



HONG KONG, CHINA TENNIS ASSOCIATION

RULES AND PROCEDURES FOR CONVENING COUNCIL MEETINGS

(approved by HKCTA Council on May 24 2025)

1. Frequency of Meetings

- The Council shall meet at least four times a year.
- Additional meetings may be convened as necessary by the President or upon the request of at least one-third of the Council Members.

2. Minimum Notification Period for Convening Meetings

- Notice of Council meetings must be given at least seven (7) days in advance.
- In case of urgent matters, a shorter notice period may be permitted with the approval of the President.

3. Minimum Delivery Period of Meeting Agenda and Discussion Papers

- The agenda and discussion papers must be circulated to all Council Members at least five (7) days before the scheduled meeting.

4. Meeting Details

- Meeting details, including time, date, and venue, must be clearly stated in the meeting notice.
- Meetings shall be held at the HKCTA office or an alternative suitable location approved by the Council.
- Virtual meetings may be permitted using appropriate communication platforms that allow all participants to hear and interact with each other.

5. Quorum and Minimum Attendance Requirement

- The quorum for Council meetings shall be determined in accordance with Article 49 of the HKCTA Articles of Association, which states that six members shall form a quorum unless otherwise provided.
- In accordance with Article 60 of the HKCTA Articles of Association, should a Councillor miss four consecutive meetings of the Council without tendering any reasonable excuse to the satisfaction of the Council, they shall be deemed to have retired as a Councillor and shall not be eligible to stand for the next election.

6. Deadline for Confirming Attendance

- Council Members must confirm their attendance at least three (3) days before the scheduled meeting.

7. Deadline for Proposing Discussion Topics or Issues

- Council Members must submit proposed discussion topics or issues to the Hon. Secretary at least ten (10) days before the meeting.
- Late submissions may only be included at the discretion of the President.

8. Rules of Proceedings of the Meeting

- The Council shall keep proper minutes of their proceedings, as stipulated in Article 50 of the HKCTA Articles of Association.
- Any Councillor or member of any Committee may participate in a meeting by means of a conference telephone or similar communication equipment, per Article 51 of the HKCTA Articles of Association.
- The Chairperson of the meeting shall ensure that discussions remain relevant and that all members have an opportunity to express their views.

9. Resolution Mechanism

- Resolutions shall be passed by a simple majority of votes of the Councillors present unless otherwise required by the Articles of Association.
- A resolution in writing signed by all the Councillors, except those absent from Hong Kong or temporarily unable to act through ill health or disability, shall be valid as if it had been passed at a duly convened meeting, as per Article 52 of the HKCTA Articles of Association.
- The Council may continue to act notwithstanding any vacancy in its body, in accordance with Article 53 of the HKCTA Articles of Association.

10. Minutes and Documentation

- The minutes of each meeting must be recorded, signed, and kept as official records.
- Copies of the minutes must be circulated to all Council Members within fourteen (14) days after the meeting.
- The minutes must also be filed and made available for review by authorized personnel.

11. Review and Amendments

- This document is subject to periodic review by the Council and may be modified accordingly from time to time.