

立法會
Legislative Council

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Tel : 3919 3300
Date : 16 October 2018
From : Clerk to the Legislative Council
To : All Members of the Legislative Council

Reminders to Members during Council meetings

At present, during a Council meeting, the Legislative Council Secretariat (“the Secretariat”) will send reminders to Members from time to time to ensure that they return to the Chamber to speak or kick off the business initiated by them. The Secretariat has reviewed the existing arrangements and considers it necessary to standardise the practice of sending reminders to Members with a view to facilitating the smooth conduct of Council meetings and reducing any possible annoyance caused to Members.

2. With the President’s consent, the following arrangements will be adopted from October 2018 and reviewed in six months’ time.

Arrangements from October 2018

Reminders to first three Members in a speaking queue during a debate

3. **The Secretariat will send SMS reminders to the first three Members in a speaking queue during a debate** to remind Members of their speaking order. Members who have requested to speak, especially the first three Members, are advised to stay in the Chamber to wait for their turn to speak. Please note:

- (a) **no additional reminders (e.g. phone calls) will be sent to the Members in a speaking queue;**

- (b) the speaking order of the first three Members is not subject to change unless with the mutual consent of the Members concerned and the President's permission¹; and
- (c) if any of the first three Members is not present when called upon by the President to speak, **his/her name will immediately be put to the end of the speaking queue.**

Reminders to amendment movers before voting

4. Whether or not an amendment to a bill or to a motion (including proposed resolution and motion not intended to have legislative effect) is moved may substantially affect the relevant proceedings mapped out in the script of the Council meeting issued to all Members and other relevant parties. As such, shortly before the Council proceeds to vote on amendments, **the Secretariat will send SMS reminders to amendment movers** reminding them to stay in the Chamber to move their amendments. Please note:

- (a) **no additional reminders (e.g. phone calls) will be sent to amendment movers;**
- (b) any amendment mover who will not move his/her amendment(s) for whatever reasons should **inform the Secretariat as early as possible**, so that the President may be informed accordingly and the script revised where necessary; and
- (c) if an amendment mover is not present when called upon by the President to move his/her amendment(s), the Council will not deal with such amendment(s). Where necessary, the President may suspend the meeting to enable the script to be amended to cater for the revised proceedings.

No reminders to Members in charge of items of business

5. As the attendance of Members in charge of items of business ("Members in charge") is crucial to the smooth and efficient conduct of a Council meeting, these Members usually keep close track of the progress of the meeting and return to the Chamber on time to kick off the business initiated by them. It is important for Members in charge to continue to do so. **Under normal circumstances, the Secretariat will not send reminders to Members in charge.** Business initiated by Members includes addressing the Council on a paper, asking an oral question and moving a motion (including proposed resolution and motion not intended to have legislative effect).

¹ Please note that it may not be feasible for the President to accede to a last-minute request for swapping a speaking order which involves the first Member in a speaking queue.

6. Members are invited to note that under Rule 26(6) of the Rules of Procedure (“RoP”), if a Member is not present to ask his/her oral question when that question is reached on the Agenda, the question may with his/her consent be asked by another Member. Under RoP 26(6A), if the President is satisfied that a Member is not present to ask his/her oral question and no other Member present has the consent of the Member to ask the question, the President shall call upon the chairman of the House Committee (“HC”) to ask the question. If the chairman of HC is also not present, the oral question shall be asked by the deputy chairman of HC or a Member as stipulated in RoP 26(6B).

Updating of mobile phone numbers

7. The above SMS reminders will be sent to the mobile phone numbers which Members have registered for receiving SMS messages issued by the Secretariat. To ensure that Members receive SMS messages issued by the Secretariat, they are reminded to provide their updated mobile phone numbers through the LegCo Administrative Support System as soon as their numbers have been changed.

Enquiry on this circular

8. Members who have any question on this circular may contact me at 3919 3300, Mr Thomas WONG at 3919 3302 or Ms Jessica CHAN at 3919 3303. Members are also welcome to contact us if they have any question on proceedings during Council meetings.

(Dora WAI)
for Clerk to the Legislative Council