

MING KEI COLLEGE ALUMNI ASSOCIATION

Regulation for the Election of Alumni Manager to the Incorporated Management Committee (“IMC”) of CCC Ming Kei College

Aim

1. This Regulation shall govern all election matters in relation to the election of Alumni Manager of the IMC of CCC Ming Kei College.
2. This Regulation is prepared pursuant to Section 40AP of the Education Ordinance (Cap. 279), the laws of Hong Kong SAR. For avoidance of doubt, in the event that any of the provision(s) stated in this Regulation is inconsistent with the Education Ordinance or any other relevant statutory provision, the Education Ordinance or relevant statutory provision shall prevail and any inconsistent provision(s) in this Regulation shall become ineffective.

Definition

“Alumni Association”	Means Ming Kei College Alumni Association;
“School”	Means CCC Ming Kei College;
“IMC”	Means the Incorporated Management Committee of the School;
“alumnus”	Means alumnus or former student of the School (with his/her identity properly verified by the School);
“alumni”	The plural form of alumnus;
“Election”	Means the whole of the process by which a candidate is elected to the post of Alumni Manager of IMC of the School;
“Candidate”	Means an alumnus <u>who is a member of the Alumni Association, aged 18 or above and in compliance with the</u>

requirements set out in Section 30 of the Ordinance or relevant statutory requirement, having been nominated for the Election and had not withdrawn his/her consent to being so nominated;

“Election Officer” Means the chairman or an executive committee member appointed by the Alumni Association with the power defined in Clause 4 below ;

“Nominee” Means an alumnus properly proposed and seconded for the Election;

Election Officer

3. An Election Officer shall be the chairman or the Council member of the Alumni Association and shall be appointed by the Alumni Association. The Election Officer shall be responsible for the proceeding of the Election including:-
 - (a) receipt of nomination;
 - (b) scrutinization of nomination paper;
 - (c) the organization and publicity of the Election;
 - (d) distribution of the ballot papers;
 - (e) counting of the ballot papers;
 - (f) determination of result of the Election;
 - (g) announcement of result of the Election; and
 - (h) presentation of a report in the Council meeting of the Alumni Association;

Nomination

4. Save and except the first Election in the year 2011-2012 and unless otherwise determined in the Council meeting of the Alumni Association; the nomination of the Election shall open on the second day of July of each year and shall close at noon on the day two (2) weeks before the election day.
5. Each nomination shall be signed by a proposer and a seconder, by the nominee giving consent to be nominated on the nomination paper prepared by the Election Officer. The format of the nomination paper is set out in Appendix I.
6. The Election Officer shall issue an election notice to all alumni in relation to the

proceedings of the Election. Such notice shall include the following information:-

- a. number of vacancy of the Alumni Manager;
 - b. deadline for submission of nomination;
 - c. procedure for nomination;
 - d. time and date of polling and counting of votes;
 - e. date for announcement of result of the Election; and
 - f. any other information the Election Officer considers that it is necessary to be included in the election notice.
7. The Election Officer shall announce the name(s) of the candidate within 4 calendar days after the closing of nomination. Such announcement may include the brief introduction of candidates.
 8. Any candidate may withdraw his consent to nomination, if he/she so wishes, by a signed letter addressed to the Election Officer within 48 hours after the closing of nomination.
 9. In the event that no nomination is received after the expiration of the nomination period, the Election Officer shall declare the reopening of nomination within 7 calendar days. The duration of the nomination period shall be determined by the Election Officer.

Publicity

10. A candidate shall submit his/her personal data and/or self-introduction to the Election Officer in the format determined and prescribed by the Election Officer.
11. The Election Officer shall make an announcement to all alumni pursuant to Clause 7 above.

Uncontested candidate

12. Subject to Clause 13 below, in the event that there is only ONE(1) candidate in the election and the said candidate is uncontested, the Election Officer shall make an official announcement of the result of the Election within 4 calendar days after the closing of nomination to declare that the said candidate is duly elected.

13. For the first Election in the year 2011-2012, in the event that there is only ONE(1) candidate in the election and the said candidate is uncontested, the Election Officer shall make an official announcement of the result of the Election within 4 calendar days after the closing of nomination to declare that the said candidate is duly elected. The election result shall be verified in the upcoming Annual General Meeting of the Alumni Association.

Eligibility of Voters

14. All alumni of the School are eligible to vote in the Election.

Polling

15. Election Days of all the Elections shall be held on Saturdays on the second week of August in each year.
16. The period of the polling shall not be less than one (1) hour.
17. The Election Officer shall be present at the polling station at any time during the whole period of the polling.
18. Voting procedures:-
 - (a) each vote shall prove his/her identity and eligibility by showing
 - i. his/her Hong Kong Identity Card (or any other identity document(s) such as passport); and
 - ii. proof of study in the School such as school report, graduation certificate, student handbook, etc.;to the Election Officer and inform the Election Officer the year of leaving the School with his/her class. The information shall be checked by the Election Officer against a list of eligible votes provided by the School;
 - (b) Election Officer shall give each eligible voter a ballot paper; the format of the ballot paper are set out in Appendix II of this Regulation;
 - (c) each eligible voter shall be entitled to one ballot paper only;
 - (d) the ballot paper shall not be taken outside the polling station; and
 - (e) the eligible vote shall place his/her ballot paper into the ballot box.

Counting of vote

19. After the closing time of the polling, the Election Officer shall open the ballot box in the polling station. Votes shall be counted within 6 hours after the closing time of the polling.
20. Only the Council member of the Alumni Association who are not being one of the candidates can count the votes.
21. The candidates may, if they wish, observe the counting of the vote, and any one of them may call for one recount only at the conclusion of the counting.
22. In the event that there are more than one (1) vacancy for the post of the Alumni Manager, the candidate who secured the highest number of votes shall be elected to the post and the candidate with the second highest number of votes shall be elected to the second seat of the post, until all the vacancies are filled up.
23. If two candidates compete for one single vacancy having equal number of votes, the Election Officer shall determine the result of the Election by drawing lots at the polling station. If the candidate(s) is/are not present at the polling station, the Election Officer shall draw lots on behalf of that particular candidate(s). The Election Officer shall declare the candidate the lot falls as elected.
24. A paper recording a vote in any manner other than that mentioned on the ballot paper shall be regarded as a spoiled ballot paper.
25. Other ballot papers with doubtful validity are set aside as questionable ballot papers. A questionable ballot paper will be decided as invalid if in the opinion of the Election Officer:-
 - (a) the intention of the voter is not clear;
 - (b) it is substantially mutilated; and
 - (c) it is void for uncertainty.

Announcement of result

26. The Election Officer shall make an official announcement of the result of the Election to all alumni within 48 hours after the closing of the count.
27. The official announcement shall include:-

- (a) number of votes casted in each election;
- (b) number of valid and invalid papers in each election;
- (c) number of votes cast for each candidate; and
- (d) list of elected candidate(s).

Complaint from the candidate

- 28. Any complaint from the candidate(s) shall be lodged to the Alumni Association in writing within 7 days from the date of the official announcement.
- 29. In the first Council meeting after the lodging of a complaint by the candidate(s), 3 Council members shall be appointed to conduct an investigation on the merit of the complaint(s) and the investigation result shall be submitted in the Alumni Association within 2 calendar months from the date of the said Council meeting.

By-election

- 30. If any of the Alumni Manager resigned during the term of his/her office, a by-election shall be held within 3 calendar months from the date of the resignation, save and except the date of resignation is less than 5 calendar months from the date of expiration of the office of the resigned Alumni Manager.

Notice

- 31. Each notice or announcement mentioned above shall be deemed to have given to all alumni if such notice or announcement is posted on the official website of the Alumni Association (URL: <http://www.mingkei.com>) and/or delivered by way of bulk electronic mail.

Interpretation

- 32. The interpretation of this Regulation shall rest with the resolution of the Council meeting of the Alumni Association.

Amendment

- 33. This regulation shall not be amended except by a motion carried at a General Meeting of the Alumni Association.

First edition: October 2011

MING KEI COLLEGE ALUMNI ASSOCIATION

銘基書院校友會

Election of Alumni Manager 校友校董選舉

Nomination Form 提名表格

姓名 (中文): _____
Name (in English): _____
離校年份: 年份 Year: _____
Year of Leaving School: 班級 Class: _____
聯絡電話 Phone No.: _____
電子郵件 E-mail: _____
被提名人簽署: _____
Signature of the Nominee: _____

提名人資料 Information of the Proposer

姓名 (中文): _____
Name (in English): _____
離校年份: 年份 Year: _____
Year of Leaving School: 班級 Class: _____
聯絡電話 Phone: _____
電子郵件 E-mail: _____

和議人資料 Information of the Seconder

姓名 (中文): _____
Name (in English): _____
離校年份: 年份 Year: _____
Year of Leaving School: 班級 Class: _____
聯絡電話 Phone: _____
電子郵件 E-mail: _____

被提名人必須為銘基書院校友會會員，被提名人必須由 2 名校友提名。
請以正楷填寫此提名表格，填妥後請於 年 月 日前交回或寄回銘基書院校友會。
The nominee shall be a member of Ming Kei College Alumni Association. The nominee shall be nominated by 2
alumni. This form shall be filled in BLOCK letter and shall be delivered and posted to Ming Kei College Alumni
Association on or before [the day of ,].

有關候選人的資料

Particulars relating to the Candidate

相片 Photos	
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- a. 候選人須於上述的左邊方格貼上個人照片一張；
The candidate shall affix his/her photo inside the box on the left hand side;
- b. 候選人可於上述的右邊寫上個人簡介及資料，但字數不可超過 150 字；及
The candidate may fill in his/her personal particulars and information, in any event the number of words shall not exceed 150; and
- c. 在保障校友會不會因刊登有關簡介而涉及任何訴訟的法律責任，校友會保留權利對所有候選人的個人資料及簡介作出刪減。
In order to protect the Alumni Association from any legal liability or litigation arising from the publication of the relevant particulars, the Alumni Association reserved rights to delete the particular and information of all candidates.

Collection of Personal Data

收集個人資料聲明

The under-signed understands that the provision of personal data is voluntary and that the information provided will be used by Ming Kei College Alumni Association for the purpose of Election of the Alumni Manager and for any other legitimate purposes as requested by government bodies.

本人明白個人資料的提供乃出於自願及明白銘基校友會將會把本人的個人資料用作選舉校友校董之用及提供予法定主管當局用作法定用途。

Signed by :

簽署人:

Date:

日期:

Appendix II: Ballot Paper Sample

MING KEI COLLEGE ALUMNI ASSOCIATION

銘基書院校友會

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。

<u>Candidates 候選人</u>			
<input type="checkbox"/>	1	XXX(英文姓名)	XXX(中文姓名)
<input type="checkbox"/>	2	XXX	XXX
<input type="checkbox"/>	3	XXX	XXX

Directions for Voting

- Put no other marks on the ballot paper other than the mark “ ” or it will be considered null and void.
- Fold the ballot paper into two and do not let anyone see whom you vote for. The ballot is secret.
- Put the ballot paper into the ballot box.

投票人須知

- 除「 」號外，請勿在選票上劃上其他記號，否則選票便會作廢。
- 將選票對摺，切勿讓他人看見你的選擇。投票是保密的。
- 將選票放入投票箱。