

**The Past Students' Association of
St. Mary's Canossian College and St. Mary's Canossian School**

Regulations for the
Election of the Alumni Manager for the
Incorporated Management Committee of
St. Mary's Canossian School

*(Amended in accordance with the decision made at the
SMPSA Annual General Meeting on 18 March 2017)*

1. Purpose

- 1.1. Pursuant to section 40AP of the Education Ordinance (Cap. 279), these Regulations shall govern all matters related to the election of the Alumni Manager of the Incorporated Management Committee of St. Mary's Canossian School.
- 1.2. For the avoidance of doubt, if any of the provisions under this set of Regulations is inconsistent with the Education Ordinance or any other legislation of Hong Kong, the Education Ordinance or those relevant legislation shall prevail.

2. Definitions

- “alumna/alumnus” shall mean a past student of the School
- “alumni” shall mean the plural form of alumna/alumnus
- “Alumni Manager” shall mean the Alumni Manager of the IMC of the School
- “candidate” shall mean an alumna/alumnus who is aged eighteen (18) or above, not a current teacher of the School, and who is in compliance with the requirements set out in section 30 of the

Education Ordinance and, having been nominated for the Election and has not withdrawn his/her consent to be so nominated

- “Complaint Form” shall mean the form specified in Appendix II
- “Council” shall mean the Council (School) of SMPSA
- “day” shall mean calendar day
- “Election” shall mean the election of the Alumni Manager for the IMC of the School
- “Election Officer” shall mean an alumna/alumnus appointed by the Executive Committee with the power defined in section 3
- “Election Notice” shall mean the notice issued by the Election Officer pursuant to section 4.5
- “Election Post Box” shall mean the post box to receive nomination forms, withdrawal notices and other correspondence related to the Election
- “Executive Committee” shall mean the Executive Committee of SMPSA
- “General Meeting” shall mean the Annual General Meeting or Extraordinary General Meeting of SMPSA
- “IMC” shall mean the Incorporated Management Committee of the School
- “Nomination Form” shall mean the form specified in Appendix I
- “Polling Day” shall mean the polling day as referred to in section 3.3(a)

“Regulations”	shall mean the SMPSA Regulations for the Election of the Alumni Manager
“School” or “SMCS”	shall mean St. Mary’s Canossian School including the primary section of the St. Mary’s Canossian College or the St. Mary’s School.
“SMPSA”	shall mean the Past Students’ Association of St. Mary’s Canossian College and St. Mary’s Canossian School (long form) or St. Mary’s Past Students’ Association (short form)
“website”	shall mean the official SMPSA website at www.stmaryspsa.org

3. Election Officer

- 3.1. The Executive Committee shall appoint an Election Officer and an Alternate Election Officer and determine their term of office.
- 3.2. The Election Officer and the Alternate Election Officer cannot be the candidate.
- 3.3. The Election Officer shall be responsible for the proceedings of the Election including, but not limited to:
 - (a) determining the polling date and time for the Election, where the date so determined should be no less than four (4) weeks prior to the commencement of a new term of the IMC;
 - (b) determining the location of the polling station within the School;
 - (c) determining the polling procedures;

- (d) receiving nominations;
- (e) scrutinizing nomination forms;
- (f) determining the format, size and other aspects of the campaign materials of the candidates;
- (g) organizing the election and the pre-election publicity;
- (h) verifying the eligibility of voters;
- (i) distributing ballot papers;
- (j) monitoring the whole polling process;
- (k) counting ballot papers;
- (l) determining the result of the election;
- (m) announcing the result of the election; and
- (n) submitting a report of the Election to the Executive Committee of SMPSA.

3.4. The Alternate Election Officer shall take over the power and duties of the Election Officer if the Election Officer is not able to carry out his/her duties.

4. Nomination

- 4.1. Nomination for the election shall be open not less than six (6) weeks before the Polling Day and last for at least two (2) weeks.
- 4.2. Nominations must be done via the submission of a nomination form. The nomination form must be delivered in person/by hand to the Election Post Box located at the General Office of the School before the deadline.
- 4.3. Each nomination shall be signed by one (1) alumni proposer and one (1) alumni seconder. The candidate shall indicate his/her agreement to the nomination by signing on the nomination form.

- 4.4. All alumni can be a proposer or seconder for only one (1) candidate, including himself/herself.
- 4.5. The Election Officer shall issue an Election notice to all alumni of the School and post such notice on the website of SMPSA. The Notice shall include:
- (a) Duties of the IMC and the Alumni Manager as stipulated in the relevant legislation;
 - (b) Availability of vacancy for the position of Alumni Manager;
 - (c) Deadline for the submission of the Nomination Form;
 - (d) Procedures for Nomination and Election;
 - (e) Time and date of polling and counting of votes;
 - (f) Date and arrangements for announcing the result of the Election; and
 - (g) Any other information that the Election Officer considers necessary to be included.
- 4.6. Nominations not made in accordance with the Regulations shall be invalid.
- 4.7. The Election Officer shall announce the name(s) of the candidate(s) within two (2) days after the close of the nomination period and upload the announcement onto the website.
- 4.8. Withdrawal of Nomination
- 4.8.1. Any candidate who wishes to withdraw his/her nomination shall notify the Election Officer in writing of the reasons for withdrawing from the Election. The notification must be delivered in person / by hand to the Election Post Box located at the General Office of the School.

4.8.2. The Election Officer shall make an announcement in relation to the withdrawal of nomination.

4.9. No Nomination

4.9.1. If no person is validly nominated before the end of the nomination period, the Election Officer shall arrange a second nomination period not more than seven (7) days after the first nomination period ends.

4.9.2 The Election Officer shall give notice to all alumni regarding the second nomination period.

4.9.3 The second nomination period shall be governed by sections 3 and 4 of the Regulations.

4.9.4 If no person is validly nominated before the end of the second nomination period, the Election Officer shall report to the Executive Committee that it is unable to elect an Alumni Manager. The Executive Committee shall report to the IMC which may then nominate an alumna/alumnus for registration as Alumni Manager of the School in accordance with section 40AP(5) of the Education Ordinance.

5. Campaign

5.1. The campaign period shall commence not more than three (3) days after the announcement made under section 4.7 above.

5.2. Campaign shall only be conducted during the campaign period. No publicity or campaign activities are allowed at the School on the Polling Day.

5.3. The Election Officer may determine the format, size and other aspects of the campaign materials by announcement to all candidates.

- 5.4. The School and SMPSA shall not provide candidates with information or contact details of alumni. Instead, the campaign materials shall be submitted to the Election Officer, who shall upload them onto the website and notify all alumni of the availability of such materials on the website. The Election Officer may refuse to notify alumni of any campaign materials if such materials are, in his/her opinion, not proper in any aspect.
- 5.5. Each candidate shall bear his/her own campaign expenses and the risk of releasing his/her personal data in connection with the Election campaign.

6. Uncontested Candidate

- 6.1. If there is only one (1) candidate in the election, the said candidate shall be considered uncontested, and the Election Officer shall announce the result immediately after the close of the Nomination. Such announcement shall be uploaded to the website within forty-eight (48) hours after the close of the Nomination.

7. Eligibility

- 7.1. All alumni of the School aged eighteen (18) or above on the date of nomination are eligible to be candidates / proposers / seconders / voters in the Election.
- 7.2. The School shall provide the record of alumni for the verification of the eligibility of candidates / proposers / seconders for the Election. Verification of the alumni status of voters shall be carried out at the polling station by the Election Officer or other persons appointed by the School.

8. Polling

- 8.1. Polling shall take place in the polling station.
- 8.2. Polling shall last from 10 a.m. to 4 p.m. on the Polling Day.
- 8.3. The procedures for voting shall be as follows:
 - 8.3.1 The voter shall prove his/her identity by showing his/her Hong Kong Identity Card or passport to the Election Officer;
 - 8.3.2 The voter shall inform the Election Officer the year(s) of attendance at the School. The information shall be checked by the Election Officer or other persons appointed by the School against the School's record. The School's record shall be final;
 - 8.3.3 Each voter shall be given one (1) ballot paper. Voting shall be made by secret ballot;
 - 8.3.4 Each voter can only vote for one (1) candidate;
 - 8.3.5 The ballot paper must not be taken outside the polling station;
 - 8.3.6 The voter shall put his/her ballot paper in the ballot box in person.
 - 8.3.7 The ballot box shall be under lock and the key shall be kept by the Election Officer.

9. Counting of Votes

- 9.1. Immediately after the close of polling, the Election Officer shall open the ballot box in the polling station and count the votes.

- 9.2. Only the Election Officer or other persons appointed by the School, and who are not candidates, can count the votes.
- 9.3. The counting of the votes shall be conducted in an open manner, and all alumni, including the candidate(s), may enter the polling station to observe the counting process.
- 9.4. Each candidate may request the Election Officer for one re-counting of the votes. The request must be made within ten (10) minutes of the announcement of the results.
- 9.5. The candidate with the highest number of votes shall be elected.
- 9.6. If more than one candidate have the same highest number of votes, the Election Officer shall determine the Election outcome by drawing lots immediately.
- 9.7. The Election Officer shall declare a ballot paper invalid if:
 - (a) he/she considers the intention of the voter unclear;
 - (b) the ballot paper contains the name of the voter or any other mark of identification of the voter;
 - (c) it is damaged; or
 - (d) it records a vote in a manner other than that stipulated in the ballot paper.

10. Announcement of Results

- 10.1 The Election Officer shall announce the result of the Election immediately after the close of the count. Such announcement shall be uploaded to the website within forty-eight (48) hours after the close of the count.

11. Complaints

- 11.1. All complaints related to the Election must be lodged by completing the Complaint Form, which must be delivered in person/by hand to the Election Post Box within seven (7) days from the Polling Day.
- 11.2. A Committee, comprising two (2) members of the Executive Committee and one (1) person appointed by the School, shall be appointed within two (2) days after receipt of the complaint to conduct an investigation. The Committee shall submit an investigation report to the Executive Committee within the timeframe specified by the School, depending on the nature of the complaint.
- 11.3. The Executive Committee shall decide whether to allow or dismiss the complaint, and whether it affects the validity of the Election result. A decision to declare an Election invalid can only be made if it is agreed by more than two-thirds of the members of the Executive Committee. If the Executive Committee decides to declare the Election invalid, it shall make an announcement on the website to all alumni. The Executive Committee's decision shall be final.

12. By-Election

- 12.1. If an Alumni Manager resigns during the term of his/her office, or if an Alumni Manager is removed from his/her office, a by-election shall be held. The Executive Committee shall appoint an Election Officer to conduct the by-election within fourteen (14) days from the date of resignation / removal.
- 12.2. No by-election shall be held if the resignation/removal is less than four (4) months from the end of the term of the resigned/removed Alumni Manager.

12.3. If an Election is declared invalid under section 11.3 above, a by-election shall be held. The Executive Committee shall appoint an Election Officer to conduct the by-election within fourteen (14) days from the date of the declaration.

13. Notice

13.1. All notices or public announcements mentioned above shall be deemed to have been given to all alumni if such notice or announcement is posted on the website.

14. Powers

14.1. The power to interpret the Regulations lies with the Executive Committee.

14.2. Decisions of the Election Officer in relation to sections 3, 4, 5, 6, 7, 8, and 9 of the Regulations shall be final.

14.3. Decisions of the Executive Committee in regard to section 11 shall be final.

15. Amendment

15.1. Any amendment to the Regulations shall be made by a motion carried at a General Meeting of SMPSA and shall not have retrospective effect.

- END -

**Election of the Alumni Manager for the
Incorporated Management Committee of St. Mary's Canossian School [term of IMC]**

Nomination Form

(Please fill in the form in BLOCK LETTERS)

Candidate

Full Name (Eng): _____ (Chi): _____

Year of Admission to SMCS: _____ (Primary _____)

HK I.D Card No: _____ Date of Birth: dd _____ mm _____ yyyy _____

Contact Phone No: _____ E-mail: _____

Declaration (Please tick "✓" as appropriate):

- I hereby declare that my candidacy is in compliance with the requirements set out in section 30 of the Education Ordinance.
- I hereby authorize St. Mary's Past Students' Association to verify any of the information given herein whenever required.

Signature of Candidate: _____ Date: _____

Proposer

Full Name (Eng): _____ (Chi): _____

Year of Admission to SMCS: _____ (Primary _____)

HK I.D Card No: _____ Date of Birth: dd _____ mm _____ yyyy _____

Contact Phone No: _____ E-mail: _____

Declaration (Please tick "✓" as appropriate):

- I hereby authorize St. Mary's Past Students' Association to verify any of the information given herein whenever required.

Signature of Proposer: _____ Date: _____

Secunder

Full Name (Eng): _____ (Chi): _____

Year of Admission to SMCS: _____ (Primary _____)

HK I.D Card No: _____ Date of Birth: dd _____ mm _____ yyyy _____

Contact Phone No: _____ E-mail: _____

Declaration (Please tick "✓" as appropriate):

- I hereby authorize St. Mary's Past Students' Association to verify any of the information given herein whenever required.

Signature of Secunder: _____ Date: _____

Collection of Personal Data

The information collected above will be used by St. Mary's Past Students' Association for the purpose of the Election of the Alumni Manager of St. Mary's Canossian School and for any other legitimate purposes as requested by government bodies.

**Election of the Alumni Manager for the
Incorporated Management Committee of St. Mary's Canossian School**
[term of IMC]

Complaint Form

I would like to lodge a complaint in relation to the Election of the Alumni Manager of St. Mary's Canossian School that took place on (date) _____.

Details of Complaint: _____

Full Name (Eng): _____ (Chi): _____

Year of Admission to SMCS: _____ (Primary _____)

HK I.D Card No: _____ Date of Birth: dd _____ mm _____ yyyy _____

Contact Phone No: _____ E-mail: _____

Signature: _____ Date: _____

Collection of Personal Data

The information collected above will be used by St. Mary's Past Students' Association for the purpose of the Election of the Alumni Manager of St. Mary's Canossian School and for any other legitimate purposes as requested by government bodies.