



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) Notice of Election and Nomination

Notice is herewith given that the Choi Hung Estate Catholic Secondary School Old Boys' Association (the OBA) will conduct an election of the Alumni Manager on **18th July 2015 (Saturday) at 2:30 p.m. in Room 112, Choi Hung Estate Catholic Secondary School** (the School) and nominations for candidates are now being invited.

This election is conducted on the basis of the OBA being accepted as the Recognized Alumni Association (RAA) for the purposes of making nomination of an Alumni Manager and such confirmation from the school's Sponsoring Body was made on 2nd September 2013. In this connection, the School Supervisor has already recommended to the school's Sponsoring Body that the OBA is the only recognized alumni association.

The Alumni Manager will serve as a member of the Incorporated Management Committee (IMC) of the School, subject to the approval given by the Education Bureau of the elected nominee from the OBA.

The term of office of an Alumni Manager is two years and normally comes into effect on 1 September and terminates on 31 August i.e. for AY 2015/16 and 2016/17.

As stated in the constitution of the OBA, all Alumni (i.e. graduates and former students who have attended the School for at least one academic year) are eligible to become candidates of the Alumni Manager election except when an Alumnus is participating or going to participate in an election to the IMC in another category such as parent manager or teacher manager.

Alumni who are interested in being a candidate should comply with relevant regulations governing the Election of Alumni Manager as set out in Section VI of the OBA's Constitution (see extract as attached) and they should pay attention to the following points:



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1. **The nomination period will be from 20th June to 4th July 2015** and any nomination received after the closing date will be void.
2. An Alumnus may nominate himself or another eligible candidate to stand for the election. Each nomination should be made by filling the Nomination Form as well as a Summary of Personal Information (as attached) and send by post or by hand to:

The Executive Committee of OBA
c/o General Office, Choi Hung Estate Catholic Secondary School
1 Tse Wai Avenue, Choi Hung Estate, Kowloon
3. Each Alumnus should make only one nomination. If more than one candidate are nominated, his first nomination received by the Returning Officer shall be valid and any subsequent nominations received will be void.
4. A Nomination Form is valid only if it is signed by the Candidate, nominated by an Alumnus and supported by another Alumnus as Secunder with their signatures.
5. An email confirming the receipt of a nomination will be sent to the candidate concerned after the nomination is received.
6. A list of validly nominated candidates will be published on the OBA's website on or before 9th July 2015 (Thursday) for Alumni's information, together with
 - a) the Summary of Personal Information of the candidates for information; and
 - b) a Proxy Form to be used, where necessary, for appointing another Alumnus to vote on the Alumnus' behalf.
7. During the election time on **18th July 2015 starting from 2:30 p.m.**, each candidate will be required to present himself to the Alumni for solicitation of votes including Q&A session of no more than 15 minutes, and each Alumnus present will be issued a Ballot Form which must be deposited into the Ballot Box together with any Proxy if he has.



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8. The election shall be by way of simple majority. **Ballot forms will be collected from 2:30 to 3:00 p.m. and counting of ballots will be conducted at 3:00 p.m.** The results will be announced immediately after the end of the polling as well as posted on the OBA website within one week after the voting. However, the official appointment of the Alumni Manager is subject to the approval by the Education Bureau.
9. In case the elected Alumni Manager is not an Executive Committee (EC) Member of the OBA, he will be invited to serve as an EC Member and/or attend EC Meetings to ensure proper communication of issues discussed at IMC Meetings to the OBA.

By Order of the Executive Committee

Choi Hung Estate Catholic Secondary School Old Boys' Association

10th June 2015