

PILOTAGE ADVISORY COMMITTEE

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STANDING ORDERS **of the** **PILOTAGE ADVISORY COMMITTEE**

Under section 4(11) of the Pilotage Ordinance (Cap.84) as at 1971, the Pilotage Authority may make rules regulating the procedure at Committee meetings.

2. Attached is a copy of the revised draft Standing Orders for the Pilotage Advisory Committee and members will be asked for their comments on this revised draft Orders at the next meeting, in July 1972.

Marine Department,
Hong Kong

3rd July, 1972

PILOTAGE ADVISORY COMMITTEE
STANDING ORDERS

1. LANGUAGE

The proceedings of the Committee, including all papers relating to these proceedings, shall be in the English language.

2. MEETING OF THE COMMITTEE

- (I) The committee shall hold regular meetings at such intervals as its members consider appropriate and may adjourn from time to time.
- (II) The Chairman may at any time, and shall, on a requisition signed by three Members of the Committee and within an appropriate length of time after receiving such requisition, summon an extraordinary or emergency meeting of the Committee.
- (III) If a quorum be 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 the next ordinary day of meeting or to any day requested by three Members present, providing that such day be not less than ten days from the date of the adjourned meeting.

3. COMPOSITION OF THE COMMITTEE AND QUORUM

- (I) The Committee shall consist of -
 - (a) The Authority who shall be Chairman of the Committee;
 - (b) two representatives of the shipping industry in Hong Kong who shall be nominated by the Hong Kong General Chamber of Commerce;
 - (c) one representative of the dockyard industry in Hong Kong who shall be nominated by the Employers' Federation of Hong Kong;
 - (d) one officer of the Royal Navy who shall be nominated by the Commodore-in-Charge in Hong Kong;

- (e) one Master Mariner who is a British subject holding a Commonwealth certificate of competency as master (foreign-going) and has had at least two years experience in command of ships on long international voyages, who shall be nominated by the Authority;
 - (f) one Master Mariner who is a British subject holding a Commonwealth certificate of competency as master (foreign-going) and has had experience of berthing and unberthing ships at wharves and piers in Hong Kong, who shall be nominated by the Authority;
 - (g) two licensed pilots, who shall be nominated by the Authority; and
 - (h) two officers of the Marine Department who shall be nominated by the Authority.
- (II) The Members of the Committee, other than those members who are public officers, shall be appointed for a period of two years and shall be eligible for re-appointment.
- (III) Five Members of the Committee shall form a quorum at any meeting of the Committee.
- (IV) The Chairman of the Committee shall preside at all meetings of the Committee: Provided that if the Chairman is absent from any such meeting or any part thereof, he may nominate a member to preside in his place as Chairman at the meeting or part thereof.
- (V) The Chairman of the Committee or any Member presiding in his place in his absence shall have a vote on all matters raised before the Committee; and in the case of an equality of votes he shall have a casting vote.
- (VI) The Director shall appoint an officer of the Marine Department to act as Secretary of the Committee.
- (VII) The Secretary of the Committee shall furnish to the Authority a record in writing of every meeting of the Committee.
- (VIII) Subject to the provisions of the Ordinance, the Authority may, from time to time, make rules or the purpose of regulating the meetings and procedure of the 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 Committee at least three clear days before the day of a regular meeting, or in the case of an extraordinary or emergency meeting as long a notice as possible shall be given.
- (II) All Committee meetings shall be held in the Marine Department Headquarters or elsewhere as current circumstances may dictate.

5. CONDUCT OF BUSINESS

- (I) The order of business at every meeting of the Committee shall be -
 - (a) To approve as a correct record the minutes of the last meeting of the Committee.
 - (b) To raise any matters arising from the minutes of the last meeting of the Committee.
 - (c) To receive such communications as the Chairman may desire to lay before the 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) Every notice of motion or item to be included on an agenda shall be in writing, signed by the Members of the Committee giving the notice or requesting inclusion of the item, and delivered, at least ten clear days before the next meeting of the 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 Committee, and of any sub-committees and shall, as soon as possible after each meeting, send a copy of the draft minutes thereof to each Member.

- (II) The minutes of the proceedings of the Committee shall record the names of the Members attending and all decisions of the Committee.
- (III) The text of addresses made by Members shall not form part of the minutes but any such text shall be attached to the official records if the Member himself supplies to the Secretary an accurate transcription. Nothing in this order shall entitle the Secretary to attach to the records any sentences not actually delivered or which the Chairman has ruled to be out of order.
- (IV) At the next ensuing meeting of the Committee the Chairman shall obtain confirmation of the Committee that the minutes are a true record and shall sign the minutes accordingly. Any minutes purporting to be so signed shall be received in evidence without further proof.
- (V) No motion or discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion.
- (VI) Until the contrary is proved, a meeting of the Committee or of a Sub-Committee thereof, in respect of the proceedings whereof a minute has been so signed shall be deemed to have been duly convened and held, and all the Members present at the meeting shall be deemed to have been duly qualified, and where the proceedings are proceedings of a Sub-Committee, the Sub-Committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minutes.

7. VOTING

- (I) All questions coming or arising before a meeting of the Committee shall be decided by a majority of the Members of the Committee present and voting thereon.
- (II) At any meeting of the Committee or Sub-Committee, the Chairman shall have an original vote and also, if the votes be equal, 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.

8. SUB-COMMITTEES

- (I) The Committee may appoint Sub-Committees which may include persons who are not Members of the Committee, and may by appointment or removal change the personnel of any such Sub-Committee: Provided that at least half of the Members of every such Sub-Committee shall be Members of the Committee. The Chairman of this Sub-Committee will be duly appointed by members of the Sub-Committee itself.
- (II) Any matter may be referred by the Chairman, or upon a motion duly passed, by the Committee to a Sub-Committee.
- (III) The Chairman of the Committee shall have the right to attend and vote as a Member at any meeting of any Sub-Committee appointed by the Committee, whether or not he be specifically appointed a Member of that Sub-Committee.
- (IV) The Chairman of a Sub-Committee or the Chairman of the Committee may summon a meeting of the Sub-Committee at any time. A special meeting shall be summoned on the requisition in writing of a quarter of the Members of the Sub-Committee.
- (V) Except where ordered by the Committee, business shall not be transacted at a meeting of any Sub-Committee unless at least one quarter of the number of the Sub-Committee be present, and provided that the quorum of a Sub-Committee shall not be less than two Members.
- (VI) A Sub-Committee may, without prejudice to paragraph (1) of this standing order, co-opt members onto the Sub-Committee, and shall at all times furnish the Chairman of the Committee with full particulars of all persons co-opted.
- (VII) Upon the conclusion of its deliberations a Sub-Committee shall prepare a factual report covering all aspects of its work, including a record of any voting, for the consideration of the Committee. The Report, as with all other material, should be forwarded to the Chairman and Secretary of the Committee for their information and inclusion on the agenda of the next meeting of the Committee.

9. STANDING ORDERS – AMENDMENT AND CIRCULATION

- (I) These standing orders may be amended or added to at any meeting of the Committee, as the Committee sees fit, subject to the approval of the Authority.
- (II) Any of the preceding standing orders may on a motion duly passed be suspended so far as is necessary to transact any business at the meeting where their suspension is moved.
- (III) A copy of these standing orders shall be given to each Member of the Committee and of each Sub-Committee by the Secretary.