

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

	General Guidelines	一般指引
1.	The election forum, as a part of the election campaign conducted by the Board, is to provide a common platform that voters, i.e. Registered Social Workers (RSWs), could meet with, hear from, and question the candidates of the election for Board Members.	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，與參選的候選人接觸，聽取其意見及向其提問。
2.	The forum will be conducted on-site. Both the candidates and the voters can attend the forum in person.	論壇將以實體的形式進行。候選人和選民可親身出席論壇。
3.	All voters should register for the forum. Participants need to provide their names, registration numbers and email addresses in advance.	所有出席論壇的選民須預先報名，並須預先以姓名、註冊編號及電郵地址登記。
4.	The forum is open to RSWs, members of the Board, members of Election Committee, Board Office staff, and service providers of the forum, if any. To avoid any doubt, no media of any kind will be admitted.	論壇只開放予註冊社工、註冊局成員、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。為免生疑問，論壇不接待任何類別的傳媒。
5.	Participants should not do anything intentionally to disturb the proceedings. The host of the forum reserves the right to refuse any person who is found to be behaving badly to stay in the venue.	若遇到故意滋擾行為，論壇主持人有權拒絕任何行為不當的人士逗留在會場內。
6.	The host will conduct the forum in Cantonese, supplemented with English or Putonghua when necessary. Candidates may use a language of own choice for self-introduction or answering questions. There will be no interpretation services of any kind to be provided.	主持人將以廣東話主持論壇，如有需要，將輔以英語或普通話。候選人可自選任何一種語言作自我介紹或回答問題。論壇不設任何傳譯服務。
7.	No video or audio recording and photography are allowed, except that by the official recorder or photographer, if any.	除註冊局外，其他人士禁止任何形式的攝錄或拍照。
8.	The interpretation by the host of the forum of these guidelines is final.	論壇主持人擁有本指引最終詮釋權。
9.	Candidates attending the forum should bring along identity documents for admission into the venue of the forum.	候選人入場前須核實身份。
	Candidates' self-introduction session	候選人自我介紹環節
10.	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.	候選人將按候選編號獲安排座位及順序自我介紹。
11.	Each candidate will be given 3 minutes to introduce himself/herself. In the last 20 seconds, there will be a reminder signal. No candidate will be allowed to continue his/her speech when time's up.	每位候選人可利用 3 分鐘作自我介紹。在最後 20 秒，將有提示訊號，時間到後候選人必須立即停止發言。
	Questioning Arrangement	提問安排
12.	Each participant (including candidate) may submit up to 3 questions, with designated single candidate to answer.	每位參加者(包括候選人) 只可提出不多於 3 條問題，每條問題須指明某一位候選人回答。
13.	The 4 items in the question paper include name of questioner, registration number, name of candidate and the question (limited to one). Papers of any other source are unacceptable.	問題紙包括 4 項資料:提問人姓名、註冊編號、候選人姓名及問題(只限一條)。不接受非大會提供的問題紙。
14.	The completed question paper can be passed to	填妥問題紙後可交予職員放入抽籤箱內，供答問環節之用。

	the staff to put it in the lottery box for the Q & A session.	
	Q&A session	答問環節
15.	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.	自我介紹及答問兩個環節之間，設 15 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。
16.	Each candidate is to answer up to 3 questions only, to avoid any doubt, “refuse to answer”, “no comments” or “answer later” does count as an answer.	每位候選人只可及只需回答 3 條提問，為免生疑問，「拒絕作答」、「不作評論」或「稍後作答」亦算已作答。
17.	Each candidate can answer each question in 3 minutes. In the last 20 seconds, there will be a reminder signal. No candidate will be allowed to continue his/her speech after the 3 minutes.	每位候選人有 3 分鐘的時間回答每一條問題。在最後 20 秒，將有提示訊號，3 分鐘過後候選人必須立即停止發言。
18.	There will be a lottery box set in front of the host. Staff can assist to insert the question papers submitted by the participants, into the box till noon.	問題紙抽籤箱將放置於主持人席前。職員會協助將提問者的問題紙放入箱內直至正午 12 時正。
19.	The host will be reading out the name of the questioner, 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.	主持人每次從抽籤箱抽出問題紙乙張，並讀出提問者的姓名、被提問候選人的姓名，以及所提問的問題，若問題內容夾雜粗言穢語，主持人可以其他音節取代。
20.	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.	參加者須為其提問的內容負上全部責任。若參加者發現被冒名提問，可向主持人提出，經查證參加者的身份後，主持人可判定問題紙無效。
21.	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) the question is raised to the candidate who has already answered 3 questions. (g) 3 questions have been raised by the same participant.	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问题。 (d) 問題不是向單一候選人提出。 (e) 參加者沒有在問題紙上披露身份。 (f) 被提問的候選人已回答了三個問題。 (g) 同一參加者已經提出三條問題。
	Typhoon and rainstorm arrangements	颱風及暴雨安排
22.	If Typhoon Signal No. 8 or above or a Black Rainstorm Warning Signal is hoisted or remains in force 2 hours before the time fixed for the forum, the forum will be cancelled.	若 8 號或以上的熱帶氣旋警告訊號或黑色暴雨警告訊號在論壇舉行前 2 小時仍然懸掛，論壇即告取消。
23.	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.	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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