# HKMA David Li Kwok Po College Alumni Association
# The Procedures for the Election of Alumni Managers

## 1. Interpretation

1.1 HKMA David Li Kwok Po College Alumni Association registered under the Societies Ordinance is the only recognized alumni association (RAA) approved for nominating Alumni Manager(s).

1.2 *Election* means the election of Alumni Manager(s) for the Incorporated Management committee (IMC) of HKMA David Li Kwok Po College.

1.3 *IMC* means the Incorporated Management Committee of HKMA David Li Kwok Po College.

1.4 *Ordinary Member(s)* means any person(s) who is(are) admitted as ordinary member(s) of the HKMA David Li Kwok Po College Alumni Association as defined in the constitution of the Alumni Association.

## 2 Candidature

2.1 Only ordinary members of the Alumni Association can stand for the Election.

2.2 An ordinary member shall not be nominated if he/she is a serving teacher of the school.

2.3 An ordinary member shall not be nominated if he/she does not satisfy the conditions stipulated in Section 30 of the Education Ordinance.

## 3 Electors' Eligibility

3.1 All members of the Alumni Association are eligible to vote in the Election.

## 4 Number and Tenure

4.1 As specified in Section 5.1 (d) of the constitution of the IMC, there should be one Alumni Manager.

4.2 As set out in Section 6.2 (d) of the constitution, the term of office for the Alumni Manager should be two years. All terms shall commence on the date on which the manager concerned is registered as being a manager.

## 5 Returning Officer

5.1 The Chairperson or an office-bearer of the Alumni Association shall be assigned as Returning Officer to oversee the different aspects of work including monitoring, verifying and approving nominations, issuing ballot papers and counting votes.

5.2 The Returning Officer must not be a candidate for the Election.

## 6 Period of Nomination

6.1 The period of nomination for the Election should be at least 14 days.

6.2 If no one stands for candidature in the Election, the Returning Officer may consider extending the deadline of nomination or conducting the Election again.

## 7 Nomination

7.1 The Returning Officer shall inform, in writing, all members of the number of Alumni Manager vacancies; the period and method of nomination; the date, time and venue of voting, vote count and announcement of election results; the eligibility criteria for candidates and the responsibilities of a school manager.

7.2 An alumni member may nominate oneself or another alumni member to stand for the Election. The maximum number of nominees that each alumni member can nominate is one.

7.3 The Returning Officer shall verify the eligibility of the candidates and confirm whether or not they are willing to stand for the Election.

## 8. Candidate's Information

8.1 Each nominated candidate should supply a brief statement of his/ her personal information to the Returning Officer.

8.2 The Returning Officer should notify all members the names of the candidates at least 7 days before the election. The notification should also set out the procedures and the timetable for the Election.

## 9. Date of Voting

9.1 The date of voting for the Election should be at least 7 days after the deadline of nomination.

## 10. Voting Method

10.1 The Election shall be carried out by a secret ballot.

10.2 A ballot box should be made available for the Election.

10.3 If members are requested to vote in person at the College, the Returning Officer shall inform all members in advance of such arrangement and specify clearly of the voting method and the date, time and venue of the voting.

10.4 The Returning Officer may also specify any other means of returning the ballot papers, such as by post.

## 11. Counting of votes

11.1 Members or representatives of the Alumni Association, candidates, and the

Principal should participate in witnessing the vote counting process.

11.2 The Returning Officer should be responsible for the counting process. He/ She must make sure all ballot papers have been poured out from the ballot box before counting starts.

11.3 A ballot paper will be deemed to be invalid if:

11.3.1 The number of candidates marked on the ballot paper exceeds the number that is allowed;

11.3.2 The ballot paper has not been marked properly;

11.3.3 The ballot paper is marked in such a way that the identity of the elector can be distinguished.

11.4 The Alumni Association shall nominate the candidate who obtains the greatest number of votes for registration as the Alumni Manager.

11.5 If only one valid nomination for election is received on or before the expiration of the nomination period, that candidate will automatically be elected as the Alumni Manager.

11.6 When two or more candidates obtain the same number of votes, the Returning Officer, witnessed by representatives of the Alumni Association and the Principal, shall draw lots to determine the successful candidate.

11.7 The Returning Officer shall put all the cast ballot papers into an envelope, which shall then be signed and sealed by him and the Principal. The envelope and the cast ballot papers shall be kept by the Alumni Association for six months.

## 12. Announcing Results

12.1 The Returning Officer should inform all members of the results of the Election.

12.2 Unsuccessful candidates may, within one week of the announcement of results, appeal to the Alumni Association in writing, stating the reasons for their appeals.

12.3 The Alumni Association shall nominate the member elected to the IMC as an Alumni Manager of the school.

## 13. Filling of vacancy

13.1 If an alumni manager vacancy either because of the expiry of term of office or resignation tendered by the manager during the term of office, the Alumni Association shall conduct a by-election in the same manner to elect another Alumni Manager to fill the vacancy within three months. If the Alumni Association cannot conduct the by-election accordingly, the IMC will exercise its discretion to approve an extension of the vacancy period.

# Ethical Conduct Required in the Alumni Manager Election

Nomination of Candidates

1. Do not offer any advantage to get any person to stand or not to stand as a candidate.
2. Do not offer any advantage to get any person having been nominated as a candidate to withdraw his candidature.
3. Do not offer any advantage to get any candidate's not using his best endeavours to promote his candidature.
4. Do not solicit or accept any advantage for any person's standing or not standing as a candidate.
5. Do not solicit or accept any advantage for any person's withdrawal of his candidature.
6. Do not solicit or accept any advantage for any candidate's not using his best endeavours to promote his candidature.
7. Do not use or threaten to use force or duress to induce any person to stand or not to stand as a candidate, or to withdraw his candidature.
8. Do not induce by deception, any person to stand or not to stand as a candidate, or to withdraw his candidature.

Electioneering

1. Do not make any materially false or misleading statement of fact including but not limited to the character, qualifications or previous conduct of a candidate or candidates.
2. Do not take part in any activity that is likely to give rise to criticism and allegation of malpractices and should abide by the principle of fairness in election.
3. Do not state overtly or covertly the support of any person or organisation in any campaign activities, especially in the campaign literature before written consent has been obtained.

Voting

1. Do not offer any advantage to induce any person not to vote at an election.
2. Do not offer any advantage to induce any person to vote or not to vote for a particular candidate at an election.
3. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward for any person's not voting at an election.
4. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward for any person's voting or not voting for a particular

candidate at an election.

5. Do not use or threaten to use force or duress against any person for the purpose of influencing his or any other person's voting decision.
6. Do not induce by deception any person not to vote at an election.
7. Do not induce by deception any person to vote or not to vote for a particular candidate at an election.