

# THE HONG KONG HOUSING AUTHORITY

## Memorandum for the Housing Authority

### Annual Special Open Meeting of the Housing Authority

#### PURPOSE

To inform Members of the format and other details of the next annual special open meeting of the Housing Authority.

#### ARRANGEMENTS

##### A. Timing

2. The next annual special open meeting will be held **at 8:45 a.m. on Thursday, 4 June 1998** in the Housing Authority Chamber. Members of the public and the media will be admitted to the Chamber at 8:30 a.m. Members are requested to be seated by 8:40 a.m.

##### B. Reports of Committee Chairmen

3. To allow more time for Members to speak, the reports of Committee Chairmen would be **tabled** rather than read out. Committee Chairmen may deliver speeches, if they so wish, in their capacity as individual Housing Authority Members.

**C. Order of Business at the Special Meeting**

4. The proposed order of business is as follows -
- (a) Opening address by the Chairman of the Housing Authority; and
  - (b) Address by individual Authority Members.

We propose that as far as possible, Authority Members confine their speech to not more than **five** minutes. When the time is up, the Committees' Secretary will give a bell signal and the Member should conclude his speech as soon as possible.

**D. Pre-meeting Arrangements for Committee Chairmen and Authority Members**

5. (a) We will arrange Committee Chairmen to meet with their Committee Members, as necessary, to consider the matters which they wish to report to the Authority.
- (b) As already announced, Authority Members who wish to speak at the meeting should give notice in writing to the meeting secretary. According to Standing Order 13(3) of the Authority, a minimum of **seven** clear days' notice is required. We wish to remind Authority Members to confine their speeches to "housing related" matters.
- (c) As printing and translation of reports and speeches require considerable time, we strongly advise Committee Chairmen and Authority Members to make available to the Authority's Secretariat an advance copy of their report and draft speeches as soon as possible.

**E. Arrangement for Committee Members**

6. We will invite Committee Members to attend the special meeting as observers.

**F. Arrangements for the Media**

7. At the special meeting, we will allow the media a five-minute photo-call before the meeting. As the meeting proceeds, we will not allow further photographing. Television stations will operate from the press gallery and will be permitted to film the proceedings throughout the meeting. Members of the press will be seated at the press gallery.

**G. Arrangement for the Public**

8. About ten days before the special meeting, we will issue a press announcement to invite members of the public to apply for admission by advance booking. The public gallery can accommodate up to 24 persons.

**H. Distribution of Copies of Speeches**

9. We will distribute copies of the speeches, and their translation if available, to the press and the audience at the public gallery on the day of the special meeting.

**RESPONSE OF CHAIRMAN, HOUSING AUTHORITY AND DIRECTOR OF HOUSING**

10. At the ensuing regular open meeting of the Authority on Thursday, 25 June 1998, the Chairman, Housing Authority will respond to the policy points raised by Committee Chairmen and Authority Members. At the same meeting, the Director of Housing will respond to operational matters raised at the special meeting.

**INFORMATION**

11. This paper is issued for Members' information.

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