



Christian Alliance Cheng Wing Gee College Alumni Association ELECTION NOTICE FOR THE 2024 – 2026 ALUMNI MANAGER

Date: 11 October 2023

Dear Alumni Members,

We would like to inform you that the Christian Alliance Cheng Wing Gee College Incorporated Management Committee ("the IMC") was established in 2008. As per the provisions of the Education Ordinance and the IMC Constitution, the IMC consists of various managers, including one Alumni Manager. The Alumni Manager is elected in Hong Kong by all alumni who are members of the Christian Alliance Cheng Wing Gee College Alumni Association. The election process involves nomination by an Alumni Association recognised by the School Sponsoring Body ("the RAA"), followed by registration with the Education Bureau.

The primary responsibility of the Alumni Manager is to foster communication and cooperation between the IMC and the alumni of the School. The Alumni Manager is expected to act in their personal capacity, prioritising the interests and benefits of the School and its students. The specific roles and duties of the IMC and managers of the School are outlined in the IMC Constitution.

In accordance with the IMC Constitution, we hereby provide notice of the upcoming election for the position of Alumni Manager ("the Election"). Please find the details of the Election in the attached table.

- **Nomination Period:** 11–18 October 2023
- **Candidates' Information Release:** 25 October 2023
- **Election Day:** 3 November 2023
- **Results Release on School Web:** 6 November 2023

We look forward to your active participation in the Election. Should you have any queries regarding the Election, please feel free to contact us at 2604 9762. Thank you for your attention.

Sincerely,

Ms Lo Mei Yee Aideo
The Returning Officer



ARRANGEMENT & REGULATIONS OF THE ALUMNI MANAGER ELECTION

Election Day	3 November 2023
Polling Session	4:30 pm - 7:30 pm
Polling Venue	Lecture Room (Rm G06, Christian Alliance Cheng Wing Gee College)
Vacancy Position	ONE Alumni Manager
Term of Office	2 school years from the date of registration to 31 August 2026
Returning Officer	The Chairperson of the RAA has assigned Ms Lo Mei Yee Aideo as the Returning Officer to conduct monitoring of the nomination and supervision of the issue of the ballot papers and the counting of votes. He will not be a candidate for the Election.
Eligibility of Candidates	<p>(a) All candidates must be alumni of the Christian Alliance Cheng Wing Gee College Alumni Association (“the RAA”) who are not teachers of the School.</p> <p>(b) Any person who joined the RAA as member on or before 18 October 2023 at 4:30 pm are eligible to be the candidate.</p> <p>(c) 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.</p>
Eligibility of Voters	<p>(a) All eligible alumni have equal voting rights and every eligible alumnus shall have one vote.</p> <p>(b) Any person who joined the RAA as member on or before 18 October 2023 at 4:30 pm shall have one vote.</p> <p>(c) If the principal of the School (“the Principal”), a teacher or a parent is also a Member, he / she is entitled to vote.</p>
Nomination Period	From 11 October 2023 to 18 October 2023 at 4:30 pm.
Nomination Procedures	<p>(a) Each eligible alumnus may nominate other eligible alumnus / alumni to stand as candidates in the Election provided that the nomination is seconded by another eligible alumnus and the nominee is required to sign the nomination form (“Nomination Form”) consenting to his / her candidature and provide a self-introductory statement in not more than 300 words in Chinese and / or English on the Nomination Form. The nominator and seconder must be alumni and members of the Association.</p> <p>(b) The Nomination Form can be accessed on the school website.</p> <p>(c) The completed Nomination Forms which shall be submitted to the Returning Officer (Shall be put into the collection box placed at the School’s General Office) by the deadline for nomination on 18 October 2023 at 4:30 pm.</p>

	<ul style="list-style-type: none"> (d) The Returning Officer shall examine the information provided by the nominees after the deadline for nomination and prepare a list of validly nominated candidates. (e) 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. (f) Not less than 7 days before the Election Day, the Returning Officer shall issue a further notice in writing to all Members. The Further Notice shall: <ul style="list-style-type: none"> (i) include a list of the names of all validly nominated candidates (together with their respective self-introductory statements); (ii) and specify the procedures of the Election (including the arrangements for the counting of votes and the declaration of the Election results). (g) If there is only one candidate the election is uncontested.
Method of Voting	The voting for the Election shall be conducted by secret ballot.
Counting of Votes	<ul style="list-style-type: none"> (a) The vote counting session shall commence promptly at the designated time and location immediately following the conclusion of the polling hours. (b) All eligible electors, candidates, and the Principal may be invited to observe the vote counting process. (c) Eligible voters are encouraged to remain present at the voting venue during the vote counting period. In the event of a tie between two candidates, a second round of voting shall be conducted, and the outcome will be announced accordingly. (d) If a tie persists even after the second round of voting, the election result shall be determined by a random selection method, such as drawing lots.
Results Announcement	<ul style="list-style-type: none"> (a) The announcement shall be made upon the completion of vote counting (b) The Returning Officer shall announce the Election result on-spot as soon as the completion of counting of votes. The one with the highest number of votes shall be nominated by the RAA to the IMC for registration as the Alumni Manager. (c) The result of the election will be posted on the Alumni website within 7 working days after the Election held. (d) The RAA will nominate to the IMC the alumnus elected as an Alumni Manager of the School.
Appeal Mechanism	<ul style="list-style-type: none"> (a) Unsuccessful candidates may, within 7 days of the announcement, appeal to the RAA in writing together with the reasons. (b) The RAA will appoint an appeal committee for final decision of election results.

EDUCATION ORDINANCE - PROVISIONS RELATING TO ELECTION OF ALUMNI MANAGERS

<p>Section 30</p>	<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"> <input type="checkbox"/> the applicant is not resident in Hong Kong for at least 9 months in each year; <input type="checkbox"/> the applicant is not a fit and proper person to be a manager; <input type="checkbox"/> the applicant is a person in respect of whom a permit to teach has previously been cancelled; <input type="checkbox"/> the applicant is under the age of 18 years; <input type="checkbox"/> 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; <input type="checkbox"/> 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; <input type="checkbox"/> in making or in connection with any application - <ul style="list-style-type: none"> <input type="checkbox"/> for registration of a school; <input type="checkbox"/> for registration as a manager or a teacher; or <input type="checkbox"/> to employ a person as a permitted teacher in a school, 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; <input type="checkbox"/> the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; <input type="checkbox"/> the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or <input type="checkbox"/> the applicant has been registered as a manager of 5 or more schools.
<p>40AL</p>	<ul style="list-style-type: none"> <input type="checkbox"/> For an IMC school, at least one alumni manager shall be provided.
<p>40AP</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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 an alumni association for each session separately. <input type="checkbox"/> 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: <ul style="list-style-type: none"> <input type="checkbox"/> its membership is open to all alumni of the school; <input type="checkbox"/> only the alumni of the school may elect or become office-bearers of the body; <input type="checkbox"/> and the system of election is fair and transparent. <input type="checkbox"/> A recognised alumni association may nominate such number of persons for registration as alumni manager of the school as may be provided for in the IMC constitution of the school. <input type="checkbox"/> If no person is nominated, the IMC may nominate such number of persons for registration as alumni manager as may be provided for in its constitution. <input type="checkbox"/> A candidate must be an alumnus of the school. <input type="checkbox"/> A candidate must not be a teacher of the school.
<p>40AU</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The person who fills the vacancy of alumni manager shall be nominated for registration as a manager in the same manner as the manager who ceased to hold the office concerned.
<p>40AX</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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.

ETHICAL CONDUCT REQUIRED IN THE ELECTION

Nomination of Candidates	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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.