

**Election of the Alumni Manager for the
Incorporated Management Committee of St. Mary's Canossian School
(2021/22 – 2022/23)**

Notes to Voters

In accordance with Section 40AP(1) of the Education Ordinance (Cap. 279) (“the Ordinance”), the Incorporated Management Committee of St. Mary's Canossian School (“SMCS”) has recognised St. Mary's Past Students' Association (“SMPSA”) as the recognised alumni association for the purposes of nominating alumni manager under section 40AP(4) of the Ordinance.

Before the Polling Day

- 1) Voters should observe the document named “Ethical Conduct Required in the Election” as available from the website of SMPSA.
- 2) Voters may check out campaign materials of the candidates on the website of SMPSA.
- 3) While SMCS and SMPSA will not provide candidates with information or contact details of alumni (Clause 5.4 of the Regulations for the Election), voters may receive campaign materials from candidates through the candidates' own connection or network.

Eligibility of Voters

- 4) As voters are not required to register beforehand, eligibility of voters will be verified on site. According to Clause 8.3.2 of the Regulations for the Election, *“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”*.
- 5) Voters may bring along any of the following three types of documents (with photo) to facilitate the verification process:
 - a) student card;
 - b) report card, or;
 - c) graduation certificate.

On the Polling Day

- 6) Procedures of voting:
 - a) reports at reception counter to fill in a form for verification of identity
 - b) proceeds to the next station for staff to check eligibility, and, upon confirmation of eligibility, receives a Ballot Paper

- c) proceeds to the next station to make the choice with the chop provided
 - d) folds the Ballot Paper in half and put in the ballot box
 - e) leaves through exit
- 7) You may request for a replacement Ballot Paper from the staff of the polling station if you made the wrong marking.
- 8) Clause 8.3.3 of the Regulations for the Election also provides that “Voting shall be made by secret ballot”, and hence the following are NOT allowed:
- a) communicating with other electors including showing your vote on the Ballot Paper to others or use mobile telephones or any other device for electronic communication within a polling station;
 - b) filming, taking photographs or making any audio or video recording within a polling station;
 - c) asking other electors to mark your Ballot Paper – in case of need, you may request a staff of the polling station to mark your Ballot Paper in the presence of the Election Officer (“EO”) or the Alternate Election Officer; or
 - d) interfering with other electors who are recording their votes.
- 9) The Ballot Paper will be considered as invalid if:
- a) it is unused;
 - b) it is unmarked;
 - c) it is not marked by the chop provided; or
 - d) votes are given for more than one candidate.
- 10) The Ballot Paper will be considered as questionable if:
- a) the chop on it is not affixed to give a single “✓ ” in the box opposite the name of the candidate of the elector’s choice;
 - b) there is writing or marks apart from the mark made by the chop provided;
 - c) it is substantially mutilated; or
 - d) the elector’s intention is uncertain.
- 11) The EO will decide whether a questionable Ballot Paper should be counted. A candidate or his/her election agent may raise objection to the admission or rejection of a questionable Ballot Paper, but the final decision rests with the EO.