立法會
Legislative Council

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發文者：財務委員會秘書

受文者：財務委員會委員

財務委員會及其轄下小組委員會會議程序的修訂

財務委員會已於2018年3月1日的特別會議上，通過廖長江議員就修訂《財務委員會會議程序》、《人事編制小組委員會會議程序》及《工務小組委員會會議程序》動議的兩項議案。謹附上該等會議程序的更換頁(《財務委員會會議程序》第37A及39段；《人事編制小組委員會會議程序》第31A及32段；以及《工務小組委員會會議程序》第32A及33段)，供委員存照。

財務委員會秘書

(薛鳳鳴)

連附件

香港特別行政區
立法會

財務委員會
會議程序

FINANCE COMMITTEE PROCEDURE

THE LEGISLATIVE COUNCIL
OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

由香港特別行政區立法會財務委員會於1998年7月10日通過
Passed by the Finance Committee of the Legislative Council of the Hong Kong Special Administrative Region on 10 July 1998

至2018年3月2日的修訂本
Amended to 2 March 2018

財務委員會會議程序

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29. Where the Administration is seeking approval of the Committee under paragraph 5 of the Resolution of the Legislative Council passed on 14 March 1990 on Capital Investment Fund, the Committee may specify terms and conditions in relation to such approval.

Practice and Procedure of the Committee

30. Subject to the Rules of Procedure of the Legislative Council, the Committee shall determine its own practice and procedure [Rule 71(13)].

Order in Committee

31. The Chairman is responsible for the observance of the rules of order in the Committee. His decision on a point of order shall be final [Rule 44].

32. The Chairman, after having called the attention of the Committee to the conduct of a member who persists in irrelevance or tedious repetition of his own or other members' arguments in the discussion, may direct him to discontinue his speech [Rule 45(1)].

33. A member may not interrupt another member except -

(a) on a point of order which he wishes to bring to notice for the Chairman's decision; or

(b) to seek elucidation on some matters raised by that member in the course of discussion, if the member speaking is willing to give way and the Chairman agrees [Rule 39].

Language

34. A member may address the Committee orally in either Putonghua, Cantonese or English. Replies by the public officers and other persons attending may likewise be in either Putonghua, Cantonese or English. All Committee papers are in both Chinese and English.

Manner at Meetings

35. Members should remain seated at meetings and need not rise in order to speak. There is no need to stand when the Chairman enters or leaves.

36. Members should raise their hands or press the "Request to speak" button (where one is installed at their seats) to indicate their intention to speak.

議案

37. 除根據委員會不時作出的決定外，議事規則第29至35條經適應化後，應用於委員會處理議案的會議程序。

37A. 在審議某議程項目期間，委員可在有關該議程項目的待決議題付諸表決前，無須經預告而動議一項議案，就該議程項目表達意見；惟該議案須獲主席認為與該議程項目直接相關，並獲過半數委員同意應立即予以處理。無須就委員是否同意應立即予以處理進行辯論。每名委員可建議不超過一項此種議案，此種議案亦不可予以修訂，任何擬提出的議案須在主席指明的時間前以書面形式提交。

(FCR(2007-08)33; FC168/17-18)

發言規則

38. 議事規則第36至42條有關發言的規則適用於委員會的會議程序，惟主席另有命令者除外[議事規則第43條]。

39. 在委員會會議上，委員就一項建議發言時，可無須經預告而動議一項中止某項議程文件的討論的議案，屆時主席須提出該中止待續議案的待議議題[議事規則第40條]。委員就該議題發言時，其發言不得多於一次[議事規則第38條]，發言的時間亦不得超過3分鐘或主席所決定的任何時限。倘若沒有或再無委員示意就該議題發言，主席須隨即向委員會提出該議案的待決議題，付諸表決。有關議題經提出後，委員不得就該議題發言[議事規則第33條]。

(FCR(2007-08)33; FC168/17-18)

金錢利益的披露

40. 議事規則第83A條及第84條將適用於委員會的會議程序。

41. 有關金錢利益的一般規則對某些情況並不適用，例如在文件內提出的建議是關於更改委員因擔任立法會議員而獲發的薪酬及津貼，有關規則即不適用。在這種情況下，委員無需申報個人利益。主席會宣布所有委員在有關議題上有相同的金錢利益，而秘書會把有關宣布記錄在案。委員可繼而發言及表決。

Motions

37. Subject to the decisions of the Committee made from time to time, Rules 29 to 35 of the Rules of Procedure shall apply, with necessary modifications, to the proceedings of the Committee in dealing with motions.

37A. During the deliberation of an agenda item, prior to the question on it being put to vote, a member may move a motion without notice to express a view or views on the agenda item if the motion is considered by the Chairman as directly related to the agenda item and if agreed by a majority of members that it should be proceeded forthwith. No debate shall take place to ascertain if members will so agree. Each member may propose no more than one such motion, which is not amendable. Any proposed motion has to be in written form and presented by a time specified by the Chairman.

(FCR(2007-08)33; FC168/17-18)

Rules of Speaking

38. The rules of speaking set out in Rules 36 to 42 of the Rules of Procedure shall apply to the proceedings of the Committee unless the Chairman orders otherwise [Rule 43].

39. A member when speaking on a proposal in the Committee may move without notice that discussion on an item be now adjourned. Thereupon the Chairman shall propose the question on the motion to adjourn [Rule 40]. A member, when speaking on the question, may not speak more than once [Rule 38] and shall not make a speech for more than three minutes or any time period as decided by the Chairman. When no or no more member indicates his intention to speak on the question, the Chairman shall forthwith put the question on the motion to the Committee for its decision. No member may speak on the question after it has been put [Rule 33].

(FCR(2007-08)33; FC168/17-18)

Pecuniary Interest to be Disclosed

40. Rule 83A and Rule 84 of the Rules of Procedure shall apply to the proceedings of the Committee.

41. There are situations in which the usual rules regarding pecuniary interests do not apply, such as when an item proposes changes to Members' salaries and allowances as Members of the Council. In these cases, there is no need for members to declare their individual interests. The Chairman shall declare that all members have the same pecuniary interest in the question and the Clerk records the statement. Members may then speak and vote.

問題

42. 主席宣布會議開始後，通常首先會處理上一次會議未完成討論的事項(如有的話)。為方便沒有議程項目文件的公眾人士瞭解有關情況，主席隨後會就每份文件(機密文件除外)作出簡介，並會介紹負責在會上解答有關文件問題的人士。各委員隨後會討論有關文件，或向負責解答問題的人士提出問題。

43. 委員就一項建議所提出的問題，必須與議程文件的內容有直接關係。對於更廣泛的政策問題，委員可在立法會會議提出，或向有關的立法會事務委員會提出，主席在決定有關問題是否合乎規程時，須在適當的情況下參照議事規則第25條有關質詢內容的規則。

44. 各有關決策局及部門代表列席會議，是要解答委員所提出的問題。倘若委員需要有關人員在會議上對其問題作出詳盡或非常專門的口頭答覆，則須預先通知秘書，以便有關人員準備作答。倘若政府當局未能在該次會議中給予圓滿或明確的答覆，有關代表可視乎情況，隨後向委員會發出參考文件，以書面補充有關答覆，或寫信給提出問題的委員，並將信件副本送交其他委員。

表決

45. 委員會對所有事項作出決定時，均須以出席會議而又參與表決的委員贊成及反對者的過半數意見為依歸。主席或任何主持會議的其他委員不得參與表決，但如在其他委員的贊成者及反對者數目相等的情況下，他有權作決定性表決[議事規則第71(5B)條]，但他所作的決定性表決，不得使待決議題獲得過半數贊成票而得以通過。

46. 主席在把議程項目提交會議表決前，須詢問委員是否有進一步提問。主席將待決議題交由委員會表決時，須先請贊成該議題的委員舉手，繼而請反對該議題的委員舉手。主席繼而須根據其判斷，說出其是否認為出席會議而又參與表決的委員的過半數贊成該議題。如無委員質疑主席的判斷，主席須宣布該議題就此決定。如有委員要求進行點名表決，以質疑主席的判斷，則主席會命令委員會進行點名表決。鐘聲響起5分鐘後，委員會便立即進行點名表決。[議事規則第47(1)條]。

(FCR(2005-06)11 ; FCR(2016-17)85)

香港特別行政區
立法會
財務委員會

人事編制小組委員會
會議程序

ESTABLISHMENT SUBCOMMITTEE PROCEDURE

FINANCE COMMITTEE
OF THE LEGISLATIVE COUNCIL
OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

由香港特別行政區立法會財務委員會於1998年7月10日通過
Passed by the Finance Committee of the Legislative Council of the Hong Kong Special Administrative Region on 10 July 1998

至2018年3月2日的修訂本
Amended to 2 March 2018

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Withdrawal of Agenda Items

23. At an ESC meeting, the Financial Secretary or, in his absence, the Secretary for Financial Services and the Treasury, the Permanent Secretary for Financial Services and the Treasury (Treasury) or a Deputy Secretary for Financial Services and the Treasury (Treasury) may withdraw an item -

(a) at any time before it is put to the vote; or

(b) by unanimous consent of the ESC after it has been put to the vote but the result is not yet declared by the Chairman.

(FCR(2003-04)17)

Amendments to the Administration's Proposals

24. Under section 8 of the Public Finance Ordinance, proposals to change the approved Estimates of Expenditure must come from the Financial Secretary, and members cannot amend the Financial Secretary's proposals. The ESC must discuss and vote on any proposal as it stands. If the ESC does not approve the proposal, it would then be for the Financial Secretary to consider whether to make a fresh proposal amended in such a way as may make it acceptable to the ESC.

Practice and Procedure of the Establishment Subcommittee

25. Subject to the Rules of Procedure of the Legislative Council and the procedure endorsed by the FC, the ESC determines its own practice and procedure [Rule 71(13)].

Order in the Establishment Subcommittee

26. The Chairman is responsible for the observance of the rules of order in the ESC and his decision on a point of order shall be final [Rule 44].

27. The Chairman, after having called the attention of the ESC to the conduct of a member who persists in irrelevance or tedious repetition of his own or other members' arguments in the discussion, may direct him to discontinue his speech [Rule 45(1)].

28. A member shall not interrupt another member except -

(a) on a point of order which he wishes to bring to notice for the Chairman's decision; or

(b) 除非要求澄清正在發言的委員在討論中提出的某項事宜，而正在發言的委員願意退讓，且主席又同意該委員插言[議事規則第39條]。

語文

29. 委員可在人事編制小組委員會的會議上以普通話、粵語或英語發言。官員或其他列席會議的人士同樣可以普通話、粵語或英語作答。人事編制小組委員會的所有文件均須以中英文製備。

會議形式

30. 在會議上，委員均應就座，發言時亦無需站立。當主席進場或離場時，委員亦無需起立。

31. 委員應舉手或按動"要求發言"按鈕(倘若其座位已裝設該按鈕)，以示意發言。 *(FCR(2011-12)70)*

議案

31A. 在審議某議程項目期間，委員可在有關該議程項目的待決議題付諸表決前，無須經預告而動議一項議案，就該議程項目表達意見；惟該議案須獲主席認為與該議程項目直接相關，並獲過半數委員同意應立即予以處理。無須就委員是否同意應立即予以處理進行辯論。每名委員可建議不超過一項此種議案，此種議案亦不可予以修訂，任何擬提出的議案須在主席指明的時間前以書面形式提交。

(FCR(2007-08)33; FC168/17-18)

押後議事程序

32. 委員在小組委員會就一項建議發言時，可無須經預告而動議一項中止某項議程文件的討論的議案。屆時主席須提出該中止待續議案的待議議題[議事規則第40條]。委員就該議題發言時，其發言不得多於一次[議事規則第38條]，發言的時間亦不得超過3分鐘或主席所決定的任何時限。倘若沒有或再無委員示意就該議題發言，主席須隨即向小組委員會提出該議案的待決議題，付諸表決。有關議題經提出後，委員不得就該議題發言[議事規則第33條]。

(FCR(2007-08)33; FC168/17-18)

(b) to seek elucidation on some matters raised by that member in the course of discussion, if the member speaking is willing to give way and the Chairman agrees [Rule 39].

Language

29. A member may address the ESC orally in either Putonghua, Cantonese or English. Replies by the public officers and others persons attending may likewise be in either Putonghua, Cantonese or English. All ESC papers are in both Chinese and English.

Manner at Meetings

30. Members should remain seated at meetings and need not rise in order to speak. There is no need to stand when the Chairman enters or leaves.

31. Members should raise their hands or press the "Request to speak" button (where one is installed at their seats) to indicate their intention to speak.

(FCR(2011-12)70)

Motions

31A. During the deliberation of an agenda item, prior to the question on it being put to vote, a member may move a motion without notice to express a view or views on the agenda item if the motion is considered by the Chairman as directly related to the agenda item and if agreed by a majority of members that it should be proceeded forthwith. No debate shall take place to ascertain if members will so agree. Each member may propose no more than one such motion, which is not amendable. Any proposed motion has to be in written form and presented by a time specified by the Chairman.

(FCR(2007-08)33; FC168/17-18)

Adjournment of Proceedings

32. A member when speaking on a proposal in the Subcommittee may move without notice that discussion on an item be now adjourned. Thereupon the Chairman shall propose the question on the motion to adjourn [Rule 40]. A member, when speaking on the question, may not speak more than once [Rule 38] and shall not make a speech for more than three minutes or any time period as decided by the Chairman. When no or no more member indicates his intention to speak on the question, the Chairman shall forthwith put the question on the motion to the Subcommittee for its decision. No member may speak on the question after it has been put [Rule 33].

(FCR(2007-08)33; FC168/17-18)

金錢利益的披露

33. 議事規則第83A條及第84條將適用於人事編制小組委員會的會議程序。

34. 有關金錢利益的一般規則在某些情況並不適用，例如在文件所述的人事編制提議，委員受惠的程度並不多於或少於其他香港居民，有關規則即不適用。在這種情況下，委員無須申報個人利益。主席會宣布所有委員在有關議題上有相同的金錢利益，而秘書會把有關宣布記錄在案。委員可繼而發言及表決。

問題

35. 主席宣布會議開始後，通常首先會處理上一次會議未完成討論的事項(如有的話)。為方便沒有議程項目文件的公眾人士瞭解有關情況，主席隨後會就每份文件(機密文件除外)作出簡介，並會介紹負責在會上解答有關文件問題的人士。各委員隨後討論有關文件，或向負責解答問題的人士提出該等問題。

36. 委員就一項建議所提出的問題，必須與議程文件的內容有直接關係。對於更廣泛的政策問題，委員可在立法會會議提出，或向有關的立法會事務委員會提出。主席在決定有關問題是否合乎規程時，須在適當的情況下參照議事規則第25條有關質詢內容的規則。

37. 有關決策局及／或部門代表列席會議，是要解答委員所提出的問題。倘若委員需要有關人員在會議上對某一問題作出詳盡或非常專門的口頭答覆，則須預先通知秘書，以便有關人員準備作答。倘若政府當局未能在該次會議中給予圓滿或明確的答覆，有關代表可視乎情況，隨後向人事編制小組委員會發出參考文件，以書面補充有關答覆，或寫信給提出問題的委員，並將信件副本送交其他委員。

表決

38. 人事編制小組委員會對所有事項作出決定時，均須以出席會議而又參與表決的委員贊成及反對者的過半數意見為依歸。主席或任何主持會議的其他委員不得參與表決，但如在其他委員的贊成者及反對者數目相等的情況下，他有權作決定性表決[議事規則第71(5B)條]，但他所作的決定性表決，不得使待決議題獲得過半數贊成票而得以通過。

香港特別行政區
立法會
財務委員會

工務小組委員會
會議程序

PUBLIC WORKS SUBCOMMITTEE PROCEDURE

FINANCE COMMITTEE
OF THE LEGISLATIVE COUNCIL
OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

由香港特別行政區立法會財務委員會於1998年7月10日通過
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工務小組委員會會議程序

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Withdrawal of Agenda Items

24. At a PWSC meeting, the Financial Secretary or, in his absence, the Secretary for Financial Services and the Treasury, the Permanent Secretary for Financial Services and the Treasury (Treasury) or a Deputy Secretary for Financial Services and the Treasury (Treasury) may withdraw an item -

(a) at any time before it is put to the vote; or

(b) by unanimous consent of the PWSC after it has been put to the vote but the result is not yet declared by the Chairman.

(FCR(2003-04)17)

Amendments to the Administration's Proposals

25. Under section 8 of the Public Finance Ordinance, proposals to change the approved Estimates of Expenditure must come from the Financial Secretary, and members cannot amend the Financial Secretary's proposals. The PWSC must discuss and vote on any proposal as it stands. If the PWSC does not approve the proposal, it would then be for the Financial Secretary to consider whether to make a fresh proposal amended in such a way as may make it acceptable to the PWSC.

Practice and Procedure of the Public Works Subcommittee

26. Subject to the Rules of Procedure of the Legislative Council and the procedure endorsed by the FC, the PWSC determines its own practice and procedure [Rule 71(13)].

Order in the Public Works Subcommittee

27. The Chairman is responsible for the observance of the rules of order in the PWSC and his decision on a point of order shall be final [Rule 44].

28. The Chairman, after having called the attention of the PWSC to the conduct of a member who persists in irrelevance or tedious repetition of his own or other members' arguments in the discussion, may direct him to discontinue his speech [Rule 45(1)].

29. A member shall not interrupt another member except -

(a) on a point of order which he wishes to bring to notice for the Chairman's decision; or

(b) 除非要求澄清正在發言的委員在討論中提出的某項事宜，而正在發言的委員願意退讓，且主席又同意該委員插言[議事規則第39條]。

語文

30. 委員可在工務小組委員會的會議上以普通話、粵語或英語發言。官員或其他列席會議的人士同樣可以普通話、粵語或英語作答。工務小組委員會的所有文件均須以中英文製備。

會議形式

31. 在會議上，委員均應就座，發言時亦無需站立。當主席進場或離場時，委員亦無需起立。

32. 委員應舉手或按動"要求發言"按鈕(倘若其座位已裝設該按鈕)，以示意發言。 *(FCR(2011-12)70)*

議案

32A. 在審議某議程項目期間，委員可在有關該議程項目的待決議題付諸表決前，無須經預告而動議一項議案，就該議程項目表達意見；惟該議案須獲主席認為與該議程項目直接相關，並獲過半數委員同意應立即予以處理。無須就委員是否同意應立即予以處理進行辯論。每名委員可建議不超過一項此種議案，此種議案亦不可予以修訂，任何擬提出的議案須在主席指明的時間前以書面形式提交。

(FCR(2007-08)33; FC168/17-18)

押後議事程序

33. 委員在小組委員會就一項建議發言時，可無須經預告而動議一項中止某項議程文件的討論的議案。屆時主席須提出該中止待續議案的待議議題[議事規則第40條]。委員就該議題發言時，其發言不得多於一次[議事規則第38條]，發言的時間亦不得超過3分鐘或主席所決定的任何時限。倘若沒有或再無委員示意就該議題發言，主席須隨即向小組委員會提出該議案的待決議題，付諸表決。有關議題經提出後，委員不得就該議題發言[議事規則第33條]。

(FCR(2007-08)33; FC168/17-18)

(b) to seek elucidation on some matters raised by that member in the course of discussion, if the member speaking is willing to give way and the Chairman agrees [Rule 39].

Language

30. A member may address the PWSC orally in either Putonghua, Cantonese or English. Replies by the public officers and other persons attending may likewise be in either Putonghua, Cantonese or English. All PWSC papers are in both Chinese and English.

Manner at Meetings

31. Members should remain seated at meetings and need not rise in order to speak. There is no need to stand when the Chairman enters or leaves.

32. Members should raise their hands or press the "Request to speak" button (where one is installed at their seats) to indicate their intention to speak.

(FCR(2011-12)70)

Motions

32A. During the deliberation of an agenda item, prior to the question on it being put to vote, a member may move a motion without notice to express a view or views on the agenda item if the motion is considered by the Chairman as directly related to the agenda item and if agreed by a majority of members that it should be proceeded forthwith. No debate shall take place to ascertain if members will so agree. Each member may propose no more than one such motion, which is not amendable. Any proposed motion has to be in written form and presented by a time specified by the Chairman.

(FCR(2007-08)33; FC168/17-18)

Adjournment of Proceedings

33. A member when speaking on a proposal in the Subcommittee may move without notice that discussion on an item be now adjourned. Thereupon the Chairman shall propose the question on the motion to adjourn [Rule 40]. A member, when speaking on the question, may not speak more than once [Rule 38] and shall not make a speech for more than three minutes or any time period as decided by the Chairman. When no or no more member indicates his intention to speak on the question, the Chairman shall forthwith put the question on the motion to the Subcommittee for its decision. No member may speak on the question after it has been put [Rule 33].

(FCR(2007-08)33; FC168/17-18)

金錢利益的披露

34. 議事規則第83A條及第84條將適用於工務小組委員會的會議程序。

35. 有關金錢利益的一般規則對某些情況並不適用，例如在文件所述的工務計劃項目，委員受惠的程度並不多於或少於其他香港居民，有關規則即不適用。在這種情況下，委員無需申報個人利益。主席會宣布所有委員在有關議題上有相同的金錢利益，而秘書會把有關宣布記錄在案。委員可繼而發言及表決。

問題

36. 主席宣布會議開始後，通常首先會處理上一次會議未完成討論的事項(如有的話)。為方便沒有議程項目文件的公眾人士瞭解有關情況，主席隨後會就每份文件(機密文件除外)作出簡介，並會介紹負責在會上解答有關文件問題的人士。各委員隨後討論有關文件，或向負責解答問題的人士提出該等問題。

37. 委員就一項建議所提出的問題，必須與議程文件的內容有直接關係。對於更廣泛的政策問題，委員可在立法會會議提出，或向有關的立法會事務委員會提出。主席在決定有關問題是否合乎規程時，須在適當的情況下參照議事規則第25條有關質詢內容的規則。

38. 有關決策局及／或部門代表列席會議，是要解答委員所提出的問題。倘若委員需要有關人員在會議上對某一問題作出詳盡或非常專門的口頭答覆，則須預先通知秘書，以便有關人員準備作答。倘若政府當局未能在該次會議中給予圓滿或明確的答覆，有關代表可視乎情況，隨後向工務小組委員會發出參考文件，以書面補充有關答覆，或寫信給提出問題的委員，並將信件副本送交其他委員。

表決

39. 工務小組委員會對所有事項作出決定時，均須以出席會議而又參與表決的委員贊成及反對者的過半數意見為依歸。主席或任何主持會議的其他委員不得參與表決，但如在其他委員的贊成者及反對者數目相等的情況下，他有權作決定性表決[議事規則第71(5B)條]，但他所作的決定性表決，不得使待決議題獲得過半數贊成票而得以通過。