

## Guide for Alumni Manager Election

### Introduction

1. This election guide outlines the procedures in accordance with the Education Ordinance (the Ordinance) for the election of alumni managers. Please refer to Annex I for the provisions of election of alumni managers in the Ordinance. The Incorporated Management Committee (IMC) is requested to pass this guide to the recognised alumni association of the school for reference in working out an election mechanism for electing alumni managers. Alumni associations may adapt this election guide to suit their own needs and provide for matters relating to alumni manager election in the constitutions of alumni associations.

2. Since the implementation of school-based management in all public sector schools in 2000, the Education Bureau has promoted the participation of key stakeholders in school management and decision-making. The Ordinance aims at introducing an open and transparent participatory school governance framework in schools by including key stakeholders like teachers, parents and alumni in the IMC. There shall be at least one alumni manager in the IMC. The IMC or sponsoring body (as may be provided for in the constitution of IMC) may recognise one body of persons as recognised alumni association for nominating alumni manager. If the recognised alumni association does not have any nomination for alumni manager(s) of the school, the IMC may, in accordance with section 40AP(5) of the Ordinance, nominate such number of persons for registration as alumni manager of the school as may be provided for in its constitution.

3. The election of alumni managers should be conducted by the recognised alumni association. The constitution of alumni association should provide for the election procedures of alumni manager and to ensure that the mechanism is fair and transparent. Detailed arrangements of the election should be made known to all members of the alumni association. **The alumni association may amend its constitution where necessary in order that it fulfils the conditions for recognition by the IMC and hence is responsible for nominating**

**alumni manager(s).** All members of the alumni association should be consulted on such changes and any subsequent amendments to the election mechanism should be properly documented.

### **The Candidature**

4. All alumni of the school are eligible to become candidates.
5. 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.
6. 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.

### **Number & Tenure**

7. The IMC should specify the number and tenure of office of alumni manager(s) in its constitution. Generally, the term of office of an alumni manager is recommended to come into effect on 1 September and terminate on 31 August.

### **Nomination Procedures**

#### **Returning Officer**

8. The alumni association may assign the chairperson or an office-bearer as 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.

### **Period of Nomination**

9. The alumni association should specify in its constitution the period of nomination for the alumni manager election (namely, 2 months before an AGM).

### **Nomination**

10. The Returning Officer should 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 should inform all its members of the eligibility (paragraphs 4 to 6 above) and responsibilities of candidates. An alumnus may nominate oneself or another eligible candidate to stand for the election. The maximum number of nominees that each alumnus can nominate should not exceed the number of alumni manager vacancies, and such nomination should at least be supported by a third alumnus whose name has been registered in the member list of the alumni association.

11. If no one is nominated, the alumni association may consider extending the deadline of nomination or conducting the election again after a lapse of some time that the alumni association thinks fit. The election procedures should cater for such occasions and special arrangements should be made based on the principles of fairness, openness and simplicity.

### **Candidates' Information**

12. Each nominated candidate should supply a brief statement of his / her personal information to the Returning Officer within 500 words as required by the alumni association.

13. Not less than 7 days before the election day, the Returning Officer should issue a letter to all alumni listing the names of the candidates being nominated and the brief introductory statements of the candidates including their declarations should be attached. The alumni association should guard against the risk of incurring any legal liability in

publishing those statements. The letter should also explain the procedures and the time-table of the election. If possible, the Returning Officer can arrange a meeting for the candidates to introduce themselves to all alumni and answer questions from them.

## **Electors' Eligibility**

14. All alumni of the school with their names registered in the member list of the alumni association 1 month before the election day are eligible to vote. All eligible electors have equal voting right.

## **Election Procedures**

### **Date of Voting**

15. The period between the date of voting for alumni manager election and the deadline of nomination should at least be two weeks.

### **Voting method**

16. To ensure a fair election, the voting should be conducted by secret ballot, i.e. electors are not allowed to put down their names or any other marks of identification on the ballot paper and should not let the other electors see whom they have voted for. A sample of the ballot paper is at [Annex II](#).

### **Counting of votes**

17. The Returning Officer may arrange to conduct voting and counting on the same day. All members of the alumni association, all candidates, and the principal may be invited to witness the counting of votes.

18. If there are more than one vacancy, the successful candidates are the ones who obtain the greatest number of votes, then the next greatest and so on until all vacancies are filled. When two or more candidates obtain the same number of votes, the arrangement should be specified in advance in the constitution of alumni association to determine who shall be elected, such as conducting a second round of voting or drawing lots. The principles of fairness, openness and simplicity should be observed in

this regard.

### **Announcing Results**

19. The Returning Officer should inform all its members of the results of the election.

20. Unsuccessful candidate may, within one week of the announcement, appeal to the alumni association in writing together with the reasons. The alumni association should stipulate in its constitution the appeal mechanism for the election of alumni managers and ensure that the mechanism is fair.

### **Follow-up Actions after Election**

21. The alumni association should nominate to the IMC the alumnus elected as an alumni manager of the school. Afterwards, the IMC shall apply to the Permanent Secretary for registration of the alumnus elected as an alumni manager of the school.

### **Filling of casual vacancies**

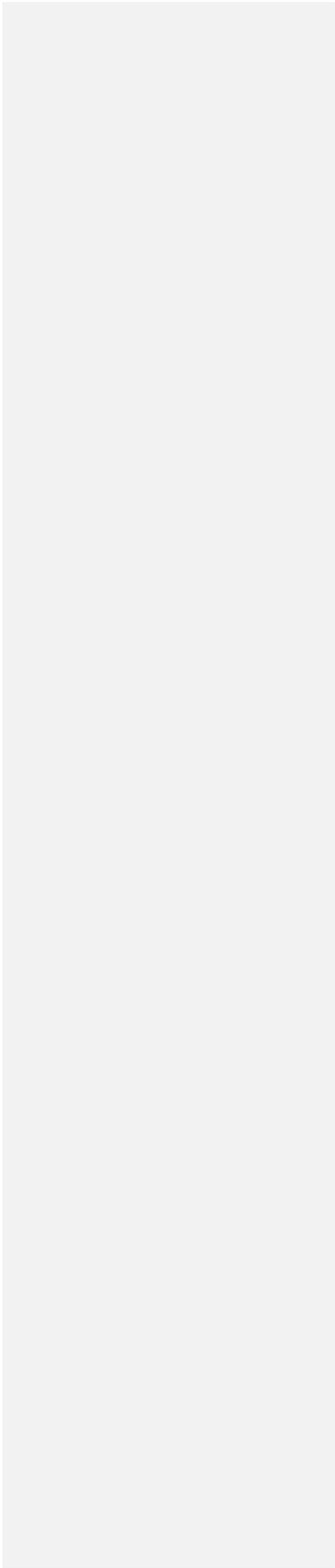
22. If an alumni manager vacancy arises as a result of an alumni manager resigning during his / her term of office, the alumni association shall conduct a by-election in the same manner to elect another alumni manager to fill the vacancy within three months. If the alumni association cannot conduct the by-election accordingly, the IMC shall apply on good grounds to the Permanent Secretary for further extension of the period for filling the vacancy.

### **Points to note**

23. Alumni, being candidates and voters in the alumni manager election, should note the ethical conduct listed at Annex III to ensure fairness in the election process.

24. On receiving an application for registration as a manager of a school, the Permanent Secretary shall make such inquiry as he considers necessary. Also, the Permanent Secretary may refuse to register an applicant as a manager of a school on grounds stipulated in section 30 of

the Education Ordinance.



## 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"> <li>• the applicant is not resident in Hong Kong for at least 9 months in each year;</li> <li>• the applicant is not a fit and proper person to be a manager;</li> <li>• the applicant is a person in respect of whom a permit to teach has previously been cancelled;</li> <li>• the applicant is under the age of 18 years;</li> <li>• 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;</li> <li>• 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;</li> <li>• in making or in connection with any application — <ul style="list-style-type: none"> <li>(i) for registration of a school;</li> <li>(ii) for registration as a manager or a teacher; or</li> <li>(iii) to employ a person as a permitted teacher in a school,</li> </ul> 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;</li> <li>• the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance;</li> <li>• the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or</li> <li>• the applicant has been registered as a manager of 5 or more schools.</li> </ul>
40AL	<ul style="list-style-type: none"> <li>• For an IMC school, at least one alumni manager shall be provided.</li> </ul>

<b>Section</b>	<b>Content</b>
40AP	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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"> <li>(i) its membership is open to all alumni of the school;</li> <li>(ii) only the alumni of the school may elect or become office-bearers of the body; and</li> <li>(iii) the system of election is fair and transparent.</li> </ul> </li> <li>• 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.</li> <li>• 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.</li> <li>• A candidate must be an alumnus of the school.</li> <li>• A candidate must not be a teacher of the school.</li> </ul>
40AU	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
40AX	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

**CHUEN YUEN COLLEGE ALUMNI ASSOCIATION LTD.**

**全完中學校友會有限公司**

**Election of Alumni Manager 校友校董選舉**

**Ballot Paper 選票**

Voting Date:

投票日期：

Please read carefully the “Directions for Voting” overleaf before casting vote.

填寫選票前請細閱背頁的「投票人須知」

Please use a blue or black ball-point pen to mark a “✓” in the box against the number of the candidates you vote for. The number of “✓” you marked on the ballot paper should not be more than the number of vacancies. Otherwise, your ballot paper will be considered null and void.

請用藍色或黑色原子筆在選票上候選人編號旁邊的空格內加上「✓」號。你在選票上所填的「✓」號，不能超過空缺的數目，否則，選票便會作廢。

Candidates 候選人

<input type="checkbox"/>	1	XXX(Name in English)	XXX(中文姓名)
<input type="checkbox"/>	2	XXX	XXX
<input type="checkbox"/>	3	XXX	XXX

校友校董選舉

Election of Alumni Manager

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**CHUEN YUEN COLLEGE ALUMNI ASSOCIATION LTD.**

全完中學校友會有限公司

**Directions for Voting**

1. Put no other marks on the ballot paper other than the mark “✓” or it will be considered null and void.
2. Fold the ballot paper into two and do not let anyone see whom you vote for. The ballot is secret.
3. Put the ballot paper into the ballot box.

投票人須知

1. 除「✓」號外，請勿在選票上劃上其他記號，否則選票便會作廢。
2. 將選票對摺，切勿讓他人看見你的選擇。投票是保密的。
3. 將選票放入投票箱。

## **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.