

SOCIAL WORKERS REGISTRATION BOARD 社會工作者註冊局

Guidelines for the proceedings of election forum 選舉論壇進程指引

1. The election forum, as a part of the election campaign conducted by the Board, is to provide a common platform that electors, i.e. Registered Social Workers (RSWs), could meet with, hear from, and question the candidates of the election for Board Members.
2. The interpretation by the host of the forum of these guidelines is final.
3. Admission to the venue
 - 3.1 The forum is open to RSWs only, besides members of the Election Committee acting as host of the forum, staff members of the Board and service vendors as crew members of the event. To avoid any doubt, no media of any kind will be admitted.
 - 3.2 RSWs attending the forum should bring with them their Registration Cards as the identity documents for admission into the venue of the forum.
 - 3.3 Admission is on first-come first-seated basis. When the full capacity of the venue is reached, no RSWs will be admitted until there are early leavers.
 - 3.4 Participants may leave the venue at any time, with no guarantee for re-admission.
4. General etiquette
 - 4.1 Participants should not do anything intentionally to disturb the proceedings.
 - 4.2 Mobile phones, communication or computer devices should be turned off or in "silent" mode.
 - 4.3 No video or audio recording and photography are allowed, except that by the official recorder or photographer.
 - 4.4 No eating is allowed.
 - 4.5 The host of the forum reserves the right to refuse any person who is found to be behaving badly to stay in the venue.
5. Medium to be used
 - 5.1 The host will conduct the forum in Cantonese, supplemented with English when necessary.
 - 5.2 Candidates may use a language of own choice for self-introduction or answering questions.
 - 5.3 There will be no interpretation services of any kind to be provided.
1. 選舉論壇乃是註冊局舉行成員選舉的其中一環，旨在為選民（即註冊社工）提供一個平台，跟參選的候選人會面，聽取其意見及向其提問。
2. 論壇主持人擁本指引最終詮釋權。
3. 會場准入規定
 - 3.1 論壇只開放予註冊社工，及選舉委員會成員、註冊局職員及由註冊局委派的服務供應商員工。為免疑慮，論壇不接待任何類別的傳媒。
 - 3.2 註冊社工應帶備註冊證作為證明文件，以便安排進入會場。
 - 3.3 進入會場以先到先得方法處理。如已滿座，在有已進場的與會者提早離開，後來者方可進場。
 - 3.4 與會者可隨時離開會場，但不能確保可再次進入。
4. 一般禮儀
 - 4.1 與會者不應故意滋擾論壇的進程。
 - 4.2 與會者須關掉手電、通訊或電腦用品，或設至靜音狀態。
 - 4.3 除註冊局指派的攝製人員外，其他人士不准攝錄或拍照。
 - 4.4 場內不准進食。
 - 4.5 論壇主持人有權拒絕任何行為不當的人士逗留在會場內。
5. 採用語言
 - 5.1 主持人將以廣東話主持論壇，如有需要，將輔以英語。
 - 5.2 候選人可自選任何一種語言作自我介紹或回答問題。
 - 5.3 論壇不設任何傳譯服務。

6. Self-introduction session

- 6.1 Candidates attending the forum will be seated and be introducing themselves to the audience in the same sequence of their sequential number for the election.
- 6.2 Candidates will each be allowed 3 minutes to introduce themselves to the audience. If the candidates continue to speak when time is up, the time-keeper will play a ringtone. If the candidates fail to stop, the host may warn them.

7. Question and answer session ("Q&A session")

- 7.1 There will be a 15-minute break between the self-introduction session and the Q&A session. The host may allow additional breaks during the Q&A session when necessary.
- 7.2 Each candidate is to answer up to 3 questions only, to avoid any doubt, "refuse to answer" or "no comments" does count as an answer.
- 7.3 Candidates are allowed 3 minutes to answer each question. If the candidates continue to speak when time is up, the time-keeper will play a ringtone. If the candidates fail to stop, the host may warn them.
- 7.4 Subject to point 7.5, questions to be put forth to the candidates will be drawn by lots.
- 7.5 Each participant may submit up to 3 question papers; to avoid any doubt, the 3 questions can go to different candidates or for one single candidate.
- 7.6 Question of the following manner or type will not be accommodated:-
 - (a) The writing is illegible,
 - (b) The words are not constructed as a question,
 - (c) There are multiple questions on the paper or the question consists of multiple sub-questions,
 - (d) The question is not raised to ONE SINGLE candidate,
 - (e) Identity of the participant raising the question is not disclosed,
 - (f) There have already been 3 questions submitted by the same participant, drawn and asked, and it is the fourth question,
 - (g) The question is raised to the candidate who has already answered 3 questions.
- 7.7 There will be a lottery box set in front of the host. At any time before the host announces the conclusion of the Q&A session, participants, including the candidates but excluding those acting as the host, may make use of the question papers provided by the Election Committee to submit their questions by inserting them into the

6. 自我介紹環節

- 6.1 候選人座位編排及自我介紹的次序，將按候選編號安排。
- 6.2 每位候選人可利用三分鐘作自我介紹。如時間已到，將有提示訊號；如候選人仍不停止演說，主持人有權予以警告。

7. 答問環節

- 7.1 自我介紹及答問兩個環節之間，設十五分鐘休息時間。於需要時，主持人可在答問環節內另加插休息時間。
- 7.2 每位候選人只可及只需回答三條提問，為免疑慮，「拒絕作答」或「不作評論」亦算已作答。
- 7.3 每位候選人可以三分鐘的時間回答每一條問題。如時間已到，將有提示訊號，如候選人不停止演說，主持人有權予以警告。
- 7.4 向候選人提問的問題，以抽籤形式決定，並受限於 7.5 的規條。
- 7.5 每位與會者最多只可提交三張問題紙。為免疑慮，各條問題可向不同候選人發出，亦可全向同一位候選人提問。
- 7.6 以下類別的提問不予接受：
 - (a) 字跡不可辨認。
 - (b) 所用字句並不構成問題句。
 - (c) 問題紙寫上多於一條問題或一句包含多項細分的問題。
 - (d) 問題不是向單一候選人提出。
 - (e) 與會者沒有在問題紙上披露身份。
 - (f) 同一位與會者的三條問題早已全被抽出及發問，其第四條問題亦被抽出。
 - (g) 候選人已回答了三條問題，有關問題是向該候選人提問的。
- 7.7 主持人面前將放置抽籤箱。直到主持人宣佈答問環節完結前，與會者 (包括候選人在內但不包括主持) 可隨時使用大

- box.
- 7.8 The host will be reading out name of the participant, the candidate to answer, and the questions as written on the paper drawn from the box, potentially replacing any word of foul languages with a sound bite.
- 7.9 Participants are to be personally liable for contents of their questions. If participants notice of questions falsely raised in their names, they could voice it out to the host who, having verified their identities, could rule the question papers null and void.
8. Shooting & review of forum proceedings
- 8.1 The proceedings will be shot and made available for review at website of the Board till the vote counting date, so that RSWs not being able to attend the forum in person may review.
9. Typhoon and rainstorm arrangements
- 9.1 If Tropical Cyclone Warning Signal No. 8 or above or a Black Rainstorm Warning Signal is hoisted or remains in force at 12:00nn or up to 3:00pm on the date fixed for the forum, the forum will be cancelled and no other date will be re-arranged for it.
- 9.2 When the signal is lowered before 3:00pm, the forum will start from 5:00pm and the host may then adjust the number of questions to be asked or answered.
- 9.3 If any of the said signals is hoisted while the forum is in progress, the host will decide whether to adjourn or continue the forum, having considered the safety of all parties concerned.

END

會提供的問題紙寫上問題，並放進箱內。

- 7.8 主持人從抽籤箱抽出問題紙，讀出與會者的姓名、被提問的候選人及問題，若問題內容夾雜粗言穢語，主持人將以其他音節取代。
- 7.9 與會者須為其提問的內容負全責。若與會者發現被冒名提問，可向主持人提出，經查證與會者的身份後，主持人可判定問題紙無效。

8. 論壇進程的攝錄及播放

- 8.1 註冊局將攝錄論壇的進程，並在網址上播放，直到點票當日止，以便未能親身出席論壇的註冊社工重溫內容。

9. 颱風及暴雨安排

- 9.1 若八號或以上的颱風訊號或黑色暴雨警告訊號在論壇舉行當天中午十二時正懸掛或維持直到下午三時，論壇即告取消，不再另擇日期舉行。
- 9.2 當訊號在下午三時前除下，論壇將於當天下午五時開始，主持人將調節答問的數量。
- 9.3 若任何上述訊號在論壇進行中懸掛，主持人將以各人的安全為考慮，以決定是否結束或繼續。

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