



Choi Hung Estate Catholic Secondary School Old Boys' Association

c/o Choi Hung Estate Catholic Secondary School
1 Tse Wai Avenue, Choi Hung Estate, Kowloon

Election of Alumni Manager (AY 2015/16 – 2016/17) Regulations

As extracted from OBA's Constitution

Section VI: ELECTION OF ALUMNI MANAGER

6.1 The Candidature

- a. All Alumni of the School are eligible to become candidates of Alumni Manager of the School.
- b. An Alumnus should not be nominated in the event of the following situations:
 - (i) He is a serving teacher of the School; or
 - (ii) He does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance of Hong Kong.
- c. If an Alumnus is participating or going to participate in an election to the IMC in another category such as parent manager or teacher manager, he shall not be allowed to participate in the election of Alumni Manager.

6.2 Tenure

- a. The term of office of an Alumni Manager is two (2) years and normally comes into effect on 1 September and terminates on 31 August.
- b. The term of an Alumni Manager elected from a by-election to fill a casual vacancy shall be subject to retirement at the same time as if he had become an Alumni Manager on the day on which the Alumni Manager in whose place he is appointed was last elected.

6.3 Nomination Procedures

Returning Officer

- a. The Executive Committee shall assign the Chairman 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.



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Period of Nomination

- a. The election for Alumni Manager shall be held at a General Meeting of the election year or on such date and venue as may be specified by the Executive Committee from time to time.
- b. The election for Alumni Manager shall be called by at least thirty (30) days' notice.
- c. The notice shall be deemed to be brought to the notice of all Alumni by posting it on the Association website and on the notice board of the School and sending the notice through email to members' email address kept in the Association's record.
- d. The notice shall stipulate the date, time and venue of the election of Alumni Manager and the time limit within which a candidate has to file its nomination form and the date of announcement of result.
- e. The period between the date of voting for Alumni Manager election and the deadline of nomination should at least be two weeks.

Nomination

- a. In order to be eligible to stand for election, the nomination form duly signed by the candidate and a seconder who must be an Alumnus of the School, have to be returned to the Registered Office by hand or by post on or before the stipulated date.
- b. Each candidate should append to the nomination form a brief statement of his personal information to the Returning Officer.
- c. An Alumnus shall nominate only one candidate for the Alumni Manager.
- d. An Alumnus may nominate himself or another eligible candidate to stand for the election.
- e. Not less than one week before the date of voting for Alumni Manager election, the Returning Officer shall cause list of candidates and their respective seconders and their respective brief statements and declaration to be circulated to the members by way of posting on the Association website. The Association shall have the absolute discretion to publish the brief statements and declaration or not.
- f. If no one is nominated, the Association may consider extending the deadline of nomination or conducting the election again after a lapse of some time.



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6.4 Elector's Eligibility

- a. All Alumni are eligible to vote either in person or by proxy at the Alumni Manager election.
- b. All eligible electors shall have equal voting right.

6.5 Election Procedures and Voting Method

- a. Election shall be by way of secret ballot.
- b. Each elector shall receive a ballot form.
- c. 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.
- d. The election shall be by way of simple majority. In case of equality of votes, a second round of voting will be conducted. In case of equality of votes in the second round, the outcome shall be determined by drawing lots.
- e. All members of the Association, all candidates, and the Principal may be invited to witness the counting of votes.
- f. Provisions relating to Election of Alumni Managers under the Education Ordinance is at Annex I. A sample of the ballot paper is at Annex II. Ethical Conduct Required in the Election is at Annex III.

6.6 Announcing Results

- a. The Returning Officer should inform all members of the results of the election by way of posting it on the Association website within one week after the election.

6.7 Appeal Procedure

- a. Unsuccessful candidate or Concerned Party who must have taken part in the election which he wants to take issue may, within one (1) week of the announcement, submit an appeal in writing to the Chairman. The appeal shall contain the name, address and contact of the Concerned Party, the grounds of appeal with evidence in support.



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- b. Within three (3) working days upon the receipt of the appeal, the Chairman shall acknowledge receipt of the appeal to the Concerned Party in writing with copy thereof to the Executive Committee.
- c. Within five (5) working days upon receipt of the appeal, the Chairman shall establish a Board of Appeal to be composed of five members including the Chairman or the Vice Chairman, the Returning Officer and **two (2) Executive Committee Members and an Honorary Member** to consider the appeal.
- d. Within twenty-one (21) working days upon the receipt of the appeal, the Chairman shall notify the Concerned Party in writing of the judgement and/or decision
- e. The decision by the Board of Appeal is considered final for the purpose of Alumni Manager election.

6.8 Follow-up Actions after Election

Within three (3) weeks after the election or after the appeal is heard and decided or that the time for appeal has lapsed, the Association shall nominate to the IMC the Alumnus elected as an Alumni Manager of the School.