

## **Guidelines and procedures for nomination and appointment of self-nominated committee members**

### **I. Overview**

1. The Board of Directors has set up a number of committees and working groups under its auspices to help carry out the different functions of the TIC. Convenors of the committees and working groups, who shall be Directors and appointed by the Board, will recommend to the Board those persons from inside or outside the trade whom they consider suitable for appointment as members of their respective committees or working groups. With the exception of Directors, no trade member may serve on more than two committees whether as a member recommended by the convenor, a member assigned by an Association Member, or a self-nominated member.
2. In order to have a wider and more balanced representation of members on some of the committees and to allow more persons to participate in the work of the TIC, the Board has begun to invite interested persons to nominate themselves to be a member of several committees since 2002/2003.

### **II. Guidelines**

1. Those who are managers or above of a TIC member and have obtained the written consent of their employers may nominate themselves to become a member of the six committees listed below:
  - Inbound Committee
  - Mainland China Inbound Tour Affairs Committee
  - Member and Public Relations Committee
  - Outbound Committee
  - Ticketing Committee
  - Training Committee
2. Eligible persons may nominate themselves to no more than two committees, but will only be appointed to one of them at most.
3. There shall not be more than one member on any committee coming from the same company.
4. A company shall send only one self-nominee to a committee.
5. A company shall not send any self-nominee to a committee to which the convenor has already nominated a person from the company for appointment as member.
6. The maximum number of members on each committee, including the convenor and the deputy convenor, is 25. The percentage of self-nominated members on each committee shall be at least 20% of the total number of trade members on the committee.

7. The convenors shall state the maximum number of members on their respective committees at the time they submit their proposals to the Board on the appointment of members. The number shall not be changed throughout the term and all the vacancies have to be filled at the beginning of the year.
8. If after the first round of invitation there are still vacancies for self-nominees in the committees, i.e., the 20% requirement mentioned in point 6 has not been met, the Board may invite self-nominations for one more time. Committees still receiving less than the requisite number of self-nominations are then exempted from the requirement.
9. Those self-nominees who are not appointed at the beginning of the year are put on the reserve committee members' list. Self-nominated member vacancies arising in the middle of the year will be filled from those on the list.

### **III. Procedures**

1. Invitation for self-nominations will be sent out to all TIC members upon appointment of convenors to the various committees.
2. Self-nominations shall be made by using the form specified for the purpose.
3. Self-nominees are requested to briefly introduce themselves on the nomination form and state how their knowledge and experience will contribute to the work of the committees concerned. Those who fail to do so will be disqualified.
4. Nominations received will be presented to the Board for appointment.
5. If there is any person who nominates himself/herself to more than one committee, the Board will arrange the order of the six committees by drawing lots, in order to decide the self-nominees on the committees.
6. If the number of vacancies available in a committee equals or exceeds the number of nominations received, the self-nominees will be appointed to the committee in accordance with the order mentioned in point 5. If the number of vacancies available in a committee is smaller than the number of nominations received, appointments will be decided by drawing lots at a Board meeting.
7. A person who has nominated himself/herself to more than one committee will be appointed to the first one with vacancies available or to which he/she is drawn.