

Po Leung Kuk Tang Yuk Tien College Alumni Association (the “Alumni Association”)

Guide for Alumni Manager Election

Section I: General

Article 1: Introduction

- A. This election guide outlines the procedures in accordance with the Education Ordinance (the “Ordinance”) for the election of alumni managers.

Article 2: Tenure

The term of office of the Alumni Manager shall be two years commencing from on April 1 and terminate on March 31 in the following 2 subsequent years, if such Alumni Manager is registered as a Manager on April 1; or from the day upon which such Alumni Manager is registered as a Manager and terminate on 31 March in the following 2 subsequent years if such Alumni Manager is not registered as a Manager by April 1.

Section II The Candidature

- A. All alumni of the School aged 18 or above are eligible to become candidates.
- B. An alumnus should not be nominated in the event of the following situations —
- (i) He / she is a serving teacher of the School (because teachers can join the IMC in the capacity of teacher managers); or
 - (ii) He / she does not meet the registration requirements of managers set out in section 30 of the Ordinance (Annex I)
- C. As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity. Thus, no one can serve as an Alumni Manager and a parent manager at the same time. If there are two elections under different categories to be conducted concurrently in a school, no candidate shall participate in more than one election.

Section III Nomination

Article 1: Returning Officer

- A. The Alumni Association shall assign an office-bearer as the Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes, but the Returning Officer must not be a candidate for the Alumni Manager election.
- B. The Returning Officer shall inform all its members of the number of Alumni Manager vacancies, the period of nomination, method of nomination, date of voting and counting, date of announcement of results and other relevant information. At the same time, the Returning Officer shall inform all its members of the eligibility and responsibilities of candidates.

Article 2: Nomination

- A. Nominations for Alumni Manager shall commence 45 clear days (including Saturdays, Sundays and public holidays) before the election and the nomination shall close 30 clear days (including Saturdays, Sundays and public holidays) before the election.
- B. An alumnus may nominate oneself or one eligible candidate to stand for the election.
- C. If no one is nominated, the IMC may, in accordance with section 40AP(5) of the Ordinance, nominate such number of persons for registration as Alumni Managers of the School as may be provided for in its constitution.

Section IV Candidates' Information

- A. Each nominated candidate shall supply a brief statement of his / her personal information to the Returning Officer within the number of words as required by the Alumni Association.
- B. Not less than 7 days before the election day, the Returning Officer shall notify all alumni in writing the names of the candidates being nominated and the brief introductory statements of the candidates including their declarations.

Section V Election of Alumni Manager

Article 1: Voting

- A. All alumni of the School are eligible to vote. All electors have equal voting rights.
- B. In case there is only 1 candidate nominated, the candidate shall be automatically elected.
- C. In case where there are two or more candidates nominated, the candidate who receives the highest number of votes will be elected.
- D. Voting will be by way of secret ballot and each eligible voter shall
 - (i) come to the temporary voting boxes set up in the School personally to cast his/her vote on the day of election (**voting in person**) or
 - (ii) return the ballot paper by post before the scheduled day of election. (**Postal voting**)

Article 2: Counting of votes

- A. The Returning Officer shall arrange to conduct the voting and counting of votes on the same day. All members of the Alumni Association, all candidates, and the principal may be invited to witness the counting of votes.
- B. If there is an equality of vote, the result shall be determined by drawing lots.

Article 3: Announcing Results

- A. The Returning Officer shall inform all its members of the results of the election within 7 days of the election.

Article 4: Follow-up Actions after Election

The Alumni Association should nominate to the IMC the alumni elected as an Alumni Manager of the School. Thereafter, the IMC shall apply to the Permanent Secretary for registration of the alumnus elected as an Alumni Manager of the School.

Article 5: Appeal Mechanism

- A. Unsuccessful candidates may submit a written appeal to the Association within 7 days of the announcement of the election results, detailing the reasons for the appeal.
- B. The Alumni Association will handle the appeal either by itself or by appointing an independent task force. If any Executive Committee member is involved, they shall not participate in the meeting or discussion. The Executive Committee may make the following decisions regarding the appeal:
 - (i) If the appeal does not provide sufficient reasons and evidence or the grounds are found to be unsubstantiated, it will be dismissed, maintaining the original election results, and reported to the IMC.
 - (ii) If the appeal provides sufficient reasons and evidence and violations of this Guide or the Education Ordinance - Provisions relating to Election of Alumni Managers are substantiated, the election results shall be declared invalid, and a re-election must be held.
- C. During the appeal period, the elected Alumni Manager concerned must suspend their application for registration as directors to ensure the fairness of the electoral process.

Section VI Filling of casual vacancies

- A. If an Alumni Manager vacancy arises as a result of an Alumni Manager resigning during his / her 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 two months.
- B. If the Alumni Association cannot conduct the by-election accordingly, the IMC shall apply on good grounds to the Permanent Secretary for further extension of the period for filling the vacancy.

Section VII: Ethical Conduct Required in the Alumni Manager Election

Article 1: Nomination of Candidates

- A. Do not offer any advantage to get any person to stand or not to stand as a candidate.
- B. Do not offer any advantage to get any person having been nominated as a candidate to withdraw his candidature.
- C. Do not offer any advantage to get any candidate's not using his best endeavours to promote his candidature.
- D. Do not solicit or accept any advantage for any person's standing or not standing as a candidate.
- E. Do not solicit or accept any advantage for any person's withdrawal of his candidature.
- F. Do not solicit or accept any advantage for any candidate's not using his best endeavours to promote his candidature.
- G. 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.

- H. Do not induce by deception, any person to stand or not to stand as a candidate, or to withdraw his candidature.

Article 2: Electioneering

- A. 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.
- B. 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.
- C. Do not state overtly or covertly the support of any person or organization in any campaign activities, especially in the campaign literature before written consent has been obtained.

Article 3: Voting

- A. Do not offer any advantage to induce any person not to vote at an election.
- B. Do not offer any advantage to induce any person to vote or not to vote for a particular candidate at an election.
- C. 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.
- D. 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.
- E. 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.
- F. Do not induce by deception any person not to vote at an election.
- G. Do not induce by deception any person to vote or not to vote for a particular candidate at an election.

Section VIII: Amendments

This guide shall not be amended in any way without the prior written approval of the Po Leung Kuk [and the passing of a relevant resolution by a general meeting of the Alumni Association].

Education Ordinance
Provisions relating to Election of Alumni Managers

Section	Content
30	<p>The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —</p> <ul style="list-style-type: none"> • the applicant is not resident in Hong Kong for at least 9 months in each year; • the applicant is not a fit and proper person to be a manager; • the applicant is a person in respect of whom a permit to teach has previously been cancelled; • the applicant is under the age of 18 years; • the applicant has attained the age of 70 years and he fails to produce a valid medical certificate certifying that he is physically fit to perform the functions of a manager; • the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a valid medical certificate certifying that he is physically fit to perform the functions of a manager; • in making or in connection with any application — <ul style="list-style-type: none"> (i) for registration of a school; (ii) for registration as a manager or a teacher; or (iii) to employ a person as a permitted teacher in a school, the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular; • the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; • the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or • the applicant has been registered as a manager of 5 or more schools.
40AL	<ul style="list-style-type: none"> • For an IMC school, at least one alumni manager shall be provided.
40AP	<ul style="list-style-type: none"> • If the school is a bi-sessional school, the IMC or sponsoring body (as may be provided for in the constitution of the IMC) may recognise an alumni association for each session separately. • The IMC or sponsoring body may recognise one body of persons as recognised alumni association. The body of persons shall be recognised only when its constitution specifies the following items — <ul style="list-style-type: none"> (i) its membership is open to all alumni of the school; (ii) only the alumni of the school may elect or become office-bearers of the body; and

Section	Content
	<p>(iii) the system of election is fair and transparent.</p> <ul style="list-style-type: none"> • A recognised alumni association may nominate such number of persons for registration as alumni manager of the school as may be provided for in the constitution of the IMC of the school. • If no person is nominated, the IMC may nominate such number of persons for registration as alumni manager as may be provided for in its constitution. • A candidate must be an alumnus of the school. • A candidate must not be a teacher of the school.
40AU	<ul style="list-style-type: none"> • The person who fills the vacancy of alumni manager shall be nominated for registration as a manager in the same manner as the manager who ceased to hold the office concerned.
40AX	<ul style="list-style-type: none"> • On the ground that a manager is not suitable to continue to hold office, the recognised alumni association of a school may pass a resolution, in a manner which is similar to the manner in which the manager concerned is elected, and make a written request to the IMC to cancel the registration of the manager. The IMC shall, upon receiving the request, issue a notice in writing to the Permanent Secretary as regards the cancellation of the registration of the alumni manager.