

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

Date: 2nd June, 2025

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 30th 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 1st September and ending on 31st 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 1st 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 12th July, 2025 (“the Election Day”). The details of the Election are as follows:

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| 1. Election Day: | 12 th July, 2025 |
| 2. Polling Hours: | Ballot boxes will be available from 02:00 pm to 04:00 pm |
| 3. Venue: | S.K.H. Ma On Shan Holy Spirit Primary School, 35 Ning Tai Road
Ma On Shan NT, Hong Kong. |
| 4. Vacancies to be filled: | ONE Alumni Manager |
| 5. Eligibility of | All candidates must be alumni and members of the S.K.H. Ma On |

- candidates: 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 2nd June, 2025 to 10th June, 2025
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 100 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 10th June, 2025.
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 31st August, 2027

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.

Au-Yeung Siu Leung
The Returning Officer