

St Paul's School (Lam Tin) Alumni Association

Notice of the Election of Alumni Manager for Nomination to the Incorporated Management Committee ("IMC") of the School (2017-2019)

Notice is hereby given that pursuant to Article XIIA of the Constitution of St Paul's School (Lam Tin) Alumni Association ("the Association"), an Alumni Manager will be elected in accordance with the Rules and Procedures for the Election of IMC Alumni Manager ("the Election"). The elected alumnus will be nominated by the Association for registration as the Alumni Manager to the IMC.

The Election will be held at St Paul's School (Lam Tin), 10 On Tin Street, Lam Tin, Kowloon on Saturday, 10 June 2017 at 2:00pm to 5:00pm. Voting will be conducted by secret ballot and the period of nomination runs from Friday, 5 May 2017 until 5:00pm on Friday, 19 May 2017. Alumni who are interested to stand for/nominate another eligible candidate to stand for the Election are required to complete a Nomination Form. Alumni who are interested to vote at the Election are required to complete an Elector Registration Form. Duly completed Nomination Forms and Elector Registration Forms must be sent by email to emmapoonhy@yahoo.com.hk or by post to the School Office, 10 On Tin Street, Lam Tin, Kowloon within the period of nomination (the postmark date on the envelope will be regarded as the submission date).

All alumni are cordially invited to participate in the Election. For the candidature, nomination, voting procedures and other detailed arrangements of the Election, please refer to the Directions for the Election attached to this Notice. Please feel free to contact me via email at emmapoonhy@yahoo.com.hk for any query pertaining to the Election.

Dated the 5th day of May 2017.



EMMA POON
Returning Officer of the
Election of IMC Alumni Manager

Attachments

1. Directions for Election
2. Nomination Form
3. Elector Registration Form
4. Rules and Procedures for the Election of IMC Alumni Manager
5. Ethical Conduct Required in the Alumni Manager Election
6. Education Ordinance – Provisions relating to Election of Alumni Managers

St Paul's School (Lam Tin) Alumni Association
2017-2019 Alumni Manager Election
Directions for Election

Number of Vacancy	One (1) Alumni Manager to the Incorporated Management Committee ("IMC") of St Paul's School (Lam Tin) ("the School")
Term of Office	Two (2) years (to commence from the registration certificate of Alumni Manager)
Duties and Responsibilities	The elected Alumni Manager is responsible to attend, express her views and vote at IMC meetings.
Candidature	<ol style="list-style-type: none"> 1. All alumni of the School (over the age of 18 on the date of nomination deadline) are eligible to become candidates. 2. An alumna should NOT be nominated if she is a serving teacher of the School. 3. An alumna should NOT be nominated if she does not meet the registration requirements of managers set out in <u>section 30 of the Education Ordinance</u> (attached). 4. As stipulated in the Education 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 the School, no candidate shall participate in more than one election.
Nominator	<ol style="list-style-type: none"> 1. All alumni of the School (over the age of 18 on the date of nomination deadline) are eligible to nominate candidates. 2. A nominator MUST complete a <u>nomination form</u> (attached) and supply proof of her alumni status.
Elector	<ol style="list-style-type: none"> 1. All alumni of the School (over the age of 18 on the date of nomination deadline) are eligible to vote. All eligible electors have equal voting right. 2. An alumna wishing to become an elector MUST complete an <u>elector registration form</u> (attached). The completed elector registration form together with proof of alumni status MUST be sent by email to emmapoonhy@yahoo.com.hk or by post to the School Office by Friday, 19 May 2017 before 5pm.
Period of Nomination	5 May 2017 (Friday) to 19 May 2017 (Friday) (before 5:00pm)
Nomination Procedures	<ol style="list-style-type: none"> 1. An alumna may nominate herself or another eligible candidate to stand for the election. 2. The <u>nomination form</u> (attached) MUST be completed by both the candidate and nominator. 3. Each nominated candidate shall supply a brief introductory statement of her personal information. 4. The completed nomination form together with proof of alumni status MUST be sent by email to emmapoonhy@yahoo.com.hk or by post to the School Office by Friday, 19 May 2017 before 5pm.
Voting and Counting of Votes	<ol style="list-style-type: none"> 1. Voting will take place on Saturday, 10 June 2017 from 2pm to 5pm at the School Hall, St. Paul's School (Lam Tin), 10 On Tin Street, Lam Tin. 2. The Returning Officer will conduct the counting of votes at the School Hall immediately after voting is closed. All alumni, candidates, and the Principal are invited to witness the counting of votes.
Announcement of Result and Follow-Up	<ol style="list-style-type: none"> 1. The result of the election will be posted on the Alumni Association website www.stpauls-lamtin.org.hk within seven (7) days after the date of vote counting. 2. The Alumni Association will nominate to the IMC the alumna elected as an Alumni Manager of the School.
Other Relevant Information	<p>See also the documents attached as follows:</p> <ul style="list-style-type: none"> ➤ Nomination Form ➤ Elector Registration Form ➤ Rules and Procedures for the Election of IMC Alumni Manager ➤ Ethical Conduct Required in the Alumni Manager Election ➤ Ballot Paper ➤ Education Ordinance – Provisions relating to Election of Alumni Managers

St Paul's School (Lam Tin) Alumni Association
2017-2019 Alumni Manager Election
Nomination Form

PART I – CANDIDATE PARTICULARS

Name in English
(as appears on HK identity card)

Name in Chinese
(as appears on HK identity card)

HK Identity Card No

*Please attach a recent
passport photo here*

Year of joining school **Year of leaving school / graduation**
Please attach a copy of graduation certificate / school report / student card as proof of alumni status.

Address

Contact number **Email address**

PART II – NOMINATOR PARTICULARS

Name in English **Name in Chinese**
(as appears on HK identity card) (as appears on HK identity card)

HK Identity Card No

Year of joining school **Year of leaving school / graduation**
Please attach a copy of graduation certificate / school report / student card as proof of alumni status.

Address

Contact number **Email address**

I *nominate / self-nominate *(Name of Candidate)*
to stand for the election of 2017-2019 Alumni Manager.

1. I hereby declare that I have attained the age of 18 years.
2. I understand and agree that the personal data and other related information provided in this form will be used solely for election-related purposes. I confirm that the provision of personal data and other related information in this form is voluntary.
3. I understand and agree that I will **NOT** be qualified to nominate if I fail to prove my alumni status.
4. I hereby declare that all the information given above is correct and true. I understand that I will be disqualified from nomination in the event that I have made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particulars.

.....
Signature of Nominator

.....
Date

**delete as appropriate*

PART III – CANDIDATE STATEMENT (please use additional paper if necessary)

PART IV – DECLARATION BY CANDIDATE

1. I hereby declare that I have attained the age of 18 years.
2. I understand and agree that the personal data and other related information provided in this form will be used solely for election-related purposes. I confirm that the provision of personal data and other related information in this form is voluntary.
3. I understand and agree that I will **NOT** be qualified for election if I fail to prove my alumni status.
4. I hereby declare that all the information given above, including the information given in the declaration is correct and true. I understand that I will be disqualified from election in the event that I have made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particulars.
5. I confirm that I have read and understand the provisions set out in Section 30 of the Education Ordinance regarding the registration of alumni managers of a school and I confirm that I meet the registration requirements set out therein.
6. I confirm that I am not a serving teacher of St. Paul’s School (Lam Tin).
7. I understand and agree that no manager shall serve in an IMC in more than one capacity. Thus I will not participate in more than one election at the same time.
8. I confirm and agree that the Alumni Association may publish on the Alumni Association website the information given above including the candidate particulars set out in Part I for purposes of the election of Alumni Manager.
9. I confirm that I have read and understand the rules and procedures for the election of Alumni Manager. I also confirm that I have read and agree to follow the ethical conduct required in the election.

.....
Signature of Candidate

.....
Date

The completed Nomination Form (together with proof of alumni status) MUST be sent by email to emmapoonhy@yahoo.com.hk or by post to the School Office, 10 On Tin Street, Lam Tin, Kowloon no later than 5pm on Friday, 19 May 2017 (the postmark date on the envelope will be regarded as the submission date).

Confirmation will be sent upon receipt of the Nomination Form.

St Paul's School (Lam Tin) Alumni Association
2017-2019 Alumni Manager Election
Elector Registration Form

PART I – ELECTOR PARTICULARS

Name in English **Name in Chinese**
(as appears on HK identity card) (as appears on HK identity card)

HK Identity Card No

Year of joining school **Year of leaving school / graduation**
Please attach a copy of graduation certificate / school report / student card as proof of alumni status.

Address

Contact number **Email address**

PART II – DECLARATION

1. I hereby declare that I have attained the age of 18 years.
2. I understand and agree that the personal data and other related information provided in this form will be used solely for elector registration and election-related purposes. I confirm that the provision of personal data and other related information in this form is voluntary.
3. I understand and agree that I am only permitted to submit an elector registration application on my own behalf. I am **NOT** permitted to fill out or submit an application for any another person.
4. I understand and agree that I will **NOT** be qualified to vote if I fail to prove my alumni status.
5. I hereby declare that all the information given above, including the information given in the declaration is correct and true. I understand that I will be disqualified from voting in the event that I have made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particulars.

.....
Signature of Elector

.....
Date

The completed Elector Registration Form (together with proof of alumni status) MUST be sent by email to emmapoonhy@yahoo.com.hk or by post to the School Office, 10 On Tin Street, Lam Tin, Kowloon no later than 5pm on Friday, 19 May 2017 (the postmark date on the envelope will be regarded as the submission date).

Confirmation will be sent upon receipt of the Elector Registration Form.

RULES AND PROCEDURES FOR THE ELECTION OF IMC ALUMNI MANAGER

THE CANDIDATURE

1. All alumni of St Paul's School (Lam Tin) ("the School) are eligible to become candidates.
2. An alumnus should not be nominated in the event of the following situations –
 - 2.1 She is a serving teacher of the School; or
 - 2.2 She does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance, Cap.279.
3. As stipulated in the Education 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 the School, no candidate shall participate in more than one election.

NUMBER AND TENURE

4. Subject to the provisions of the constitution of the IMC, the term of office of the Alumni Manager shall be two (2) years and the Alumni Manager shall be eligible for re-election to the same office but not for more than two (2) consecutive terms.

NOMINATION PROCEDURES

The Returning Officer

5. The Alumni Association may assign the President or a member of the Executive Committee as Returning Officer or the School may appoint a teacher 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

6. The period of nomination shall expire at least fourteen (14) days from the date of commencement of the nomination.

Nomination

7. The Returning Officer shall inform all alumni of the following by post/email/posting on the website of the Alumni Association or other means–
 - 7.1 the number of Alumni Manager vacancies;
 - 7.2 the period of nomination;
 - 7.3 the method of nomination;
 - 7.4 the date of voting and counting;
 - 7.5 the date of announcement of results;
 - 7.6 the eligibility (paragraphs 1 to 3 above) and responsibilities of candidates;
 - 7.7 the ethical conduct of candidates and voters listed at Annex I; and
 - 7.8 other relevant information.

8. An alumnus may nominate herself or another eligible candidate to stand for the election and the nomination shall be voluntarily accepted by the candidate concerned.
9. If the number of candidates equal to or less than the number of vacancies, the candidates will be automatically elected. If no person is nominated, the Alumni Association may extend the deadline of nomination or conducting the election again after a lapse of a reasonable time. The election should cater for such occasions and special arrangements should be made after taking into account the situation at the material time based on the principles of fairness, openness and simplicity.

Candidate Information

10. Each nominated candidate shall supply a brief introductory statement of her personal information to the Returning Officer within the number of words as required by the Alumni Association and is required to declare whether she meets the registration requirements of managers set out in Section 30 of the Education Ordinance. The Alumni Association shall have the discretion to withdraw the introductory statement of the candidate on the ground of possible and probable risks of incurring any legal liability in publishing and circulating these statements.
11. The Returning Officer shall, not less than seven (7) days before the day of voting, notify all alumni by post/email/posting on the website of the Alumni Association or other means of the following –
 - 11.1 the names of the candidates being nominated;
 - 11.2 the brief introductory statements of the candidates;
 - 11.3 the declarations of the candidates referred to in Rule 10 above;
 - 11.4 the procedures of the election; and
 - 11.5 the time-table of the election.
12. If possible, the Returning Officer may arrange a meeting for the candidates to introduce themselves to all alumni and answer questions raised by them.

ELECTION PROCEDURES

Eligibility of Electors

13. All alumni of the School at the age of 18 years or above are eligible to vote. Each eligible elector shall have one vote.

Date of Voting

14. The period between the date of voting for the Alumni Manager election and the deadline of nomination shall at least be fourteen (14) days.

Voting method

15. 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.
16. A ballot box shall be placed at the School under lock and shall be sealed at the end of the voting by the Returning Officer. The key of the ballot box shall be kept by the Returning Officer.

Counting

17. The Returning Officer may arrange to conduct voting and counting on the same day. All alumni, all candidates, and the Principal shall be invited to witness the counting of votes.
18. The successful candidate is the one who obtains the greatest number of votes. When two or more candidates obtain the same number of votes, lots shall be drawn to determine the successful candidate. The principles of fairness, openness and simplicity shall be observed in this regard.
19. At the end of the election, the Returning Officer shall place all ballot papers in an envelope. The envelope shall be sealed and signed by the Returning Officer and the Principal. The sealed envelope shall be kept in the School for at least six (6) months for investigation purposes in the events of allegations of impropriety or irregularity.

Announcement of Results

20. The Returning Officer shall, within seven (7) days after the date of counting of votes, announce and post the results of the counting of votes on the website of the Alumni Association.

Appeal

21. Unsuccessful candidates may, within seven (7) days of the announcement of the voting result, appeal to the Alumni Association in writing setting out the grounds for appeal.
22. The Principal together with all members of the Executive Committee of the Alumni Association shall form an Appeal Committee. Such Appeal Committee shall investigate and decide whether to allow or dismiss the appeal. The decision of the appeal shall be made by the passing of a two-third (2/3) majority vote of the members of the Appeal Committee. Such decision shall be conclusive and final. Announcement of the decision of such appeal shall be posted on the website of the Alumni Association within seven (7) days from the date of the decision.

Follow-up Action after Election

23. The Alumni Association shall nominate to the IMC the alumnus elected as an Alumni Manager of the School.
24. If an Alumni Manager vacancy arises as a result of the refusal or cancellation of registration of the Alumni Manager by the Permanent Secretary for Education subsequent to the election or resignation of an Alumni Manager during 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 (2) months.

ANNEX I – 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 her candidature.
3. Do not offer any advantage to get any candidate's not using her best endeavours to promote her 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 her candidature.
6. Do not solicit or accept any advantage for any candidate's not using her best endeavours to promote her 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 her candidature.
8. Do not induce by deception, any person to stand or not to stand as a candidate, or to withdraw her 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 her 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.

校友校董選舉中須留意的道德操守

候選人的提名

1. 不得提供利益令任何人參選或不參選。
2. 不得提供利益令任何已獲提名的候選人退出競選。
3. 不得提供利益令任何候選人不盡最大努力促使其本人當選。
4. 不得索取或接受任何人的利益而參選或不參選。
5. 不得索取或接受任何人的利益，而在獲提名為候選人後退出競選。
6. 不得索取或接受任何人的利益，而不盡最大努力促使其本人當選。
7. 不得施用或威脅施用武力或脅迫手段令任何人參選或不參選，或退出競選。
8. 不得以欺騙手段令任何人參選或不參選，或退出競選。

競選活動

1. 不得發表包括（但不限於）候選人的品格、資歷或以往的行為的虛假或具誤導性達關鍵程度的陳述。
2. 不得參與任何可能引致批評或指稱不適當的活動，並須遵守選舉的公平原則。
3. 不得在任何競選活動中，特別是在競選刊物中聲稱或暗示獲得任何人士或機構支持，除非已得到該名人士或機構的書面同意。

投票

1. 不得提供利益，令他人在選舉中不投票。
2. 不得提供利益，令他人在選舉中投票或不投票予某候選人。
3. 不得提供食物、飲料或娛樂，或償付用於提供該等食物、飲料或娛樂的費用，以影響他人在選舉中不投票。
4. 不得提供食物、飲料或娛樂，或償付用於提供該等食物、飲料或娛樂的費用，以影響他人在選舉中投票或不投票予某候選人。
5. 不得向任何人施用或威脅施用武力或脅迫手段，以影響他人的投票決定。
6. 不得以欺騙手段誘使他人在選舉中不投票。
7. 不得以欺騙手段誘使他人在選舉中投票或不投票予某候選人。

Annex II
ST. PAUL'S SCHOOL (LAM TIN) ALUMNI ASSOCIATION
藍田聖保祿中學校友會
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 |

ST. PAUL'S SCHOOL (LAM TIN) ALUMNI ASSOCIATION
藍田聖保祿中學校友會

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。

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.

Section	Content
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 (iii) the system of election is fair and transparent. • 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.