become aware of it, disclose to the Chairman (or the Sub-Committee) prior to the discussion of the item.
- II. The Chairman (or the Sub-Committee) shall decide whether the member disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting.
- III. If the Chairman declares an interest in a matter under consideration, the chairmanship may be temporarily taken over by a delegated member.
- IV. When a known direct pecuniary interest exists, the Secretary may withhold circulation of relevant papers to the member concerned. Where a member is in receipt of a paper for discussion which he knows presents a direct conflict of interest, he should immediately inform the Secretary and return the paper.
- V. All cases of declaration of interests shall be recorded in the minutes of the meeting.

## **9. STANDING ORDERS**

- I. These standing orders may be amended, as the Chairman sees fit, subject to the approval of the Chairman of the LVAC.
- II. A copy of the standing orders shall be given to a newly appointed member of the Sub-Committee by the Secretary.

## **10. OFFICE OF SECRETARY**

Executive Officer/Planning & Services and Port Control (2), Marine Department,  
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