

**HONG KONG, CHINA TENNIS ASSOCIATION
PROCEDURE FOR ELECTION
(approved by HKCTA Council on May 24 2025)**

1. Officers Selected by Election

The following Officers of the Association and Members of the Council shall be elected once every two years at an Annual General Meeting (AGM) and shall hold office for two year terms and be eligible for re-election, subject to the provisions in Article 42.

for the period with effect from the close of the Annual General Meeting in 2025 until the close of the Annual General Meeting in 2026:

(a) Officers of Association

- (i) President
- (ii) Honorary Secretary
- (iii) Honorary Treasurer
- (iv) Immediate Past President (if any)
- (v) Three Vice-Presidents (who are elected among the Members of the Council).

(b) Members of Council

- (i) Up to 12 directly elected Council Members
- (ii) 1 Council Member nominated by Hong Kong Tennis Foundation Limited
- (iii) Up to 2 Council Members elected amongst those people having direct financial interest in the game as set out in Article 46(b) of HKCTA Articles of Association;

[this section is intentionally left blank – TBD]

2. Nomination Procedures

- (a) For a candidate to be entitled to be nominated in an Annual General Meeting for election to be an Officer of the Association or Member of the Council, the following requirements must be met, subject to the provisions in section 2(d-g):
 - (i) The candidate must be proposed via written proposal from a Member Club;
 - (ii) The candidate must give consent to accept the nomination;
- (b) The written proposal must be received by the Honorary Secretary not less than thirty (30) days before the date of the AGM.
- (c) Member clubs may make more than one nomination with no limit.
- (d) A candidate may be nominated for more than one post but no candidate shall be elected for more than one post within the same term. Hence if a candidate is nominated for the posts of President and Honorary Secretary and he is elected as President, his nominations for the remaining position shall be deemed to be withdrawn automatically.
- (e) For candidates for the Presidency, the following provisions shall apply:
 - (i) The candidate must have served at least two consecutive years on the Council;
 - (ii) Any Councillor wishing to be a candidate for Presidency must resign from the post of Councillor first;

The President shall be eligible for re-election. [this section is intentionally left blank – TBD]

- (iii) no eligible person is nominated for the Presidency, the incumbent President shall remain eligible for re-election and may continue to serve as President until a new President is elected.
- (f) The number of Vice-Presidents shall be three (3). They shall be elected by the Councillors every year at the first Council meeting after the AGM from amongst the Council Members. They shall serve office for one year but be eligible for re-election provided, however that, no individual may serve as Vice President for more than 8 years regardless of whether those years are consecutive.
- (g) Any Councillor wishing to be a candidate for the post of Honorary Secretary or Honorary Treasurer must resign from his post of Councillor first.
- (h) The Council member nominated by the Hong Kong Tennis Foundation shall be appointed by the Board of Directors or other governing body of Hong Kong Tennis Foundation Limited.

3. Issuance of AGM Notice

The Association shall issue a notice to persons who are entitled to receive such notice under Article 23 concerning the names of the candidates for election no less than forty-five (45) days before the date of the AGM.

4. Voting Rights

- (a) Each Member Club shall be entitled to send two representatives nominated in writing by the Member Club to attend the Annual General Meeting.
- (b) The duly authorised representative(s) of each Member Club present shall have one vote each in elections.
- (c) Each Member Club shall submit the names of its representatives to the Association no later than 12:00 noon on the day of the AGM, or in the case of any adjournment thereof, not less than 48 hours (exclusive of any part of a day that is a public holiday) before the time for the holding of such adjourned meeting.
- (d) Member Clubs which have not paid its annual subscription shall not be allowed to have any representatives at the AGM and hold no voting rights in elections.
- (e) The officers of the Association, being the President, the Immediate Past President, the three Vice Presidents, the Honorary Secretary and the Honorary Treasurer of the Council shall be entitled to vote with one vote each.
- (f) No objection may be raised to the qualification of any person voting at a General Meeting except at the General Meeting or adjourned General Meeting at which the vote objected to is tendered. Any such objection must be referred to the Chairman of the General Meeting whose decision is final.

5. Appointment of Proxy

- (a) If an Officer of the Association (being the President, the immediate Past President, three Vice Presidents, the Honorary Secretary and the Honorary Treasurer of the Council) is unable to attend the AGM or other general meeting in person, he may appoint another person to serve as a proxy by sending a proxy notice form in writing to the Association.
- (b) The proxy notice form should state clearly the name and HKID card number of that Member appointing the proxy. It should also identify the person appointed to be the proxy, their HKID card number and the meeting for which that person is appointed. The proxy notice must be dated and signed on behalf of the Member and must be received by the Association by 12 Noon on the day of the meeting.

6. Voting Procedures

- (a) A quorum of 10 representatives from Members clubs be personally present.
- (b) Before an election, voters are required to present their Hong Kong Identity Cards or passports at the registration counter for registration and appropriate identification.
- (c) Election of Officers and Council Members shall be decided on a show of hands during the AGM except in cases where the number of nominations exceeds the number of vacancies, where a poll can be demanded in advance or at the AGM by at least 5 Member Clubs, Member clubs representing in aggregate at least 5 per cent. of the total voting rights at the AGM, or the Chairman of the meeting.¹
- (d) Voting forms will not be required if the number of nominations does not exceed the number of vacancies (show of hands to confirm).
- (e) In the case where a voting form is used, each Member Club representative shall be given one set of voting forms.
- (f) Each voting form will list out the names of the candidates running for a particular post and will specify the number of vacancies available for that post. Voters may indicate support for candidates by putting a tick in a box next to their names.
- (g) For posts with a single vacancy, voters may indicate support for one candidate only.
- (h) For posts with multiple vacancies, voters may indicate support for several candidates, the total number of which must not exceed the number of vacancies available for the post, failing which will render the voting form invalid.
- (i) Member Club representatives shall complete and return the voting forms, which shall be collected in a ballot box and counted by representatives from the Association's auditing firm in a timely and open manner.
- (j) In the case of an equality of votes, the Chairman of the meeting shall be entitled to a second or casting vote.
- (k) Votes are kept safely for two years for subsequent verification.

7. Calculation of Votes

- (a) Only valid votes cast shall count towards the calculation of votes. Non-votes (voting forms not placed into the ballot box) and spoiled votes shall not count towards the calculation of votes. Blank votes are considered as valid votes.
- (b) After all votes have been counted, the Chairman of the AGM or delegate shall declare the results promptly following the vote count.
- (c) For posts with only one seat (i.e. President, Honorary Secretary General and Honorary Treasurer), the candidate receiving the largest number of votes is elected.
- (d) For posts with multiple seats (i.e. Council Members Category I* and Category II*), the candidates will be elected in descending order of the number of votes they receive in accordance with the number of available seats.
- (e) In the case of an equality of votes, the Chairman of the AGM shall be entitled to a second, or casting vote.
- (f) The counting of votes shall be conducted in an open manner and immediately after the balloting deadline. If immediate counting is not practicable, all ballots shall be properly sealed to prevent tampering and stored securely until counting can be conducted.
- (g) All ballots must be cast before the official casting deadline. No further ballots may

¹ In accordance with Article 36.

be submitted once the deadline has passed. All cast ballots shall be securely stored in a double-locked ballot box. The keys to the ballot box shall be held separately by the scrutineer and a staff member appointed by the Association to prevent unauthorized access. The secured ballots shall remain safeguarded for a reasonable period after the election to allow for any necessary verification or review.

(h) A scrutineer shall be appointed to oversee the entire election process, ensuring its fairness and transparency. (b) The responsibilities of the scrutineer include, but are not limited to:

- (i) Supervising the counting of votes.
 - (ii) Handling and verifying invalid ballots.
 - (iii) Announcing the election results in coordination with the Association.
 - (iv) Documenting any irregularities or violations observed during the election process.
- (c) An independent individual may be appointed as a scrutineer to enhance impartiality and credibility.

8. Casual Vacancy

If a casual vacancy arises during the term of an office, the Council may appoint by way of co-option any individual who is eligible for election as Officer or Council Member to fill the casual vacancy. The Officer or Council Member so appointed must retire from office at the next AGM following the appointment, at which an election for that office shall take place. In order to preserve the two-year election cycle, an Officer thus elected shall hold office until the AGM at which that office would next come up for election and, if eligible, may stand for re-election.

9. Key Dates

Date	Details
45 clear days or more before the AGM	Notice of AGM sent out to all Member Club
30 clear days before the AGM	Deadline for written nominations to be submitted by Member Club to Honorary Secretary
21 clear days before the AGM	Issuance of notice of candidates for election
Date of the AGM	By 12:00 Noon: Deadline for nomination of voting representatives by Member Clubs & submission of proxy voting forms by Officers of Association
	Election at general meeting

This document will be periodically reviewed by the Council and may be subject to modification from time to time.