

SKH Chan Young Secondary School Alumni Association

Date: 4th June 2021

Dear Alumni,

Notice on 2021 – 2023 Alumni Manager Election

The Incorporated Management Committee of SKH Chan Young Secondary School (“the IMC”) has been established on 31st August, 2015. According to the Education Ordinance and the Constitution of the IMC (“the IMC Constitution”), the IMC shall comprise one Alumni Manager amongst other Managers and he/she is elected in Hong Kong by all alumni who are members of the SKH Chan Young Secondary School Alumni Association for nomination by an Alumni Association recognized by the School Sponsoring Body (“the RAA”) 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 capacities 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 at Paragraph 18 (Annex 3) of the IMC Constitution.

In accordance with the IMC Constitution, I hereby give you notice that the election for the Alumni Manager (“the Election”) will be held on 10th July, 2021 (“the Election Day”). The details of the Election are as follows:

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| Election Day: | 10 th July, 2021 |
| Polling Hours: | 3:30pm - 4:00pm |
| Venue: | Lecture Theatre (G/F, SKH Chan Young Secondary School) |
| Vacancies to be Filled: | ONE Alumni Manager |
| Eligibility of Candidates: | <ul style="list-style-type: none">(i) All candidates must be alumni and members of the SKH Chan Young Secondary School Alumni Association (“the Association”) who are not teachers of the School.<ul style="list-style-type: none">(a) Any person who joined the RAA as member on or before 18th June, 2021 at 5:00pm are eligible to be the candidate.(b) Existing members of the RAA may validate their alumni status via the Alumni’s website (http://skhcyssaa.12inf.com) before 21st June, 2021 at 5:00pm.(ii) 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. |
| Eligibility of Voters: | <ul style="list-style-type: none">(i) All eligible alumni have equal voting rights and every eligible alumnus shall have one vote. |

- (a) Any person who joined the RAA as member on or before 18th June, 2021 at 5:00pm shall have one vote.
- (b) Existing members of the RAA may validate their alumni status via the Alumni's website (<http://skhcyssaa.12inf.com>) before 21st June, 2021 at 5:00pm.
- (ii) If the principal of the School ("the Principal"), a teacher or a parent is also a Member, he / she is entitled to vote.

Nomination Period:

From 7th June, 2021 to 18th June, 2021 at 5:00pm.

Nomination Procedures:

- (i) 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") consenting to his / her candidature and provide a self-introductory statement in not more than 300 words in Chinese and / or English on the Nomination Form. The nominator and seconder must be alumni and members of the Association.
- (ii) Nomination Form should collect at School's General Office at or before 18th June, 2021 at 1:00pm.
- (iii) The completed Nomination Forms which shall be submitted to the Returning Officer (Shall be put into the collection box placed at the School's General Office) by the deadline for nomination on 18th June, 2021 at 5:00pm.
- (iv) The office hour of School's General Office is 9:00am to 5:00pm on School Day and 9:00am to 1:00pm & 2:00pm to 5:00pm on School Holiday (Monday to Friday). The School's General Office will be closed on Public Holiday.
- (v) The Returning Officer shall examine the information provided by the nominees after the deadline for nomination and prepare a list of validly nominated candidates.
- (vi) 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.
- (vii) Not less than 7 days before the Election Day, the Returning Officer shall issue a further notice in writing to all Members. 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).

Counting of Votes:

- (i) Vote counting session shall start immediately at the Lecture Theatre (G/F) as soon as the polling hours end at 4:00 pm.
- (ii) All eligible electors, all candidates and the Principal may

be invited to witness the counting of votes.

- (iii) Eligible voters are encouraged to stay at the Lecture Theater during the vote counting period. In case two candidates have an equality of votes, there shall be a second round of voting and an announcement will be made.
- (iv) If there is still an equality of votes in the second round of voting, the election result shall be determined by drawing lots.

Method of Voting:	The voting for the Election shall be conducted by secret ballot.
Tenure of Elected Alumni Manager:	2 school years from the date of registration to 31 st August 2023
Returning Officer:	The Chairperson of the RAA has assigned Mr. Ho Chun Kiu as the Returning Officer to conduct monitoring of the nomination and supervision of the issue of the ballot papers and the counting of votes. He will not be a candidate for the Election.
Announcement of Results:	<ul style="list-style-type: none">(i) Announcement shall be made at around 4:15 pm (actual time depends on when the counting of votes complete).(ii) The Returning Officer shall announce the Election result on-spot as soon as the completion of counting of votes. The one with the highest number of votes shall be nominated by the RAA to the IMC for registration as the Alumni Manager.(iii) The result of the election will be posted on the Alumni website (http://skhcyssaa.12inf.com) within seven (7) working days after the Election held.(iv) The RAA will nominate to the IMC the alumnus elected as an Alumni Manager of the School.
Appeal Mechanism:	<ul style="list-style-type: none">(i) Unsuccessful candidates may, within one week of the announcement, appeal to the RAA in writing together with the reasons.(ii) The RAA will appoint an appeal committee for final decision of election results.

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 procedures on the Election Day (including the arrangements for the counting of votes and declaration of the Election results) not less than 7 days before the Election Day.

I look forward to your active participation in the Election. Please contact me (E-mail: kingshoqqw2609@gmail.com) should you have queries about the Election. Thank you.

HO Chun Kiu

Ho Chun Kiu
The Returning Officer

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.