

**Po Leung Kuk Tong Nai Kan Alumni Association  
(hereinafter referred to as "the Recognized Alumni Association (RAA)")  
Po Leung Kuk Tong Nai Kan Junior Secondary College  
Incorporated Management Committee (IMC)  
Alumni Manager Election Guide**

The alumni manager election is conducted by the Recognized Alumni Association.

### **The Candidature**

All alumni of the school who are 18 years or older are eligible to become candidates. According to section 40AP(6)(b) of the Education Ordinance, listed at Annex I, an alumnus shall not be nominated if he / she is a serving teacher of the school. Candidates should also note the registration requirements of managers set out in section 30 of the Ordinance.

As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity, for example, no one can serve as an alumni manager and a parent manager at the same time. Thus, if there are two elections under different categories to be conducted concurrently in a school, no one should stand as candidate in more than one election. Additionally, the chairperson of the alumni association does not automatically become an alumni manager, and vice versa.

### **Number of Alumni Manager**

The constitution of the IMC specifies that there shall be one alumni manager.

### **Tenure**

According to the constitution of the IMC of the school, the term of office for managers is as follows:

- (i) For alumni managers registered on April 1, their term of office shall be two years, starting from April 1 and ending on March 31 of the second year.
- (ii) If the alumni manager cannot be registered by April 1, their term of office shall begin on the date of registration and end on March 31 of the second year.

### **Nomination Procedures**

#### **Returning Officer**

The RAA may assign the chairperson or a committee member as Returning Officer to oversee the different aspects of work including making of nominations, issuance of ballot papers and counting of votes. The Returning Officer must not be a candidate for the alumni manager election.

#### **Period of Nomination**

14 calendar days (counting from the day after the election notice is issued by the election officer) (including Saturdays, Sundays, and public holidays)

#### **Nomination**

The Returning Officer should inform all alumni in writing regarding the alumni manager election, including the number of vacancies, the period of nomination, method of nomination, date of voting, counting of votes and announcement of results and other relevant information.

The notification must also include a nomination form and candidate profile. At the same time, the Returning Officer shall inform all alumni of the eligibility of candidates and responsibilities of a school manager. Each alumni may nominate themselves or another eligible candidate. Each alumni can nominate a maximum of one candidate. There is no mechanism of seconding a nomination.

If the number of candidates is equal to or less than the number of vacancies, 'uncontested nomination' will be adopted, the candidates will be automatically elected. If no one stands for candidature in the election, the RAA may consider extending the deadline of nomination or conducting the election again after a lapse of some time. The election procedures should cater for such occasions and special arrangements should be made according to the principle of fairness and transparency. If there are no nominations for alumni manager, the IMC may nominate one alumnus to be registered as alumni manager.

### **Candidates' Information**

Each nominated candidate should supply a brief statement of his / her personal information to the Returning Officer limited to 80 words (including punctuation). Not less than seven days before the election day, the Returning Officer should issue written notice to all alumni that lists the names of the nominated candidates and their introductory statements within the word limit (without the risk of incurring any legal liability in publishing these statements) (if any) and election arrangements, including procedures and the timetable.

### **Electors' Eligibility**

All alumni of the school are eligible to vote, and all eligible voters have equal voting rights. The RAA's constitution specify the eligibility of voters and comply with the definition of "alumni" in Section 40AB of the Education Ordinance.

### **Election Procedures**

#### **Date of Voting**

The period between the date of voting for alumni manager election and the deadline of nomination should at least be two weeks.

#### **Voting Method**

Alumni must vote in person at the school on the date and time announced by the Returning Officer. To ensure a fair election, the voting will 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 and should not let the other electors see whom they have voted for. Alumni must visit the polling station set up at the school, register, and will receive a ballot. After filling it out, they must place it in the ballot box designated for the alumni manager election. The ballot box will be locked, and the key will be held by the Returning Officer. All distributed ballots (including blank ballots) must be returned.

#### **Counting of Votes**

The Returning Officer may arrange to conduct voting and counting of votes on the same day. All alumni, candidates, and the principal may be invited to witness the counting of votes. The successful candidate is the one who obtain the greatest number of votes. If two or more candidates receive the same number of votes, a draw will be held on the spot to decide.

The chairperson of the RAA and the Returning Officer should be present to witness the counting. During the time of counting the votes, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts. The RAA should specify in advance the circumstances under which votes will be declared invalid, for example

- (i) the number of candidates marked on the ballot paper exceeds the number of vacancy for that election;
- (ii) the ballot paper has not been marked properly; or
- (iii) the ballot paper is marked in such a way that the identity of the elector can be traced.

After the election, the Returning Officer should put all the cast ballot papers in an envelope, which will then be sealed and signed by the Returning Officer and the chairperson of the RAA. The envelope should be kept by the RAA. The RAA should not keep it for a prolonged period, but at least six months as they might be needed for investigation purposes in case of allegations against voting irregularity.

### **Announcing Results**

The Returning Officer should inform all alumni of the results of the election. Unsuccessful candidate may, within one week of the announcement of results, appeal to the RAA in writing together with the reasons.

### **Enquiry**

To facilitate smooth conducting of the election, the Returning Officer will provide alumni with practical means of communication, such as contact email, so that all enquiries related to the election can be timely handled.

### **Follow-up Action after Election**

The RAA shall nominate the alumni elected as an alumni manager of the school in accordance with section 40AP(4) of the Ordinance, and notify the IMC of the result of the alumni manager election. The elected alumni shall apply to the Permanent Secretary for registration as manager of the school in a specified form. All related information of the election should be properly documented.

### **Filling of Vacancies**

If an alumni manager vacancy arises out of either the expiry of term of office or resignation tendered by the manager during the term of office, the RAA shall conduct an election and make nomination of alumni manager to fill the vacancy within three months. If the RAA does not have any nomination for alumni manager, the IMC should notify EDB in writing of the situation. Separately, the IMC may, upon consulting the alumni / the RAA, nominate one alumnus for registration as alumni manager of the school as may be provided for in its constitution in accordance with section 40AP(5) of the Ordinance.

### **Checklist**

In order to ensure compliance with the requirements of the alumni manager election process, the RAA should complete the checklist before submitting the application for alumni manager registration to ensure that all necessary requirements and procedures are followed.

### **Points to Note**

1. Alumni, being candidates and voters in the alumni manager election, should note the ethical conduct listed at Annex II to ensure fairness and impartiality in the election process.
2. On receiving an application for registration as a manager of a school, the Permanent Secretary shall make such inquiry as he / she considers necessary. Also, the Permanent Secretary may refuse to register an applicant as a manager of a school on grounds stipulated in section 30 of the Ordinance.
3. If the RAA believes a manager is unfit to continue serving, it may propose a resolution to the IMC to request in writing the cancellation of that manager's registration, using a similar method to that used to elect that manager.
4. This document is published in both English and Chinese. In the event of discrepancies, the Chinese version shall prevail.

**Education Ordinance**  
**Provisions relating to Election of Alumni Managers**

The “Content” as listed in the following table is a summary of the relevant provisions of the Education Ordinance and is for reference purpose. Please refer to the Education Ordinance if a specific provision is to be quoted.

<b>Education Ordinance</b>	<b>Content</b>
30	<p>The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —</p> <ul style="list-style-type: none"> <li>• the applicant is not resident in Hong Kong for at least 9 months in each year;</li> <li>• the applicant is not a fit and proper person to be a manager;</li> <li>• the applicant is a person in respect of whom a permit to teach has previously been cancelled;</li> <li>• the applicant is under the age of 18 years;</li> <li>• the applicant has attained the age of 70 years and he fails to produce a valid medical certificate certifying that he is physically fit to perform the functions of a manager;</li> <li>• the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a valid medical certificate certifying that he is physically fit to perform the functions of a manager;</li> <li>• in making or in connection with any application — <ul style="list-style-type: none"> <li>(i) for registration of a school;</li> <li>(ii) for registration as a manager or a teacher; or</li> <li>(iii) to employ a person as a permitted teacher in a school,</li> </ul> the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular;</li> <li>• the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance;</li> <li>• the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or</li> <li>• the applicant has been registered as a manager of 5 or more schools.</li> </ul>

Education Ordinance	Content
40AL	<ul style="list-style-type: none"> <li>For an IMC school, at least one alumni manager shall be provided.</li> </ul>
40AP	<ul style="list-style-type: none"> <li>If the school is a bi-sessional school, the IMC or sponsoring body (as may be provided for in the constitution of the IMC) may recognise a body of persons as recognised alumni association for each session separately.</li> <li>The IMC or sponsoring body may recognise one body of persons as recognised alumni association. The body of persons shall be recognised only when its constitution specifies the following items – <ul style="list-style-type: none"> <li>(i) its membership is open to all alumni of the school;</li> <li>(ii) only the alumni of the school may elect or become office-bearers of the body; and</li> <li>(iii) the system of alumni manager election is fair and transparent.</li> </ul> </li> <li>A recognised alumni association shall be responsible for conducting the alumni manager election and nominating such number of persons for registration as alumni manager of the school as may be provided for in the constitution of the IMC of the school.</li> <li>If the recognised alumni association does not have any nomination for alumni manager(s), the IMC may nominate such number of persons for registration as alumni manager as may be provided for in its constitution.</li> <li>A candidate must be an alumnus of the school.</li> <li>A candidate must not be a teacher of the school.</li> </ul>
40AU	<ul style="list-style-type: none"> <li>The person who fills the vacancy of alumni manager shall be nominated for registration as a manager in the same manner stipulated in section 40AP of the Education Ordinance.</li> </ul>
40AX	<ul style="list-style-type: none"> <li>On the ground that a manager is not suitable to continue to hold office, the recognised alumni association of a school may pass a resolution, in a manner which is similar to the manner in which the manager concerned is elected, and make a written request to the IMC to cancel the registration of the manager. The IMC shall, upon receiving the request, issue a notice in writing to the Permanent Secretary as regards the cancellation of the registration of the alumni manager.</li> </ul>

## **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.