

# BISHOP HALL JUBILEE SCHOOL ALUMNI LIMITED

## *ALUMNI MANAGER ELECTION RULES*

*(issued by the Executive Committee pursuant to Article 66D of the Alumni's Articles of Association)*

### Title

1. These rules may be cited as the Alumni Manager Election Rules.

### Effective Date

2. These rules shall be effective upon publishing same by uploading to the web site of the Alumni at [www.bhjsalumni.com](http://www.bhjsalumni.com).

### Interpretation

3. Unless otherwise defined, terms used herein shall have the same meanings as those defined in the Articles of Association of the Alumni.
4. In these rules,
  - “Alumni Manager Election” means an election conducted by the Alumni for the purpose of electing such persons to be nominated by the Alumni for registration as Alumni Manager
  - “Ordinance” means the Education Ordinance (Cap. 279 of the Laws of Hong Kong)
  - “Parent Manager Election” means an election conducted by the parent-teacher association of the School for the purpose of electing such persons to be nominated by the parent-teacher association of the School for registration as parent manager pursuant to section 40AO of the Ordinance

### Candidature

5. No person shall be eligible for candidature at the Alumni Manager Election
  - (a) if
    - (i) he is not a Voting Member of the Alumni;
    - (ii) he is the serving principal or a serving teacher of the School;
    - (iii) he is a candidate for the Parent Manager Election conducting concurrently with the Alumni Manager Election; or
    - (iv) he does not meet with the registration requirement as set out in section 30 of the Ordinance; or
  - (b) unless within the nomination period as set out in Rule 6, there shall have been left at the registered office of the Alumni nomination form in a form prescribed by the Executive Committee and signed by two Voting Members of their nomination of such person for election. For the avoidance of doubt, a Voting Member may nominate himself and may nominate up to two candidates for the Alumni Manager Election.

## Nomination period

6. The Executive Committee shall announce the commencement and closing date of the nomination period (the latter shall fall on the 14<sup>th</sup> day after the nomination period commences) during which eligible candidates may lodge valid nomination forms in accordance with Rule 5.
7. If at the close of the nomination period, valid nomination is not received for any candidate, the nomination period shall be extended for 7 days and the Executive Committee shall within 2 days after the closing of the nomination period announce such extension.

## Ballot election

8. If more nomination than the number of vacancies of Alumni Manager is received before the closing of the nomination period or the extended nomination period (as the case may be), the Alumni Manager Election shall be by secret ballot.
  - (a) Within 3 days after the closing of such nomination period or extended nomination period (as the case may be), the Executive Committee shall
    - (i) appoint the President, or where the President is a candidate, any Executive Committee member who is not himself a candidate, as Returning Officer;
    - (ii) notify each candidate of the conducting of the Alumni Manager Election.
  - (b) Within 14 days after the close of such nomination period or extended nomination period (as the case may be), the Executive Committee shall
    - (i) announce the conducting of the Alumni Manager Election and the electoral procedures; and
    - (ii) publish in its web-site the candidates' statements of personal particulars as set out in the nomination form and a ballot paper to be downloaded and completed by the Alumni's Voting Members. The ballot paper shall contain the names of the candidates, in alphabetical order of surnames.
  - (c) A Voting Member shall be entitled to cast one vote in respect of each of the available vacancies.

## Enrolment for voting

9. A Voting Member desirous of voting in the Alumni Manager Election shall, before the closing of the voting period log in the Alumni's web-site for enrolment. Any vote cast by a Voting Member who has not enrolled himself under this rule shall be void.

## Voting period

10. The Executive Committee shall announce the commencement and closing date of the voting period. The voting period shall commence not less than 14 days after the close of the nomination period or extended nomination period (as the case may be) and shall end on the 14<sup>th</sup> day after the commencement of the voting period.

### Completed ballot papers

11. Completed ballot papers shall be returned to the registered office of the Alumni or to such other place within Hong Kong as is specified for that purpose in the ballot paper before the close of the voting period.
12. A ballot paper shall be invalid if
  - (a) it is torn or defaced to a material extent;
  - (b) it bears any writing or any mark other than tick marks against the names of the candidates;
  - (c) more votes are cast than the number of available vacancies;
  - (d) it is not enclosed in a plain sealed envelop stuck with a label downloaded from the Alumni's web-site; or
  - (e) the required information on the label referred to in the immediate preceding paragraph is incomplete.The determination of the Returning Officer on the validity of a ballot paper shall be final and conclusive.
13. The Alumni shall not open any sealed envelop containing completed ballot paper but shall remove the label bearing the identification of the voter before passing such envelop to the auditor of the Alumni.

### Counting of votes

14. The auditor of the Alumni shall open the sealed envelop and count the number of votes cast for each candidate and shall within 14 days from the close of voting period furnish to the Executive Committee a confidential report in writing on the number of votes so cast.
15. The Executive Committee shall meet to receive from the auditor of the Alumni the confidential report referred to in Rule 14 and to eliminate the candidates receiving the lowest number of votes until the number of candidates left equals the number of available vacancies, and those candidates shall be deemed to have been elected.
16. If an equality of votes is found to exist between any candidates, and the addition of one vote would entitle any candidate to be declared elected, the result shall be decided
  - (a) where any candidate has been eliminated pursuant to Rule 15, by repeating the voting pursuant to these Rules among the candidates with equal votes; and
  - (b) in any other cases, by casting lots in the presence of the candidates concerned and the Returning Officer.

### Announcement of result

17. Upon receipt of the confidential report referred to in Rule 15 above, the Executive Committee shall forthwith announce the result of the Alumni Manager Election.

### Appeal

18. The Executive Committee shall prior to the commencement of the nomination period, appoint not less than 5 Voting Members as members of the Adjudication Committee and shall announce such appointment no later than the announcement of the nomination period.
19. No person shall be appointed pursuant to Rule 18 if he

- (a) has not undertaken to the Alumni that he will not participate in the Alumni Manager Election, either as a candidate, nominator or voter; or
  - (b) is or has been at any time during the 12 months immediately preceding such appointment
    - (i) a member of the Executive Committee;
    - (ii) the principal or a staff (teaching or otherwise) of the School; or
    - (iii) a member of the executive committee or any similar managing structure of the parent-teacher association of the School.
20. A candidate who has been unsuccessful at the Alumni Manager Election may within 7 days from the date of announcement of result of the Alumni Manager Election, lodge a written request for an appeal with the Alumni. The written request must state the grounds of the appeal and the remedy sought. Upon receipt of the request, the Executive Committee shall refer such request to the Adjudication Committee.
21. The Adjudication Committee shall form a panel consisting of 3 members to consider and deal with the appeal with or without a hearing. In the event that there is a hearing of the appeal, the parties shall appear in person at the hearing and representation by legal or other professional shall not be allowed. The panel may dispose of the appeal by majority decision and its determination shall be final and conclusive.