

Procedure for the 2013 Alumni Manager Election for The Incorporated Management Committee of Chan Sui Ki (La Salle) College

1. Background

1.1 Chan Sui Ki (La Salle) College Old Boys' Association Limited ("CSKOBA"), being the Recognized Alumni Association of Chan Sui Ki (La Salle) College (CSKLSC), conducts the election for nomination for registration as the Alumni Manager in accordance with the provisions of The Constitution of the Incorporated Management Committee of Chan Sui Ki (La Salle) College ("IMC Constitution")

1.2 This procedure is laid down in accordance with the IMC Constitution and Addendum to the Articles of Association (Article 68) of Chan Sui Ki (La Salle) College Old Boys' Association Limited ("The Addendum").

1.3 This procedure supplements to the IMC Constitution and The Addendum. Whenever this procedure is referred to or interpreted, the IMC Constitution and The Addendum shall also be referred to.

2. Registration and Verification of Alumni Identity

2.1 The purpose of registration

2.1.1 All alumni of CSKLSC can participate in this election. Anyone who votes, nominates, seconds a nomination or is nominated in this election must be an alumni of CSKLSC.

2.1.2 To carry out nomination and voting, CSKOBA should keep a register of voters which is a list of alumni whose identity have been verified and are allowed to nominate, to second a nomination, to be nominated and to vote.

2.1.3 Every eligible alumnus intending to vote at the election must register in the register of voters kept by CSKOBA.

2.1.4 An alumni must register himself as a voter before he can nominate, second a nomination, be nominated or vote in the election.

2.1.5 In case of dispute concerning a person's identity of CSKLSC alumnus, CSKOBA has the right of final decision.

2.2 Registration method

2.2.1 To register as a voter, the procedure in this section shall be followed:

- (i). Download the Voter Registration Form from CSKOBA's website
- (ii). Fill in the information which includes:
 - (A). Full Name
 - (B). Year of Graduation
 - (C). The first 4 letters/digits of HK Identity Card e.g. (A123xxx(x)) or passport number
- (iii). Sign on the Form
- (iv). Email the signed Form to election2013@cskoba.org

[Voter Registraion Form](#) is available for download from the CSKOBA's website.

2.2.2 The Returning Officer has the right to reject a registration if the information provided is unclear or incomplete.

2.3 Collection and Use of Personal Data

2.3.1 The personal data provided on the Registration Form is collected for conducting this election and future Alumni Manager elections conducted by CSKOBA.

2.3.2 The personal data collected will be disclosed to Chan Sui Ki (La Salle) College to check against their alumni databases in order to verify whether a person is an alumnus.

2.3.3 CSKOBA shall keep a list of registered voters. Valid voters on the list do not need to register again for future Alumni Manager elections.

2.3.4 The email address provided may be used by CSKOBA in future communications for elections and other purposes. It will not be disclosed to a third party other than that stated in Item 2.3.2.

2.3.5 According to the Personal Data (Privacy) Ordinance, you have the right of access and correction to the personal data provided. Enquiries concerning the data collected by means of Voter Registration Form, including requests for access and correction of data, should be directed to the CSKOBA at election2013@cskoba.org.

2.4 Registration period

2.4.1 The period for registration of voters for the alumni manager election 2013 is 1 September 2013 (Sunday) 09:00 to 14 September 2013 (Saturday) 17:00.

3. Nomination of Candidates

3.1 Candidature

This section refers to Article 3, 4 and 5 of The Addendum.

3.1.1 All alumni of the school are eligible to become candidates.

3.1.2 An alumnus should not be nominated in the event of the following situations —
(i) He is a serving teacher of the school (because teachers can join the IMC in the capacity of teacher managers); or
(ii) He does not meet the registration requirements of managers set out in section 30 of the Education Ordinance.

3.1.3 As stipulated in the Education Ordinance, no manager shall serve in an IMC in more than one capacity. Thus, no one can serve as an alumni manager and a parent manager at the same time. If there are two elections under different categories to be conducted concurrently in a school, no candidate shall participate in more than one election.

3.2 Number & Tenure

3.2.1 CSKOBA shall elect one person for registration as the alumni manager in the Incorporated Management Committee of CSKLSC.

3.2.2 The term of office of the elected alumni manager is two years.

3.3 Nomination Period

3.3.1 The period for submitting nominations for the alumni manager election 2013 is 15 September 2013 (Sunday) 09:00 to 28 September 2013 (Saturday) 17:00.

3.4 Nomination Procedure

3.4.1 Any registered voter can be nominated as a candidate.

3.4.2 A registered voter may nominate oneself or another eligible candidate to stand for the election. The maximum number of nominees that each registered voter can nominate is two. Each nomination is to be supported by two other seconders.

3.4.3 Each nominee, nominator and seconder must be a registered voter. He must have registered himself into the CSKOBA's register of voters prior to his nominating

and seconding or being nominated.

[Nomination Form](#) is available for download from the CSKOBA's website.

3.4.4 The completed Nomination Form should be submitted in original to the Returning Officer or by sending a scanned copy by email to election2013@cskoba.org during the nomination period. If a scanned copy is sent by email, the original copy should also be submitted upon request by the Returning Officer.

3.4.5 The Returning Officer has the right to reject a nomination if the information provided is unclear or incomplete.

3.5 Collection and Use of Personal Data

3.5.1 The personal data provided on the Nomination Form is collected for conducting this election and future Alumni Manager elections conducted by CSKOBA.

3.5.2 The personal data collected will be disclosed to Chan Sui Ki (La Salle) College to check against their alumni databases in order to verify whether a person is an alumnus.

3.5.3 Representatives of CSKOBA may use the personal data collected to contact the nominee, the nominator or the seconder for the purpose of verifying the validity of a nomination.

3.5.4 CSKOBA shall keep a list of registered voters. Valid voters on the list do not need to register again for future Alumni Manager elections.

3.5.5 According to the Personal Data (Privacy) Ordinance, you have the right of access and correction to the personal data provided. Enquiries concerning the data collected by means of Nomination Form, including requests for access and correction of data, should be directed to the CSKOBA at election2013@cskoba.org.

4. Candidates' Information

4.1 Each nominated candidate should supply to the Returning Officer a brief statement of his personal information within 1000 words. The statement should be written in English.

4.2 The nominated candidate may opt to include a Chinese version alongside the English statement. However, the total numbers of Chinese and English words should not exceed 1000.

4.3 The Returning Officer will publicize the statement to members of CSKOBA via the CSKOBA website and other channels.

4.4 To ensure fairness, once the statement is supplied to the Returning Officer, the candidate may not make any amendment to the submitted statement unless the Returning Officer has publicized the content of the statement erroneously.

5. Consultation Meeting

5.1 If at the request by any of the candidate, the Returning Officer can arrange a meeting for all the candidates to introduce themselves to all alumni and answer questions from them.

6. Voting

6.1 Anonymity

6.1.1 To ensure a fair election, the voting shall be conducted by secret ballot. Voters are not allowed to put down their names or any other marks of identification on the ballot paper and should not let anyone see whom they have voted for.

6.2 Date of Voting

6.2.1 Voting will be conducted on 13 October 2013 (Sunday) from 13:00 to 17:00.

6.3 Venue for Voting

6.3.1 Voting will be carried out in Room 125 of CSKLSC. Address of the polling centre is: Room 125, 1/F, Chan Sui Ki (La Salle) College, 4 Sheung Wo Street, Homantin, Kowloon.

7. Counting of Votes

7.1 Counting of votes will start on the same day as voting.

7.2 Counting of votes will be carried out at the polling centre. All alumni may come to the polling centre to witness the counting of votes.

7.3 The successful candidate is the one who obtains the greatest number of votes. When two or more candidates obtain the same number of votes, the final candidate to be elected should be determined first by conducting a second round of voting, or if still resulted with the same number of votes, then by the method of drawing lots.

8. Announcing of Results

8.1 The Returning Officer shall publicize the results of the election to CSKOBA members.

9. Appealing

9.1 An unsuccessful candidate may, within one week of the announcement, appeal to CSKOBA in writing together with the reasons. The CSKOBA should then call for a board of appeal that is to be composed of the Returning Officer, the President, Vice President, Honorary Secretary and Honorary Treasurer of CSKOBA. However, to avoid conflict of interest, any candidate must not be a member of the board of appeal even if he is the President, Vice President, Honorary Secretary or Honorary Treasurer.

9.2 The board of appeal has the full power vested to determine the validity of the appeal, and to order remedial action, or to call for a re-election when it thinks fit. The decision by the board of appeal is considered final for the purpose of alumni manager election.

10. Ethical Conduct Required in the Alumni Manager Election

10.1 This section refers to Annex II of The Addendum.

10.2 To ensure fairness in the election, ethical conduct must be strictly complied to. Breaching of the ethical conduct requirements may result in losing the candidacy.

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.

Expected Time Table

Registration of voters

From 1 September 2013 (Sunday) 09:00 to 14 September 2013 (Saturday) 17:00

Nomination of Candidates

From 15 September 2013 (Sunday) 09:00 to 28 September 2013 (Saturday) 17:00

Voting

13 October 2013 (Sunday) 13:00-17:00

Announcement of Results

14 October 2013 (Monday)

Deadline for Appealing

21 October 2013 (Sunday)