

Junior Chamber International Queensway Project Handbook

Your essential guide for personal growth, project development, and a rewarding JCI Queensway journey.

Digital Version can be downloaded via <https://www.jciqueensway.org.hk/download/>

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Preface

“Lead Yourself Before You Lead Others.”

「律人先律己」

Leadership doesn't start with giving instructions – it starts with how you manage yourself. Your attitude, habits, and actions set the standard long before you take charge of a team. When you hold yourself to a high standard, trust follows naturally.

That's why this handbook begins with **Personal Leadership**. Leadership is a journey, not a title:
Start with yourself → Learn to lead a team → Create real impact in the community.

Some members believe that doing the same OC role many times means they already “know it well.” This is a common trap – familiarity is not the same as understanding. Real growth comes from knowing **why** you do the work, reflecting on your experience, and improving each time. From **Section 4 onward**, this handbook breaks down every OC role with clear responsibilities, common mistakes, and real examples from **JCI Queensway** – so learning is practical, not abstract.

JCI Queensway is a place where we learn by doing. By organising projects, stepping into new roles, and working with people from different backgrounds, we grow into stronger leaders and better versions of ourselves.

Success here isn't about job titles or salary. It's about things that last: **good health, strong relationships, continuous learning, meaningful impact – and enjoying what you do.**

We hope this handbook helps you learn, explore, and lead with confidence – **and inspires you to shape your own meaningful journey in JCI Queensway.**



Section 1 Personal Leadership Skills

Lead Yourself Before Leading Others

Personal leadership starts with knowing who you are, what you believe in, and how your actions affect the people around you. Before taking on any role in a project team, you need to build discipline, clarity, and a sense of responsibility in your own behaviour.

(1) Time & Energy Management

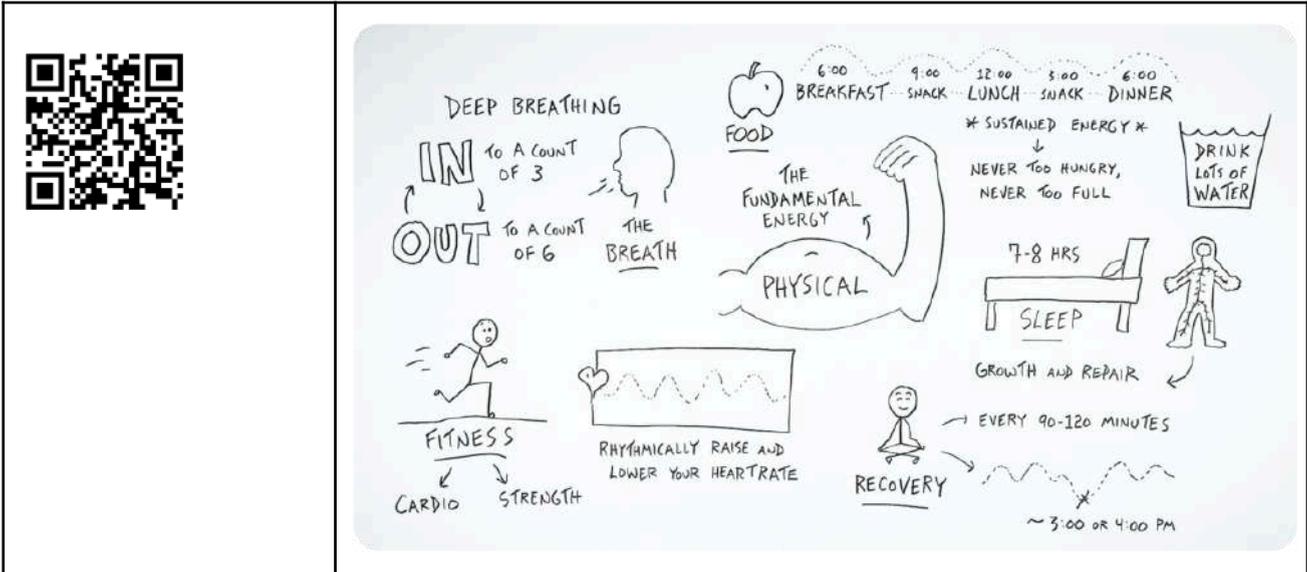
Ask yourself...

- What do I genuinely want to devote my limited time and attention to?
- How can I balance my social life, work, well-being, and JCI commitments without draining myself?

How we spend our days becomes how we spend our lives. Everyone gets the same 24 hours, so **using your time wisely** helps you focus on what truly matters instead of feeling pulled in every direction. **Managing your energy** means looking after your body and mind so you stay healthy, productive, and strong enough to handle challenges.

Practical Tips

<p>The Eisenhower matrix</p> <p>https://youtu.be/tT89OZ7TNwc?si=Xu0iKI8htRmLgluC</p> 	<p>The Urgent–Important Matrix helps you quickly see what needs your attention right now, and what can be planned for later, passed to someone else, or removed from your to-do list altogether.</p> 
<p>Energy Management</p> <p>https://youtu.be/Lsf166_Rd6M?si=3OBW93QmOBOdn7gF</p>	<p>If you're lacking in physical energy, it's pretty hard to bring high-quality emotional, mental, or spiritual energy to whatever's in front of you.</p> <p>Physical energy management includes but is not limited to: learn deep breathing, eat healthy food, cardio work and strength training, sleep at least 7-8 hours per day, set up a recovery time.</p>



(2) Empathy / Perspective-Taking

Ask yourself...

- Do I understand why this person is behaving this way, beyond what I can see on the surface?
- How can I adjust my communication so others feel respected, heard, and supported?

How we understand others affects how we work with them. Everyone on a team comes from different backgrounds and deals with different pressures. Empathy helps us look past our own viewpoint and respond with patience. When we try to **see things from someone else’s perspective**, we avoid misunderstandings and build stronger, more trusting teamwork.

Practical Tips

<p>Active Listening</p> <p>https://youtu.be/i3ku5nx4tMU?si=FTOq5uKs bwKRIUo-</p> 	<p>We all know what bad listening looks like – people interrupting, staring at their phones, or nodding without really paying attention.</p> <p>Truly good listeners are rare. Active listening means showing real interest through your eyes, your body language, and your questions.</p> <p>It’s not about waiting for your turn to talk – it’s about being fully present and trying to understand what the other person really means and feels.</p> <p>When you shift from “What do I say next?” to “What is this person telling me?”, conversations become clearer, trust grows, and teamwork becomes much stronger.</p>
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(3) Personal Image & Professional Etiquette

Ask yourself...

- What first impression do I want people to form when they meet me?
- Does my tone, attitude, and behaviour reflect the leader I aspire to become?

How you present your personal brand influences how others judge your reliability, maturity, and readiness to lead. Your brand is not defined by appearance alone – it is communicated through your words, behaviour, and the respect you show in professional situations.

Practical Tips

<p>Personal Image</p> <p>https://youtu.be/ozMCb0wOnMU?si=ibx3u-7gZfzup8K0</p> 	<p>Your personal brand is not just about self-promotion, but about your reputation and how others perceive you.</p> <p>The 5 Steps (in JCI Context)</p> <p>1. Understand Your Leadership Goals Ask yourself: “What do I want to be known for in JCI?” Examples: becoming a reliable OC member, preparing for chairmanship, contributing to community impact, or developing international exposure. This clarity sets the direction for how you show up.</p> <p>2. Define Your Strengths & Values Identify what makes you stand out – your skills, your experiences, and the leadership qualities you want to demonstrate (e.g., teamwork, responsibility, creativity). These form the foundation of how others recognise you in the chapter.</p> <p>3. Identify Your Key Stakeholders Think about who benefits most from your contributions: teammates, project partners, or the community you serve. Focus on 1–2 groups so you can communicate with purpose and build meaningful connections.</p> <p>4. Craft Your Leadership Statement Summarise your identity and intention in one clear line: “Who I am + What I contribute + For whom + The skills I have/ the impact I aim to create.” This becomes your guide in self-introduction.</p> <p>5. Build Your JCI Presence Use platforms that matter within the JCI ecosystem - Facebook, Instagram, LinkedIn. Show professionalism, contribute positively, and reinforce your leadership message through consistent behaviour.</p>
<p>Professional Etiquette</p> <p>https://youtu.be/etxASaYtJu8?si=3x5jy-Gd2FQiRWnV</p>	<p>Professional etiquette is a set of rules for polite and respectful conduct. For example:</p> <ol style="list-style-type: none"> 1. Arrive on time (or early) Punctuality reflects reliability and respect for your team. OC

	<p>meetings and events run tightly—traffic happens, but you should plan your travel ahead.</p> <ol style="list-style-type: none"> 2. Follow through on tasks Complete what you commit to and honour agreed deadlines. If something changes, update your Chairman or team early to maintain trust and project momentum. 3. Present yourself appropriately Choose attire that fits the occasion—business casual for internal meetings, formal for ceremonies, or when representing JCI to external partners. 4. Communicate clearly and respectfully. Use polite, concise language in messages, minutes, and meetings. Listen actively, acknowledge others' views, and respond thoughtfully; this builds credibility and strengthens teamwork. 5. Respect shared spaces and materials. Treat venues, equipment and resources with care. Clean up after use and always ask before taking or using items—small courtesies uphold our chapter's professionalism.
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(4) Growth Mindset

Ask yourself...

- When I face difficulty, do I shut down or get curious about what I can learn?
- How do I respond to feedback – defensively, or with willingness to improve?

How you respond to challenges shapes how others perceive your resilience, humility, and capacity to grow as a leader. A growth mindset is not about knowing everything – it is about believing you can learn, adapt, and improve through effort and feedback.

Practical Tips

<p>Growth Mindset</p> <p>https://youtu.be/_X0mg0OSpLU?si=tmb9EEIobk2l8ZZb</p> 	<p>The power of believing you can improve – remind yourself that leadership skills are built through participation, feedback, and real project experience.</p> <p>No one joins JCI as a perfect leader; we grow by doing.</p> <p>Embrace challenges. Choose roles or tasks <i>slightly beyond your comfort zone</i> – whether facilitating a meeting, taking minutes, coordinating logistics, or representing the chapter. JCI provides a safe environment to stretch yourself.</p>
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	<p>Learn from mistakes. Projects rarely run perfectly. Instead of feeling discouraged, review what went wrong with your OC, identify the root causes, and apply the lesson to your next role. <i>JCI's evaluation culture exists to help you grow faster.</i></p> <p>Praise effort, not intelligence. When supporting teammates, recognise their dedication, preparation, and persistence – especially during peak project periods. This builds confidence and encourages continuous improvement within the OC.</p> <p>Use the power of “yet.” Shift your mindset from “I can’t lead a meeting” to “I can’t lead a meeting yet.” JCI is designed to turn “yet” moments into real progress through hands-on practice and mentorship.</p> <p>Find your purpose. Connect your growth to the mission of JCI – creating positive change in yourself and the community. When your learning has meaning beyond the task, you stay motivated and committed even when challenges arise.</p>
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Section 2 Project Leadership Skills

Lead Teams with Clarity, Structure and Purpose

How you plan and prepare determines how confidently your team can move forward. In JCI, you work with volunteers, not paid staff. You cannot “order” people – it is about inspiring others, communicating clearly, and creating alignment so the team moves together with purpose.

(1) Decision Making

Ask yourself...

- Does this decision truly require deep discussion, or can I decide quickly and move on?
- Am I focusing my time on choices that impact the project, instead of getting stuck on small details?

Good decision making means knowing which choices need careful thought and which ones do not. **Not every detail deserves hours of discussion** – leaders learn to focus their energy on decisions that truly affect the project, and make unimportant choices quickly to avoid burnout.

Practical Tips

Please watch this before reading. “How to make faster decisions”:
<https://youtu.be/cTIUiN6inIQ?si=Guo7r4meBNzPWaLF>



(1) FOBO stands for Fear of Better Options.

FOBO makes decision making harder as the “What if there’s something better?” feeling stops you from committing.

This leads to delaying decisions, overthinking small things, and feeling stressed.

When you hesitate too long, the team cannot move forward and you end up using more energy than needed. Letting go of “perfect” helps you decide faster and stay organised.

(2) The 95/5 Energy Rule

Spend **95% of your decision-making brainpower ONLY on high-stake choices**. Everything else gets automated, delegated, or speed-run with rules and timers.

Decision-Making Guide (in JCI Context)

Level	Examples in JCI Projects	Time Rule	Go-to Speed Hack
No-Stake Instant decisions. No impact.	<ul style="list-style-type: none"> • What snack to buy for OC meeting • Which icon or emoji to use in a promotion message 	<1 minute	Flip a coin/ Pick the first option you see. Move on.
Low-Stake Quick, reversible decisions	<ul style="list-style-type: none"> • Choosing between two similar workshop titles • Picking between two fonts for a poster • Selecting a background music 	< 5 minutes	Use a simple rule: “cheapest/closet/ fastest” wins.
Medium-Stake Affects workflow or member experience	<ul style="list-style-type: none"> • Deciding whether to extend registration deadline • Deciding whether to shorten or extend Q&A session • Choosing venue with similar price 	< 1 hour	Set 3–5 criteria (cost, convenience, quality, timing, JCI standards). Use a count-down timer and choose the first option that meets “good enough.”
High-Stake Affects project success, partners, or public image. Spend 95 % of your decision-making brainpower ONLY on high-stake choices .	<ul style="list-style-type: none"> • Choosing a project theme or direction • Confirming a VIP guest or strategic partner • Signing MOUs or cooperation agreements with external partners • Deciding whether to cancel or postpone an event • Handling a public-facing complaint that may affect chapter reputation 	Hours to weeks	Gather data, consult Chairman/SO/VP, talk to 2–3 experienced members, sleep on it, document reasoning, and confirm with the Board when needed. Escalate the issues to the Board if needed.

(2) Coaching Skills & Empowerment

Ask yourself...

- Am I supporting my teammates to solve problems, instead of fixing everything for them?
- Do people feel comfortable asking me questions and learning through guidance?

Good coaching means helping teammates grow instead of taking over their tasks.

Leaders who empower others guide through questions, encouragement, and clear direction – not micromanagement.

Practical Tips

Coaching Skill	What It Means	Practical Example
Ask guiding questions	Help teammates think instead of giving answers immediately.	"What do you think is the best next step for the rundown?"
Active Listening	Let the person explain everything before advising.	During OC meetings, allow members to share the full issue before suggesting solutions.
Break tasks into smaller steps	Simplify tasks so others can succeed with clarity.	"First confirm the venue, then draft the checklist, then update the OC group."
Praise effort, not talent	Encourage perseverance and growth.	"Thank you for following up early – your effort helped us stay on track."
Share experience, not commands	Teach gently without micromanaging.	"When I handled promotions last year, this approach worked well for me..."
Create a safe space for questions	Normalise asking for help.	"If anyone is unsure about their task, tell me early – no judgement."
Follow up lightly	Check progress without micromanaging.	"Quick update: how's the sponsorship email going? Anything you need from me?"
Focus on learning	Turn mistakes into improvement.	"What can we learn from this delay so next time goes smoother?"
Give ownership	Allow teammates to make decisions.	"You lead the promotion strategy – choose the direction you believe works best."
Celebrate small wins	Build confidence and motivation.	"Great job with the poster draft – it looks clean and on-brand!"

Leader's Role in Building Trusting Teams

Theme	Summary	Empowerment Example
Definition of a Trusting Team	<p>A team where people do feel safe to:</p> <ul style="list-style-type: none"> • admit mistakes • ask for help • share difficulties • take risks • be honest about workload or problems 	The chairman says: "If something goes wrong, tell me early. No blame – we fix things together."
Positive Characteristics	Members can admit mistakes, ask for help, and express pressure without worry. The team supports each other and helps when needed.	The chairman says: "What support do you need this week?" Everyone can openly request help.
Leader's Responsibility	Ask: "How do I create an environment where my team can thrive?"	The chairman sets clear roles and check-ins so team members feel safe and organised.
Long-Term Process	Trust has no shortcuts. It grows through consistent small actions over time.	The chairman regularly thanks members for small contributions – consistency builds trust.

To learn more, please watch Simon Sinek on Why Trust Takes Time (and How to Build It) https://youtu.be/ge3nrxC_ag?si=vQ3fF-_VLbbf2Jkh



(3) Delegation & Accountability

Ask yourself...

- Have I assigned tasks clearly, with expected outcomes and deadlines everyone understands?
- Am I creating a culture where teammates feel responsible for their work – and safe to update me when help is needed?

How you share work shows how ready you are to lead. Delegation isn't just telling people what to do – it's trusting your teammates, giving clear instructions, and making sure everyone knows their part. When everyone understands what they need to do and you check in regularly, the team becomes more confident, responsible, and organised.

Please watch this before reading: 3 Easy Steps to Hold People Accountable
<https://youtu.be/n7xRXvA5rMU?si=JJr-RxWadhv-E409>



Practical Tips

<p>Set Clear Expectations Upfront</p> <p>“Who–What–When–How”</p>	<p>A one-page chart that lists:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Who is responsible <input type="checkbox"/> What task they must complete/ What are the goals <input type="checkbox"/> When the deadline is <input type="checkbox"/> How the outcome should look (clear expectations) <p>Why it works: It clears up confusion, shows everyone exactly who is doing what, and makes sure all tasks are assigned with the same expectations.</p>
<p>Provide Regular Feedback</p> <p>Weekly Follow up</p>	<p>Don't wait for problems to explode. Hold regular check-ins (weekly or every two weeks) so you can fix issues early. Keep the conversation focused on facts and the impact, not blame. For example, each OC should provide a short update regularly on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What I've completed <input type="checkbox"/> What I'm working on next <input type="checkbox"/> What support I need
<p>Share the Brutal Truth (with Coaching)</p>	<p>Most leaders make mistakes here because they either (a) go too soft and nothing changes, or (b) go too harsh and damage trust.</p> <p>Here's a simple 4-step approach that keeps the conversation honest and supportive.</p> <p>1. Own your part first (30–60 seconds) Start by admitting something you could have done better. This instantly lowers defensiveness and shows you take responsibility too. This sets the tone: we fix things together, not blame each other.</p> <p>Examples:</p> <ul style="list-style-type: none"> • “I should have been clearer about the target.” • “I should have checked in with you earlier.” • “I didn't give you the tools you needed.” <hr/> <p>2. State the truth in one clear, fact-based sentence Avoid long explanations, excuses, or sugar-coating. Keep it calm and factual. One sentence. Clear. No drama. No attack.</p> <p>Examples:</p> <ul style="list-style-type: none"> • “We agreed on weekly updates, and the last three were missed.” • “We're behind schedule on your part of the project.” <hr/> <p>3. Move straight to coaching and support Shift from problem to solution immediately. The message is: I'm here to help you succeed, not catch you failing.</p>

	<p>Use: “Here’s what I think we can do next...” Then create 2–3 concrete action steps together. Examples:</p> <ul style="list-style-type: none"> ● Work together for the next 15 minutes each day to unblock tasks ● Pair with a teammate who’s strong in that area ● Break the work into smaller weekly goals <hr/> <p>4. Make the consequence clear (calmly, once, at the end) Not as a threat – just clarity that people are accountable. Example: “If we’re still in the same place by the end of the month, we’ll need to adjust responsibilities. I don’t want that, and I know you don’t either, so let’s work on this together now.”</p>
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(4) Lobbying & Persuasive Communication

Ask yourself...

<ul style="list-style-type: none"> ● Who do I need support from, and how do I build trust and alignment over time? ● How do I deliver my message so people understand and feel inspired?
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Lobbying is a leadership strategy built on relationships, timing, trust, and smart moves.

Successful Lobbying Is About...	You Can Be Persuasive but Still Fail at Lobbying If You...
Identifying who you need support from	✗ Didn’t talk to the real decision-makers
Understanding what they care about	✗ Didn’t understand their motivations, priorities, or concerns
Building trust and relationships early	✗ Didn’t build any relationship before making a request
Having small, informal conversations first	✗ Ignored group dynamics, timing, or politics within the team
Knowing what you want to say with credibility (data, examples, background, logic)	✗ Came into the meeting unprepared or gave unclear explanations
Aligning interests/ comments before the formal pitch <ul style="list-style-type: none"> ● test your idea ● incorporate stakeholders’ feedback 	✗ Created a surprise during the meeting and shocked the room

Persuasive Skills

Skill	Why	JCI Example
Active Listening + Framing	<p>If you don't understand what the other person truly cares about – and then frame your idea around their priorities – nothing else works.</p> <p>Most persuasion fails because people talk about what they want, not what the listener values.</p>	<p>You ask a member: "What do you want to learn this year?" They say "public speaking."</p> <p>You frame your OC pitch as: "If you join this project, you can be MC – great practice for communication skills."</p>
Credibility + Simple Proof	<p>People only say "yes" to someone they trust and to ideas that feel real and safe.</p> <p>One clear fact, one success story, or one respected member supporting your idea beats 50 slides.</p>	<p>While proposing a new theme, you add: "Last year, a similar theme increased member engagement by 40%. MAVP has already reviewed and supported this direction."</p>
Building Trust First (Reciprocity + Relationship)	<p>No trust = automatic "no," no matter how polished your message is.</p> <p>When you help others first, keep promises, and show genuine care, people naturally open up and support your ideas.</p> <p>Trust is the foundation of all influence.</p>	<p>Before asking someone to join your flagship OC, you help them promote their small project on Instagram and check in with them at MFG.</p> <p>Later when you ask, "Would you like to join the flagship project OC?", they have a higher chance to say yes because the relationship is already there.</p>

To learn more, please watch "How to communicate effectively":
<https://youtu.be/btWIBHE0pe4?si=7qlj3Ral6vvrAmKo>



Section 3 Community Leadership Skills

Lead Communities by Inspiring People and Shaping Change

Leading in the community means working with people who have different backgrounds, interests, and strengths. It's not just running events – it's **connecting with partners, understanding real needs, and turning ideas into action**. In JCI, community leaders lead through teamwork, empathy, and service. When you communicate clearly and treat others with respect, people feel inspired to join you and real community impact becomes possible.

(1) Vision Setting

Ask yourself...

- What kind of change do I want to create in the community?
- How can I align my project with JCI's global mission and QJC's vision?

Vision setting is the process of creating a clear picture/goal, so as to guide decision-making, as well as to align goals and strategic directions. With a clear vision, there will be a clear roadmap for people to work cohesively towards the same goal. A clear vision also allows people to easily understand the big picture and remain motivated to achieve the shared goal.

Practical Tips

<p>The Golden Circle “Why-How-What”</p> 	<p>“People don’t buy WHAT you do, they buy WHY you do it.” - Simon Sinek</p> <p>Therefore, when planning a project, ask yourself WHY do you want to embark on such a project? What is your <u>purpose, cause or belief</u> for doing so?</p> <p>To learn more, please watch “Start with why – how great leaders inspire action”: https://www.youtube.com/watch?v=u4ZoJKF_VuA</p>
<p>3 Key Steps to Develop a Strategic Vision</p>	<p>1. Understand the current reality</p> <p>Start by reviewing and understanding the context, capabilities and environment of the organization/community. Conduct PESTEL and SWOT analyses to assess how change can be made.</p>

	
	<p>2. Envision the future Brainstorm long-term outcomes, scope of impact and aspirational goals, so as to identify pathways for achieving the desired change.</p> <p>3. Gather insights and ideas</p> <ul style="list-style-type: none"> • Talk with others (both internally and externally) to understand different ideas and perspectives. • Look at different models and practices to shape your vision. • Engage with different people to gather feedback, refine ideas and address any concerns.

(2) Partnership & Stakeholder Engagement

Ask yourself...

- | |
|---|
| <ul style="list-style-type: none"> • Who are the people or groups that can multiply our impact? • How can I approach partners confidently and professionally? |
|---|

Change cannot be effected by one person alone. Bringing impact to the community is a collective effort through a strong network of partners and different stakeholders. Therefore, it is important for a leader to not only be able to secure and rally different partners and stakeholders, but to also develop trust and maintain long-term relationships with them.

Watch before reading: “What is Stakeholder Engagement?”
<https://www.youtube.com/watch?v=VHGTsEwbOJY>



Practical Tips

Transparent Communication	In order to establish trust with different partners and stakeholders, updates (both positive and negative) and reports should be regularly shared, so that these partners and shareholders may feel involved and understand how their participation has created an impact.
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Active Listening	Different partners and stakeholders may have different views and concerns towards a project. It is important to patiently listen and show genuine care and understanding to their different perspectives.
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(3) Global & Cultural Mindset

Ask yourself...

- How does our local project connect to global challenges (e.g., SDGs)?
- What can I learn from other cultures or chapters?

As the world is getting more and more connected on a global scale, the changes that we aim to achieve may have not only a local impact, but also a global impact. At the same time, success stories from all around the world are also valuable examples for us to consider how we can bring change to our local community.

Practical Tips

1. Embrace Cultural Awareness and Diversity

Understand and appreciate the values, beliefs and customs of different cultures through:

- Reading books and articles, or watching documentaries and films about different cultures
- Attending cultural events and festivals
- Communicating with people from different backgrounds

2. Building International Experience and Global Networks

- Travel abroad and interact with the different local communities
- Connect with people from diverse backgrounds through:
 - Attending international conferences and workshops
 - Participating in online forums and social media groups

3. Practice Curiosity, Adaptability and Open-mindedness

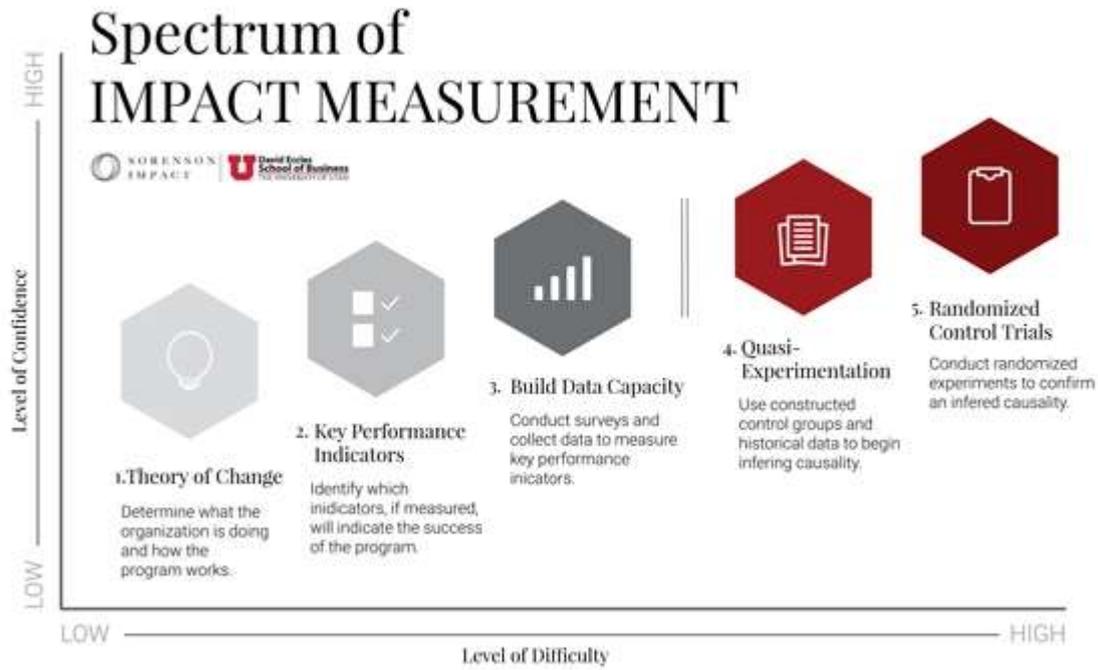
(4) Impact Measurement

Ask yourself...

- How do I know if our project really changed anything?
- What data or stories can we collect to prove it?

Practical Tips

Define "Change"	By describing the intended change to be brought about, measurement targets can be specifically identified, allowing measurement efforts to be focused on these specific metrics and indicators
Act on the Findings	Based on the results from the measurement exercise, a leader may have to identify areas of improvement, or even adjust strategy and/or reallocate resources, for the project.



Source: A Playbook for Designing Social Impact Measurement

https://ssir.org/articles/entry/a_playbook_for_designing_social_impact_measurement

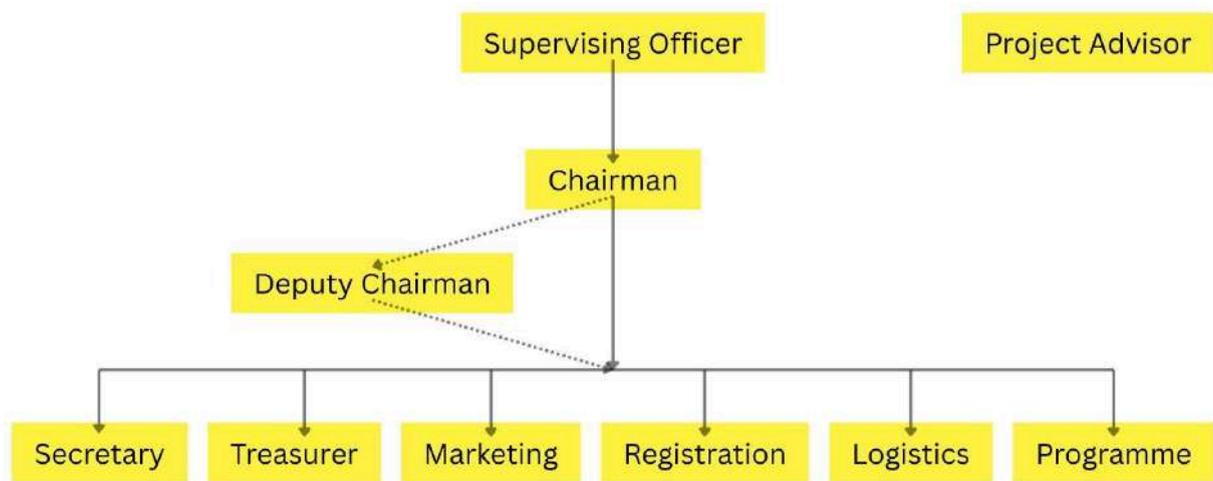


Section 4 Organising Committee Roles & Responsibilities

The Organizing Committee Structure (OC Team)

Members are encouraged to try different OC roles to gain a well-rounded and practical experience.

No matter what role you are, you are required to read through the whole section 4-6 to understand each role and the requirement.



Leadership	Coordination	Engagement
<ul style="list-style-type: none"> Supervising Officer Chairman Deputy Chairman 	<ul style="list-style-type: none"> Secretary Treasurer 	<ul style="list-style-type: none"> Marketing Registration
Event Experience	Support	
<ul style="list-style-type: none"> Logistics Program 	<ul style="list-style-type: none"> MC Helpers 	

Code of Conduct for OC Members

As an OC member of JCI Queensway, you are not just participating in an event – you are representing the image and professionalism of the Chapter. All OC members are expected to observe the following basic code of conduct:

1. Be Punctual, Professional, and Accountable

- Attend OC meetings and activities on time
- Complete assigned tasks punctually and maintain a professional attitude
- Respect deadlines and do not delay the team's progress

2. Be Proactive, Positive, and Collaborative

- Do not wait to be reminded – proactively update progress
- Be willing to support teammates and communicate openly
- Actively assist other roles on the event day when needed

3. Respect the Team and the Process

- Respect the Chairman and OC role allocations
- Follow established chapter procedures, including finance and publicity guidelines
- Interact with others in a polite, clear, and fair manner

4. Maintain a Positive Chapter Image

- Behave courteously throughout the event
- Avoid actions or remarks that may harm the Chapter's reputation
- Maintain professionalism and consistency in all external communications

In addition, as a member of the OC team, you are required to arrive early to assist with venue setup and equipment preparation, and to stay after the event to help with cleanup and venue restoration.

This is a key part of maintaining professionalism and a positive image for JCI Queensway.

(1) Supervising Officer (SO)

SO will be appointed by the BoD. It can be a BoD member or senior member who has relevant experience. The Supervising Officer (SO) provides guidance, experience, and governance oversight to ensure the project aligns with JCI values, rules, and standards. A good SO supports without taking over, helping the OC grow while keeping the project on the right track.

Key Responsibilities

- | |
|---|
| <ul style="list-style-type: none"> • Monitor progress and flag risks early (VERY IMPORTANT) • Guide the Chairman on project direction, compliance, and standards (VERY IMPORTANT) • Provide advice and guidance on business/social network/resources • Support problem-solving without replacing OC decisions |
|---|

Common Mistakes

- Only appearing at the last minute when problems are already serious
- Not understanding the project timeline or constraints
- Giving unclear or conflicting advice
- Making decisions on behalf of the Chairman

Daily / Regular Checklist

- Identify risks early and advise on mitigation
- Check in with Chairman regularly (short and focused)
- Attend OC meetings
- Ensure alignment with JCI rules and expectations

(2) Chairman

The Chairman will be appointed by the BoD. The Chairman is the core leader of the OC team. This role sets the direction, pace, and standard of the entire project. A strong Chairman keeps the team aligned, motivated, and moving forward – especially during tight timelines.

Key Responsibilities

- Coordinate with SO, Board, and OC members (**VERY IMPORTANT**)
- Set clear project goals, direction, division of labor and timeline (**VERY IMPORTANT**)
- Follow up progress and enforce deadlines
- Ensure quality delivery from planning to evaluation

Common Mistakes

- Doing everything personally instead of delegating
- Giving unclear instructions or changing direction too often
- Avoiding deadline follow-up
- Slow decision-making and late replies

Daily / Regular Checklist

- Ensure the project is following the timeline
- Reply to messages promptly (same day)
- Besides OC meeting, follow up with each OC via 1-on-1 calls at least once weekly
- Update SO regularly and invite them to attend OC meetings

(3) Deputy Chairman

The Deputy Chairman will be appointed by the BoD. The Deputy Chairman supports the Chairman and ensures the project runs smoothly day-to-day.

Key Responsibilities

- Assist the Chairman in coordination and follow-up (**VERY IMPORTANT**)
- Track progress and remind OC members of deadlines (**VERY IMPORTANT**)
- Support communication across the OC team
- Help maintain team discipline and rhythm

Common Mistakes

- Failing to align closely with the Chairman
- Acting only as an assistant without taking ownership
- Not following up on delays or incomplete work
- Avoiding responsibility during high-pressure moments

Daily / Regular Checklist

- Ensure smooth communication within the team
- Support OC members who need clarification or help
- Update Chairman on issues or risks
- If Chairman is unavailable, follow up with each OC via 1-on-1 calls at least once weekly

(4) Secretary

The Secretary is the information hub of the OC team. This role keeps everyone aligned, informed, and on schedule.

Key Responsibilities

- Track deadlines and milestones and remind OC team (**VERY IMPORTANT**)
- Arrange meetings, prepare agendas minutes (**VERY IMPORTANT**)
- Ensure all project documents are properly stored and updated in Google Drive
- Compile and submit the final project file after completion

Common Mistakes

- Forgetting to send agendas before meetings
- Late or unclear meeting minutes

- Poor document organisation or version control
- Not reminding OC members of deadlines and to-dos

Daily / Regular Checklist

- Check OC messages and updates daily
- Update task reminders and milestone calendar
- Organise and rename documents in Google Drive
- Prepare agendas or minutes when required
- Remind OC members of upcoming deadlines

(5) Treasurer

The Treasurer safeguards the project's financial health. This role ensures money is used properly, transparently, and in line with the approved budget.

Key Responsibilities

- Prepare the Income & Expenditure Statement (**VERY IMPORTANT**)
- Monitor income and expenditure to ensure alignment with the budget (**VERY IMPORTANT**)
- Maintain receipts and payment documentation and keep accurate financial records
- Liaise with the Honorary Treasurer on financial matters

Common Mistakes

- Poor record-keeping or missing receipts
- Allowing spending without prior approval
- Late deposit of cheques
- Weak communication with the Honorary Treasurer

Daily / Regular Checklist

- Update financial records regularly
- Respond to OC financial enquiries promptly
- Organise receipts and documents in Google Drive
- Review budget vs actual spending

(6) Marketing

Marketing shapes the public image of the project. This role ensures the project is visible, attractive, and clearly communicated to members, partners, and the public.

Key Responsibilities

- Design and execute promotional campaigns and publicity plans (**VERY IMPORTANT**)
- Create promotional materials for members and the public (**VERY IMPORTANT**)
- Ensure branding and messaging are clear, accurate, and professional
- Arrange promotional presentations at JCI/Queensway events

Common Mistakes

- Late delivery of promotional materials
- Unclear or inconsistent messaging
- Errors in dates, venues, or registration details
- Slow response to enquiries
- Poor coordination with Registration and Program teams
- Lack of alignment with overall project direction

Daily / Regular Checklist

- Check and respond to enquiries daily
- Review promotion timelines and posting schedules
- Coordinate updates with Chairman and OC members
- Proofread all promotional content carefully
- Organise design files and materials in Google Drive

(7) Registration

Registration is the first point of contact for participants and guests. It shapes the first impression of the project and sets the tone for professionalism, clarity, and organisation.

Key Responsibilities

- Prepare registration links, send out event reminder, set-up on-site check-in (**VERY IMPORTANT**)
- Maintain accurate participant lists and guest recognition lists (**VERY IMPORTANT**)
- Act as the main contact point for enquiries
- Coordinate with the Project Treasurer on collection and confirmation of registration fees

Common Mistakes

- Slow or unclear responses to enquiries or special requests (dietary needs, seating, etc.)
- Inaccurate or outdated participant list / recognition list
- Poor coordination with Treasurer on payment status
- Disorganised on-site check-in

Daily / Regular Checklist

- Check and reply to registration enquiries daily
- Update participant lists and payment status
- Share updated lists with Project Team
- Check with BoD on NOM/LOM guests ahead of the event

(8) Logistics

Logistics ensures the event runs smoothly on the ground. This role turns planning into reality by managing venues, equipment, setup, and on-site coordination.

Key Responsibilities

- Coordinate venue booking, setup, and teardown (**VERY IMPORTANT**)
- Prepare floor plans, seating arrangements, audio-visual equipment, signage, and materials (**VERY IMPORTANT**)
- Support speakers, guests, and MC during the event
- Manage on-site issues and last-minute changes

Common Mistakes

- Incomplete or inaccurate equipment lists, forgetting small but critical items (adapters, cables, signage, stationaries)
- Late arrival for setup
- Weak coordination with Program and MC
- Lack of contingency plans (Plan B)

Daily / Regular Checklist

- Review logistics checklist and confirm with venue on their requirements
- Coordinate with Program on rundown and speaker needs
- Assign helpers and confirm roles

- Have clarity on where to collect/ purchase the materials (e.g. in QJC storage room)

(9) Program

The program designs the participant experience. This role controls the flow, content, and timing of the event.

Key Responsibilities

- Prepare a detailed event-day rundown with timings and responsibilities (**VERY IMPORTANT**)
- Prepare program handbooks, participant materials, and evaluation forms (**VERY IMPORTANT**)
- Liaise with speakers and guests to confirm program details
- Work closely with the MC and Logistics to align scripts, cues, and transitions
- Control time and flow during the event

Common Mistakes

- Incomplete or unrealistic rundowns
- Poor coordination with MC and Logistics
- Late confirmation with speakers or guests
- No backup plans for delays or changes
- Overloading the program with too much content
- Weak time management on event day

Daily / Regular Checklist

- Align program flow with Logistics and MC
- Confirm speaker details and requirements
- Prepare and review scripts and materials
- Monitor timing and adjust plans as needed

(10) Other Roles

MC

Beyond reading scripts, the MC represents the project's professionalism and overall image.

A well-prepared MC keeps the event smooth and engaging; an unprepared MC can make the entire event unprofessional.

Key responsibilities

- Work closely with the Program team to ensure scripts, cues, and announcements are aligned (**VERY IMPORTANT**)
- Coordinate with Logistics team to confirm AV, microphones, music, and stage movements (**VERY IMPORTANT**)
- Fully familiar with the script (guest introductions, speaking order, games, etc.)
- Handle unexpected situations (e.g., late speakers, technical delays) without causing confusion

Helpers

Helpers provide steady, reliable support and are the foundation of every successful event.

The presence of Helpers allows all OC members to focus on their own roles, ensuring the event runs smoothly, efficiently, and seamlessly.

Roles for large scale events: Happy Girl, AV Panel Control, VIP and Media Team.

Key responsibilities

- Assist with venue setup (decorations, materials, signage, seating arrangements) and help to tidy up and return the venue
- Support Registration, Logistics, Program team whenever they need help

(11) Introducing JCI Queensway at Public Events

We warmly welcome members to invite non-JCI friends to participate in our events and experience our culture. However, **the introducer has the responsibility to explain the event flow and the background of JCI Queensway, so that guests clearly understand this is not a private social gathering, but a formal chapter event.**

When meeting new friends at JCI Queensway public events, members are encouraged to introduce the chapter in a simple and clear manner. Suggested introductions include:

“JCI is an international leadership organisation for young people aged 18–40. JCI Queensway is one of the Hong Kong chapters, where members learn leadership, serve the community, and broaden their global perspective through different projects and activities.

We are a dynamic chapter with a strong culture, bringing together members from different industries to learn, lead projects, build friendships, and expand their horizons.”

After joining JCI Queensway, you can:

- ✓ Develop practical skills ✓ Build meaningful friendships
- ✓ Serve the community ✓ Expand your international outlook

Phrases to Avoid (**IMPORTANT**):

- ✗ “Just a gathering with friends” ✗ “A very chill hangout”
- ✗ “Just drinking and chatting” ✗ “Networking to make money or do business”

(12) Event Hosting Etiquette

Event hosting is both an art and the first step for the public to understand JCI Queensway. All members are expected to observe the following etiquette:

1. Greet with Warmth

- Greet guests, speakers, members, and non-members with a smile
- Proactively assist them in finding seats, name badges, and explain the event flow

2. Dress Smart

- Dress appropriately according to the requirement (QJC Board Suit / T-Shirt). Your appearance represents JCI Queensway and shapes first impressions.

3. Communicate Politely

- Use courteous phrases e.g. “Welcome,” “Please wait a moment,” or “Let me check for you”
- Avoid arguing, being dismissive, or displaying negative attitudes

4. Support Speakers and Guests

- Assist in confirming speakers’ needs (microphones, projection, seating)
- Brief guests on the event flow and timing of introductions

5. End with Appreciation

- Thank participants for attending (a simple expression is sufficient)

Section 5 Project Documents

Project Canva (Especially Useful for Flagship Projects)

A **Project Canva** is a one-page visual planning tool that summarises the key elements of a project at a glance.

<p>活動安排</p> <p>活動形式</p> <p>比賽(寫作,設計,演講),義工服務(清潔沙灘),展覽,研討會,嘉年華,選舉,探訪,參觀,學習班/訓練營,體育活動,記者招待會,</p>	<p>活動計劃一覽 PROJECT PLANNING CANVAS</p> <p>(Project name here)</p> <p>工作計劃背景 會方延續計劃 意見調查結果</p> <p>剪報,政府文獻,學界/商界資訊</p>	<p>資源需求</p> <p>人力資源</p> <p>人手安排 籌委會 指導副會長 助理副會長</p> <p>準會員/普通會員 資深會員</p>
<p>宣傳計劃</p> <p>會內 準會員 會員 資深會員 總會,其他分會</p> <p>宣傳</p> <p>外界 合作機構 贊助商 政府 社會大眾</p>	<p>目的/意義</p> <p>會方: 提高聲譽, 招收會員, 加強聯系...</p> <p>會員: 服務社會, 訓練自己</p> <p>社會/國際: 讓某些人(傷健/少數社群)受惠 啟發社會人士認知/了解...</p>	<p>財務資源</p> <p>LOM budget allocation HKJC Foundation 贊助商 - 財務贊助 贊助商 - 物資, 場地, 宣傳贊助</p>
<p>應變計劃</p> <p>突發事件: 天: 天氣變化 地: 場地, 交通, 封路... 人: 嘉賓/工作人員缺席, 人員傷亡... 物/運作: 物資問題, 印刷出錯...</p>	<p>目標</p> <p>多少場活動 多少人受惠 社交媒體: 點擊率...</p>	<p>時間 2024.1.1 ~ 2024.12.31 ??</p> <p>預算舉行日期 籌辦時間</p>
<p>合辦機構 支持機構 政府機關</p> <p>作用形式</p> <p>合作/支持單位</p>	<p>專業知識/技術支援</p> <p>會外專業顧問</p>	<p>專業知識/技術支援</p>

<p>活動安排 活動形式</p>	<p>活動計劃一覽 PROJECT PLANNING CANVAS 工作計劃背景</p>	<p>資源需求 人力資源</p>
<p>宣傳</p>	<p>目的/意義</p>	<p>財務資源</p>
<p>應變計劃</p>	<p>目標</p>	<p>時間</p>
		<p>專業知識/技術支援</p>
		<p>合作/支持單位</p>

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(1) MFG Timeline

T-30 (Immediately after the previous MFG)

- Chairman promote in the previous MFG
- Chairman + SO confirm "Objective of This MFG" in one sentence
- OC team should have been formed
- Open Google Drive folder + OC WhatsApp group
- Announce to the QJC group the theme of the coming MFG

T-28 (4 weeks before MFG) – First OC Meeting (Ideally On-site)

- Team member self-introduction
- Chairman explain MFG theme and key messages
- Assign clear deliverables to each OC role
- Task list with deadlines
- Align the following OC meeting dates and evaluation meeting date
- Check with guest speakers, Invite MC
- Draft rundown, logistic list, promotion messages
- Draft budget plan and submit to BoD

T-21 (3 weeks before MFG) – Second OC Meeting (Can be online)

- Release official promotion (poster + text)
- Open registration (invitation in Group and in person)
- Check with guest speakers
- Prepare Slides / MC scripts

T-14 (2 weeks before MFG) – Third OC Meeting (Can be online)

- Walk through full rundown minute by minute (Plan A / Plan B)
- Review registration progress and adjust promotion plan
- Check with guest speakers
- Reconfirm logistics plan and MC scripts

T-7 (1 week before MFG) - Forth OC Meeting (Ideally On-site)

- Review registration status
- Chase unpaid participants
- Brief all OC members arrival time, dress code, on-site responsibilities
- Confirm guest speakers arrangement, logistics and programs
- Draft Vote of Thanks

T-2 (2 days before MFG)

- Finalise logistic materials
- Send out event reminder

T (Event Day)

- Print out final registration list and recognition list (Both QJC and NOM)
- Early arrival & setup
- Chairman Briefing

T+1 Evaluation Meeting

- What worked
- What to improve
- Treasurer finalises I&E
- Secretary files documents
- Key learnings documented for next MFG OC
- Review Vote of Thanks and send out within 7 days upon completion of an event

(2) Budget Plan, Income & Expenditure (I&E), Reimbursement Form

Budget Plan

- The Budget Plan requires the OC to move and second, and then share with the Board of Directors (BoD) to create a motion.
- If a BoD meeting cannot be convened in time, approval may be obtained via e-motion. The Budget Plan must be approved by the BoD before the event officially commences.

About “Zero-Balance” Budgets

In most JCI projects, a **zero-balance budget plan** (where planned income equals planned expenditure) is strongly recommended. Planning for zero balance helps the OC team to:

- Plan **realistic income sources and expenditure**, such as registration fees, sponsorships, or printing/promotion.
- Avoid **last-minute overspending** or panic fundraising
- Facilitate **smoother approval** by the Board of Directors
- Demonstrate **careful and disciplined planning**, rather than rough estimation

A **zero-balance budget plan does not mean the project cannot generate a surplus or profit**. It simply reflects responsible planning at the proposal stage. Any surplus or deficit should be clearly explained and handled according to Chapter guidelines during evaluation.



Project Income and Expense Budget Plan						
2025 JCI Queensway Annual General Meeting cum September Monthly Fellowship Gathering						
	Note	Ref	Budget			
			Qty	Unit Price (\$)	Amount (\$)	
Project Income						
1	Budget from Year Plan 2025		1	\$5,600.00	\$5,600.00	
2	Registration Fee - QJC Members (AGM only)		21	\$0.00	\$0.00	
3	Registration Fee - Non QJC Members (AGM only)		20	\$250.00	\$5,000.00	
4	Registration Fee - QJC Members (AGM + MFG)		22	\$430.00	\$9,460.00	
5	Registration Fee - Non-QJC Members (AGM + MFG)		35	\$520.00	\$18,200.00	
6	Birthday Treat (QJC Members)		3	\$50.00	\$150.00	
7	Registration Fee - Birthday Treat (QJC Members) (AGM + MFG)		3	\$380.00	\$1,140.00	
8	Free Tickets (Scrutineer/Sponsor)		3	\$0.00	\$0.00	
	Total Project Income				\$39,550.00	
Project Expense						
1	Venue - Hotel Alexandra Hong Kong Meeting and Chinese Lunch *80 ppl - AGM, 60 ppl - Lunch*		1	\$33,000.00	\$33,000.00	
2	Photographer (Period: 0900-1500)		1	\$1,500.00	\$1,500.00	
3	Souvenirs		1	\$1,500.00	\$1,500.00	
4	Banner (for 2025 AGM)		1	\$500.00	\$500.00	
5	Promotion Materials for Election (Backdrop, Election booklets etc)		1	\$1,500.00	\$1,500.00	
6	Birthday Cake		1	\$250.00	\$250.00	
7	Printing and Stationery		1	\$300.00	\$300.00	
8	Miscellaneous		1	\$1,000.00	\$1,000.00	
	Total Project Expense				\$39,550.00	

Income and Expenditure (I&E)

The Income & Expenditure (I&E) statement must be prepared **after the event** to calculate the project's actual surplus or deficit. The I&E only needs to be **moved and seconded at the Evaluation Meeting**.

Items may be included in the I&E statement even if they were **not listed in the original approved Budget Plan**, provided that the income or expense was **reasonable, necessary for the event, and properly supported by documentation**.

When preparing the I&E:

- Use the **Budget Plan as a reference**, and fill in the **actual income and actual expenditure** for each item.

For actual income:

- Create an **income breakdown section**
- Attach a **payment record for each participant**

For actual expenditure:

- Attach the **invoice and payment record** in the remarks section

All figures must be accurate, clearly labelled, and properly documented to ensure transparency and accountability.

		Project Income and Expense Statement						
		2025 JCI Queensway Annual General Meeting cum September Monthly Fellowship Gathering						
	Note	Ref	Budget			Actual		
			Qty	Unit Price (\$)	Amount (\$)	Qty	Unit Price (\$)	Amount (\$)
Project Income								
1			1	\$5,600.00	\$5,600.00	1	\$5,600.00	\$5,600.00
2			21	\$0.00	\$0.00	12	\$0.00	\$0.00
3			20	\$250.00	\$5,000.00	41	\$250.00	\$10,250.00
4			22	\$430.00	\$9,460.00	24	\$430.00	\$10,320.00
5			35	\$520.00	\$18,200.00	24	\$520.00	\$12,480.00
6			3	\$50.00	\$150.00	8	\$50.00	\$400.00
7			3	\$380.00	\$1,140.00	8	\$380.00	\$3,040.00
8			3	\$0.00	\$0.00	3	\$0.00	\$0.00
Total Project Income			108		\$39,550.00	121		\$42,090.00
Project Expense								
1			1	\$33,000.00	\$33,000.00	1	\$33,000.00	\$33,000.00
2			1	\$1,500.00	\$1,500.00	1	\$1,850.78	\$1,850.78
3			1	\$1,500.00	\$1,500.00	1	\$1,580.00	\$1,580.00
4			1	\$500.00	\$500.00	1	\$109.00	\$109.00
5			1	\$1,500.00	\$1,500.00	1	\$1,500.00	\$1,500.00
6			1	\$250.00	\$250.00	1	\$227.80	\$227.80
7			1	\$300.00	\$300.00	1	\$150.00	\$150.00
8			1	\$1,000.00	\$1,000.00	1	\$210.00	\$210.00
Total Project Expense					\$39,550.00			\$38,627.58
Net Surplus					\$0.00			\$3,462.42

Reimbursement Form

Read the Guide for Reimbursement of Operating Expenses and download the Reimbursement Form: <https://www.jciqueensway.org.hk/download/detail/5>

1. Complete all required fields in the form accurately
2. Record each item clearly, one entry at a time
3. Label each receipt with a receipt code (e.g. 001, 002, 003)
4. Upload the receipts together with the reimbursement form to the project folder
5. Notify the Project Treasurer after submission



1 **REIMBURSEMENT FORM**

2 Claim form no: _____

3
4 Please Select (tick) : Advance of Operating Fund Claim of Expense

5
6 Project / Area : _____

7
8 Date : _____

10 **Cheque / Cash Deposit should be made payable to Bank Account**

12 Payee Name
13 (as of Bank Account Holder Name) : _____

14
15 Name of Bank : _____

16
17 Account Number : _____

No.	Item	Receipt Code	Amount (HK\$) (2 Decimal)
21	1		
22	2		
23	3		
24	4		
25	5		
26	6		
27	7		
28	8		
29	9		
30	10		

31 **Total:** _____

33
34 Claimed by : _____ Signature : _____

35
36 Checked by
37 (Project Treasurer) : _____ Signature : _____

38
39 Approved by
40 (Project Chairman) : _____ Signature : _____

42 **For admin record purposes only**

43 Cheque No. : _____ Date of Cheque: _____

44 Cheque Amount : _____ Date of Deposit: _____

45 Remarks : _____

(3) Promotion Channels

Please note that project promotion is the responsibility of the entire OC team, not only the Marketing role.

Promotion channels include:

- **Queensway member (one-on-one invite)**
 - Member
 - Senior Member
 - each OC member should be assigned a portion of the list and conduct one-to-one sharing
 - For important events such as the Inauguration Ceremony, the President should personally send one-on-one invitations.
- **Whatsapp Group**
 - JCI Queensway
 - JCI HK
- **Email Promotion (JCI HK)**
- **Other channels** (if external parties other than JCI members are involved)

(4) Marketing Materials

Posters

- **Header**
 - Queensway Logo
 - Supporting organisation or co-organiser
- **Event title**
- **Poster visual** should be clear and professional
- **Date, time, registration start time, venue, and dress code** must be clearly stated
- **Key features / learning points**
- **Event fee** must be shown clearly
- **QR code** for registration
- **Contact person** for enquiries
- **Action Key Words:** Act Now! Enroll Now! Scan Here!

(5) Pitch Deck/One-pager

Content for sponsors/ partners/ GoH/ VIPs

1. JCI Queensway Overview
2. Event Overview
3. Purpose & Theme
4. Program Highlights
5. Audience & Scale
6. GoH/VIP Role
7. Value & Visibility (What's in it for them?)
8. Credibility / Past Track Record
9. Next Step + Contact

(6) Communication with GoH/ VIPs

GoH / VIP Coordination – Step-by-Step

1. **Lock the purpose first (8–10 weeks before)**
Confirm the event theme, key messages, and what role the GoH/VIP will play (e.g., opening remarks, award presentation, keynote).
2. **Shortlist aligned candidates (8–10 weeks before)**
Pick GoH/VIPs whose background clearly matches the theme and audience.
3. **Internal alignment (before inviting)**
Confirm with Chairman / SO / BoD on: who to invite, expected protocol, budget (if any), and who will be the main contact person.
4. **Send a clear invitation (7–9 weeks before)**
Include: event date/time/venue, theme, rundown highlights, why they are suitable, and what you are inviting them to do.
5. **Confirm acceptance + key details (6–8 weeks before)**
Confirm: attendance, speech length, language, arrival time, photo time, dress code, dietary needs, security/parking, and any assistants attending.
6. **Collect materials early (6–8 weeks before)**
Request photo + short bio for souvenir program and event PPT. Set a deadline and provide word limit.
7. **Provide regular updates (ongoing, every 1–2 weeks)**
Share key progress: final venue, final rundown timing for their segment, who will meet them, seating arrangement, and any media/photo arrangements.
8. **Final confirmation pack (1–2 weeks before)**
Send a one-page summary: final schedule, arrival time, meeting point, contact numbers, parking details, speaking notes, and on-stage flow.
9. **Event-day handling (day-of)**
Registration confirms arrival; a designated OC member escorts them; stage manager cues them for entry/exit; MC recognition follows agreed protocol.
10. **Post-event follow-up (within 48 hours)**
Send a thank-you message, share photos if available, and keep relationships warm for future collaboration.

(7) Program Rundown

Every program rundown should clearly state:

- **Start Time** – when each segment begins
- **End Time** – when each segment ends
- **Duration (minutes)** – to control pace and avoid overruns
- **Item** – the main program segment (e.g. Opening, Sharing, Game, Closing)
- **Sub-Task** – detailed actions within each item (e.g. video play, guest introduction)
- **PIC (Person-in-Charge)** – who is responsible for that segment
- **Logistics Support** – microphones, AV, music, lighting, seating, stage movement

This level of detail ensures that:

- The MC knows exactly what to say and when
- Logistics knows what to prepare and when to act
- OC members know their responsibilities at every moment
- Backup plans can be activated smoothly if timing changes

The program rundown should be **printed out** for rehearsal and during briefing on event day.

Contingency Plan

Every program run-down should include contingency plans for **common risks, such as bad weather or the late arrival or absence of a Guest of Honour.**

The run-down should clearly state backup arrangements (e.g. adjusted sequence, alternative speaker order, shortened segments, or indoor arrangements), along with clear cues for the MC, Program, and Logistics teams.

With contingency planning built into the run-down, the event can continue smoothly even when unexpected situations arise.

Item no.	start time	end time	duration	Sub-task	PIC	logistic
0				setup - IT		Projector, PA system, cable wire & converter, microphone & microphone stand, (digital) signage, laptop
0				setup - Stage		QJC Flag, Mic Tag, Podium Foam Board, Name stand (Board, NAEQ, PA, CA, Parliamentarian), harr M&AA
0	20:09, 08:00	20:09, 9:00		setup - decoration		Flagship banner, AGM Banner, QQ Foam Board, Election Backdrop, Election foamboard x 12
0				setup - reception		Registration list, Attendance list, Recognition list, IG/FB QR Code, Payment QR Code, Souvenir
0				setup - Seats		Report QR code, Signage of 座位, Election booklet
0				Briefing		Bring: Flag, computer, pointer, adapter, registration desk, name stand, name badge, name badge holder Stationaries
0	8:45	9:30	30	registration		
0	9:20			MC call		Our AGM will be start in 5 mins, please be seated, the 41st Annual General Meeting will commence s
1	9:30	9:30	0	AGM Start		
1.1	9:30	9:30	0	Meeting Call to Order	Prepare recognition list	
1.2	9:30	9:32	2	Recital of JCI Creed + JCI Vision and Mission	Lead by NAEQ Zion Fa	
1.3	9:32	9:35	3	Recognition of Guests	Hand recognition list to P Coeus	P Coeus Recognition
1.4	9:35	9:35	0	Appointment of Recording Secretary		
1.5	9:35	9:35	0	Appointment of Parliamentarian		
1.6	9:35	9:45	10	Establishment of Voting Strength (including Roll Call)		
2	9:45	9:46	1	Adoption of Agenda		
3	9:46	9:47	1	Adoption of Minutes of 40th AGM		
4	9:47	9:48	1	Matters Arising from Minutes of 40th AGM		
5	9:48	9:49	1	Adoption of Minutes of Extraordinary General Meeting on 18th November 2024		
6	9:49	9:50	1	Matters Arising from Minutes of Extraordinary General Meeting on 18th November 2024		
7	9:50	9:50	0	To receive and adopt the reports from 2025 BODs		
7.1	9:50	9:51	1	President - Coeus Leung		
7.2	9:51	9:52	1	IPP - Tiffany leung		
7.3	9:52	9:53	1	VP(BA & PR & Content Marketing) - Zachary Chan		
7.4	9:53	9:54	1	VP(CD & LD) - Priscilla Yip		
7.5	9:54	9:55	1	VP(MA & Publication) - Samuel To		
7.6	9:55	9:56	1	HS (R&R) - Gaudinia Ho		
7.7	9:56	9:57	1	IHT (IA & MA) - Christine Choy		

(8) Souvenir Program/ On-site Guideline

(9) MC Scripts

Once the program rundown is finalised, the Program team should prepare the full MC script and review by Chairman.

Please note that the MC script should be drafted by the Program team, not the MC, as the Program team has full visibility of the project details, flow, and key messages.

Please also reserve time to (1) conduct meetings and (2) rehearsal the full script with MC.

Top 5 Notes When Preparing MC Scripts

1. **Confirm event language(s) early**
Decide if the script is Chinese, English, or bilingual, and stay consistent.
2. **Mark cues and timing clearly**
Clearly label cues (video, music, lights, applause) and key timings.
3. **Ensure accuracy of names and titles**
Double-check guest names, titles, and recognition order using registration data.
4. **Prepare buffer lines for delays**
Include short filler lines to handle unexpected pauses smoothly.
5. **Finalise early and control versions**
Finalise the script 2–3 days before the event and keep one clear “FINAL” version.

MC Scripts in MFG

Although the program rundown for MFGs is largely standardised, each MFG differs in theme and atmosphere (e.g. casual or formal).

The Program team should therefore prepare a fresh MC script for every MFG, adapting it from the standard version to suit the specific theme and tone of the event.

(10) Recognition List

A JCI recognition list is the planned rundown of people and groups you will publicly thank or honor during an event (for example, guests of honor, sponsors, awardees, key helpers, and VIPs).

It is usually prepared in advance so the President knows exactly whom to recognize, in what order, and with what title.

(1) To recognize external guests -

At public events such as the Annual General Meeting, Inauguration Ceremony, and flagship projects, the President should first acknowledge external guests (e.g. Guest of Honour, government officials, and other VIP guests) before recognising internal JCI members.

If several guests hold the same position, they may be introduced in alphabetical order or with the note “in no particular order (排名不分先後).”

(2) To recognize JCI members -

JCI Queensway Recognition List

We have an English version recognition list available on QJC website:
<https://www.jciqueensway.org.hk/download/detail/1>.

There is also a Chinese version for internal use only which is stored in our QJC Google Drive.

2026 Junior Chamber International Queensway Recognition List

- (1) President Kelvin Cheung
- (2) Charter President Senator Rainbow Li
- (3) 1990 National President, 1985 President Senator Larry Lau
- (4) 1986 President Sarita Lo
- (5) 1987 President Florence Tam
- (6) 1988 President Senator Davis Kwong

JCI HK, China Recognition List (Chinese and English)

<https://jcihk.org/en/download.php?menuid=107&groupid=133&id=193>

2026 JUNIOR CHAMBER INTERNATIONAL HONG KONG, CHINA RECOGNITION LIST

- (1) National President Senator Daryl Lin
- (2) JCI IT and Innovation Commission Chairperson, Senate Chairman and National Immediate Past President Senator Rafael Wong
- (3) 1988 JCI President Senator Jennifer Yu
- (4) JCI Honorary Advisor and 1979 National President Senator Sonny Yu
- (5) JCI Advisory Board Chairperson, and 2008 National President Senator Eric Tang
- (6) JCI Executive Vice President and 2024 National President Senator Ben Mak

Document	Format
2026 JCIHK Attendance List - Chinese (updated on 10 Jan 2026)	DOCX
2026 JCIHK Attendance List - English (updated on 10 Jan 2026)	DOCX
2026 JCIHK Recognition List - Chinese (updated on 10 Jan 2026)	DOCX
2026 JCIHK Recognition List - English (updated on 10 Jan 2026)	DOCX

(11) Registration Form

The registration form is an essential tool for identifying attendees and confirming the arrival of important guests who require recognition at the event.

JCI Queensway Registration Form

<https://www.jciqueensway.org.hk/download/detail/1>

JCI HK, China Registration Form (Chinese and English)

<https://jcihk.org/en/download.php?menuid=107&groupid=133&id=193>

2026 JCI OFFICERS, COMMITTEE MEMBERS AND NOM ADVISORS				
NAME	POSITION	SIGNATURE	TIME	REMARK
Senator Jennifer Yu	1988 JCI President			
Senator Sonny Yu	JCI Honorary Advisor and 1979 National President			
Senator Eric Tang	JCI Advisory Board Chairperson and 2008 National President			
Senator Ben Mak	JCI Executive Vice President and 2024 National President			
Senator Dr James Tsui, MH	JCI Foundation Director, National Panel of Advisors and 2006 National President			
Senator Mic Hon	JCI Foundation Committee Member (Asia and the Pacific)			
Senator Howard Sze	JCI Human Duties Implementation Committee Member (Asia and the Pacific)			
Senator Evan Leung	JCI Marketing Committee Member (Asia and the Pacific)			

(12) Stage Management

Award/ Certificate Presentation

Before the event, the OC team should communicate clearly with all awardees and certificate recipients (e.g. sponsors, partners, speakers) about the presentation arrangement, **including the sequence, on-stage flow, and the latest arrival time at the venue**. This helps recipients prepare properly and avoids confusion on the event day.

On the event day, the Registration team should maintain a registration list to confirm which awardees or certificate recipients have arrived.

Clear signage should be provided at the venue to guide them to their designated seating area.

During the presentation segment, the stage manager or designated helper (“Happy Girl”) should **give clear signals and guide recipients to queue at the staircase before going on stage**, ensuring a smooth transition and maintaining the event’s pace and professionalism.

Seat/Stage Plan

In JCI, the stage plan and seating plan are important because they show protocol: who stands or sits where according to rank, title, and role in the event. A clear plan prevents confusion and ensures every VIP is properly respected.

Basic JCI protocol ideas

- On stage or in photos, the highest-ranking person is normally in the center; the next highest stands or sits to the right, then the next to the left, and so on, alternating right–left.
- At a main/head table, the chairperson or host sits in the middle; the most important guest on the host’s right, the second on the left, then continues alternating by rank.
- Rank is based on position (e.g., GoH > Sponsors > National President > Local President > Senator > BoD > member), and seniority within the same rank can also matter.

Example from Annual General Meeting:

2026 JCI Queensway Inaugural Ceremony cum January MFG Dinner Seating Plan

Table 1 (Head Table) 14	Table 3 (QJC PP, Senator, SMCCs) 12	Table 6 (LOM, QJC) 13
JCI Queensway President Kelvin Cheung	Diana Luk (P Kelvin's Family)	JCI Queensway VP Winnie Chung
GOH Dr. Eugene Chan, SBS, JP	Tony Cheung (P Kelvin's Family)	JCI Queensway VP Parco Ho
JCIHK National President Senator Daryl Lin	JCI Queensway IPP Coeus Leung	JCI Queensway VP Kelda Ng
Honorary Auditor (Chang Leung Hui & Li C.P.A. Ltd.)	JCI Queensway 1994 President Senator Iris Chan	JCI Queensway HS Elaine Tsang
Honorary Legal Advisor (Mr. Patrick Chan)	JCI Queensway 2016 President Senator Ray Tam	JCI Queensway HT Zachary Chan
劉雨函 副首席代表 (廣洲南沙新區香港服務中心)	JCI Queensway 2018 President Senator Campbell Ting	JCI Queensway Director Calvin Ng
1999 National President Senator Louise Chan	JCI Queensway 2023 President Heidi Chong	JCI Queensway Director Karen Ng
2000 National President Senator Spencer Li	JCI Queensway Senator Alison Lai	JCI Harbour HT Kelvin Yeung
2002 National President Senator Tony Chan	JCI Queensway SMCC Rex Lau	JCI Harbour VP Samantha Too
JCIHK Senator Licca Chan (Asia Pacific Senate Secretary General)	JCI City SMCC Rodney Chan	JCIHK NIAO Janet Ma (主席)
JCIHK National Alumni Club Chairman Senator Irene Lam	JCI Yuen Long SMCC Walter Leung	JCIHK NMO Nicole Lee
JCI Queensway CA Senator Man Fok	JCI Asia Pacific Development Council Zion Fu	JCI Sha Tin HS Johnny Leung
Carmen Lau (P Kelvin's Family)		JCI Sha Tin VP Anson Cheung
JCI Queensway IC Chairman Samuel To		
Table 2 (JCIHK, Main Guests) 12	Table 4 (LOM P) 11	Table 7 (LOM, QJC) 13
JCIHK National Executive Vice President Senator Calvin Chan	JCI Victoria President Zico Sit	JCI Queensway Summy Lee
JCIHK NAEO Senator Dara Sum	JCI Kowloon President Venus Tam	JCI Queensway Christine Choy-> Changed to JCIV Peggy Lau
JCIHK National Vice President Senator Hob Lau	JCI Island President Ivan Yim	JCI Queensway Gardenia Ho
JCIHK National Vice President Rycho Cheuk	JCI Hong Kong Jayceettes President Connie Kwan	JCI Queensway Anthony Cheng
JCIHK National Honorary Treasurer Tiffany Leung	JCI Lion Bank President Emily Ma	JCI Queensway Allan Ba

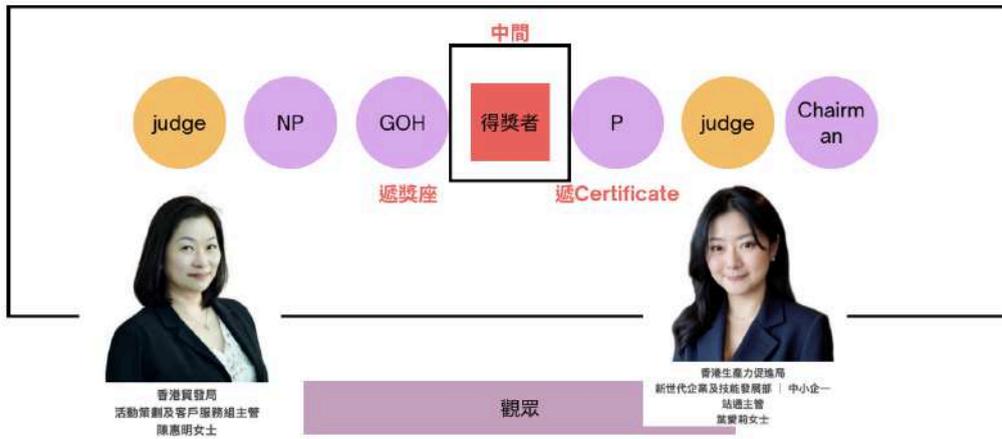
Examples from Extraordinary Branding Awards:

台下大合照

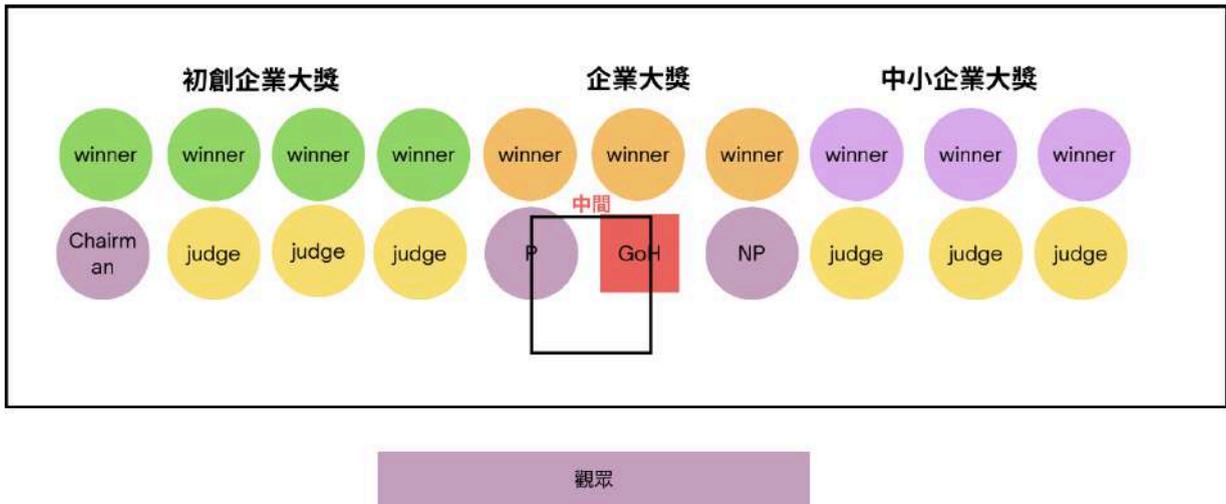


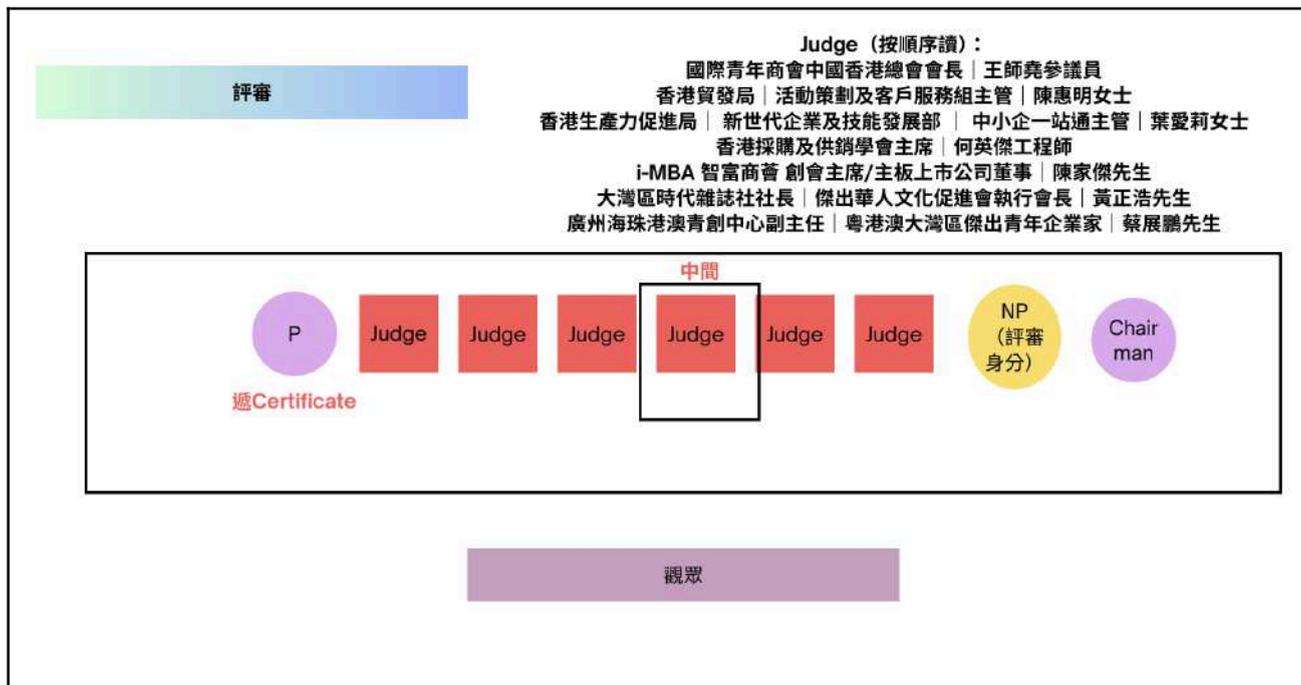
攝影師

頒獎環節 - 飛越品牌企業大獎
(GoH在的話)



台上獲獎者大合照 (GoH在)





(13) Logistic List

Each item in the logistics list should include the following columns:

- **Area** – where the item will be used (e.g. Registration, Stage, Program, Backstage)
- **Item Description** – name of the material or equipment
- **Quantity** – number of units required
- **Person-in-Charge (PIC)** – who is responsible for preparing or bringing the item
- **Source / Location** – whether the item needs to be purchased or is stored in the Chapter storage room
- **Latest Preparation Date** – the deadline by which the item must be ready

By clearly defining these details in advance, the OC team can ensure that all materials are prepared on time, responsibilities are clear, and the event runs smoothly from setup to teardown.

Example:

Logistics List for 12 Jan 2025					
Item no.	Item	Quantity	Follow-up by	status as at 10 Jan	Remarks
Technical Item & AV Panel					
1	Mic & Mic tag	2	Vanessa	provided by venue	Ready
2	Slide + LED Backdrop (For Installation)	1		provided by venue	Check on Sight Visit >>> Ready
3	TV screen	1		provided by venue	Check on Sight Visit >>> Ready
4	Notebook	2	KK	Gardenia will bring one	Ready
5	Rundown	12	Joey C.		Ready
6	Music	1	KK	March in, BGM, Award	Ready
7	Mic stand	2		Venue 1, Self 1	Another 1 at Chairman home
Registration item					
1	Registration list	5	Gardenia		Ready
2	Recognition list	5	Printed by Vanessa		Ready
3	FPS ID	few	Printed by Gardenia		Ready
4	Souvenir - QQ群 Canleder	25	Samuel to KK		Ready
5	Souvenir - Phone Holder	35+	Joey to KK	At Venue	Ready
6	Receipt and Chop				
7	Mr Cube QR code				
8	Stationary		Samuel to KK	At Venue	Ready
9	Seating Plan for lunch		Gardenia		Ready, Spare at Google Drive
10	Progress publication	60	P Coeus	At Venue	Ready
11	Name Tag Name		Printed by Vanessa		Ready, Spare at Google Drive
12	Name Tag Holder	125	Samuel to KK	At Venue	Ready
13	GOH Souvenir (fundrasing bear)	1	P Coeus		
Decoration item					
1	Chapter flag	2	P Coeus		Ready
2	Table Card	60	Printed by Vanessa		Ready
4	Signage (會場外)	1			
5	seating plan for IC	1	Gardenia		Ready
6	Floor Plan	5	Gardenia		Ready
7	Background	1	Zachary	Zachary prepare	Ready
8	logo foamboard	1	Zachary	Zachary prepare	Ready
9	雷紙膠紙	1			

(14) Vote of Thanks

A Vote of Thanks is a formal expression of appreciation delivered at the end of an event, acknowledging the people and organisations who contributed to the event's success.

Verbal (At the end of an event)

It is delivered verbally on stage **by the Chairman**.

A Vote of Thanks typically acknowledges:

- Guest speakers and facilitators
- Supporting organisations, co-organisers, and sponsors
- VIP guests and senior members
- The Board of Directors
- The Supervising Officer (SO)
- The Organising Committee (OC) and helpers
- Participants and members in attendance

In Written (via Email)

The email should be **sent out with the name of the Chairman**.

- It can be prepared by the Chairman, or any of the OC members.
- In the most ideal situation, the draft should be completed **before** the event. The team can then quickly add the photos and adjust some content after the event.
- **The VoT should be reviewed by the Chairman, Supervising Officer, and President. Please ensure there is enough time to review before it is sent.**
- Please send it **within 7 days upon the completion of an event**.

[Vote of thanks][JCI Queensway]Community Development Flagship Project 2025 Wheels Move Together Opening Ceremony cum Wheelchair Curling Experience Day

2 messages

JCI Queensway Secretariat <qjcsecretariat@gmail.com>

Thu, Jul 17, 2025 at 9:17 PM

To: pm@jciqueensway.org.hk, fm@jciqueensway.org.hk, sm@jciqueensway.org.hk, bm2025@jciqueensway.org.hk, promotion2025jc@jcihk.org



Dear National President Senator Rafael Wong, National Immediate Past President Senator Ben Mak, JCI Officers, Past National Presidents, National Assigned Executive Officer Zion Fu, National Officers, Chapter Presidents, President Candidates, Past Presidents, Senators, fellow Jaycees and Jayceettes,

[Vote of thanks] [JCI Queensway]
Community Development Flagship Project 2025 –
Wheels Move Together ~ Wheels Sail Together



JCI Queensway Community Development team hosted a sailing experience day "Wheels Sail Together" on 29 Jun 2025. The event aims to allow wheelchair users to experience the joy of water sports and boost their confidence in participating in various sports. "Wheels Sail Together" attracted over 50 wheelchair users, able-bodied participants and volunteers to join the event. With the assistance of professional coaches, the wheelchair user learned sailing techniques and discovered the excitement of sailing.

Wheelchair user was experiencing sailing for her first time.



Able-bodied participants were assisting wheelchair users with boarding a sailboat

Through extensive media coverage of our 2025 Community Development Flagship Project – "Wheels Move Together" ~ Wheels Sail Together, spanning Hong Kong, Mainland China, and overseas, we aim to raise public awareness about the physical health and well-being of wheelchair users, inspiring greater community support and inclusion.

[Click here for more event photos](#)

Wheels Sail Together is just one of the event in "Wheels Move Together" project and we will continue to promote the wheelchair sports. In the upcoming August, JCI Queensway Community Development team will host **Wheelchair Rouliqiu Experience Day**. Collaborate with local organization to provide skill training and inclusive activities, encouraging wheelchair users to stay active and learn home-based exercises for a healthy lifestyle. In addition, JCI Queensway Community Development is conducting a research study starting from 1 April 2025. The research aims to explore wheelchair users' physical activity levels and exercise preferences, the accessibility of wheelchair sports in the community, and public awareness and attitudes toward wheelchair sports and disability inclusion.

With the endorsement of the **Education University of Hong Kong - Department of Health and Physical Education**, JCI Queensway is conducting a research study from April 1 to July 20, 2025.

The research aims to explore wheelchair users' physical activity levels and exercise preferences, the accessibility of wheelchair sports in the community, and public awareness and attitudes toward wheelchair sports and disability inclusion.

We invite **both wheelchair users and able-bodied individuals** to participate by completing our questionnaire. Your valuable insights will help promote inclusivity and enhance community sports accessibility. To join the study, please fill out the questionnaire. Thank you for your support!

[Fill in now!](#)

Stay tuned for our upcoming event. We can't wait to see you there.

Yours in JC spirit,

Kim Lo

Project Chairlady

Community Development Flagship Project 2025 –

Wheels Move Together Opening Ceremony cum Wheelchair Curling Experience Day

Junior Chamber International Queensway

經緯青年商會



JCI – Junior Chamber International

Visit jci.cc to learn how young people are working to create positive

Section 6 Project Meeting Records & Templates

(1) Meeting Agenda (1st time)



JCI Queensway [YEAR]
[PROJECT NAME]

NOTICE IS HEREBY GIVEN THAT the 1st Organizing Committee Meeting will be held on
[DATE] ([WEEK OF THE DAY]) at **[TIME]** at **[VENUE]**

Meeting must be called to order within 30 minutes of the stated time above

AGENDA

JCI Creed can be recited by heart or in accordance with normal protocol

- 1 Meeting Call to Order
- 2 Recital of JCI Creed
- 3 Recognition of Guests *Guest recognition should be in accordance with protocol*
- 4 Appointment of Recording Secretary
- 5 Adoption of Agenda
- 6 Briefing by Supervising Officer
- 7 Appointment of Organizing Committee Members
 - 7.1 Secretary *Since there is only the Project Chairman and the Recording Secretary, this item must be moved by the Project Chairman and seconded by the Recording Secretary*
 - 7.2 Treasurer
 - 7.3 Marketing
 - 7.4 Registration *Secretary has not been appointed in the 1st meeting, so a member of the OC Team has to be appointed as the recording secretary for taking minutes*
 - 7.5 Logistics
 - 7.6 Programme
- 8 Establishment of Voting Strength *Voting Strength can only be established after the OC Team is formed and members are appointed to different positions*
- 9 Briefing and report by Chairman
- 10 Any Other Business
- 11 Remarks by Supervising Officer
- 12 Remarks by Advisor
- 13 Remarks by Guest *Discussion of all matters should be dealt under this item*
- 14 Date, Time, and Venue of Next Meeting *This item can be deleted if the project does not have an advisor*
- 15 Adjournment *Guest remarks should also be in accordance with protocol*

JCI Creed
 WE BELIEVE
 -That faith in God gives meaning and purpose to human life;
 -That the brotherhood of man transcends the sovereignty of nations;
 -That economic justice can best be won by free men through free enterprise;
 -That government should be of laws rather than of men;
 -That earth's great treasure lies in human personality;
 -And that service to humanity is the best work of life.

JCI Mission
 To provide leadership development opportunities that empower young people to create positive change.

JCI Vision
 To be the foremost global network of young leaders

[NAME OF PROJECT CHAIRMAN]
 Project Chairman
[DATE OF AGENDA]

(2) Meeting Agenda (2nd time and onwards)



JCI Queensway [YEAR]

Voting Strength to be first reported by Secretary, and to be established by Project Chairman

[PROJECT NAME]

NOTICE IS HEREBY GIVEN THAT the [NUMBER] Organizing Committee Meeting will be held on [DATE] ([WEEK OF THE DAY]) at [TIME] at [VENUE].

AGENDA

For discussing questions or issues relating to the minutes of last meeting

- 1 Meeting Call to Order
- 2 Recital of JCI Creed *Can be moved and seconded by any member of the OC Team*
- 3 Recognition of Guests
- 4 Establishment of Voting Strength
- 5 Adoption of Agenda
- 6 Adoption of minutes of last meeting
- 7 Matters arising from minutes of last meeting
- 8 Report by Chairman
- 9 Report by Organizing Committee Members
 - 9.1 Secretary
 - 9.2 Treasurer
 - 9.3 Marketing
 - 9.4 Registration
 - 9.5 Logistics
 - 9.6 Programme
- 10 Any Other Business
 - 10.1 [...]
 - 10.2 [...]
 - 10.3 [...]
- 11 Remarks by Supervising Officer
- 12 Remarks by Advisor
- 13 Remarks by Guest
- 14 Date, Time, and Venue of Next Meeting
- 15 Adjournment

JCI Creed
WE BELIEVE
 -that faith in God gives meaning and purpose to human life;
 -that the brotherhood of man transcends the sovereignty of nations;
 -that economic justice can best be won by free men through free enterprise;
 -that Government should be of laws rather than of men;
 -that earth's great treasure lies in human personality; and
 -that service to humanity is the best work of life.

JCI Mission
 To provide development opportunities that empower young people to create positive change.

JCI Vision
 To be the leading global network of young active citizens.

For Project Chairman and the OC Team members to provide updates on the work they have done after the previous meeting and before the current meeting

[NAME OF PROJECT CHAIRMAN]

Project Chairman

[DATE OF AGENDA]

- For the OC Team to discuss outstanding or upcoming items relating to the Project, and also to pass any necessary motions (e.g. Budget Plan)

If the next closest meeting is an **informal** meeting, Project Chairman should also confirm the date, time and venue of the next **formal** meeting

- Matters to be discussed/passed under this item are to be decided by the Project Chairman. Additional matters may also be introduced by the OC Team during the meeting

(3) Evaluation Meeting Agenda



- To be held after the end of the Project. **JCI Queensway [YEAR]**
- Time should also be given for preparation of the Income and Expenditure **[PROJECT NAME]**

NOTICE IS HEREBY GIVEN THAT the Organizing Committee Evaluation Meeting will be held on **[DATE] ([WEEK OF THE DAY])** at **[TIME]** at **[VENUE]**

AGENDA

- 1 Meeting called to order
- 2 Recital of the JCI Creed
- 3 Recognition of Guests
- 4 Establishment of Voting Strength
- 5 Adoption of Agenda
- 6 Adoption of Minutes of Last Meeting
- 7 Matters Arising from Minutes of Last Meeting
- 8 Report from Chairman
- 9 Report from Organizing Committee Members
 - 9.1 Secretary
 - 9.2 Treasurer
 - 9.3 Marketing
 - 9.4 Registration
 - 9.5 Logistics
 - 9.6 Program
- 10 Overall Evaluation and Adoption of Income and Expenditure
- 11 Any other business
- 12 Remarks by Supervising Officer
- 13 Remarks by Advisor
- 14 Remarks by Guest
- 15 Dissolution of Organising Committee
- 16 Adjournment

JCI Creed

WE BELIEVE

- that faith in God gives meaning and purpose to human life;
- that the brotherhood of man transcends the sovereignty of nations;
- that economic justice can best be won by free men through free enterprise;
- that Government should be of laws rather than of men;
- that earth's great treasure lies in human personality; and
- that service to humanity is the best work of life.

JCI Mission

To provide leadership development opportunities that empower young people to create positive change.

JCI Vision

To be the foremost global network of young leaders.

[NAME OF PROJECT CHAIRMAN]

Project Chairman

[DATE OF AGENDA]

- For Project Chairman and the OC Team members to report on all the completed tasks
- It is expected that all tasks should have been completed by the Evaluation Meeting

- For Project Chairman and the OC Team members to reflect and evaluate on the positive and negative points of the overall Project, and also themselves personally
- The reflection and evaluation shall assist Project Chairman and the OC Team members in finding takeaways in terms of personal growth and development
- The reflection and evaluation shall also serve as points of guidance/reference for future projects

Dissolution of the OC Team and Adjournment mark the official end of the Project

The Project can only be completed after the Income and Expenditure is adopted

(4) Meeting Minutes



JCI Queensway [YEAR]

[PROJECT NAME]

Minutes of [NO.] Organizing Committee Meeting held on [DAY] ([DAY OF THE WEEK]) at [TIME] at [LOCATION]

Present:

- [NAME] Project Chairman
- [NAME] Secretary
- [NAME] Marketing & Registration
- [NAME] Treasurer, Logistics & Programme

Absent:

[NAME] [ROLE]

Attend:

- [NAME] President
- [NAME] Supervising Officer
- [NAME] Project Advisor
- [NAME] [JCI NOM/LOM TITLE]

All attending guests who have **no voting power** are recorded under this part

1. Meeting Call to Order

The meeting was called to order at [TIME].

Usually the person with the largest title is invited to lead the recital

2. Recital of JCI Creed

Chairman [NAME] invited [TITLE] [NAME] to lead the Organising Committee and Guests to recite the JCI Creed, Vision and Mission

[TITLE] [NAME] led the Organising Committee members to recite the JCI Creed, Vision and Mission

3. Recognition of Guests

Chairman [NAME] recognised the guests of (i) [TITLE] [NAME]; (ii) [TITLE] [NAME]; (iii) [TITLE] [NAME]; and (iv) [JCI NOM/LOM TITLE] [NAME]

ALL JCI events are started by recital of JCI Creed and recognition of guests



4 Establishment of Voting Strength

Total Voting Strength: [NO.]
 Simple Majority: [NO.]
 2/3 Majority: [NO.]

To establish the number of votes required to pass the different motions

5 Adoption of Agenda

[NAME] moved to adopt the agenda. [NAME] seconded. No amendment was made. Motion carried.

6 Adoption of Minutes of Last Meeting

[NAME] moved to adopt the minutes of last meeting. [NAME] seconded. No amendment was made. Motion carried.

7 Matters arising from Minutes of Last Meeting

Nil

8 Report from Chairman

Chairman [NAME] reported that [...]
 [...]

9 Report by Organizing Committee Members

9.1 Secretary

[NAME] reported that [...]

9.2 Treasurer

[NAME] reported that [...]

9.3 Marketing

[NAME] reported that [...]

9.4 Registration

[NAME] reported that [...]

9.5 Logistics

[NAME] reported that [...]

9.6 Programme

[NAME] reported that [...]

Purpose of minutes is to keep record of (i) what has been done; and (ii) the key points on what has been said during the meeting.

Minutes are not transcripts. Rather, the nature of minutes is to allow OC Team members (and other readers) to be able to quickly and easily understand what has happened during the meeting.

Therefore, consider asking yourself the following guiding questions when preparing the minutes:-

- What are the main points that you would want the reader to know/remember from this meeting?
- If you are a reader of this minutes, is this minutes prepared in a way that you could clearly and easily understand the points recorded?



- 10. Any Other Business
 - 10.1 [SUB-ITEM IN AGENDA]
[...]
 - 10.2 [SUB-ITEM IN AGENDA]
[...]
 - 10.3 [SUB-ITEM NOT COVERED IN AGENDA]
[...]
 - 10.4 [SUB-ITEM NOT COVERED IN AGENDA]
[...]

It is possible that some of the items discussed during a meeting may not have been covered in the agenda. Additional sub-paragraphs may therefore have to be added to record these discussions.

Similarly, it is important to keep in mind that only the **key points** that have been discussed have to be recorded in the minutes.

Please refer to the guiding questions in the previous page.

- 11. Remarks by Supervising Officer
[...]
- 12. Remarks by Advisor
[...]
- 13. Remarks by Guest
 - 13.1 [TITLE & NAME OF GUEST 1]
[...]
 - 13.2 [TITLE & NAME OF GUEST 2]
[...]
 - 13.3 [...]

Remarks by the different attendees usually include comments, suggestions and observations etc. that may not only be of useful reference to the OC Team, but also to future projects.

It is therefore important to keep a good record of these remarks, please refer to the guiding questions in the previous page.

- 14. Date, Time, and Venue of Next Meeting
The next meeting will be held on [DATE] at [TIME], [LOCATION]

- 15. Adjournment
The meeting was adjourned at [TIME]

Only the date, time and location of the next **formal** meeting has to be recorded

[NAME]
Secretary

[NAME]
Project Chairman

Section 7 A Practical Note on Conducting Meetings and Parliamentary Procedures

(1) Introduction

We have meetings because we have the following needs

- Identification of matters of common interest
- Collection of opinions
- Exchange of expertise
- Representation of decision
- Genuine support to decision of majority

FEATURES OF PARLIAMENTARY PROCEDURES

- Procedures generally accepted as fair
- Procedures that can facilitate speedy transaction of business
- A standardised method, priority treatment and order commonly understood

WHY ROBERT'S RULES OF ORDER?

- General Henry M. Robert was the authority on Parliamentary Procedure
- He wrote Robert's Rules of Order in 1876 and revised in 1915
- His grandson, Henry M. Robert III, further revised the work in 1970 in Robert's Rules of Order-Newly Revised

(2) Glossary of Meetings

No.	Term	Meaning
1	Annual General Meeting (AGM)	A meeting held once a year to handle regular matters of the chapter. All members may attend and vote.
2	Extraordinary General Meeting (EGM)	A meeting called for specific urgent or special matters. Special notice must be given. All members may attend. Some resolutions require longer notice or a higher voting majority.

3	Chairman (of the Meeting)	The person who leads and controls the meeting. The Chairman may be appointed or elected by the members present.
4	Motion / Proposal	A formal suggestion put forward for discussion and decision by the meeting.
5	Mover / Proposer	The person who formally提出 (moves) a motion.
6	Secunder	The person who supports the motion, showing that at least two members want the motion to be discussed.
7	Putting a Motion to Vote	The process where members express their agreement or disagreement on a motion.
8	Voting by Show of Hands	A simple voting method where members raise their hands to indicate their choice.
9	Voting by Secret Ballot	A voting method that keeps each member's vote confidential.
10	Second / Casting Vote	An extra vote held by the Chairman to break a tie. This vote is only allowed if stated in the organisation's rules.
11	Simple Majority	When more than half (over 50%) of valid votes support a motion. Abstentions are not counted.
12	2/3 or 3/4 Majority	A higher level of agreement required for important resolutions, as specified by rules or law.
13	Proxy	A person authorised to attend and vote on behalf of another member. Proxies are only allowed if permitted by the rules.
14	Resolution	A motion that has been discussed, voted on, and formally approved by the meeting.
15	Amendment	A suggestion to change part of a motion without completely changing its original meaning.

16	Agenda	A list of items to be discussed during a meeting, arranged in order.
17	Minutes	A written record summarising discussions, decisions, and resolutions made during a meeting.

(3) Types of Motions

Main Motions	they bring a part of the business of a group before the committee for consideration.
Subsidiary Motions	they are subsidiary to the main motion, i.e. they are applied to the main motion chiefly to help the main motions to be disposed of; they may bring modifications or amendments to the main motions; or delay action on the main motions.
Privileged Motions	they are used to bring important or urgent matters that cannot be delayed before the committee; such motion always take precedence before the other motions; motions to fix time of adjournment, to take a recess, to adjourn, to raise a question of privilege, etc. are privileged and they have the right to be considered before the other classes of motions.
Incidental Motions	they are used to achieve certain parliamentary purposes. Motions relating to questions of order and appeal, suspension of the rules, objection to consideration of a question, etc. are incidental and are considered before the question out of which they arise.

MOTIONS THAT CANNOT BE DEBATED

As a chairman you must know what motions are not debatable.

The following are the commonest ones:

1. To adjourn, unless qualified, or unless adoption would permanently dissolve the assembly.
2. To fix the time at which to adjourn.
3. To lay on the table.
4. To reconsider an unbeatable motion.
5. To amend an unbeatable motion.
6. To call for the orders of the day.
7. To take a recess.
8. Suspension of the rules.
9. An appeal.
10. Incidental motions.
11. To object to consideration of the question.

12. Previous question and motions to close, extend or limit debate.

MOTIONS THAT NEED ONLY A MOVER

There are motions that require no second. You need to remember only the following, the others are unlikely to come your way:

1. Nominations
2. Questions of order
3. Questions of privilege
4. Objection to consideration of a question
5. Call for the orders of the day
6. Call for a division
7. Inquiries of any kind
8. Leave to withdraw a motion
9. Filling blanks
10. Call for a motion to reconsider

MOTION THAT CANNOT BE AMENDED

Most motions may be amended. But DO remember that an amendment can also be further amended, but not beyond the second state. Amendments, like motions, must be proposed and seconded, and must be voted on separately, and in turn. However, there are some motions that cannot be amended such as the following :-

1. To call for a division
2. To object to consideration
3. To adjourn (except when it is qualified)
4. To suspend the rules
5. To lay on the table
6. To reconsider the previous question
7. To postpone indefinitely
8. To call for a nomination
9. Questions of order and appeals
10. A request of any kind

OBJECTIONS

A member who likes to object to the consideration of some matter may say, "Mr. Chairman. I object to the consideration of this question." No second is required and no reasons need to be given by the member who raises an objection. The chairman should then duly remark, "The consideration of this question has been objected to. Shall the question be considered?" A vote is then taken. It requires a 2/3 majority vote to overrule the objection. If the objection is sustained the matter cannot be

considered at the meeting but may be brought up again at another subsequent meeting. If the objection is overruled, the matter in question will be discussed as if the objection had never been raised. All objections must be disposed of as quickly as they arise.

POINT OF ORDER AND APPEALS

If a member finds something in the discussion that seems to him to be illegal, unconstitutional or objectionable he is entitled to interrupt by saying, "Mr. Chairman, point of order."

The chairman may say, "State your point of order."

The member must then state the point of order exactly and concisely.

The chairman may invite comments from the floor, but it is not necessary to call for a debate.

He will then say, "The point is well taken, and the motion is out of order". If he thinks that the member in raising the point of order is wrong, he will say, "The chair rules that the point is not well taken, and that you are out of order." It is not necessary for the chairman to state the reason for his decision.

If the member thinks the chairman's decision is wrong, he may appeal by saying, "Mr. Chairman, I appeal from the decision of the chair."

A seconder is needed to this appeal.

In that case, the chairman will then reply, "Shall the decision of the chair stand as the judgement of this meeting?" A vote is then taken. If a majority vote is returned, the chairman will say, "The decision is sustained," If a minority vote is returned, the chairman will say, "The appeal is substained, did the chair stands corrected."

DISCUSSIONS

The chairman must state always any motion that has been formally moved and seconded, by saying, "It has been moved and seconded that (whatever the motion may be). Is there any discussion?" If there is, he may limit the time for discussion.

To end a discussion, a member may say, "I move the previous question." which implies that a vote on the motion is called for. The motion to move the previous question cannot be amended or debated, and must be voted on right away. If the majority votes for the motion (it requires 2/3 majority vote) then the chairman must put to vote the question or questions on which it was ordered.

EXAMPLES OF MAIN MOTIONS

1. Mr. Chairman, in view that John has for so many times misbehaved himself thus bringing disgrace to the chapter, I move that his membership be terminated.

- a. This can be anything to be put forward to the meeting to start discussions.
- 2. Mr. Chairman, I move the case of John formerly laid on the table, to be now taken from the table.
 - a. Formerly, the meeting has resolved to defer discussion on this case, now to be taken from the table - put on the floor.
- 3. Mr. Chairman, I move that the guest speaker shall deliver his speech at 12:00 noon in a special order of the day.
 - a. Assuming that the guest speaker has arranged to make a speech at 12:00.
 - b. If this motion is passed, see (4) below.

EXAMPLE OF PRIVILEGED MOTIONS

- 1. Mr. Chairman, it is now 12:00 noon and I call for the order of the day.
 - a. Whatever in progress will have to stop and the guest speaker will have the floor.
 - b. Immediately after this, business resumes from where it was left out.
- 2. I move we adjourn till (time)/(place) or I move we adjourn
 - a. Terminates meeting or session. May state time and place of next meeting if not already provided.
 - b. IN EMERGENCIES (for safety) Chair may declare the ADJOURNMENT).
- 3. I move our recess for (time) for (purpose).
 - a. Intermission as for meals, counting ballots, etc. If carried, recess begins immediately. When a program provides, a 2/3 vote may change it. Business resumes at the same point.
- 4. I rise to a question of privilege that the air conditions are not or, making it very uncomfortable.
 - a. Relates eight to rights of one member, or to assembly's comfort, disturbance, conduct, etc. Must be urgent to interrupt business. The chairman decides, or proceeds as requested.

EXAMPLE OF SUBSIDIARY MOTIONS

- 1. I move to the previous question
 - a. Funny terminology. If carried, the immediate motion is put to vote.
 - b. Can occur when too prolonged debates make members impatient.
- 2. I move the question be laid on the table
 - a. If carried, the main motion and all those pending to it are laid aside (for more pressing business, etc.) until later in the meeting, or at the next one. Ref. to (2) above.
- 3. I moved the matter to a committee.
 - a. May further state committee number (usually odd), to be appointed or elected, terms of reference and time of reporting back.

4. I move to amend the motion in (1) i.e. "that the membership of John be terminated" by adding "subject to the positive findings of the inquiry committee."
 - a. If carried, the main motion will be voted on in the following wordings : "That the membership of John be terminated subject to the positive findings of the inquiry committee."
5. I move to amend the amendment by adding "which shall report no later than (date)."-If carried, the amended amendment will be in the following wordings :-
6. "That the main motion be amended by adding "subject to the positive findings of the inquiry committee which shall report no later than (date)."
 - a. (Subsidiary motions are those which in some way change or affect the disposition of the Main Motion).

EXAMPLE ON INCIDENTAL MOTIONS (Incidental motions concern matter of procedure arising out of business and must be settled at once)

1. I rise to a point of order.
 - a. Means there has been a breach of rules or decorum and **MUST** be made immediately when the breach is committed.
 - b. However, it can be made anytime when Byelaws, Constitution or the Laws are violated. e.g. When the meeting is already **DEEP** in the discussions of donating \$10,000 in support of a commercial project, which is against the Constitution, but was overlooked already for quite some time, this point or order is valid.
2. I appeal from the decision of the Chair
 - a. In the cases where the Chair, e.g. makes a decision on the interpretation of certain wordings of the rules.
 - b. This appeal **MUST** be made immediately when it occurs. Otherwise, decisions would have been made based on such interpretation.
3. I move to suspend the rules in order that
 - a. A proposal to temporarily waive the rules which, if enforced, will hinder the progress of the business, etc.
 - b. e.g. in the case of the Byelaws requirement that candidates to certain offices must have certain qualifications, but none/not enough candidates can fulfill these.
4. I call for a division of the assembly
 - a. To verify the true number of voters on both sides previously made by a show of hands or voice and the one making this motion is in doubt.
 - b. The chair can rule it out of order if the result of voting is obvious.
5. I object to the consideration of this motion
 - a. Applies to **MAIN MOTIONS** only.
 - b. Used to avoid consideration of an embarrassing irrelevant or contentious motion.
 - c. Must be made before there is any debate.

6. I rise to a parliamentary inquiry.
 - a. Used to enquire on parliamentary rule on a certain issue of procedural nature.
 - b. Either the Chair or the Parliamentarian will answer.
7. I rise for information.
 - a. Can either give information or request for information to facilitate making his own decision.
 - b. e.g. he may want to know the various instances wherein John has misbehaved himself. Or, he can give the information that John has already tendered his resignation from the Chapter and there is no point for further discussion.
 - c. The chair answers the question, requests others to give the information, or the chair asks him to state his information.
8. I request leave to withdraw my motion
 - a. A withdrawal is made by a member before the motion is put to vote.
 - b. General Consent is needed, or at least that of the seconder is required.

(4) Conduct of Meeting

- A. At the exact hour named or as soon thereafter as a quorum is present, the Chairman shall call the meeting to order. If the Chairman is not present, the Vice Chairman shall take the chair. If no Vice-Chairman is present, the members present shall elect one of themselves to preside. If no quorum is present within 30 minutes of the time appointed the meeting shall be adjourned to the same time and place one week later or such other date as the Chairman may decide.
- B. The Secretary shall record the names of members and guests present and apologies for absence.
- C. The meeting shall adopt the minutes of the last meeting (if any), amending them if necessary.
- D. Business (if any) arising from the minutes of the last meeting shall be discussed.
- E. The CHAIRMAN shall make his report.
- F. The secretary's report and report on correspondence received shall be made and discussed if necessary.
- G. Any other reports (sub-committees, etc.) shall be put before the Committee for consideration.
- H. Old or unfinished business previously discussed for this meeting shall be taken up again.
- I. New business placed on Agenda by the Chairman shall be introduced and discussed.
- J. Any other business.
- K. When all the business is concluded the Chairman declares the meeting closed with a statement of date, time and Place of the next meeting.

AGENDA

Prior to every meeting the Chairman will prepare and distribute an agenda setting out a list of matters to be discussed in the order in which they will be discussed at the meeting.

RULES OF PROCEDURE

Obtaining the Floor - Before anyone can make a motion they must obtain the floor. This is accomplished as soon as the floor has been yielded by the previous speaker (if any) by addressing the chair, "Mr. Chairman". Addressing the chairman before the floor has been yielded by the previous speaker does not give precedence.

- When more than one person addresses the chair at the same time, the chairman will recognize one who seems to the chairman to be most entitled.
- A person who has not spoken shall have precedence over one who has already spoken on the subject presently being discussed.
- In the case of a disagreement with the choice made, two members may appeal by motion, moved and seconded. The Chairman then calls for a vote.
- Having assigned the floor, it then becomes the chairman's duty to protect the speaker from interruptions from other members. Interruptions are only permitted under certain circumstances namely, Point of Order, Question of Privilege, Request that Motion be Divided and, subject to the Speaker's consent, Point of Information. After the interruption the floor is given back to the original speaker

Motion - Before any matter may be discussed at a meeting it must be submitted in the form of a motion which is moved by one member and seconded by another. A motion is made by a member obtaining the floor and addressing the chair by stating, "I move that ..." or similar words. The Chairman repeats motion and asks for a seconder. If it is seconded it is then debatable and may be accepted, amended, withdrawn and rejected.

- When a motion has been adopted, it becomes a resolution.
- If there is no seconder the chairman shall declare that the motion dies for lack of a seconder and proceed to the next order of business.

Privileged Motions - Take precedence over all others but are only privileged motions when made while another question is pending i.e., before the Committee. In order of precedence they are:

1. To fix time to adjourn.
2. To Adjourn
3. To Take recess.
4. To raise the question of privilege, or point of order or dividing motion.

Amendments - Amendments to a motion may be proposed at any time during the discussion.

All amendments must be formally proposed and seconded and are subject to the same rules as motions. No amendment may be entertained which has the effect of nullifying the main motion.

Any amendment must be relevant to the subject matter of the motion and may be amended in only one of three ways:

1. by leaving out certain words
2. by adding certain word: or
3. by deleting certain words and replacing them with others.

Not more than two amendments may be before the meeting at one time. As soon as one amendment has been accepted or rejected, another may be proposed.

No amendment can be proposed which is the same in purpose to one that has already been accepted or defeated.

Notice of Motion - Advance notice of certain motions is sometimes required by a constitution or by-laws. In such cases, members must be advised in writing, prescribed number of days in advance of motion

Withdrawal of Motion or Amendments - A member may with the consent of the seconder withdraw his own motion or amendment. However, no motion or amendment can be withdrawn whilst there is a subsequent amendment in existence or after it has been voted upon passed.

Voting - Voting on motions and amendment is in the reverse of the order in which they are made:

- on the amendment to the amendment, or the second amendment;
- on the amendment;
- on the motion or the motion as amended

Voting shall be by a show of hands or by ballot (as provided in the next rule) each member present having one vote.

Ballot - The ballot is a secret vote designed to save members from embarrassment. It is to be used when the constitution or by-laws require it or when requested by any one member present at the meeting.

Deciding Vote - The chairman does not vote except in the case of a tie when he shall have a casting or deciding vote. This applies to a Ballot as well as an ordinary privilege".

Rejected Motion - A rejected motion shall not come up again during the same Jaycee year unless at least two-third of the members present approve of a motion "That the question be reconsidered". This motion is not debatable and calls for immediate vote.

The Point of order - A speaker may be interrupted for a Point of Order. If a member feels that improper language has been used, irrelevant argument introduced, or a rule of procedure broken, he is entitled to "rise to a point of order" and interrupt the speaker.

- The point of order must be stated definitely and concisely.
- The Chairman shall decide the point without debate though he may ask opinions.
- He shall not give any reasons for his decision but just his decision.
- After he has given his decision, his ruling may be appealed by the member when the chairman will state his decision and the point of appeal, then the question is not debatable: "shall the decision of the Chair stand as the judgment of this meeting?"
- A simple majority determines the issue.
- This merely settles a point of procedure and NOT a vote of confidence in the Chairman.

Question of a Privilege - If a member feels that his own or the organisation's reputation or position is endangered, he is entitled to raise a "question of privilege".

Procedure is the same as for a point of order.

Motion be Divided - If a member is of the opinion that a motion ought to be considered in separate parts and not as one whole he can move that the Motion be Divided. A Speaker may be interrupted for this purpose and an immediate vote shall be taken with discussion.

- If the Motion to Divide the motion being discussed is passed, the Meeting must then discuss the separate parts of the Motion and vote on them separately.
- When moving that the motion be divided the member doing so must specify in what ways the motion is to be divided.

Questions - With the consent of the speaker he may be interrupted for a question put by another member.

Quorum - A quorum is the minimum number of members who must be present at a meeting to make proceedings valid. Without a quorum no business may be transacted

To Table a Motion - To adjourn discussion of a main motion which is before the meeting either indefinitely or to a fixed date is "To table a motion". It requires another motion which is not debatable and which requires only a simple majority. If the motion is to table only until a particular time, it is debatable as to time only.

- If carried, the main motion in question comes up automatically at the time appointed, or if indefinite as to time, it remains tabled until such time as another motion (not debatable) "That the former one be now reconsidered" is passed by a simple majority.
- When the main motion comes back for consideration the debate will continue on the main motion as in the same condition that it was tabled, (including amendments, etc.)

Irrelevant Remarks - irrelevant remarks shall be stopped immediately by the chairman.

- A person who has already spoken on the question shall not be allowed to speak again until all those desiring to speak have been heard.
- Only one speaker may have the floor at a time.
- No one may speak until he has been given the floor by the chairman.
- Every speaker must address his remarks to the Chair and not to the meeting.

Previous Question - The previous question is the demand for an immediate vote on a motion or amendment. The motion "that the question be now put" is moved and seconded in the ordinary way.

- It is not debatable and requires a two-thirds affirmative vote.
- If it is passed there can be no further discussion on the main motion, except that its mover may close the debate before the final vote is taken.
- If rejected, the discussion continues.
- If a subsequent amendment is under discussion, it must be disposed of before the Previous Question may be moved.

Adjournment - A motion to adjourn or recess may be moved at any time. It is not debatable except if it is sought to adjourn to a time, when discussion is permitted on that point only.

- The motion requires a simple majority and, if passed, the meeting ends; if rejected the business continues.

General - If these rules are silent as to any particular matter, it is for the meeting itself to decide the point.

CHART ON PARLIAMENTARY MOTIONS

(Edited Sept2017)

PRIVILEGED MOTIONS 優先動議	Must be Seconded (5)	Amendable	Debatable	Vote Required	Can be Reconsidered	May Interrupt Speaker
1. Fix time of next meeting 決定下次開會日期	Yes	Yes	No	Majority	(3)	No
2. Adjourn meeting 休會	Yes	No	No	Majority	(3)	No
3. Recess 小休	Yes	Yes	No	Majority	(3)	No
4. Question of privilege 權宜問題	No	No	No	Chairman	Yes	Yes
5. Orders of the Day 依照當日議事程序安排	No	No	No	Chairman	No	Yes
SUBSIDIARY MOTIONS 附屬動議	Must be Seconded	Amendable	Debatable	Vote Required	Can be Reconsidered	May Interrupt Speaker
6. Lay on the table 擱置	Yes	No	No	Majority	No	No
7. Previous Question 終止討論	Yes	No	No	2/3	Yes	No
8. Limit debate 限制或寬限辯論	Yes	Yes	No	2/3	Yes	No
9. Postpone to a certain time 押後至某時限	Yes	Yes	Yes	Majority	Yes	No
10. Commit or Refer 交付小組研究	Yes	Yes	Yes	Majority	Yes	No
11. Committee of the whole 交付全體會議自由討論	Yes	Yes	Yes	Majority	(3)	Yes
12. Amend 修改	Yes	Yes	(1)	Majority	Yes	No
13. Postpone indefinitely 無限期押後	Yes	No	Yes	Majority	Yes	No
MAIN MOTIONS 主動議	Must be Seconded	Amendable	Debatable	Vote Required	Can be Reconsidered	May Interrupt Speaker
14. Main motion for general business	Yes	Yes	Yes	Majority	Yes	No
15. Take from the table 取消擱置	Yes	No	No	Majority	(3)	No
16. Reconsider 重新考慮	Yes	No	(2)	Majority	No	Yes
17. Rescind 撤消議案	Yes	Yes	Yes	(4)	Yes	No
18. Make special order of business 安排特別議事程序	Yes	Yes	Yes	2/3	Yes	No
INCIDENTAL MAIN MOTIONS 偶發動議	Must be Seconded	Amendable	Debatable	Vote Required	Can be Reconsidered	May Interrupt Speaker
19. Suspend rules 暫停實施議事規則	Yes	No	No	2/3	No	No
20. Withdraw a motion(after being stated by Chair) 撤回動議	Yes (6)	No	No	Majority	Yes	No
21. Object to consideration 反對考慮(某一問題/事項)	No	No	No	2/3	Yes	Yes
22. Point of order 提出會議程序問題	No	No	No	Chairman (7)	No	Yes
23. Appeal from Chairman's decision 申訴動議 (對主席決定有異議)	Yes	No	Yes	Majority in negative	Yes	Yes
24. Division (to verify a voice vote) 分組以確定投票結果	No	No	No	Single Member	No	Yes
25. Roll call Vote 要求點名投票	Yes	Yes	No	Majority	Yes	No
26. Point of information 要求提供資料	No	No	No	Chairman	No	Yes

- (1) Only if the motion to be amended is debatable.
- (2) Only if the motion to be reconsidered is debatable.
- (3) Not, but if defeated, subject can be presented again after reasonable passage of time.
- (4) Majority of entire group or 2/3 when without notice; if notice given, majority of those present.
- (5) No need when made by direction of a board or committee.
- (6) Second not required if the request to withdraw is made by one other than the original maker of motion
- (7) Unless the Chairman submits the question to the judgment of majority in assembly

-END-