

# **S.K.H. Ma On Shan Holy Spirit Primary School**

## **Rules for the Election of the Alumni Manager**

(Revised on 10<sup>th</sup> Nov.,2014.)

### **1. Introduction**

- 1.1 These Rules outline the procedures for the election of the Alumni Manager (“the Election”) in accordance with the Education Ordinance (“the Ordinance”) and the Constitution (“the IMC Constitution”) of the Incorporated Management Committee of the School (“the IMC”)
- 1.2 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.
- 1.3 Paragraph 18 of the IMC Constitution sets out the role of the IMC and the Managers including the Alumni Manager.

### **2. The Candidature**

- 2.1. All alumni of the School (“alumni”) who are members of S.K.H. Ma On Shan Holy Spirit Primary School Alumni Association (“Members”) are eligible candidates for the Election.
- 2.2. An alumnus shall 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.
- 2.3. If an election for the Parent Manager is conducted in the School concurrently, a candidate for the Election shall not stand as a candidate in the election for the Parent Manager concurrently.

### **3. Number & Tenure**

- 3.1. Pursuant to the IMC Constitution, the alumni association recognized by the School's sponsoring body under the Ordinance, or the Recognized Alumni Association of the School ("the RAA"), may at any time nominate one person for registration as the Alumni Manager in accordance with the Ordinance and therefore, one Alumni Manager shall be elected in the Election.
- 3.2. The term of office of the Alumni Manager is two school years and shall come into effect on the date of his/her registration as a manager, whereby a "school year" means a year beginning on 1<sup>st</sup> September and ending on 31<sup>st</sup> August of the following year and any period of less than 12 calendar months shall be deemed to be a complete school year should the registration date fall on a date after 1<sup>st</sup> September.
- 3.3. Pursuant to Paragraph 17.1 of the IMC Constitution, the Alumni Manager shall not serve for more than 2 consecutive terms.

### **4. Nomination Procedures**

#### **4.1. Returning Officer**

- 4.1.1. The RAA may assign its chairperson or elect an office-bearer as the Returning Officer ("the Returning Officer") to conduct monitoring of the nominations and supervision of the issue of the ballot papers and the counting of votes.
- 4.1.2. The Returning Officer must not be a candidate for the Election.

#### **4.2. Period of Nomination**

- 4.2.1. The nomination period should not be less than 7 days (starting from the date of the Election Notice).

### **Nomination**

- 4.3.1. The Returning Officer shall issue a letter to all Members and/ or post a notice, a sample of which is shown at Annex I herein ("the Election Notice"), not less than 14 days before the date of the Election is to be conducted ("the Election Day") on the School's website to all Members. The Election Notice shall:-

- (a) specify the Election Day (including the time and venue for conducting the election where applicable); and
- (b) specify the number of vacancies for the Alumni Manager; and
- (c) specify that all Members (who are not current teachers of the School) have a right of candidature; and
- (d) specify that all Members have equal voting rights and each Member shall have one vote; and
- (e) specify that any nomination should be made only via a specified nomination form, a sample of which is shown at Annex II herein (“the Nomination Form”), which has to be completed and submitted to the School Office on or before the deadline for nomination and that each Nomination Form shall be signed by a nominator and a seconder as well as the candidate to confirm his/her consent to his/her candidature.
- (f) specify that the voting for the Election shall be conducted by secret ballot.

#### **4.4. Nomination Procedures**

- 4.4.1. Each Nomination Form should be signed by an alumni nominator and an alumni seconder and the candidate is required to sign the Nomination Form consenting to his / her candidature and provide a brief statement of his/her personal information within the number of words required on the Nomination Form. The alumni nominator and the alumni seconder must be Members.
- 4.4.2. All nominees shall submit their respective Nomination Forms to the Returning Officer by the deadline for nomination.
- 4.4.3. The Returning Officer shall examine the information provided by the nominees after the deadline for nomination and prepare a list of validly nominated candidates.
- 4.4.4. Pursuant to Paragraph 15.3 of the IMC Constitution and the Ordinance, the IMC may nominate one person for registration as the Alumni Manager if no one is nominated to stand in the Election.
- 4.4.5. Not less than 7 days before the Election Day, the Returning Officer shall issue a further notice in writing to all Members, a sample of which is shown at Annex III herein (“the

Further Notice”). The Further Notice shall:-

- (a) include a list of the names of all validly nominated candidates (together with their respective self-introductory statements); and
- (b) specify the procedures of the Election (including the arrangements for the counting of votes and the declaration of the Election results).

4.4.6. Where necessary, the Returning Officer may arrange a meeting for the candidates to introduce themselves to all Members and answer any question raised by any Member.

#### **4.5. Electors’ Eligibility**

4.5.1. All alumni who are Members are eligible to vote.

4.5.2. If the principal of the School (“the Principal”), a teacher or a parent is also a Member, he/she is entitled to vote.

4.5.3. The Returning Officer is required to prepare an “Alumni Manager Electoral List” containing the names of all Members who are eligible to vote and their respective years of graduation / withdrawal.

4.5.4. All eligible Members have equal voting rights and each eligible Member shall have one vote.

#### **4.6. Election Procedures**

##### **4.6.1. Date of Voting**

The period between the date of voting and the deadline for nomination shall be at least 7 days.

##### **4.6.2. Voting method**

4.6.2.1. To ensure a fair election, the voting shall 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 (a sample of which is shown at Annex IV) and should not let the other electors see whom they have voted for.

- 4.6.2.2. A ballot box shall be made available for the Election and it shall be locked and the key kept by the Returning Officer.
- 4.6.2.3. The Returning Officer shall arrange for the distribution of ballot papers (on the date of Election) and ask all the eligible electors to cast their ballot papers into ballot box on Election Day.
- 4.6.2.4. Blank ballot papers shall also be returned and electors shall not be allowed to leave the polling area with their ballot papers.

#### **4.6.3. Counting of votes**

- 4.6.3.1. The Returning Officer may arrange for the voting and the counting of votes on the same day.
- 4.6.3.2. All eligible electors, all candidates and the Principal may be invited to witness the counting of votes.
- 4.6.3.3. During the counting process, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts.
- 4.6.3.4. A ballot paper shall be deemed to be invalid if:-
  - (a) the number of candidates marked on the ballot paper exceeds the number that is allowed;
  - (b) the ballot paper has not been marked properly; or
  - (c) the ballot paper is marked in such a way that the identity of the voter can be traced.
- 4.6.3.5. As there is only one vacancy for the Alumni Manager of the School provided for under the IMC Constitution, if only one candidate is validly nominated in the Election, such candidate shall be deemed elected ipso facto for nomination by the RAA for registration as the Alumni Manager of the School.
- 4.6.3.6. If more than one candidate is validly nominated, the candidate who obtains the highest number of votes shall be nominated by the RAA for registration as the Alumni Manager of the School.
- 4.6.3.7. When two or more candidates obtain the same number of votes so that no successful candidate can be determined, there shall be a second round of voting for those candidates who obtain the same number of votes immediately after the results of the first round of voting are announced.

4.3.6.8. A candidate may withdraw his candidature before the second round of voting. If only one candidate remains for the election for Alumni Manager, he / she shall be nominated for registration as the Alumni Manager of the School.

4.6.3.9. If two or more candidates obtain the same number of votes in the second round of voting, the results shall be determined by drawing lots by the Returning Officer immediately and the candidate on which the lot falls shall be deemed to have obtained more votes and be elected for nomination by the RAA for registration as the Alumni Manager of the School.

4.6.3.10. The principles of fairness, openness and simplicity shall be observed in the Election.

## **5. Announcement of Results**

The Returning Officer may post a notice in an appropriate place and / or on the School website informing all Members of the results of the Election.

## **6. Appeal Mechanism**

6.1. Unsuccessful candidates may, within one week of the announcement, appeal to the RAA in writing with their reasons.

6.2. The RAA shall invite the Principal and not less than 2 other registered managers of the IMC [or 2 members of its Executive Committee who were not the Returning Officer and the candidates in the Election] to form the appeals committee and look into any appeals against the results of the Election.

6.3. Should the appeals committee find in favour of an appeal, the RAA shall after a reasonable period of time conduct another Election.

6.4. The handling of any appeals shall be based on the principles of fairness, openness and simplicity.

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

7.1. The RAA shall nominate to the IMC the alumnus elected as an Alumni Manager of the School.

7.2. The IMC shall then apply to the Permanent Secretary for the registration of the alumnus elected as an Alumni Manager of the School.

## **8. Filling of Casual Vacancies**

- 8.1. If an Alumni Manager vacancy arises as a result of an Alumni Manager resigning during his/her term of office, the IMC shall give notice in writing to require the RAA to conduct a by-election in the same manner to elect another Alumni Manager to fill the vacancy within two months.
- 8.2. If the RAA cannot conduct the above by-election accordingly, the IMC shall apply on good grounds to the Permanent Secretary for Education for a further extension of the period for filling the vacancy.
- 8.3. The term of the new Alumni Manager elected in a by-election shall be the remaining term of the Alumni Manager whom the new Alumni Manager is to replace.

## **9. Points to Note**

- 9.1. Members, being candidates and voters in the Election, should note the ethical conduct required of them as stipulated in Annex V to ensure fairness in the Election process.
- 9.2. On receiving an application for registration as a manager of the School, the Permanent Secretary for Education may make such inquiry as he considers necessary.
- 9.3. The Permanent Secretary for Education may refuse to register an applicant as a manager of the School on any of the grounds stipulated in Section 30 of the Ordinance.

## **10. Amendments**

- 10.1. These Rules have been prepared with the endorsement of the Sponsoring Body of the School, Anglican (Hong Kong) Primary Schools Council Limited (“the Sponsoring Body”).
- 10.2. Any amendments to these Rules shall take effect only upon the due endorsement of the Sponsoring Body.

**S.K.H. Ma On Shan Holy Spirit Primary School Alumni Association**

Date: [Date]

Dear Members,

**Notice on Alumni Manager Election**

The Incorporated Management Committee of S.K.H. Ma On Shan Holy Spirit Primary School (“the IMC”) has been established since 30<sup>th</sup> August, 2014. According to the Education Ordinance and the Constitution of the IMC, the IMC shall comprise one Alumni Manager amongst other Managers and he/she is elected in Hong Kong by all alumni members for nomination by an Alumni Association recognized by the School Sponsoring Body (“the RAA”) of S.K.H. Ma On Shan Holy Spirit Primary School (“the School”) to the IMC for registration with the Education Bureau. The Alumni Manager shall serve a term of 2 school years whereby a “school year” means a year beginning on 1<sup>st</sup> September and ending on 31<sup>st</sup> August of the following year and any period of less than 12 calendar months shall be deemed to be a complete school year should the registration date of a manager fall on a date after 1<sup>st</sup> September.

The role of an Alumni Manager is to promote communication and co-operation between the IMC and the alumni of the School. The Alumni Manager should act in his/her personal capacity for the interests and benefits of the School and its pupils. The role of the IMC and managers of the School in general are set out in Paragraph 18 of the IMC Constitution.

In accordance with the Constitution of the IMC, I hereby give you notice that the election for the Alumni Manager (“the Election”) of the School will be held on [Date] (“the Election Day”). The details of the Election are as follows:

1. Election Day: [Date]
2. Polling Hours: Ballot boxes will be available from [Time] to [Time]
3. Venue: [\*], S.K.H. Ma On Shan Holy Spirit Primary School, Hong Kong.
4. Vacancies to be filled: ONE Alumni Manager



5. Eligibility of candidates: All candidates must be alumni and members of the S.K.H. Ma On Shan Holy Spirit Primary School Alumni Association (“the Association”) who are not teachers of the School.
6. Eligibility of voters: All alumni who are Members [aged eighteen (18) or above] are eligible to vote. All eligible alumni have equal voting rights and every eligible alumnus shall have one vote.
7. Nomination Period: From [Date] to [Date]
8. Nomination Procedures:
- (a) Each eligible alumnus may nominate other eligible alumnus/alumni to stand as candidates in the Election, provided that the nomination is seconded by another eligible alumnus and the nominee is required to sign the nomination form (“Nomination Form”) (obtainable from the School Office) consenting to his/her candidature and provide a self-introductory statement in not more than [\*] words on the Nomination Form. The nominator and seconder must be alumni and members of the Association.
  - (b) The completed Nomination Forms shall be submitted to the School Office of S.K.H. Ma On Shan Holy Spirit Primary School IN PERSON by the deadline for nomination on [Date].
9. Method of voting: The voting for the Election shall be conducted by secret ballot.
10. Tenure of elected Alumni Manager: 2 school years from date of registration to 31<sup>st</sup> August, [Year].

I shall send you a further notice in writing comprising a list of the names of all candidates who are validly nominated (together with their respective self-introductory statements) and specifying the arrangements for the counting of votes and declaration of Election results not less than 7 days before the Election Day.

I look forward to your active participation in the Election. Please contact me should you have queries about the Election. Thank you.

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The Returning Officer

**S.K.H. Ma On Shan Holy Spirit Primary School Alumni Association**

**[Year] Alumni Manager Election**

**Nomination Form**

<b>(I) Candidate's Particulars:</b>		Photo	
Name (in English) :	Name(in Chinese) :		
Date of Birth :	Sex :		
Occupation :	E-mail :		
Telephone (home) :	Telephone (Mobile):		
Address :			
Period of attendance at the School: From Year_____ (Class_____) to Year_____ (Class_____)			
<u>Candidate's Self-Introductory Statement:</u>			
Please write a statement in not more than [*] words in Chinese and/or English to introduce yourself and your objectives and aspirations. Your statement will be distributed to all eligible voters for the sole purpose of the Election.			
<b>(II) Candidate's Declaration</b>			
I consent to my nomination as a candidate for the election of the Alumni Manager of S.K.H. Ma On Shan Holy Spirit Primary School ("the Election"). I also permit the School to publish my above self-introductory statement herein to all eligible electors for the sole purpose of the Election. I hereby indemnify the School arising from any legal liability arising from the publication of my self-introductory statement for the sole purpose of the Election.			
I also declare that I have read and understood the conditions for refusal to register as a school manager under Section 30 of the Education Ordinance (see below). To the extent that such conditions apply to me, I declare that I am a qualified candidate.			
Candidate's Signature : _____ Date : _____			
<b>(III) Nominator's and Seconder's Particulars :</b>			
<b>Name</b>	<b>Signature</b>	<b>Year of Attendance at the School</b>	<b>Telephone</b>
<b>Nominator :</b>		From Year_____ (Class_____) to Year_____ (Class_____)	
<b>Seconder :</b>		From Year_____ (Class_____) to Year_____ (Class_____)	

(Note: The completed form should be submitted to the School Office of S.K.H. Ma On Shan Holy Spirit Primary School IN PERSON on or before [Date] ).

## Education Ordinance

### Provisions relating to Election of Alumni Managers

The “Content” as listed out in the following table is a summary of the relevant provisions of the Education Ordinance and is for reference purpose. Please refer to the Education Ordinance if a specific provision is to be quoted.

Education Ordinance	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>
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 a body of persons as recognised 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 alumni manager election is fair and transparent.</li> </ul> </li> <li>• A recognised alumni association shall be responsible for conducting the alumni manager election and nominating 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> </ul>

<b>Education Ordinance</b>	<b>Content</b>
	<ul style="list-style-type: none"> <li>• If no alumni manager is nominated after an election has been conducted by the recognised alumni association, 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>• If the recognised alumni association has conducted an election but still cannot make nomination of alumni manager, the IMC may, as an alternate option, apply on good grounds to the Permanent Secretary for extension of the period for filling the vacancy.</li> <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>

**S.K.H. Ma On Shan Holy Spirit Primary School Alumni Association**

Date : [Date]

Dear Members,

**Further Notice on the Alumni Manager Election (“the Election”)**

The nomination period for the Election has ended on [Date] and we have received a total of [number] valid nominations during the nomination period. The following is a list of the names of all candidates who are validly nominated:

1. [Name of Candidate] [中文姓名]
2. [Name of Candidate] [中文姓名]
3. [Name of Candidate] [中文姓名]

The respective self-introductory statements of all candidates are attached for your reference.

In addition, the following are the arrangement for counting of votes and declaration of election results:-

- (i) The counting of votes shall start at [time] on the same day after the polling station closes.
  - (ii) The Returning Officer may appoint alumni who are not the candidates of the Election or school staff to assist in the counting of votes. Each candidate may attend in person or authorize an alumnus as his/her representative to monitor the counting of votes.
  - (iv) As there is only one vacancy for the Alumni Manager, if only one candidate is validly nominated in the Election, such candidate shall be deemed elected ipso facto for nomination by the RAA for registration as the Alumni Manager of the School.
11. If more than one candidate is validly nominated, the candidate who obtains the highest number of votes shall be nominated for registration as the Alumni Manager.

12. Where two or more candidates obtain the same number of votes, there shall be a second round of voting on candidates who have obtained the same number of votes in the first round and the candidate who obtains the highest number of votes in the second round shall be nominated for registration as the Alumni Manager.
13. If there is still an equality of votes in the second round of voting so that no successful candidate for nomination as the Alumni Manager can be decided, the results shall be determined by drawing lots by the Returning Officer immediately after the results of the second round of voting are announced and the candidate on which the lot falls shall be deemed to have obtained more votes and shall be elected as the Alumni Manager.
14. The Returning Officer shall declare the Election results after confirming that they are correct.
15. The Returning Officer shall put up a notice in an appropriate place and/or in the School and/or on the School's website informing all Members of the Election results.

Please refer to the attached "Rules for the Election of the Alumni Manager of S.K.H. Ma On Shan Holy Spirit Primary School" for further details and contact me should you have any queries about the Election. I look forward to your active participation in voting on the Election Day. Thank you.

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The Returning Officer

**S.K.H. Ma On Shan Holy Spirit Primary School Alumni Association**

**聖公會馬鞍山主風小學校友會**

**Election of Alumni Manager 校友校董選舉**

**Ballot Paper 選票**

Voting Date: [Date]

投票日期：[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 ONE. 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，不能超過一個，否則，選票便會作廢。

Candidates 候選人

- |                          |   |                   |        |
|--------------------------|---|-------------------|--------|
| <input type="checkbox"/> | 1 | [Name in English] | [中文姓名] |
| <input type="checkbox"/> | 2 | [Name in English] | [中文姓名] |
| <input type="checkbox"/> | 3 | [Name in English] | [中文姓名] |

## **S.K.H. Ma On Shan Holy Spirit Primary School Alumni Association**

### **聖公會馬鞍山主風小學校友會**

#### **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.