

**S.K.H. Kei Lok Primary School**  
**Rules for the Election of the Alumni Manager**  
(Revised on 23<sup>rd</sup> July 2015)

**1. Introduction**

- 1.1 These Rules outline the procedures for the election of the Alumni Manager (“the Election”) in accordance with the Education Ordinance (“the Ordinance”) and the Constitution (“the IMC Constitution”) of the Incorporated Management Committee of the School (“the IMC”)
- 1.2 Since the implementation of school-based management in all public sector schools in 2000, the Education Bureau has promoted the participation of key stakeholders in school management and decision-making. The Ordinance aims at introducing an open and transparent participatory school governance framework in schools by including key stakeholders like teachers, parents and alumni in the IMC.
- 1.3 Paragraph 18 of the IMC Constitution sets out the role of the IMC and the Managers including the Alumni Manager. (See Annex I)

**2. The Candidature**

- 2.1. All alumni of the School (“alumni”) who are members of S.K.H. Kei Lok Primary School Alumni Association (“Members”) are eligible candidates for the Election.
- 2.2. An alumnus shall not be nominated in the event of the following situations:-  
(i) He / she is a serving teacher of the School (because teachers can join the IMC in the capacity of Teacher Managers); or  
(ii) He / she does not meet the registration requirements of managers set out in Section 30 of the Ordinance.
- 2.3. 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.

### **3. Number & Tenure**

- 3.1. Pursuant to the IMC Constitution, the alumni association recognized by the School's sponsoring body under the Ordinance, or the Recognized Alumni Association of the School ("the RAA"), may at any time nominate one person for registration as the Alumni Manager in accordance with the Ordinance and therefore, one Alumni Manager shall be elected in the Election.
- 3.2. The term of office of the Alumni Manager is two school years and shall come into effect on the date of his/her registration as a manager, whereby a "school year" means a year beginning on 1<sup>st</sup> September and ending on 31<sup>st</sup> 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 fall on a date after 1<sup>st</sup> September.
- 3.3. Pursuant to Paragraph 17.1 of the IMC Constitution, the Alumni Manager shall not serve for more than 2 consecutive terms.

### **4. Nomination Procedures**

#### **4.1. Returning Officer**

- 4.1.1. The RAA may assign its chairperson or elect an office-bearer as the Returning Officer ("the Returning Officer") to conduct monitoring of the nominations and supervision of the issue of the ballot papers and the counting of votes.
- 4.1.2. The Returning Officer must not be a candidate for the Election.

#### **4.2. Period of Nomination**

- 4.2.1. The nomination period should not be less than 7 days (starting from the date of the Election Notice).

### **Nomination**

- 4.3.1. The Returning Officer shall issue a letter to all Members and/ or post a notice, a sample of which is shown at Annex II herein ("the Election Notice"), not less than 14 days before the date of the Election is to be conducted ("the Election Day") on the School's website to all

Members. The Election Notice shall:-

- (a) specify the Election Day (including the time and venue for conducting the election where applicable); and
- (b) specify the number of vacancies for the Alumni Manager; and
- (c) specify that all Members (who are not current teachers of the School) have a right of candidature; and
- (d) specify that all Members have equal voting rights and each Member shall have one vote; and
- (e) specify that any nomination should be made only via a specified nomination form, a sample of which is shown at Annex III herein (“the Nomination Form”), which has to be completed and submitted to the School Office on or before the deadline for nomination and that each Nomination Form shall be signed by a nominator and a seconder as well as the candidate to confirm his/her consent to his/her candidature.
- (f) specify that the voting for the Election shall be conducted by secret ballot.

#### **4.4. Nomination Procedures**

- 4.4.1. Each Nomination Form should be signed by an alumni nominator and an alumni seconder and the candidate is required to sign the Nomination Form consenting to his / her candidature and provide a brief statement of his/her personal information within the number of words required on the Nomination Form. The alumni nominator and the alumni seconder must be Members.
- 4.4.2. All nominees shall submit their respective Nomination Forms to the Returning Officer by the deadline for nomination.
- 4.4.3. The Returning Officer shall examine the information provided by the nominees after the deadline for nomination and prepare a list of validly nominated candidates.
- 4.4.4. 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.
- 4.4.5. Not less than 7 days before the Election Day, the Returning Officer shall issue a further notice in writing to all Members, a sample of which is shown at Annex IV herein (“the Further

Notice”). 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).

4.4.6. Where necessary, the Returning Officer may arrange a meeting for the candidates to introduce themselves to all Members and answer any question raised by any Member.

#### **4.5. Electors’ Eligibility**

4.5.1. All alumni who are Members are eligible to vote.

4.5.2. If the principal of the School (“the Principal”), a teacher or a parent is also a Member, he/she is entitled to vote.

4.5.3. The Returning Officer is required to prepare an “Alumni Manager Electoral List” containing the names of all Members who are eligible to vote and their respective years of graduation / withdrawal.

4.5.4. All eligible Members have equal voting rights and each eligible Member shall have one vote.

#### **4.6. Election Procedures**

##### **4.6.1. Date of Voting**

The period between the date of voting and the deadline for nomination shall be at least 7 days.

##### **4.6.2. Voting method**

4.6.2.1. To ensure a fair election, the voting shall 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 (a sample of which is shown at Annex V) and should not let the other electors see whom they have voted for.

4.6.2.2. A ballot box shall be made available for the Election and it shall be locked and the key kept by the Returning Officer.

4.6.2.3. The Returning Officer shall arrange for the distribution of ballot papers (on the date of Election) and ask all the eligible electors to cast their ballot papers into ballot box on Election Day.

4.6.2.4. Blank ballot papers shall also be returned and electors shall not be allowed to leave the polling area with their ballot papers.

#### **4.6.3. Counting of votes**

4.6.3.1. The Returning Officer may arrange for the voting and the counting of votes on the same day.

4.6.3.2. All eligible electors, all candidates and the Principal may be invited to witness the counting of votes.

4.6.3.3. During the counting process, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts.

4.6.3.4. A ballot paper shall be deemed to be invalid if:-

(a) the number of candidates marked on the ballot paper exceeds the number that is allowed;

(b) the ballot paper has not been marked properly; or

(c) the ballot paper is marked in such a way that the identity of the voter can be traced.

4.6.3.5. As there is only one vacancy for the Alumni Manager of the School provided for under the IMC Constitution, if only one candidate is validly nominated in the Election, such candidate shall be deemed elected ipso facto for nomination by the RAA for registration as the Alumni Manager of the School.

4.6.3.6. If more than one candidate is validly nominated, the candidate who obtains the highest number of votes shall be nominated by the RAA for registration as the Alumni Manager of the School.

4.6.3.7. When two or more candidates obtain the same number of votes so that no successful candidate can be determined, there shall be a second round of voting for those candidates who obtain the same number of votes immediately after the results of the first round of voting are announced.

4.3.6.8. A candidate may withdraw his candidature before the second round of voting. If only one

candidate remains for the election for Alumni Manager, he / she shall be nominated for registration as the Alumni Manager of the School.

4.6.3.9. If two or more candidates obtain the same number of votes in the second round of voting, the results shall be determined by drawing lots by the Returning Officer immediately and the candidate on which the lot falls shall be deemed to have obtained more votes and be elected for nomination by the RAA for registration as the Alumni Manager of the School.

4.6.3.10. The principles of fairness, openness and simplicity shall be observed in the Election.

## **5. Announcement of Results**

The Returning Officer may post a notice in an appropriate place and / or on the School website informing all Members of the results of the Election.

## **6. Appeal Mechanism**

6.1. Unsuccessful candidates may, within one week of the announcement, appeal to the RAA in writing with their reasons.

6.2. The RAA shall invite the Principal and not less than 2 other registered managers of the IMC [or 2 members of its Executive Committee] who were not the Returning Officer or the candidates in the Election to form the appeals committee and look into any appeals against the results of the Election.

6.3. Should the appeals committee find in favour of an appeal, the RAA shall after a reasonable period of time conduct another Election.

6.4. The handling of any appeals shall be based on the principles of fairness, openness and simplicity.

## **7. Follow-up Actions after Election**

7.1. The RAA shall nominate to the IMC the alumnus elected as an Alumni Manager of the School.

7.2. The IMC shall then apply to the Permanent Secretary for the registration of the alumnus elected as an Alumni Manager of the School.

## **8. Filling of Casual Vacancies**

8.1. If an Alumni Manager vacancy arises as a result of an Alumni Manager resigning during his/her term of office, the IMC shall give notice in writing to require the RAA to conduct a

by-election in the same manner to elect another Alumni Manager to fill the vacancy within two months.

- 8.2. If the RAA cannot conduct the above by-election accordingly, the IMC shall apply on good grounds to the Permanent Secretary for Education for a further extension of the period for filling the vacancy.
- 8.3. The term of the new Alumni Manager elected in a by-election shall be the remaining term of the Alumni Manager whom the new Alumni Manager is to replace.

## **9. Points to Note**

- 9.1. Members, being candidates and voters in the Election, should note the ethical conduct required of them as stipulated in Annex VI to ensure fairness in the Election process.
- 9.2. On receiving an application for registration as a manager of the School, the Permanent Secretary for Education may make such inquiry as he considers necessary.
- 9.3. The Permanent Secretary for Education may refuse to register an applicant as a manager of the School on any of the grounds stipulated in Section 30 of the Ordinance.

## **10. Amendments**

- 10.1. These Rules have been prepared with the endorsement of the Sponsoring Body of the School, [Anglican (Hong Kong) Primary Schools Council Limited / Anglican (Hong Kong) Secondary Schools Council Limited] (“the Sponsoring Body”).
- 10.2. Any amendments to these Rules shall take effect only upon the due endorsement of the Sponsoring Body