

## **St. Mark's School Alumni Association Limited**

Date: 24<sup>th</sup> March, 2016

Dear Alumni,

### **Notice on Alumni Manager (2016-2018) Election**

The Incorporated Management Committee of St. Mark's School (“the IMC”) has been established on 30<sup>th</sup> August 2014. According to the Education Ordinance and the Constitution of the IMC, the IMC shall comprise one Alumni Manager amongst other Managers and he/she is elected in Hong Kong by all alumni for nomination by an Alumni Association recognized by the School Sponsoring Body (“the RAA”) to the IMC for registration with the Education Bureau. The Alumni Manager shall serve a term of 2 school years whereby a “school year” means a year beginning on 1 September and ending on 31<sup>st</sup> August of the following year and any period of less than 12 calendar months shall be deemed to be a complete school year should the registration date of a manager fall on a date after 1<sup>st</sup> September.

The role of an Alumni Manager is to promote communication and co-operation between the IMC and the alumni of the School. The Alumni Manager should act in his/her personal capacity for the interests and benefits of the School and its pupils. The role of the IMC and managers of the School in general are set out in Paragraph 18 of the IMC Constitution.

In accordance with the Constitution of the IMC, I hereby give you notice that the election for the Alumni Manager (“the Election”) will be held on 21<sup>st</sup> May, 2016 (“the Election Day”). The details of the Election are as follows:

1. Election Day: 21<sup>st</sup> May, 2016, Saturday
2. Polling Hours: Ballot box will be available from 12:30 p.m. to 6:30p.m.
3. Venue: Room G01, St. Mark's School  
18 Oi Yin Street, Aldrich Bay, Shaukeiwan, Hong Kong
4. Vacancies to be filled: ONE Alumni Manager
5. Eligibility of candidates: All candidates must be alumni of the School who are not current teachers of the School.

6. Eligibility of voters: All alumni have equal voting rights and every alumnus shall have one vote.
7. Nomination Period: From 24<sup>th</sup> March 2016 to 23<sup>rd</sup> April 2016
8. Nomination Procedures: (a) Each alumnus may nominate other alumnus/alumni to stand as candidates in the Election, provided that the nominee is required to sign the nomination form<sup>(1)</sup> ("Nomination Form") consenting to his/her candidature and provide a self-introductory statement in not more than 500 words on the Nomination Form.
- (b) The completed form should be submitted to the School Office (attention to the Returning Officer) by 4:00 p.m., 23<sup>rd</sup> April 2016.
9. Method of voting: The voting for the Election shall be conducted by secret ballot.
10. Tenure of elected Alumni Manager: 2 school years from the date of registration to 31<sup>st</sup> August, 2018.
- <sup>(1)</sup> a sample of the nomination form is shown at Annex I. The Nomination Form is available at the School Office. The Nomination Form could also be downloaded from the School's website (<http://www.stmarks.edu.hk>) or the Alumni Association's website (<http://www.smsaa.org>).

I shall send you a further notice comprising a list of the names of all candidates who are validly nominated (together with their respective self-introductory statements) and specifying the arrangements for the counting of votes and declaration of Election results not less than 7 days before the Election Day.

I look forward to your active participation in the Election. Please contact me should you have queries about the Election. Thank you.

Jacky Leung  
The Returning Officer



**(II) Candidate's Declaration**

I consent to my nomination as a candidate for the election of the Alumni Manager of St. Mark's School ("the Election"). I also permit the School to publish my above self-introductory statement herein to all eligible electors for the sole purpose of the Election. I hereby indemnify the School arising from any legal liability arising from the publication of my self-introductory statement for the sole purpose of the Election.

I also declare that I have read and understood the conditions for refusal to register as a school manager under Section 30 of the Education Ordinance. To the extent that such conditions apply to me, I declare that I am a qualified candidate.

Candidate's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**(III) Nominator's and Seconders' Particulars :**

Name	Signature	Year of Attendance at the School	Telephone
<b>Nominator :</b>		From Year _____ Class: _____ to Year _____ Class: _____	
<b>Seconders :</b>			
		From Year _____ Class: _____ to Year _____ Class: _____	
		From Year _____ Class: _____ to Year _____ Class: _____	
		From Year _____ Class: _____ to Year _____ Class: _____	
		From Year _____ Class: _____ to Year _____ Class: _____	
		From Year _____ Class: _____ to Year _____ Class: _____	

Note: The completed form should be submitted to the School Office (attention to the Returning Officer) by 4:00 p.m. 23<sup>rd</sup> April, 2016.

## **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.